



**PROSPECT HEIGHTS  
PARK DISTRICT**

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

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

**Summer Camp 2016**



**General Camp Information**

**About The Staff**

Our camp director and coordinators are seasoned staff members for numerous years and are currently pursuing or have completed a college degree. All of our counselors for camps with children over five years of age have graduated high school and show an aptitude towards childcare.

**How To Register**

1. Complete 2016 Camper Information Sheet and liability waiver for EACH child signed and dated by parent/guardian.
2. Bring forms to the Gary Morava Recreation Center.
3. Bring a copy of your child's birth certificate, tetanus and immunization records. Copy will be kept on file at GMRC
4. **Camp Registration forms can be downloaded from the internet but, all registrations must be walked into the Gary Morava Recreation Center.**

5. We offer 1 week sessions a three day (M,W,F) and two day (T/Th) No exceptions will be made.
6. **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.
7. **Registration deadline for all camps is Friday by 12pm-prior to the new session. A \$15 late fee will be applied for registrations taken after the deadline.**
8. **Refund Guidelines: On or before April 5, 2016 (5pm) full refund less 10% service fee per session. Between April 5-June 3 (5pm), 2016 full refund less 20% service fee per session. After June 3, 2016 NO REFUND - NO EXCEPTION.**

**PAYMENT PLAN OPTIONS/DEADLINES**  
**2016 SUMMER CAMP**

*A deposit equal to one session is due at the time of registration.*

Friday, March 4, 2016	Session 2 fees due
Friday, April 1, 2016	Session 3 fees due
Friday, May 6, 2016	Remaining balance due

**Camp Open House**

Camp open house will be held on Thursday, June 9, from 6pm-7pm at the Gary Morava Recreation Center. We invite you to stop in and take a tour of our facilities, meet your child's counselor, and first session group.

**Drop-off and Pick-up Locations**

<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	Eisenhower School	Back Lot of GMRC Playground
Travel Camp	GMRC GYM	Front of GMRC
End of Summer Camp	5y-7y Rm 1 8y-13y Rm 2	Front of GMRC
Terrific Tenth Week	Inside GMRC	GMRC *Check with Staff on exact location.

### **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.
- 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 or dropping off 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 before care 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. When the park district needs to provide campers with transportation, chartered school busses will be used or the park districts 15 passenger busses. Campers should not at any time bring any weapons or animals to camp.

### **Electronic Devices**

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! We want all campers to have a great camp experience! 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.

Some of our trips may have concession stands or gift shops. The Prospect Heights Park District is not responsible for lost or stolen money, or purchases.

### **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
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  
(847)666-4878 (June-August)