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*Parks &
Recreation,
The Benefits
are Endless.*

Summer 2019

Dear Camp Parents,

Welcome to the Grayslake Park District's Summer Camps!

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

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

- Backpack
- Change of Clothes - Please send a change of clothes in a plastic bag (shorts, shirt, socks and underwear) to be left in their back pack.
- Spray Sunblock – A MUST! Please apply sunscreen to your child prior to sending them to camp. Counselors are not allowed to apply sunblock lotion to campers.
- Water Bottle
- Healthy Snack
- Comfortable Gym Shoes (NO sandals or flip-flops allowed)
- Swim Gear on water days only - Bathing suit, towel and water shoes

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

If you have any additional questions, please feel free to contact me anytime at (847) 223-7529 or by email 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. Our camps will offer both structured and unstructured activities each day. Activities will include arts and crafts, sports, games, creative play, nature study, water play and weekly themes.

Dates, Times and Location:

Preschool Camps are held June 10 through August 2 with no camp on July 4.

***Terrific 2 B 2 Camp** is held on Monday/Wednesday or Tuesday/Thursday from 9:00-10:30am. Camp is located at the United Protestant Church, 54 S. Whitney St. The camp is held in the upper level, room 201.

***Little Busy Bees Camp** is held on Monday/ Wednesday/Friday or Tuesday/Thursday from 8:45-11:45am. Camp is located at the Recreation Center, 240 Commerce Dr., Preschool Room B.

***Fabulous 4's Camp** is held on Monday/ Wednesday/Friday or Tuesday/Thursday from 8:45-11:45am. Camp is located at the Recreation Center, 240 Commerce Dr., Preschool Room A.

Arrival and Departure:

All children will be dropped off and picked up at the Recreation Center, located at 240 Commerce Drive or at United Protestant Church, located at 54 S. Whitney St. Parents are required sign their child(ren) in and out of camp each day.

Late Pick-up:

Unless you have notified us that you will be late in 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. Parents will need to walk their child to the arrival and departure destinations (whether this is inside or outside) each day to sign your child 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.

Diaper Changing – Terrific 2 Be 2’s Camp:

While some of our campers may still wear diapers or pull-ups. It is the Park District’s policy that the staff will **NOT** change any diapers/pull-ups. (even in extreme cases, sorry!) If your child’s diaper/pull-up needs changing while they are at camp, we will have to call you and have you come change your child. Please send your child in a clean diaper/pull-up when they come to camp.

Medication Policy:

If your child needs to take medication while at camp, “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 counselor at all times.

Water Days:

Campers will have water days one day a week pending weather. Please check weekly calendar for exact days. Children are not required to participate but may be involved in outdoor activities if the child/parent prefers. Swimwear and a towel must be brought to camp. We recommend a swim shirt on water days and aerosol sunscreen be brought to camp every day.

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.

Daily Snacks:

Please send a good-sized snack, drink and a water bottle with your child each day. Terrific 2 Be 2 Camp is excluded from daily snacks. The Park District supplies snack for Terrific 2 Be @ Camp.

Craft Supplies:

The Park District is always looking for items to use for arts and crafts. If you have any items such as toilet paper rolls, paper towel rolls, baby food jars, plastic bowls, yogurt cups, buttons, etc. we would love to take them off your hands. (Sorry, we are not able to accept meat trays.)

These items can be dropped off at the Park District Office or at the campsite.

Dress:

Please dress your child for the weather each day. No sandals or open toed shoes allowed – GYM Shoes ONLY! 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 will get dirty at camp and needs to wear appropriate clothes. All campers will receive a camp T-shirt.

Rain:

Camp goes on - rain or shine. Indoor classrooms will be used if we experience inclement weather.

Toys from Home:

We ask that if your child brings toys from home, they 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 that may weigh down their backpack or toys that would be hard to carry. We would appreciate it if your child could leave all boom boxes, game boys, CD's, tapes and musical instruments at home. No toy guns, pocketknives or play weapons allowed!

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 also 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.

Parent Involvement:

While we encourage parents to be actively involved in our programs, it sometimes becomes a distraction for the children when parents stay at the camp. We kindly ask that you plan on not staying during camp hours. The first day you will be able to stay for the first 15 minutes if you wish. If this is a problem for you, please discuss it with the staff or call Recreation Supervisor Kendra Ring at (847) 223-7529 or by email at kring@glpd.com

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 during normal business hours. 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 charge. Please make checks payable to the Grayslake Park District. **PLEASE DO NOT SEND PAYMENT WITH YOUR CHILD OR GIVE THEM TO THEIR COUNSELOR.**

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.