



Board of Commissioners

Dennis Kennedy
Ray Larson
Katie Lashbrook
Timothy Powell
Marlon Rodas
Ken Ryan
Terry Toth

Executive Director

Kristin Splitt

*Parks &
Recreation,
The Benefits
are Endless.*

Summer 2019

Dear Camp Parents,

Welcome to the Grayslake Park District's Summer Camp!

Please fill out the Camper Emergency Form **return it to the Park District prior to or on the first day of camp to your director**. It is extremely important that we receive these forms filled out completely **before** your child attends the first day of camp. If we do not receive these forms, your child will not be able to attend camp on the first day.

Payment is due prior to your child attending camp. If payment is not received in full prior to the first day of camp, we cannot accept your child at camp. Please refer to the section titled "*Payments*" in your Parent Handbook for any additional questions regarding payments.

Each child will be required to bring a sack lunch and drink each day. There will not be any refrigerators at camp, so please send something that will not spoil. The following is a list of things that you will want to send to camp with your child:

- Lunch with drink
- Swim suit and towel (and plastic bag for wet suits)
- Sunscreen – A MUST! (Please apply sunscreen to your child prior to sending him/her to camp)
- Extra drink and snack
- Comfortable gym shoes (No sandals or flip-flops)
- Backpack
- Camp T-shirt must be worn on **ALL** field trips

Please label all items with your child's first and last name.

If you have any additional questions, please feel free to call us anytime at (847) 223-7529 or by email. We hope you and your child have a fantastic summer with us!

Sincerely,

Kendra Ring
Recreation Supervisor
kring@glpd.com

Brice Walsh
Recreation Supervisor
bwalsh@glpd.com

Summer Camp Parent Handbook

Purpose:

These camps are to provide a safe and enjoyable atmosphere and a chance to allow children to gain new experiences. Camp will offer both structured and unstructured activities each day.

Camp Cell Phone Numbers:

Listed below are the direct lines for each camp held at the Grayslake Middle School. Please call if you are running late for drop off/pick up or if there is an emergency and you have to pick up your child early from camp. We ask that you use these numbers only in these cases or for some sort of emergency. Many factors come into play when traveling to and from a field trip. If camp is running significantly late, parents will be contacted.

- Early Bird Camp: (847) 707-4403
- Day Camp: (847) 707-4882
- Sports Camp: (847) 707-4888
- GoGirlGo! Camp: (224) 723-7023
- Breakaway Camp: (847) 707-5435
- Teen Sports Camp: (847) 707-5435
- Stay and Play Camp: (847) 707-4403

Dates and Times: Camp will be held from June 10 - August 9.

Session 1:	June 10 - 14	Session 6:	July 15 - 19
Session 2:	June 17 - 21	Session 7:	July 22 - 26
Session 3:	June 24 - 28	Session 8:	July 29 – Aug. 2
Session 4:	July 1 – 5 (no camp 7/4)	Session 9:	Aug. 5 - 9
Session 5:	July 8 – 12		

Full Day Camps run from 8:30am - 3:30pm each day.

Half Day Camps run from 8:30am – 11:30am Monday/Wednesday/Friday.

Early Bird Camp runs from 6:30am – 8:30am each day.

Stay and Play Camp runs from 3:30pm – 6:00pm each day.

Camp Location:

Camp is held at the Grayslake Middle School, 440 N. Barron Blvd. (Rt. 83). You can also access it off of Library Lane.

Arrival and Departure:

Parents must walk their child into the school. The camp will be based in the multi-purpose room. Enter through the front doors, turn left and follow the hallway to the right to the multi-purpose room. Our staff will be outside the first couple of days directing people where to go. (If your child will be attending the Extended Camp, please refer to that section in this handbook regarding pick up and drop off).

Extended Camp Times:

Early Bird Children (6:30am – 8:30am) – Grayslake Middle School

Arrival: Children being dropped off for Early Bird Camp should be dropped off at the Grayslake Middle School. Please walk your child(ren) into the multi-purpose room by entering the front/main doors, turning left and following the hallway to the right. The multi-purpose room will be at the end of the hall on your left. (Please follow the signs – it will be clearly marked). At 8:30am your child (ren) will be handed over to their camp staff.

Stay & Play Children (3:30 – 6:00pm) – Grayslake Middle School

Departure: All children attending Stay & Play will be walked to the multipurpose room and handed over to the Stay & Play staff. They will receive a snack and drink and then brought outside (if weather permits). Children being picked up from Stay & Play should be picked up in the multipurpose room at Grayslake Middle School. Please use the parking lot in front of the school and walk in to sign out your child(ren). Children attending Stay & Play must be picked up by 6:00pm. **A \$10.00 late fee will be levied for every 15 minutes you are late.** This late fee is due to the counselor that is waiting with your child at the time of late pickup. Failure to pay this late fee could result in your child being removed from camp.

Early Bird and Stay & Play:

If your child wishes to bring a book, a small quiet game, a coloring book, etc. you should feel free to allow your child to do so. Please label all items brought to camp clearly with your child's name. Breakfast will NOT be provided, but feel free to send something to eat with your child. A snack and drink will be served every day at Stay & Play.

Stay & Play Sign Out:

When you pick up your child, you must sign the sign out sheet and write down the time. NO child will be released unless this sheet is signed. Please notify the camp Director in writing if someone other than the specified people on your pick-up list will be picking up your child. This person will need to show proper identification before your child will be released.

Late Pick-up:

Unless you have notified us that you will be late in picking up your child, the following procedures will be taken:

- At 3:45pm your child will be sent to Stay & Play and you will be charged for that day. This applies to the children who are not signed up for the Stay & Play program.
- For those enrolled in Stay & Play, staff will call the emergency numbers provided by you on the information sheet completed during registration at 6:15pm if you have not arrived for your child.

- At 6:45pm if the staff has not contacted anyone on your emergency list, the staff will notify the police and your child will be taken into protective custody until you can be located.

Habitual tardiness will result in a request that your child be asked to leave our program, temporarily, then permanently.

Rain – because our programs have access to indoor facilities, the program will be run rain or shine with no interruption in location / activities.

Camper Drop-off and Pick-up:

We are concerned about our camper's safety not only at camp, but also in arriving and departing camp. It is very important that the camp staff know the means by which each camper will arrive and depart each day. We ask that parents walk their child to the arrival and departure destinations (whether this is inside or outside) each day. In the event you will not be available to pick up your child, only those persons listed on the emergency release form, that you completed, would be allowed to pick up your child from the program. A picture I.D. may be requested from you or anyone picking up your child.

Emergency Medical and Health Policy:

We will always try to provide a safe environment for your child; however, children, being children, may become injured. In the unlikely event of such an occurrence, this procedure will be followed:

- Paramedics will be called to handle serious accidents (i.e. bigger than Band-Aid injuries). They will also be called in the event of any type of head, neck, or back injury.
- A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency numbers that are provided on the information sheet during registration. Again, please feel free to revise this list as frequently as necessary.
- If your child requires medical care, we will accompany them to the nearest medical facility.
- If your child becomes ill while at camp, we will call you to notify you of the situation. If your child has a fever, is vomiting or experiencing diarrhea, we will request that you or an authorized adult pick up your child as soon as possible. This policy is not only for the protection of your child, but also extends to the other children in the camp.

Medication Policy:

If your child needs to take medication while at camp, a "Permission to Dispense Medication" form needs to be filled out prior to your child attending camp. All medication must be sent in the original container with the following information on the label: Doctor's name, patient's name, pharmacy, type of medication, strength and dosage. Please do not allow your child to carry medications to camp. Please drop it off or give it to your child's camp director. Please

send enough medication to last for the entire session. All medication will be kept with your child's camp director at all times.

Camp Attire:

Campers should wear shorts, a T-shirt, socks and **GYM SHOES** to camp. **No sandals or open toed shoes will be allowed.** It is beneficial to avoid wearing long pants because the children will get too hot unless the weather is cold or rainy. Please remember that your child may get dirty at Camp and they need to wear appropriate clothes. All campers will receive a camp T-shirt, which must be worn on each field trip. For very hot days, it is advisable to send a bathing suit, towel and plastic bag for wet suits in case the staff would like to play water games. Please no loose hanging jewelry that could get snagged or be lost.

Digital Devices:

No cell phones, iPods, MP3 players, handheld game systems, etc is prohibited. Staff reserves the right to confiscate any such device for the duration of the day. The Grayslake Park District is not responsible for lost, stolen or damaged property.

Snacks/Lunches:

Each camper must bring his/her own lunch, including beverage each day to camp; along with a morning snack. The snacks/lunches cannot be refrigerated, so please pack something that won't spoil. Also, please write your child's name on his/her lunch.

Walking:

Camp requires a great deal of walking to get to the various places available for our use. Because the distance of some of the parks is sometimes long, it is important that your child be well prepared with proper shoes, clothing and water to insure for their safety and comfort.

Swimming:

The children will be swimming 2 days a week at the full day camps – depending upon weather. Children are not required to participate but may be involved in poolside activities if the child/parent prefers. Please check the weekly camp schedule to see which days your child will be swimming. Swimwear and a towel must be brought to camp. We recommend a swim shirt on swimming/water days and aerosol sunscreen be brought to camp every day. In addition to a swimwear and a towel, please send a plastic bag that your child can put there wet things in after their swim time. Campers will not be allowed to swim in street clothes. When the weather is extremely hot, you may want to send your child's swimsuit and towel everyday, just in case we have all camp swim or their counselor plans to play water games.

Sunscreen:

All campers need to wear **waterproof** sunscreen to camp EVERYDAY! Due to liability reasons, the counselors cannot apply sunscreen to your child. Please be sure to apply sunscreen before camp. It is extremely important that your child wear sunscreen, because we will be outside during camp. We recommend a swim shirt on swimming/water days and aerosol sunscreen be brought to camp every day.

Photographs:

Photographs are taken of participants to use for promotional purposes. By registering for a program, you have granted us permission to use your child's image for promotional purposes unless otherwise stated.

Tax Information:

We do not provide Section 125, reimbursement accounts or tax information to parent for Day Camp. It is the parent's responsibility to keep track of expenses by keeping cancelled checks, credit card slips or to ask the park district for a receipt.

Payment Policy:

Registration is taken on a first come, first served basis. Even if you have attended a previous session, you may lose your spot for a future session. Payment is required no later than one week prior to the beginning of the next session. If we have not received payment for a session, you may lose your spot in that session and it will be replaced with someone on the waiting list. We will not be able to accept your child until the payment or arrangements for payment have been made. Please contact Kendra Ring, Recreation Supervisor, regarding any such payment arrangements. Payment can be made at the Grayslake Park District Recreation Center between 8:30am-7:30pm Monday – Thursday, 8:30am-5:00pm Friday or 9:00am-12:00 noon on Saturday. You may send in your payment to the following address:

Grayslake Park District
240 Commerce Drive
Grayslake, IL 60030

Payments can be made by cash, check, or credit card. Please make checks payable to the Grayslake Park District. **PLEASE DO NOT SEND PAYMENT WITH YOUR CHILD TO CAMP.**

Refund Policy:

- If a refund request is made prior to the registration deadline, a full refund, less a \$5 service charge per camp per child is granted.
- If a refund request is made after the registration deadline, prior to the first day of camp, a 75% refund is granted, less a \$5 service charge per child per camp.
- NO refunds are granted once camp begins unless it's a medical reason and then a pro-rated refund will be issued, less a \$5 service charge. A doctor's note must be present.

All refund requests must be made in writing. Refund request forms are available online or at the Recreation Center.

Behavior Management Policy

Children are entitled to a pleasant and harmonious environment at camp and setting guidelines for good behavior are a part of the system we must follow. We hope that these procedures will help to curb some of the more common forms of misbehavior and still allow us to work with children that may need some additional attention in following these behavior guidelines. We feel it is very important that parents take an active role in reinforcing these methods so that

campers feel that parents and staff are working together. If you have any questions or concerns about this policy, please contact Shelly Regnier, Superintendent of Recreation at (847) 223-7529.

Listed below is our discipline procedure for campers who are exhibiting consistently disruptive behavior. After all these steps are exhausted, the child will be discharged from camp and no refund will be given for the remainder of the session. The Grayslake Park District reserves the right to dismiss a camper based on any extreme inappropriate behavior without prior documentation.

Step 1 – Most often, the child will be required to sit a “time out” or “cooling off” period for a few minutes.

Step 2 – A “warning” will be given and noted. A “time out” may also accompany a “warning”.

Step 3 – The third warning in one day will result in a Behavior Conduct Report being sent home alerting the parents or guardians to the problem. The Behavior Conduct Report must be signed and returned the next day of camp. Behavior Conduct Reports can also be sent home for any serious infraction.

Step 4 – The third Behavior Conduct Report sent home during the summer will result in the child not being able to return to camp for the remainder of the summer, without a refund.

Warnings / Timeouts are given for:

1. Not following directions.
2. Disrespect towards a counselor, lifeguard or any Park District employee or patron.
3. Destruction of property, stealing or vandalism.
4. Swearing, racial slurs or verbal abuse towards ANYONE.
5. Not returning a Behavior Conduct Report.

Behavior Conduct Reports are sent home for:

1. The third infraction for the day.
2. Physical abuse towards anyone.
3. Any infraction of a serious nature.

Discipline:

As with any large group of children, rules of discipline must be reinforced by Camp Staff and also the parents. We ask that you, as parents, please go over this information with your child so they are aware of the consequences of poor behavior. Below is a list of camp rules.

1. Follow all directions the first time they are given.
2. Show respect for the people around you. (Staff members, peers, patron, etc.)
3. Show respect for the property of others. (Personal property, supplies, equipment, facilities, etc.)
4. No verbal or physical abuse (hitting, swearing, throwing objects, etc.)
5. Follow all pool, field trip and school rules.
6. Do not leave your group or camp without permission.