



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070



THE BEST
Summer
EVER!



General Camp Information

Summer Camp 2018

About the Staff

Our camp director and coordinators are seasoned staff members and are currently pursuing or have completed a college degree. All staff are required to attend staff training prior to the start of camp. All staff are CPR/AED certified.

How to Register

1. Complete 2018 Camper Information Sheet and liability waiver for EACH child, waivers must be signed and dated by parent/guardian.
2. Bring forms to the Gary Morava Recreation Center.
3. **Camp Registration forms can be downloaded from www.phparks.org. For 2018 camp registration can be done online or in person.**
4. We offer weekly sessions to accommodate busy summer schedules with options of 3 days (M/W/F), two day (T,Th), or sign up for the full 5 days. Due to the nature of our programs, Creative and Performing Arts and Travel Camps are a full 5 days. No exceptions can be made to scheduled days.
5. **Refunds are not issued for illness, vacation, and/or extra-curricular activities.** Refund requests must be submitted in writing, forms are available at the Gary Morava Recreation Center.
6. Registration deadline for all camps is Friday by 12pm, noon prior to the new session. A \$10 late fee will be applied for registrations taken after the deadline.

Welcome to the Prospect Heights Park District Day Camps!

Thank you for choosing Prospect Heights Park District day camps for your child this summer. Our experienced camp staff is looking forward to providing exciting and rewarding camp activities. It's our goal to have each camper make new friends, get an all-around camp experience and want to come back summer after summer!

Please take time to read through this parent manual and complete all the necessary forms. The information that we have provided you in this packet will help answer your questions about camp.

We are offering for you and your camper an open house evening before camp starts and we encourage you to attend. At the open house you will be able to meet the counselors and coordinator for your child's camp. The open house will be held at the Gary Morava Recreation Center on Thursday June 7, 2018 from 5:30pm-6:30pm.

If you have any questions in regards to Jr. Explorers, Explorers, Sports, Adventure, Travel, Last Hurrah and before and after care camps please contact Laura Fudala. For questions in regards to Camp hot lunch, Creative & Performing Arts Day Camp, Production Camp, and Set and Design After Care Camps please contact Marci Glinski.

We are looking forward to a fun summer with happy campers!

Sincerely,

Laura Fudala, CPRP
Supervisor of Recreation
847.666.4878
lfudala@phparks.org

Marci Glinski
Supervisor of Recreation
847.666.4875
mglinski@phparks.org

Summer 2018 Payment Plan Options

Option 1- Automatic Bill Pay

1. Sign up for all your camp needs.
2. Pay week 1 camp fees at the time of registration
3. Enroll in automatic bill pay for the remaining sessions
4. Cancellations can be made on Fridays by noon (12 pm) before the week of billing.

Option 2- Pay as you go

Register as you go as long as spots are available. Payment will be due at time of registration.

Week 2 Due 6/11	Week 5 Due 7/2	Week 8 Due 7/23
Week 3 Due 6/18	Week 6 Due 7/9	Week 9 Due 7/30
Week 4 Due 6/25	Week 7 Due 7/16	Week 10 Due 8/6

Camp Open House

Camp open house will be held on **Thursday, June 7 from 5:30 pm-6:30 pm** at the Gary Morava Recreation Center. We invite you to stop in and take a tour of our facilities, meet our camp counselors and it's a great time to ask questions!

Drop-off and Pick-up Locations

***Campers may be dropped off starting at 8:50 am**

<u>CAMP</u>	<u>DROP-OFF</u>	<u>PICK-UP</u>
Jr. Explorers	Inside GMRC-Room A	Inside GMRC- Room A
Explorers	Inside GMRC (Room 1)	Elm St.
Adventure	Eisenhower School	Front of GMRC
Sports Camp	Picnic Shelter at GMRC	Back Lot of GMRC Playground
Travel Camp	GMRC GYM	McDonald Ballfield Parking Lot
Performing Arts Camp	Inside GMRC Rm 2	Back lot of GMRC-Rock
Last Hurrah	Inside GMRC <i>*Check with Staff on exact location.</i>	Front of GMRC

Before and After Care Sign-In/Sign-Out Procedures

- Due to the nature of the program, parents are required to accompany and sign-in their child each morning and sign-out their child each afternoon. No curbside drop-off.
- Children enrolled in the before care and after care program are not permitted to arrive or leave the program without an approved adult signature.
- Children will NOT be released to an individual whose name is not listed on the child's Information Form.
- Staff may require photo identification of anyone picking up a child.
- Children who are enrolled in camp swim lessons and before care will be escorted to the pool area by before care staff and escorted back to their camp by pool staff.
-

Late Pick-Up

If a parent/guardian arrives after the designated ending time of After Camp Care (6:00pm) late charges will apply at a rate of \$1.00 per minute, beginning at 6:01pm. In the event a child is not picked up after 15 minutes, the emergency phone numbers will be called. If the emergency contact cannot pick up the child, the Supervisor of Recreation will be notified immediately. The Supervisor will advise on further arrangements. (Police may be contacted to remain with the child or arrange pick-up from the Prospect Heights Police Department). Frequent or recurring late pick-up may result in suspension or termination from the program. **Late fees apply at 3:10pm for campers not enrolled in After Care.**

Camp Attire and Personal Property

For the safety of our children, campers should wear comfortable gym shoes, socks and clothing. Please keep in mind that our camps provide an active setting, therefore we recommend that campers are

dressed accordingly and leave valuable clothing and accessories at home. Children are responsible for all their own belongings. Please write the child's name on all belongings for easy identification if lost or misplaced. One camp T-shirt will be distributed to children who are attending a (off-site) field trip during the session in which they are registered for. This shirt must be worn on all field trips. Children need to bring the following items with them to camp every day unless otherwise specified:

- Lunch (non-perishable, refrigeration not available)
- Beverage (juice, pop, water bottle, etc.)
- Backpack
- Swim suit, towel, and sunscreen

The Prospect Heights Park District is a drug, smoke, and alcohol-free environment. The park district highly discourages campers from bringing their own equipment to camp. The park district provides all necessary supplies and equipment for camp activities. We will transport campers on either a chartered school bus or park district 15 passenger bus. Campers should not at any time bring any weapons or animals to camp.

Electronic Devices/Cell Phones

The camp staff has many fun activities and games planned for all campers to engage in. Please refrain from sending your child to camp with any type of electronic device (iPod, iPads, Kindles, tablets, or handheld gaming devices this includes cell phones! If your child needs to have their cell phone with them during camp it must remain in their backpack. If your child needs to reach you they will need to let their counselor know. We want all campers to have a great camp experience! If your child is using the device during camp hours we will reserve the right to take it from the camper and return it at the end of their day. We are not responsible for lost/stolen/damaged devices.

Field Trips and In-House Event

Due to unforeseen circumstances, (i.e., weather, transportation, etc.) field trip locations may be changed at the last minute. Parents will be notified via phone and email.

Some of our trips may have concession stands or gift shops, and sending extra money with your child is at the discretion of the parent. The Prospect Heights Park District is not responsible for lost or stolen money, or purchases.

Transportation for Field Trips

For offsite field trips, camps will be transported by chartered school buses. Travel Camp and Creative and Performing Arts camp will also use Prospect Heights Park District School Buses. The method of transportation will be noted on your child's weekly calendar.

Weekly Activity Calendars

Each camp will have a specific weekly calendar. The calendars will be posted to our website (www.phparks.org) on Fridays by the end of the business day prior to the start of the camp week. Calendars will also be emailed and posted on the bulletin board across from the registration desk.

Camp Hot Lunch

We will be offering hot/cold, delicious and nutritious worry-free camp lunches delivered directly to your child's camp. Orders must be placed at the front desk of the GMRC.

- *No refunds given on camp lunches*
- *Lunch must be ordered at least 24 hours prior to desired lunch date.*
- *If your child will be absent from camp on a day they are expecting a hot lunch, please notify front desk by 9:00 am and you will receive a credit to use for your next hot lunch order.*

Swim Testing

During open swim time, all campers in Adventure, Sports, Travel and Creative and Performing Arts camp will be swim tested each session and given a colored wristband. If the child can swim one length of the pool without stopping, they will receive a green wristband and be able to swim anywhere in the pool. If the child receives a red wristband they will be restricted to the zero-depth to 4 feet section of the pool and the waterslide if they meet the height requirements. A camper may be tested once per session. They will be tested by our pool manager. **Explorers camp only** will be restricted to the zero depth to 4 feet section and water slide (must meet height restriction).

Absences

In the event of an absence, (illness, doctor, other commitment, etc) on a specific day, please inform the Camp Director. If it is a planned absence, please inform staff in writing in advance.

Illness

If your child is ill or has a fever, his/her attendance at camp is strongly discouraged. Should a child become ill during the program, a parent/guardian will be notified and required to pick up the child. If the parent cannot be located, the emergency contact will be called. Children must be fever and symptom free for 24 hours before returning to camp. In the event your child contracts a contagious illness (chicken pox, lice, pinkeye, strep throat, etc.) please notify the staff immediately. A notice will be sent to other program participants.

Medication

Staff may only dispense prescription medication during program hours. In the event a child requires prescription medication, the parent must:

1. Communicate the need to the Camp Coordinator and Camp Counselor
2. Complete appropriate forms and waiver. Forms are available at the registration desk and online at www.phparks.org.
3. Provide medication in a pharmacy dispensed container with dosage specified (asthma inhalers, epi-pens, etc.)
4. Over the counter medication will NOT be dispensed unless there is written documentation from the child's physician.

Medical Emergencies

If your child is injured and requires more than basic first aid treatment:

1. If necessary, the paramedics will be called.
2. The parent/guardian or emergency contact will be called.
3. Paramedics will transfer injured child to the nearest hospital if it is deemed necessary.
4. If parent/guardian are not present, a staff member will accompany the child in the ambulance and remain at the hospital until parent/guardian or emergency contact arrives.
5. Parent/Guardian is responsible for the emergency medical charges for all services rendered. Your authorization for the program permits staff to secure emergency medical treatment for your child. Your commitment for payment thereof is part of the registrations agreement.

Behavior and Discipline

The Prospect Heights Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in or viewing of any program, event or facility to any person whose behavior materially interferes, or disrupts the quality of

those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility. The Prospect Heights Park District Camp Staff reserve the right to ask a camper to leave the program at any time if he/she does not demonstrate camp appropriate behavior as mentioned in our behavior plan. Rules of Conduct include:

- Children will show respect to all participants and staff, and take direction from staff.
- Foul or abusive language will not be tolerated and children will refrain from using inappropriate language.
- Children will refrain from causing bodily harm to themselves, other children or staff, and refrain from using hands or body force.
- Children will respect all equipment, supplies and facilities. This includes cleaning up all supplies used to participate in the program.
- Children will remain within all camp boundaries.

Suspected Abuse of Neglect

The Prospect Heights Park District employees are mandated reporters in the State of Illinois. In accordance with the procedures set by the Abused and Neglected Child Reporting Act, any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities may be notified accordingly.

Inclusion Assistance

Inclusion assistance is provided by NWSRA (Northwest Special Recreation Association) to those individuals who wish to participate in their home park district programs. When registering for a park district program, the parent or individual with a disability should inform the

Park District and NWSRA of any accommodations needed in order to successfully participate in the program. The Prospect Heights Park District will also contact NWSRA for assistance with the accommodation. Contact NWSRA at (847) 392-2848 for further information.

Important Camp Contact Info

Gary Morava Recreation Center

Camp Office (847) 394-2848

Laura Fudala (847)666-4878 (June-August)

(For Before and After Care, Jr. Explorers, Explorers, Adventure, Sports, Travel, & Last Hurrah).

Camp Office (847) 394-2848

Marci Glinski (847)666-4875

(Camp Hot Lunch, Performing Arts Day Camp, Production Camp, and Sets & Design After Care Camp).