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*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.

The following is a list of things that you will want to send to camp with your child every day:

- Sack lunch and drink (full day campers only)
- 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 me anytime at (847) 223-7529 or email me at kring@glpd.com. I hope you and your child have a fantastic summer with us!

Sincerely,

Kendra Ring
Recreation Supervisor

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 Dates:

Discovering Day Camp is held June 10 - August 2.

Session 1: **M/W/F** June 10 – July 5
 T/TH June 11 – July 4 (no camp July 4)

Session 2: **M/W/F** July 8 – August 2
 T/TH July 9 – August 1

Outdoor Adventure Camp is held June 10 – August 2.

Session 1: M/W/F June 10 - 14	Session 5: M/W/F July 8 – 12
Session 2: M/W/F June 17 - 21	Session 6: M/W/F July 15 - 19
Session 3: M/W/F June 24 - 28	Session 7: M/W/F July 22 - 26
Session 4: M/W/F July 1 – 5	Session 8: M/W/F July 29 – Aug. 2

Camp Days & Times:

Discovery Day Camp:

Monday, Wednesday and Friday from 8:30am – 3:15pm – **Please bring a sack lunch and drink**

Monday, Wednesday and Friday from 8:30am-12:00pm – **Please bring a snack and drink**

Tuesday and Thursday from 8:30am – 12:00pm – **Please bring a snack and drink**

Outdoor Adventure Camp:

Camp runs from 8:30am – 3:30pm every Monday/Wednesday/Friday. Campers **MUST** bring a refillable water bottle, sack lunch and a drink with them each day.

Camp Location:

Camps are held at Woodview School, 340 Alleghany Road, Grayslake, IL 60030.

Camp Cell Phone Numbers:

Listed below are the direct lines for each camp held at Woodview 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 some sort of emergency.

- Discovering Day Camp: (224) 522-4753
- Outdoor Adventure Camp: To Be Announced

Arrival and Departure:

All children will be dropped off and picked up at Woodview School, 340 Alleghany Road. Please walk your child in and out of the school building. Enter the front doors and proceed straight into the multi-purpose/gym area. Parents will be required to sign their child in and out of camp every day they attend.

Late Pick-Up:

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

After 15 minutes, if you have not notified us that you are running late, the staff will call the emergency numbers provided by you on the information sheet completed during registration. Habitual tardiness will result in a request that your child be asked to leave our program, temporarily, then permanently.

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. You will need to walk your child to the arrival and departure destinations (whether this is inside or outside) each day to sign them in and out. 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 and 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 counselor. Please send enough

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

Daily Snacks & Sack Lunches:

Please send a good-sized snack, drink and water bottle with your child each day. Snack time will not be until the middle of the session time. If you are attending a full day of camp please send a snack, lunch and a drink with your child each day of camp.

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 no loose hanging jewelry that could be snagged or be lost. 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.

Toys from Home:

We ask that if your child brings a toy from home, that it will be labeled with your child's name. We recommend that they don't bring toys that will get lost or broken during play. We also suggest that your child does not bring large toys or toys that would be hard to carry. No toy guns, pocket knives or play weapons allowed!

Rain:

Camp runs rain or shine. Indoor areas are available; if it rains the campers will stay inside of the cafeteria, multipurpose room and gym.

Water Days:

The children will have water days multiple times a week pending weather. Please check weekly calendar for exact days. Children are not required to participate but may be involved in water activities if the child/parent prefers. 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 water activities. When the weather is extremely hot, you may want to send your child's swimsuit and towel every day, just in case we have water day that has not been planned.

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.

Absence and Early Pick Up:

Please call the Park District if your child will be absent from camp or notify a counselor at least one day prior to the date of absence. Since we are always on the go, please advise your child's

counselor if you intend to pick up your child early. This will enable us to tell you where we will be at that time. Please call the Park District Office at 223-7529 to report any absence or early pick up. Please DO NOT call Woodview School directly.

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:

Registration is taken on a first come, first served basis. Even if you have attended a previous session, you may lose your spot for the next 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 8:30 a.m. - 7:30 p.m. Monday – Thursday, 8:30 a.m. – 5:00 p.m. Fridays, or 9:00 a.m. - 12:00 noon on Saturday. You may send in your payment to the following address:

Grayslake Park District
240 Commerce Dr.
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.