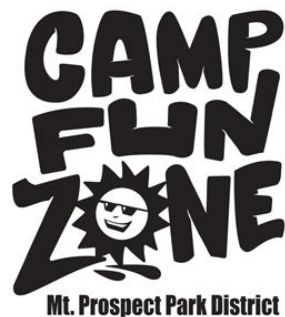


# Mt. Prospect Park District



Mt. Prospect Park District



## 2019 Summer Camp Parent Handbook

**Welcome and thank you for choosing the Mt. Prospect Park District 2019 Summer Day Camp programs! Your camper is about to begin a safe program that will be filled with fun in a friendly environment. Camp will consist of games, activities, field trips, swimming and much more. Periodically, additional information will be sent home with your child or through email. Please pay close attention to distributed information; it is important that you are aware of any changes in time or location.**

Our goals for the Day Camps are:

- To provide every camper with a safe, fun, and memorable camp experience that helps develop a sense of self-respect, self-confidence, respect for others, cooperation, a sense of accomplishment, sportsmanship, and an appreciation of nature.
- To provide opportunities for campers to develop emerging social, cognitive, and self-help skills by giving the campers an opportunity to establish relationships with other campers and adults, make choices and be able to accept the outcome of their choices, explore, create and express themselves at their own levels.
- To provide for the physical and emotional well-being of each camper by creating an atmosphere of warmth, safety, and acceptance and to provide an environment that is stimulating and allows the camper to feel a sense of belonging.
- To maintain the high quality of the day camp program through excellent instruction in activities, a mixture of traditional and innovative programming, the teaching of fun games, an emphasis on appreciation of the environment and an emphasis on camper growth.

Please review the parent handbook with your child, this information should provide answers to any questions you have about day camp. Parent Waiver for each camper must be completed and submitted prior or on the first day of camp. Waiver is located at <https://www.mppd.org/camps>

If you need additional information please feel free to contact **847-640-1000**

**Kristina Winans, Early Childhood and Youth Coordinator: [kwinans@mppd.org](mailto:kwinans@mppd.org)**  
**Kathy Muellner, Early Childhood and Youth Manager: [kmuellner@mppd.org](mailto:kmuellner@mppd.org)**

## **What to Bring to Camp** **(Daily Checklist)**

- Personal labeled Backpack
- Water Bottle (labeled)
- Healthy (waste-free) Lunch and Drink; peanut free lunches are encouraged
- Snack (peanut free) – if enrolled in After Care and/or High 5 and Li'l Prospectors
- Swimsuit (zip lock/plastic bag for wet swimsuit)
- Towel (labeled)
- Sunscreen (labeled & recommend spray sunscreen)
- Swim Goggles (labeled & recommended)
- Hat (optional)
- Swim shirt/white shirt to wear over swimsuit in pool to prevent burning (recommended)
- Smile!

- **Proper Camp Clothing**

Campers should be dressed in comfortable play clothes and based on the days anticipated weather and activities. Children should wear clothes that can get soiled because daily activities involve play in the grass and sand, running, painting and other potentially messy media. **Proper footwear is required.** Gym shoes or rubber-soled shoes are a must; socks are strongly recommended especially on field trip days! Sandals, thongs, plastic jelly shoes, crocs, or bare feet are not considered proper footwear, except at the pool. Children will also be required to dress themselves, so please be sure all clothing and swimsuits is child friendly. Highly recommend swim shirts.

Please have your child's belongings **clearly labeled** with his/her name. **(Please bring an extra pair of labeled clothing for your child to be kept in their backpack and replace it if it gets used (Lil Prospectors & High 5).**

Each camper will receive one camp T-shirt for the summer. Camp shirts **MUST BE WORN ON FIELD TRIP DAYS.** We will **NOT** allow any camper to attend a field trip without his/her camp shirt. This is a parent-camper responsibility that we have no control over. Failure to send your child to camp on trip days without their camp shirt will result in a \$8.00 charge for a new shirt. Payment will be expected on the same day the shirt was issued. Additional camp shirts may be purchased throughout the duration of camp for \$8.00 each. **Please review calendars for Field Trip Days, available at [mppd.org](http://mppd.org) in May.**

- **Camper's Personal Belongings**

It is recommended that campers should not bring valuable items to camp, especially toys, trading cards, money & electronics. The Mt. Prospect Park District and its employees are **NOT** responsible for your child's personal belongings.

If a camper needs to bring a cellphone to camp it must remain in their backpack. Cellphones may only be used if it's an emergency and staff has given the camper permission. Abuse of cellphones use will result in the cellphone be taken away and presented to the parent at the end of the day. If parents need to reach their camper for an emergency they must call the appropriate camp phone numbers listed on page 10.

If a camper is in possession of a weapon, fireworks or an object that would cause harm will result in immediate expulsion from camp.

**The Mt. Prospect Park District will not accept responsibility for reimbursing any loss.**

- **Lunches**

**Lunch, drink and utensils** must be brought to camp **EACH DAY.** A phone call will be made home if a child does not have a lunch. The Mt. Prospect Park District does not refrigerate or heat camper lunches. Please plan lunch preparation accordingly. Please Label ALL ITEMS with your child's name. Hot Lunch is provided to those children who have registered for that program. **Please review menu and deadlines to order hot lunch at [mppd.org](http://mppd.org).**

Children will be encouraged to eat their entire lunches. As parents, we need your support in consistently reinforcing our rules. Please make sure your child will eat what is packed for their lunch. Children who refuse to eat their main meal or are seen throwing food away will result in a phone call to the parents. Peanut free lunches are encouraged.

- **Snacks**

If your child is enrolled in After Care, please provide them with a separate, peanut free snack. Please help to educate your child that you are packing a separate snack, aside from their lunch, in their backpack, to eat at after care.

- **Sunscreen**

The Mt. Prospect Park District does not provide sunscreen, nor does the staff apply sunscreen to the campers. It is your responsibility to apply sunscreen on your child prior to camp and to educate your child on how to apply sunscreen. Please provide your child with labeled sunscreen **EACH DAY**. Sharing sunscreen is not permitted, please provide your camper with his/her own bottle. **Check your child's sunscreen throughout the summer to see if they are running low and replace as needed. If your child is not provided with sunscreen it could result in them missing out on a swim day & being placed under shade.** Spray sunscreen is recommended.

- **Attendance**

Attendance will be taken every morning. If your camper is unable to attend camp due to illness, vacations, or other reasons, please call the appropriate number listed on page 10. It is very important that you clearly state your child's name, the specific camp he/she will not be attending and the approximate date of return. We prefer to receive these calls prior to 9:00 a.m. so that the respective camps can continue on with their scheduled daily activities. No refunds or make up day(s) for day(s) absent .

- **Field Trip Days**

All children **MUST WEAR CAMP TSHIRT ON TRIP DAYS – NO EXCEPTIONS**. \*See “Proper Camp Clothing”  
**Please review calendars for Weekly Field Trip Days, available at [mppd.org](http://mppd.org) during the camp season.**

It is very important for campers to arrive on-time to camp, especially on field trip days. We do not wait for late campers. All children must be signed in.

Multiple busses may be arriving or departing at the camp locations each day. Do not board your child on a bus, they must be signed in and put in the care of their camp director.

Depending on the trip location times may differ. Generally we depart between 9:30/10:00 AM and arrive back between 3:15/3:30 PM. (High Five Camp on Tuesday, we return 1:30/2:00 PM)

- **Swimming**

During our summer camp programs your child will be participating in swimming generally each day. Benefits of swimming at camp

- Swimming is a healthy activity that will last a lifetime

- Swimming is a group activity that improves a child's social development

- Swimming is fun, and it provides a multitude of mental and physical benefits

**High 5 camp will swim on Wednesday/Thursday/Friday mornings.**

Please send your child with appropriate swim wear on ALL SWIM DAYS including: swimsuit, towel, and sunscreen. A swim shirt, hat, sunglasses, and/or goggles are recommended. Please provide a zip lock bag to store wet swimsuits.

If there is something unusual we need to be aware of regarding your camper and his/her swimming ability or skin type, please inform the Camp Director.

High Five participants will be required to wear a lifejacket provided by the Mt. Prospect Park District. Your child may bring their own USCG approved lifejacket.

Li'l Prospectors participants parents will indicate if they should or should not wear a life jacket at the time of registration.

Children in Camp Fun Zone and Camp Sundance are able to use the diving boards, water slides, and drop slides, if they pass the swim test and meet the requirements of the pool. Please inform the Camp Director if you do **not** want your child to be using the diving board, water slides, or drop slides.

## Swim Locations

- **RecPlex Indoor Pool / Outdoor Deck- Afternoons**
  - Lil Prospectors (Stay behind Rope or Small Pool)
  - Camp Fun Zone
- **Big Surf Outdoor Wave Pool (Lions Rec Center)- Afternoons**
  - Camp Sundance
  - Camp Fun Zone
  - Li'l Prospectors (Morning/ Stay behind Red Line)
  - High 5 (Morning / Stay behind Red Line)
- **Meadows Outdoor Pool- Afternoons**
  - Camp Fun Zone
  - Lil' Prospectors (Stay behind Rope)

Life Jackets are available to use at all locations.

### • **Rainy Days or Extreme Outdoor Temperatures**

The activities and trips that are scheduled depend a great deal on the cooperation of summer weather. We will make a decision either the day before or by 7:30 AM based on the forecast information we receive. If there's a chance of rain or extreme temperatures we will choose an alternative indoor field trip. Please use your best judgment in sending children to camp dressed appropriately. If field trips are cancelled they **will not be rescheduled** for later in the summer.

### • **Illness/Accidents at Camp**

**Please keep all sick children home from camp and report any illness to your camp Director.**

***If your child has a contagious illness: such as head lice, strep throat, pink eye, running a fever, or vomiting this information will be anonymously shared with other camp families.*** An ill child must be symptom free for 24 hours before returning to camp (i.e. no symptoms for **at least 24 hours**).

We take the sickness of each camper very seriously. If your child becomes sick at camp (i.e. vomiting, fever, diarrhea, etc.) camp staff will contact the parent/guardian or an emergency contact immediately. Please have your emergency contact be within 10-15 minutes from camp if possible.

## **NO SICK CHILD CAN REMAIN AT CAMP**

We understand that your child's summer camp may also be your childcare. To help promote a healthy environment, we recommend setting up a "sick day" alternative for your child, before the summer begins.

If your child has an "accident" in which they soiled their undergarments and/or clothing the parent/caregiver will need to come within 15 minutes to properly clean their child and provide clean personal attire. The park district staff does not attend to any toileting needs of the campers. The Mt. Prospect Park District does not prorate or refund missing/absent day(s) of camp.

### **• Behavior Management**

As with any large group of children, rules of discipline must be reinforced by camp staff and PARENTS. Please review this information with your camper so that he/she is aware of the consequences of their behavior. Below is a list of some of the **unacceptable behavior** not to be tolerated at camp and will result in a **DEMERIT OR DISMISSAL**.

**\*Bullying**

**\*Swearing**

**\*Leaving the group without permission**

**\*Imminent physical harm**

**\*Biting or any other method of physical harm**

**\*Stealing**

**\*Destruction of property**

**\*Derogatory remarks about other campers' appearance or abilities**

**\*Constant antagonizing of other campers**

**\*Disrespect towards a counselor**

**\*Any behaviors the camp director warrants as inappropriate behaviors in a camp setting**

Any camper, caught stealing from other campers, counselors, or patrons during camp or at the pool, will be suspended immediately from camp, (duration depends on nature of theft). A camper caught stealing on a second occasion; will be removed from camp for the remainder of the summer. Stealing cannot and will not be **tolerated** or **rationalized**. **No Refund if child is suspended or removed.**

If an inappropriate behavior warrants, a written **DEMERIT** will be filled out. If your child receives a DEMERIT you will have to acknowledge it with a signature and return it to the Camp Director. The child will not be able to participate the following day without the DEMERIT signed.

Campers will only be allowed **THREE DEMERITS**. With the **SECOND DEMERIT** the child also receives a one-two day suspension. If a camper receives a **THIRD DEMERIT** the result is immediate dismissal from camp for the remainder of the summer without a financial refund.

If the child's action falls under the Mt. Prospect Park District Control Ordinance Violation of Section 26: *Disorderly Conduct/Acts of Violence* the child can receive a one year suspension subject to prosecution for first offense and a two year suspension subject to prosecution for the second offense. In addition, if the child is charged with the Violation of Section 28: *Indecent and Obscene Language*, the child can receive two-month suspension for first offense, four-month suspension for second offense and nine-month for third offense.

**The Mt. Prospect Park District reserves the right to dismiss a child from our programs at any time if the inappropriate action/behavior by the child warrants it.**

Please communicate with the Camp Director regarding your child's behavior and tendencies they could have during the camp day. We believe that all children are entitled to a pleasant and harmonious environment in camp, and all must follow the guidelines set for good behavior. We hope these procedures will help curb the common forms of misbehavior. Parents must take an active role in reinforcing our safety and courtesy rules.

## Codes of Conduct and Camper Guidelines

Camp participants are expected to exhibit appropriate behavior. The following guidelines have been developed to make Park District programs safe and enjoyable. Additional rules, policies, and guidelines may be developed as deemed necessary by staff. A firm positive approach will be used regarding their behavior. The Mt. Prospect Park District reserves the right to dismiss a participant if their behavior is detrimental to other campers or staff. Each situation will be evaluated on its own merit. Please review the following camp policies with your child.

- Talk in a pleasant manner, no foul language or putdowns.
- RESPECT other campers, counselors, and their belongings and the natural environment.
- Refrain from disparaging remarks to include comments against an individual's race, ethnic background, religion, physical appearance, or disabling condition.
- Treat all equipment and supplies with proper care and respect.
- Remain with your group and Camp Counselor at all times unless directed to do otherwise.
- Refrain from causing bodily harm to other participants or staff.
- BE SAFE – always follow all camp, pool, and bus safety rules.

## Parent Code of Conduct

Parents and guardians are expected to exhibit appropriate behavior at all times while participating in any program, event or activity with the Mt. Prospect Park District. It is recommended that parents discuss with their children the activities that are planned for each day and while their child may wish not to participate in a specific activity, he/she is still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for particular programs as deemed necessary by staff.

- Show respect to all participants and staff, and take directions from staff.
- Refrain from using abusive or foul language on Park District property and/or towards staff.
- Refrain from causing bodily harm to self, other participants or staff.
- Show respect to equipment, supplies and facilities, and teach your children to do so as well.

**\*We ask that all general rules of good conduct and courteous behavior be observed.**

Parents are requested **not** to remain on the campground site/room during a camp session. Our program helps to promote a sense of security and independence without the presence of parents for our campers.

**The Mt. Prospect 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.**

- **Medical/Disability**

It is the responsibility of the parent or guardian to notify and inform the Park District, at the time of registration, of any medical condition or disability. The Park District does not employ any nurses, doctors or other staff who are licensed, certified, or trained to provide medical diagnoses or care to patrons. We are generally able to assist with the self-administration of medication (reviewing each particular request on a case-by-case basis), but we do not allow staff to diagnose medical situations or perform invasive or complex emergency procedures.

Please allow 2 weeks for all NWSRA Inclusion requests.

- **Custody Situations**

Both parents will be allowed to pick up their child at any time, unless they provide legal documentation such as court orders explaining their custody arrangement. Please bring your most current documents to the office at RecPlex (**not** to your child's camp site) and we will copy the sections pertaining to custody. Documents from past school years/summer camps need to be re-submitted.

- **Going Green: Save the Earth**

- Bring a water bottle clearly labeled with your child's name
- Use a reusable lunch box
- Teach your child to **respect the earth!** Teach them to not pull grass or flowers out of the ground and not to hang on trees. They should learn to throw away trash in a garbage can and not on the ground. Also, teach them the importance of Recycling!

- **Wait List Participants**

If you are on the waiting list for a particular session, you will be called if and when an opening occurs. Please do not put in personal requests with the counselors. They do not have the ability to allow campers into the camp from the waiting list.

- **Changing camp days/refunds**

Due to our daily camp participation numbers reaching capacity we do not have the ability to switch days for your child due to want or need. Please note, no refunds will be issued after June 1, 2019.

- **Receipts**

Camps are recreation programs but depending on your circumstances the cost of the program may qualify as child care for a tax deduction. If you and your tax advisor decides you can use this, the tax ID number is 36-6008-913. Please retain your receipts for tax purposes. MPPD does not send out a tax statement. You may go to your webstore account to print your receipts.



## • **Extended Care**

You may enroll your child in Extended Care if needed. Before Care begins at 7:00 a.m. (High 5 is 8:00 a.m.) and After Care ends at 6:00 p.m. You may not drop off your child prior to 7:00 AM even if there is a counselor present.

- Lil Prospectors and Camp Fun Zone Extended Care ; Before & After will be in the Kids Klub room at RecPlex: 7 – 9 am and/or 4-6 pm
- Camp Sundance is at Lions Recreation Center: 7-9:30 am and/or 4:30 – 6 pm
- Make it a Ten, High 5 extended care is at Lions Recreation Center: 8 - 9AM and 2 – 6 pm

**The After Camp service ends at 6:00 p.m. All children must be picked up by 6:00 p.m. There will be a \$1.00 late fee per child for every minute late starting at 6:00 p.m. The days become long for campers and counselors who arrive at 7:00 or 8:00 AM and remain until 5:30 or 6:00 PM, so please be prompt in picking your camper up by 6:00 PM. After 6:15 p.m. any child/camper that has not been picked up will be transferred to the care of the Mount Prospect Police Department.**

Those that arrive before camp begins or stay after camp ends and are not enrolled in the Extended Care Program will be automatically logged and charged \$8.00 for that portion of the day; (AM/ PM) You will receive a written bill and must pay at RecPlex or Lions Rec Center's front desk. You will then be responsible for returning that paid receipt in to the Extended Care counselor within the same week.

**All children must be signed out of Extended Care on a daily basis. Plan to park your vehicle in the parking lot and enter the building to sign in or out. Cars parked in the fire lanes will be ticketed.**

## • **Insurance Information**

The Mt. Prospect Park District assumes no liability for injuries or accidents that occur at programs, activities, field trips, parks and facilities. The Park District does not carry medical or hospitalization insurance for program participants. Such insurance would make program and user fees prohibitive. Your individual health care policy must cover all of your medical needs.

## • **Emergency Procedures in case of Injury**

For any child who is injured the Mt. Prospect Camp Staff will provide basic first aid on minor injuries. If a child is injured and required more than basic first aid, the following first steps will be taken:

- A. Call 911
- B. Attempts to contact a parent or guardian.
- C. Attempts to contact an emergency contact(s) listed.
- D. If necessary, the child will be transported to an emergency facility by ambulance, accompanied by a staff member.

## • **Authorized Pickup**

The least one parent/legal guardian and one authorized pick up/emergency contact must be entered at the time of Registration with phone numbers. These people should be authorized to pick up your child whether it's an emergency or not, within 15 minutes. The day camp staff will not release any child to an adult whose name does not appear on the list. All information on this form will be taken as current unless otherwise noted by a parent. Therefore, if there are any changes in your child's medical information or those authorized to pick up your child, you must notify the day camp staff in writing as soon as possible.

Please help with our parent & camp director communication for daily changes by

- A. Complete Communication Log at Sign In/Out table
- B. Calling and leaving message on the camps cell phone (numbers listed on page 10)
- C. Sending email to the camp's email address (email addresses listed on page 10)

- **Lost and Found**

Please Label everything your child brings to camp with his/her first and last name. The camp staff does their best to help the children keep track of their personal belongings, but we are **NOT responsible for lost or stolen items!** Please talk with your child about their responsibility as a camper to keep track of their belongings throughout the day. There is a Lost and Found container at each camp site and pool. Please check these containers if any of your child's belongings are missing.

- **Camp Phone Numbers / Email Addresses**

Please use the numbers/email addresses below to communicate with the camp directors when necessary

High 5/ Taste: 847-632-9333 (Lions); 847-989-4381 (camp cell phone); [youth4@mppd.org](mailto:youth4@mppd.org)

Li'l Prospectors: 847-640-1000 x226 (RecPlex); 847-650-1343 (camp cell phone); [youth1@mppd.org](mailto:youth1@mppd.org)

Camp Fun Zone: 847-650-3957 (camp cell phone); [youth3@mppd.org](mailto:youth3@mppd.org)

Camp Sundance: 847-650-9684 (camp cell phone); [youth2@mppd.org](mailto:youth2@mppd.org)

If you are unable to reach someone at any of the above numbers you can call:  
Kristina Winans or Kathy Muellner: 847-640-1000

It is important for parents to be prompt with dropping campers off and picking them up. Please refer to [www.mppd.org/camps](http://www.mppd.org/camps) to review the weekly calendars so that you are aware of all of the field trips and their departure and return times as well as changes in the daily routine. Trips will depart as scheduled. We will not hold a group of campers and counselors waiting for late or unreported campers.

We expect that all children will be dropped off and picked up by an adult. **We require that all campers be signed both in and out by a parent or legal guardian; Camp Sundance may walk to/from camp if noted at Registration.** Again, it is your responsibility to have your camper on time at the proper site. The Park District accepts responsibility only after your camper has arrived and been signed in at the site. You are responsible for their promptness and safety to and from camp.

**As stated in our brochure and remaining consistent with other park programs, no refunds or credit will be granted due to a camper's absence. We cannot prorate due to illness or vacations because we cannot fill the small portion of a camp's vacancy and our overall cost does not decrease due to the absence of several campers.**

**Special Note:** Parents should NOT call their child during camp hours. The phone is used for emergencies only. We cannot accommodate personal phone calls for all the children.

**THANK YOU AND WE ALL ARE LOOKING FORWARD TO A WONDERFUL  
2019 SUMMER!!!**