

DEAR PARENTS:

Welcome to the Arlington Heights Park District Summer Day Camp.

Day Camp is committed to providing a safe and fun environment that encourages personal growth and development, while having fun. The qualified and caring staff are sensitive and flexible to meet the needs of the parents, as well as to meet both the physical and emotional needs of the children.

The parent handbook has been designed to provide you with an overview of our policies and procedures. Please read all information carefully and thoroughly. If you have any questions, feel free to contact us Monday through Friday 8:30 am - 4:30 pm.

Respectfully,

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Section 1: Camp Location & Site Communication

Camp Locations

CAMELOT PARK	1005 E. Suffield Dr, 60004	847 577-3010
FRONTIER PARK	1933 N. Kennicott Dr, 60004	847-577-3015
HERITAGE PARK	506 W. Victoria, 60005	847-577-3020
PIONEER PARK	500 S. Fernandez. 60005	847-577-3035

Communication with Site and Administrative Staff

Communication between the Day Camp staff members and the parents is vital.

For communication purposes, each site has a cell phone. The phones are for parents who need to contact staff to inform them of an absence, late pick up or family emergency. These phones are not for parents to call their children, as this is not fair to the other participants. Participants will be able to use these phones in an emergency. Also, participants may not use personal cell phones at the site. The telephone at the site will only operate during program hours (7am-6pm). You may leave a message on voicemail at any other time. Please let us know if there are any suggestions to help us improve parent communication.

Sites	Number
Camelot	847-871-3015
Heritage	847-338-1854
Frontier	847-871-3353
Pioneer	847-815-9044

Day Camp Program Philosophy

It is the mission of the Arlington Heights Park District to enrich our community by providing quality recreation, parks, facilities and fun. Day Camp will provide opportunities for all participants to develop a positive self-image through, experiences in a fun, friendly, structured and safe environment. In this recreational based program, participants will also be able to develop their social skills interacting through play and a variety of different activities that include problem solving, teamwork and following basic directions.

Section 2: Registration Procedures

Registration Policy

It is our goal to accommodate as many families as possible. The Arlington Heights Park District reserves the right to adjust locations based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

As with all programs, a minimum number of children is needed for us to hold the program at a particular site. In the event we do not have enough children parents will be notified and the program at that site will be cancelled.

Registration

Registration closes end of the day Thursday before the start of the next session (when space allows). Registrations can be mailed, faxed to 847-506-2735, put in the night drop box (available 24 hours a day) or submitted in-person during registration hours at any Community Center or the Administration Center. Registration is also available online at www.ahpd.org.

Payment Options

1. **Pay in Full** – enroll online or in-person for the session(s) and option(s) and pay in full.
2. **Payment Plan** – Not available online. Enroll in-person at any Community Center or the Administration Center. Payment plans are only available until May 1; after May 1 all camp registration must be paid in full.

Payment Plan details:

- Payment for first session is due in full, including extended care options.
- For each additional camp session an initial payment of \$50/main camp + \$25/extended camp is due to reserve a spot.
- A \$10 payment plan convenience fee charge will be added to each session that is not paid in full at the time of registration.
- Swim and Tennis Lessons must be paid in full at the time of registration for all sessions.
- Camp balance due will be auto-charged on May 20 via saved credit or debit card.
 - If you need to make a change to your saved credit or debit card, please log into your online profile and save a new card. Click “List Saved Credit Cards” from your My Account screen.
 - Once your new card is saved, you must contact the Camp Supervisor to link your new card to your outstanding camp balance.

Late Payments

If the auto-payment is declined and payment is not received by May 25, a late fee of \$10 per child will be applied.

Refund/Credit Policy/Withdrawal

Refunds or credits will not be given for vacations, illness or disciplinary reasons. Special refund accommodations may be made for medical reasons if accompanied by a doctor's note. All refund requests must be submitted online via Refund Request Form and are subject to a \$5.00 service charge.

Section 3: Camp Schedule & Activities

Camp Hours

Day Camp meets Monday-Friday from 9:00am-3:00pm (with the exception of camp held at Pioneer Park which meets M/W/F for sessions 1-4).

AM Extended is from 7:00-9:00am. PM Extended is from 3:00-6:00pm. There is an additional fee for the AM & PM Extended camp service. Unless your child is enrolled in the extended camp, your camper should be dropped off at the park at 9:00am and picked up promptly at 3:00pm. The Park District staff cannot be responsible for your child before or after this time. Abuse of this policy may result in a camper being suspended from camp.

Camp Attire/Items to Bring

Campers should wear clothing that is durable and comfortable (i.e. sweatpants, shorts, t-shirts). A hat or visor is recommended along with sunglasses. Weather permitting, the majority of activities will be held outdoors, so please be sure to send your camper with a jacket on cool days. Gym shoes and socks should be worn at all times (no sandals). Remember, it is easy to get dirty at camp.

All campers will be issued one camp t-shirt as part of the registration fee. Camp shirts will be distributed the first day of each session. Please have your child wear the camp shirt on Wednesdays which is our field trip day. If you wish to purchase additional camp t-shirts, you may do so.

Campers should bring a lunch in an insulated lunch bag with freezer packs to keep items cool. We use coolers to hold the lunches at all sites. We do not serve breakfast during AM Extended care, so please make sure your child eats a good breakfast before attending camp. A mid-afternoon snack is recommended for campers registered PM Extended. Participants enrolled in PM extended may also bring money for the concession stands if they wish.

All campers need to bring a swimsuit, a towel, a comb/brush, insect repellent and **suntan lotion/sun block on a daily basis**. Even if rain is in the forecast, please send a swim suit in case the weather clears up during the day. Items should be carried in a plastic bag or backpack and clearly labeled with the child's name. Any cell phones brought to camp will have to remain in your child's backpack at all times.

Taste of Camp

Lunch is provided by the Park District every Friday. This is known as the Taste of Camp. The lunch selection will be posted on the weekly calendar that is given out at the camp site. If for some reason your child cannot eat what is planned, please send a sack lunch with your child on that day.

Counselor Groups

All counselors are assigned a group of up to 10 campers. Counselor groups are used for attendance, transitions from one activity or location to another and for keeping track of the campers. All groups remain together unless space or equipment requires us to take turns in the smaller counselor groups. You may request one child to be placed in the same counselor group as your child. The "buddy" must also request your child to be in his group.

Field Trips

Within each session, there are two field trips scheduled; one per week. These are chaperoned by camp staff only. Trip dates and locations are listed on the weekly calendar. It is mandatory for your camper to wear his/her camp t-shirt on field trip days. **A sack lunch in a paper bag and drink** should be brought from home on these days unless otherwise noted on the calendar. Camp counselors are not responsible for individual camper's money or items brought from home. Please refrain from sending money on these days. We recommend the use of backpacks to keep personal belongings together.

Buses are unable to wait for campers who are late on field trip days. **Please make sure your child is dropped off on time (9:00am) for camp.** Depending on the time we return, there may or may not be swimming on that particular day, however still have your child bring a suit and towel just in case.

Our back-up plan for inclement weather will be a movie at a local movie theatre. Decisions on back-up trips will take place by 7:30am on the day of the field trip. If the weather looks uncertain for the day (predictions of storms or rain), staff will cancel the field trip, and the participants will go to the movies. If the weather clears up right before the trip, it will be too late to make arrangements with the waterpark and bus transportation. Unfortunately, sometimes a decision will have to be made hours before the trip to ensure the best outcome for the safety and well-being of all campers and staff.

Swimming

Lessons are optional for any child enrolled in camp at Camelot, Frontier or Heritage Park for an additional fee. After the lesson time, all children will have "free swim" time for approximately 45 minutes. There will be no swim time on field trip days during regular camp hours, but they may swim during PM extended time if it is really hot. **Bring a swimsuit and towel every day just in case. Campers who attend Pioneer, will have free swim on Mondays and Fridays.** Once public swim attendance is determined and capacity is evaluated, it may be possible to get additional free swim time for campers, but it is not guaranteed.

If the air temperature is below 67 degrees or if there is thunder and lightning, the pool will be closed and the children will not swim.

In addition to the counselor staff, certified lifeguards will supervise campers during all swim activities. All campers wishing to use the diving well will be tested on the first day of the session to determine their ability to safely use the diving boards.

Campers should bring a swimsuit and towel regardless of the weather conditions in the morning. Please don't forget suntan lotion/sun block! We advise application of suntan lotion/sun block prior to arrival at camp. Counselors will remind campers to reapply the lotion/block during the day. Staff will not be allowed to apply sun screen to any parts of the children except for their faces.

Tennis

Tennis lessons are available each session at Camelot, Frontier and Heritage Park for an additional fee. Participants need to bring a water bottle for class. Loaner racquets will be provided. Lessons are offered from 3:15-4pm. Campers who are not enrolled in PM extended will be walked to lessons by camp staff. A parent/guardian must pick up the camper at 4pm. Campers enrolled in PM extended will return to PM extended after lessons.

Calendar

A Calendar is completed at each camp for each session. On the calendar, you can find daily activities, weekly fieldtrips and taste of camp information. Calendars for the next sessions will be available the Thursday before the session starts. Children will participate in a variety of activities including active play, passive play, swimming, field trips and arts and crafts.

Section 4: Camp Policies

Drop Off and Pick Up

When you drop off/pick up your child, you must sign in/out your child. Please respect staff's set up time by not arriving earlier than 7:00am. This time is essential for the staff to set up and prepare for the day's activities. In the afternoon, the staff will not release a child to an individual whose name is not listed on the child's Emergency Form and under no circumstances is a child allowed to leave the program unescorted. In the event that someone else needs to pick up your child and is not on the list, we must have the authorization in writing. Staff will ask for a picture I.D. Parents and legal guardians are allowed to pick up the child unless legal documentation shows otherwise.

Late Pick Up Policy

The pickup time of 3:00pm or 6:00pm will be strictly enforced. If at all possible, contact the site director when unable to arrive by 3:00pm or 6:00pm. It is the parent's responsibility to make other arrangements. Any parent who arrives after late to pick up a child is charged a \$10.00 late fee for the first 10 minutes that they are late and \$1.00 for every minute thereafter. A "Late Pickup Form" will be filled out and sent to the administration center where it will be charged to your saved bank card. In the event that a child is not picked up by 6:15pm, the emergency phone numbers are called and the emergency contact is asked to pick up the child. If no one can be reached by 6:30pm, the Arlington Heights Police Department is notified. If late pickups become a habit, you run the risk of your child being dismissed from the program.

Absences

Any time your child will not be attending Day Camp; it is the parent's responsibility to inform the site by leaving a message on the site phone. Please notify the Site Director in advance of planned absences. Messages may be left on the cell phone 24 hours a day.

General Safety Rules and Policies

- Children should wear gym shoes every day to allow full participation in the activities. Please send appropriate clothing each day, as we will be outside.
- Only Day Camp staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed on the premises during program hours.
- No electronics, iPods, cell phones or handheld games will be allowed.
- Personal belongings and toys from home are strongly discouraged. Staff is not responsible for lost or stolen items and reserves the right to restrict or confiscate inappropriate toys.
- Any toy brought from home must have prior approval from the Site Director.

Code of Conduct

Participants and their parents/legal guardians are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. Additional rules may be developed as deemed necessary by staff.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- Participants and parents must refrain from using abusive or foul language.
- Participants must show respect to all staff, participants, all property, equipment and facilities
- There may be no physical contact with any other participants/staff or cause verbal or physical harm.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.) Please note: cell phones and other electronic devices will not be allowed at the program.
- No refunds will be issued for suspensions.

Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through following by example. Since each participant has different ways of learning, several different methods may be used. Staff periodically reviews rules with campers during the program session. The Park is a member of the CHARACTER COUNTS! coalition. The mission of the group is to provide leadership and coordination to the Village of Arlington Heights for developing citizens who live, model, and encourage positive character in homes, businesses, community and service organizations, and in the faith communities. The Day Camp program also participates and promotes CHARACTER COUNTS! by emphasizing the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

1st Offense – *Verbal Warning* (depending on the severity, several warnings may be given)

2nd Offense – A *Conduct Report* will be filled out and filed with the Day Camp Supervisor with a parent/guardian signature. The parents will be required to sign the report, which will remain in the

participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions.)

3rd Offense – Suspension- the participant will be suspended from the program for one to three days, depending on the severity of the situation. The suspension will be in effect the first program day following the offense. The parent will be notified by the Site Director or the Day Camp Supervisor. Upon return from a three-day suspension, if behavior continues, the Day Camp Supervisor may permanently suspend a participant from the Day Camp program.

Depending on the situation and the degree of the offense or repetitive inappropriate behavior, the participant may be permanently dismissed from the program following the issuance of a Conduct Report. There will be no refunds for days missed due to disciplinary infractions.

Leaving or Running Away from Camp

In the event a child leaves or runs away from camp, the following steps will be taken:

- Staff will encourage the child to return voluntarily
- If the child leaves camp ground the police are called to locate the child because the camp staff are unable to leave the camp
- The parents are contacted
- A conduct report is filled out with possibility of suspension
- The second time a child leaves or runs away from camp he is given a one-week suspension
- The third time results in removal from camp

Concerns/Problems

Any troubles or changes your child has at home may affect behavior during the program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff wants to work as a team with the family. Please discuss issues of a sensitive nature in private, away from your child and others in the program.

Illness and Injury

If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 24 hours before returning to the program. If a child vomits, they must go home immediately, if a parent is unable to pick them up, the emergency contacts will be called.

We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.

In case of a contagious disease, please notify Day Camp staff immediately. All parents at that site will be notified as soon as possible. Your cooperation is appreciated.

A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.

Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately. You are responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof, is part of your registration agreement.

Notification of Medical Attention:

Any minor injury/illness, we will only administer basic first aid such as Band-Aid or ice pack and you will be notified when you arrive. In the case an injury/illness requires more attention; we will administer first aid and contact the parent or the emergency contacts in the event you are unreachable. An accident report will be completed, as well. If necessary, we will contact emergency services and participant will be transported to the nearest hospital.

Medication

Strict policies have been put in place regarding the dispensing of medication to participants. We prefer not to dispense medication during Day Camp hours, but should a participant be required to receive medication while in the program the following policies must be followed. This includes restrictions for any over-the-counter medications (including cough drops and pain relievers) and any prescription medication. Parents/Guardians are required to complete a "Medication Waiver" for any and all medication to be administered to participants by Day Camp Staff or the participants themselves (Inhaler/Epi-Pen). Parent/Guardian must sign and complete a "Medication Waiver" form, which also requires a doctor's signature.

The Medication Waiver must be sent to Day Camp Supervisor and secure supervisory approval 24 hours prior to dispensing of medication.

- Medication must be in the original container whose prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information.
- Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.

Equal Access/Special Accommodations

The Arlington Heights Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. No eligible participant will, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity. The Park District is a member of a cooperative agreement among 17 park districts which form the Northwest Special Recreation Association. NWSRA provides assistance for individuals with disabilities registered for park district programs.

If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the school district, please list in detail on the registration material. When registering for Day Camp, the parent of the individual should contact the park district and NWSRA to notify us of any accommodation needed in order for the individual to successfully enjoy the program. Lack of information may adversely affect the park district's ability to accommodate the needs of your child. All participants must be toilet trained and are responsible for their own toileting needs. Please allow at least 2 weeks for all requests.

Suspected Abuse or Neglect

In accordance with the procedures set forth in The Abused and Neglected Child Reporting Act, any Day Camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child will immediately report the matter to their supervisor. The proper authorities will be notified.

If you have any questions, do not hesitate to call Monday- Friday from 8:30am-4:30pm.

Staff**CAP/ Camp Supervisor**

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