



Mt. Prospect Park District



Summer Day Camp

2022 Parent Handbook

Updated April 2022

Welcome and thank you for choosing the Mt. Prospect Park District 2022 Summer Day Camp program! Your camper is about to begin a safe program that will be filled with fun in a friendly environment. Periodically, additional information may either be sent home with your child or sent through email. Please pay close attention to distributed information. It is important that you are aware of any changes.

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 others, make choices, and be able to accept the outcome of their choices. Campers will 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 this parent handbook with your child. This information should provide answers to any questions you have about day camp. The Parent Waiver on the last page must be acknowledged prior to registering.

If you need additional information please feel free to contact:

Kandice Newton, Early Childhood and Youth Coordinator: knewton@mppd.org or 847-640-1000 x209

Kristina Winans, Early Childhood & Youth Manager: kwinans@mppd.org or 847-640-1000 x210

Parent Meeting Info

Wednesday, May 18th at 6:00pm

- Google Meet invite will be sent to registered participants by Tuesday, May 17th
- Meeting will be recorded for those who cannot attend

• Camp Phone Numbers / Email Addresses -

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

Camp Rise:

Phone Number: (847) 640-1000 x224 (Playtime Express Room)

Email Address: youth2@mppd.org

Camp Elevate:

Phone Number: (847) 640-1000 x226 (Kids Klub Room)

Email Address: youth1@mppd.org

Camp Summit:

Phone Number: (847) 640-1000 x235 (Multi Purpose Room)

Email Address: youth3@mppd.org

Travel / Field Trips / Swimming Cell Phone Number: (224) 355-8672

****Text or Call this phone number if needed while campers are not at RecPlex****

If you are unable to reach someone at any of the above numbers you can call:

Kandice Newton at 847-640-1000 x209 or

Kristina Winans at 847-640-1000 x210

• Registration

-Register online through your WebStore account

-Weekly vs. Session format - you **MUST** register for each week that you need. Campers **do not** get automatically enrolled from one week to the next, and there is **no auto billing**

-Waitlist: If you see “waitlist,” please fully checkout (click Finalize Purchase) and you will receive a receipt for \$0. This will hold your child’s spot. In the event of an opening, the District will contact you for payment.

-Camp weeks falling in June will close Monday, May 9, 2022, 5:00 PM (if spots are available). July and August will remain open if space permits

-Camp Ratios will be between 1:8 and 1:10

Please see below for Camp Registration Codes. Options are only M-F or M/W/F. There are no day switches. Make sure to enroll in the correct age group.

1/2 Day Camp Rise (entering grades K-6):

<u>WEEK OF</u>	<u>DAYS</u>	<u>TIMES</u>	<u>CODE</u>
May 31 - June 3 (4 day)	T-F	9:00-12:30	43453
June 1 - June 3 (2 day)	W/F	9:00-12:30	43454
June 6 - June 10	M-F	9:00-12:30	43455
June 6 - June 10	M/W/F	9:00-12:30	43456

June 13 - June 17	M-F	9:00-12:30	43457
June 13 - June 17	M/W/F	9:00-12:30	43458
June 20 - June 24	M-F	9:00-12:30	43461
June 20 - June 24	M/W/F	9:00-12:30	43462
June 27 - July 1	M-F	9:00-12:30	43463
June 27 - July 1	M/W/F	9:00-12:30	43464
July 5 - July 8 (4 days)	T-F	9:00-12:30	43465
July 6 - July 8 (2 days)	W/F	9:00-12:30	43466
July 11 - July 15	M-F	9:00-12:30	43467
July 11 - July 15	M/W/F	9:00-12:30	43468
July 18 - July 22	M-F	9:00-12:30	43469
July 18 - July 22	M/W/F	9:00-12:30	43470
July 25 - July 29	M-F	9:00-12:30	43471
July 25 - July 29	M/W/F	9:00-12:30	43472
August 1 - August 5	M-F	9:00-12:30	43473
August 1 - August 5	M/W/F	9:00-12:30	43474

Camp Elevate (entering grades K-2):

<u>WEEK OF</u>	<u>DAYS</u>	<u>TIMES</u>	<u>CODE</u>
May 31 - June 3 (4 day)	T-F	7:30-6:00	43475
May 31 - June 3 (4 day)	T-F	9:00-4:00	43476
June 1 - June 3 (2 day)	W/F	7:30-6:00	43477
June 1 - June 3 (2 day)	W/F	9:00-4:00	43478
June 6 - June 10	M-F	7:30-6:00	43479
June 6 - June 10	M-F	9:00-4:00	43480
June 6 - June 10	M/W/F	7:30-6:00	43481
June 6 - June 10	M/W/F	9:00-4:00	43482
June 13 - June 17	M-F	7:30-6:00	43483
June 13 - June 17	M-F	9:00-4:00	43484
June 13 - June 17	M/W/F	7:30-6:00	43485

June 13 - June 17	M/W/F	9:00-4:00	43486
June 20 - June 24	M-F	7:30-6:00	43487
June 20 - June 24	M-F	9:00-4:00	43488
June 20 - June 24	M/W/F	7:30-6:00	43489
June 20 - June 24	M/W/F	9:00-4:00	43490
June 27 - July 1	M-F	7:30-6:00	43491
June 27 - July 1	M-F	9:00-4:00	43492
June 27 - July 1	M/W/F	7:30-6:00	43493
June 27 - July 1	M/W/F	9:00-4:00	43494
July 5 - July 8 (4 days)	T-F	7:30-6:00	43495
July 5 - July 8 (4 days)	T-F	9:00-4:00	43496
July 6 - July 8 (2 days)	W/F	7:30-6:00	43497
July 6 - July 8 (2 days)	W/F	9:00-4:00	43498
July 11 - July 15	M-F	7:30-6:00	43499
July 11 - July 15	M-F	9:00-4:00	43500
July 11 - July 15	M/W/F	7:30-6:00	43501
July 11 - July 15	M/W/F	9:00-4:00	43502
July 18 - July 22	M-F	7:30-6:00	43503
July 18 - July 22	M-F	9:00-4:00	43504
July 18 - July 22	M/W/F	7:30-6:00	43505
July 18 - July 22	M/W/F	9:00-4:00	43506
July 25 - July 29	M-F	7:30-6:00	43507
July 25 - July 29	M-F	9:00-4:00	43508
July 25 - July 29	M/W/F	7:30-6:00	43509
July 25 - July 29	M/W/F	9:00-4:00	43510
August 1 - August 5	M-F	7:30-6:00	43511
August 1 - August 5	M-F	9:00-4:00	43513
August 1 - August 5	M/W/F	7:30-6:00	43514
August 1 - August 5	M/W/F	9:00-4:00	43515

Camp Summit (entering grades 3-6):

<u>WEEK OF</u>	<u>DAYS</u>	<u>TIMES</u>	<u>CODE</u>
May 31 - June 3 (4 day)	T-F	7:30-6:00	43394
May 31 - June 3 (4 day)	T-F	9:00-4:00	43395
June 1 - June 3 (2 day)	W/F	7:30-6:00	43396
June 1 - June 3 (2 day)	W/F	9:00-4:00	43397
June 6 - June 10	M-F	7:30-6:00	43401
June 6 - June 10	M-F	9:00-4:00	43402
June 6 - June 10	M/W/F	7:30-6:00	43403
June 6 - June 10	M/W/F	9:00-4:00	43404
June 13 - June 17	M-F	7:30-6:00	43405
June 13 - June 17	M-F	9:00-4:00	43406
June 13 - June 17	M/W/F	7:30-6:00	43407
June 13 - June 17	M/W/F	9:00-4:00	43408
June 20 - June 24	M-F	7:30-6:00	43409
June 20 - June 24	M-F	9:00-4:00	43410
June 20 - June 24	M/W/F	7:30-6:00	43411
June 20 - June 24	M/W/F	9:00-4:00	43412
June 27 - July 1	M-F	7:30-6:00	43413
June 27 - July 1	M-F	9:00-4:00	43414
June 27 - July 1	M/W/F	7:30-6:00	43415
June 27 - July 1	M/W/F	9:00-4:00	43416
July 5 - July 8 (4 days)	T-F	7:30-6:00	43417
July 5 - July 8 (4 days)	T-F	9:00-4:00	43418
July 6 - July 8 (2 days)	W/F	7:30-6:00	43419
July 6 - July 8 (2 days)	W/F	9:00-4:00	43420
July 11 - July 15	M-F	7:30-6:00	43421
July 11 - July 15	M-F	9:00-4:00	43422
July 11 - July 15	M/W/F	7:30-6:00	43423
July 11 - July 15	M/W/F	9:00-4:00	43424
July 18 - July 22	M-F	7:30-6:00	43425

July 18 - July 22	M-F	9:00-4:00	43426
July 18 - July 22	M/W/F	7:30-6:00	43427
July 18 - July 22	M/W/F	9:00-4:00	43428
July 25 - July 29	M-F	7:30-6:00	43429
July 25 - July 29	M-F	9:00-4:00	43430
July 25 - July 29	M/W/F	7:30-6:00	43431
July 25 - July 29	M/W/F	9:00-4:00	43432
August 1 - August 5	M-F	7:30-6:00	43433
August 1 - August 5	M-F	9:00-4:00	43434
August 1 - August 5	M/W/F	7:30-6:00	43435
August 1 - August 5	M/W/F	9:00-4:00	43436

• Refund Policy -

For weeks of camp held during the month of June, refunds will be accepted up until May 9, 2022.

- Week of July 5 - July 8 - drops accepted until June 20, 2022
- Week of July 11 - July 15 - drops accepted until June 27, 2022
- Week of July 18 - July 22 - drops accepted until July 5, 2022
- Week of July 25 - July 29 - drops accepted until July 11, 2022
- Week of August 1 - August 5 - drops accepted until July 18, 2022

• What to bring to camp Daily – Please label all Personal Items

- Personal Backpack with camper supplies
 - o markers, crayons, scissors, and a glue stick in a name labeled ziplock or pencil case
 - o lunch, snack(s), water bottle, sunscreen
- Mask (for bus when on field trips)
- Water Bottle
- Healthy (waste-free) Lunch and Drink; peanut free lunches are encouraged
- Snack (peanut free) – one for late morning and another if enrolled in after care
 - o please educate your child which food items are for each part of the day
- Sunscreen (We recommend spray sunscreen as well as the face stick sunscreen)
- Extra set of clothing (optional)
- Hat (optional)
- Smile!

• Proper Camp Clothing

Campers should be dressed in comfortable play clothes and prepared for anticipated weather and activities. Children should wear clothes that can get soiled because daily activities involve playing in the grass, running, painting and other potentially messy fun! **Proper footwear is required.** Gym shoes or rubber-soled shoes are a must. Sandals, plastic jelly shoes, crocs, or bare feet are not considered proper footwear.

• Camper's Personal Belongings

It is recommended that campers do not bring valuable items to camp, especially toys, trading cards, money & electronics. Campers may bring hard sided items such as books that can be used during down time. The Mt. Prospect Park District and its employees are **NOT** responsible for your child's personal belongings. If a camper needs to bring a cell phone to camp it must remain in their backpack. Abuse of cell phones use will result in the cell phone being 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 number. Please have your child's belongings **clearly labeled** with his/her name.

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

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

• 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 will be a lost and found on site, but items will not be kept longer than one week.

• Lunches

Lunch, drink and utensils must be brought to camp **EACH DAY.** MPPD will not provide any food or utensils. A phone call will be made home if a child does not have lunch. The Mt. Prospect Park District does not refrigerate or heat camper lunches. Please plan lunch preparation accordingly. Please make sure your child's lunch is labeled with their first and last name. There is no sharing of food allowed.

Children will be encouraged to eat their entire lunches, and at least half of their main meal. 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 all of their food away will result in a phone call to the parents. Peanut free lunches are encouraged. Staff will be encouraging campers to eat at least half of their "main meal" first, followed by the other lunch items.

• Snacks

Provide your camper(s) with a separate, peanut free snack to eat before lunch. Please help to educate your child that you are packing a separate snack, aside from their lunch, in their backpack, to eat sometime in the morning half of camp. Please also send another separate snack if your child is enrolled in extended after camp hours (4:00-6:00 PM). There is no sharing of food allowed.

• Masks

As of Monday, 2/28/2022, face masks are optional in most public indoor spaces per Cook County and the State of Illinois. Additionally, the Cook County Vaccine Mandate ends as of 2/28/2022. Beginning on 2/28/2022, face masks will be optional at the Mt. Prospect Park District **except in situations where face masks need to be required, such as after returning from having COVID-19 or after an exposure to COVID-19.** *Please be aware that the Park District will continue to address COVID-19 cases and exposures (which is different from the school districts). If a program participant is not up to date with their COVID-19 vaccination and was exposed to COVID-19, they should quarantine from the Park District.* There will still be rules in places regarding masks. Rule 1 - absolutely no bullying. Any campers bullying/teasing others based on their mask status will be dismissed from camp that day. There are no exceptions to this rule. Make sure someone is able to pick up within 15 minutes. Refunds will not be given. Please talk to your child about being kind and respectful, and that everyone is allowed to have their own opinions. Rule 2 - camp staff will not be able to

answer questions during the day regarding the status of your camper's mask. Please do not contact them asking if your child is / is not wearing theirs.

•Drop off / Pick up Procedures

Drop off and pick up will vary based on the time frame your child is enrolled in camp. If your child is enrolled in before care (7:30-9:00am) or after care (4:00-6:00pm), please come into RecPlex and drop off and pick up your child in their designated camp room. If your child is enrolled in the 9:00am-4:00pm camp option, drop off and pick up will be curbside. Depending on the camp that your child(ren) is enrolled in, you will receive a colored piece of paper with your child(ren's) name, which will allow the camp staff to know which camp you are dropping off or picking up for. Once in the drop off / pick up line, please wait until a staff member comes to your car to sign your camper(s) in during drop off, and when picking up, a camp staff member will bring your child(ren) to your car and sign them out. An Identification Card must be presented at pick up, until the staff becomes familiar with the families. Staff will cross reference the authorized pick up list to the ID. Any changes in those authorized must be submitted to the camp staff in writing.

- If your child(ren) is enrolled in **Camp Elevate from 7:30am-6:00pm**, please come into RecPlex to drop off and pick up your child(ren) in the **Kids Klub Room**.
- If your child(ren) is enrolled in **Camp Summit from 7:30am-6:00pm**, please come into RecPlex to drop off and pick up your child(ren) in the **Multipurpose Room**.
- If your child(ren) is enrolled in **Camp Rise, Camp Elevate, or Camp Summit from 9:00am-4:00 (12:30 for Camp Rise)**, drop off and pick up will be **curbside**. Please place your child's colored name card on your dashboard, and camp staff will assist with signing children in and signing them out. Curbside drop off and pick up will take place at the West Doors of RecPlex.

There will be no refunds or make up day(s) for day(s) absent.

Campers must be picked up by their designated end time. There will be a \$1.00 late fee per child for every minute late. Any camper that has not been picked up, and no authorized individuals can be reached, will then be transferred to the care of the Mount Prospect Police Department.

PLEASE NOTE: If you register your child for other MPPD Programs held on site (swim lessons, dance, etc), that fall during camp hours, you **MUST** send a copy of the receipt (showing dates, times, etc) and request that counselors walk your child to and from the program. Please understand that this is a request, and may not be able to be accommodated based on the daily schedule. Counselors will also not stay with your child during their other program, as they need to get back to their camp group. Please email this information to Kandice Newton or Kristina Winans and we will let you know if we can accommodate your request.

• Authorized Pick up

At 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 and/or Kandice Newton in writing as soon as possible.

• COVID Related Information

Please keep all sick children home from camp and report any illness to Kristina Winans at kwinans@mppd.org

It is expected that your child arrives at Camp healthy and symptom free. If your child is exhibiting any signs of illness, Camp staff will contact Authorized Individuals to pick up within 15 minutes.

Please continue to self assess before entering Park District facilities/participating in programs, and do not come if you are not feeling well. Inform Kristina Winans if:

1. A patron/program participant visited our facilities or participated in programming within 48 hours of coming down with COVID-19 or testing positive for COVID-19.
 - a. Please also do not come to camp if you are waiting on test results
2. A program participant had close contact with someone with COVID-19.
3. A program participant was advised to quarantine by their school or other organization due to exposure to COVID-19.

We have a series of 5 different protocols in place based on different factors such as vaccine status, showing symptoms, being asymptomatic, exposures, testing positive, etc. Please continue to email Kristina Winans with any kind of illness, and you will be asked a series of questions that will determine a return date and mask status. We will still be contact tracing to the best of our ability.

The district will confidentially notify the other camp families and staff that a case of COVID-19 has been reported. Families will be notified individually if the COVID investigation leads us to believe other campers are considered close contacts, as defined by the CDC. Due to the ongoing changes, this information is subject to change. Please contact Kristina Winans and we will discuss the proper procedure and/or return date on an individual basis.

General Illnesses/Accidents -

If your child has a contagious illness; such as head lice, pink eye, 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 contacts be within 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.

• Swimming

Camps will be swimming at Big Surf on Wednesday's each week this summer. Campers must take a swim test before they are able to enter the pool if they wish to cross the red line (at 3' 3"). If your child(ren) is in Kindergarten or 1st grade, they will not be able to take the test. We will use the "arm pit rule" for this age group. If your child(ren) is in 2nd-6th grade, they will test with the Camp Directors and Pool Managers. Once the Camp Directors and Pool Managers have decided the level your child(ren) tested, they will receive a wristband to indicate that level. The levels are listed below:

- Red wristband - Kindergarten-1st grade campers
 - Cannot go in the water past their armpit.
- Blue wristband -
 - Campers cannot go past the red line
- Green wristband -
 - Campers may go past the red line with and without waves

At the time of registration, you will note if you want your camper to wear a life jacket. Please keep in mind that Camp staff and Pool staff have the ability to put campers in a life jacket if they think it would benefit the safety of the camper. Life jackets/puddle jumpers will be issued by MPPD. If you would like to bring your own you may, please make sure the inside of the jacket states "US COAST GUARD APPROVED." Staff will be checking personal lifejackets. Campers should arrive at camp wearing their swimsuits under their clothes, and have a set of all clothing items to change into after swimming. Please be sure to apply sunscreen before dropping off, as Camp staff are not allowed to assist in direct sunscreen application. Campers will be encouraged to apply sunscreen throughout the day. Do not forget to pack lunch on swim days. Rafts will be available for \$5.

In the event of inclement weather on a swimming day, we will have a regular camp day. Drop off and pick up will be at RecPlex like any other non swimming day. If this were to occur, the website would be updated with this information to make families aware and front desk staff of Mt. Prospect Park District facilities will be notified of this update.

If your child(ren) would prefer not to swim, Camp staff will bring some activities for them to utilize while at the pool. These activities will include board games, coloring, cards, and different toys that can travel well.

Swimming Drop off and Pick Up - EVERY WEDNESDAY:

Big Surf Pool Address - 411 S. Maple St, Mt. Prospect, IL 60056

Camp Rise:

-Drop off at Big Surf Pool at 9:00 AM

-Swim 10:00 AM-12:00 PM, lunch 12:00-12:30 PM

-Pick up at Big Surf Pool and/or Bandshell (behind pool) / Lions Rec Center at 12:30 PM

Camp Elevate:

-7:30 AM drop off regular at RecPlex - campers will be transported via MPPD vehicles to Big Surf Pool at 8:45 AM

- 9:00 AM drop off at Big Surf Pool
- Swim 10:00 AM-12:00 PM, lunch 12:00-12:30 PM
- All campers will be transported back to RecPlex via MPPD vehicles. Pick up as usual

Camp Summit:

- 7:30 AM drop off regular at RecPlex
- 9:00 AM drop off regular at RecPlex
- All campers will be transported to Big Surf Pool via MPPD vehicles- lunch ahead of time, swim 1:00-3:00 PM
- 4:00 PM pick up at Lions Rec Center and/or bandshell behind the pool
- 6:00 PM pick up campers will be transported back to RecPlex via MPPD vehicles

****Camp Rise & Elevate will have the pool to themselves, Camp Summit may swim with other rental groups****

• Field Trips

Although the Field Trip schedule is not yet finalized (as of March 1, 2022), field trips will be offered this Summer. Registration for these field trips will be an additional cost. Once the field trip schedule is finalized, registered participants will be notified that the field trip schedule is available to view. You may then log back into the WebStore and view your Enrollments to pay for these “Add On” field trips. The field trip schedule will also be posted to the website. Campers must be registered for Camp Rise, Camp Elevate, or Camp Summit, in order to attend a field trip. If you choose to wait to register for camp until the field trip schedule has been finalized, these will automatically pop up at the time of registration, and you can choose to register or not for each individual trip. Please be advised that based on the number of campers who register for field trips, groups are subject to change, and campers may be grouped with different campers and/or counselors. Field trip registration will close 2 weeks prior to each trip (follows camp drop dates).

If your child is registered for Camp Rise, they are allowed to attend these field trips, however, please be aware that your cost for the day would also increase due to being a “full day camper,” arriving back to be dismissed by 4:00pm.

If your child(ren) are not registered for the field trips, they will participate in a regular camp day at RecPlex.

• 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 a name labeled sunscreen bottle/spray **EACH DAY**. Sharing sunscreen is not permitted. **Check your child’s sunscreen throughout the summer to see if they are running low and replace as needed.** Spray sunscreen as well as a face stick are recommended. We do not want campers missing out on activities if they do not have sunscreen.

• Behavior Management

As with any large group of children, rules of discipline must be reinforced by camp staff and parents/guardians. 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 / Teasing
- *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 in a camp setting

Any camper, caught stealing from other campers, counselors, or patrons during camp, will be suspended immediately from camp, (duration will be determined by Coordinator). 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 refunds if the 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. Minor situations may result in a Think Sheet and/or Parent Meeting.

The Demerit system works as follows: **Demerit 1** = warning. **Demerit 2** = one day camp suspension. **Demerit 3** = immediate dismissal from camp for the remainder of the summer without a financial refund. Based on the severity of the behavior, MPPD staff has the right to remove campers at any time if the behavior allows for it.

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 but 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 put downs.
- 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 self, 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/patrons/building visitors.
- 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. **Any medication (over the counter or prescription) will need to be kept in the possession of the staff in the camp first aid bag. This will travel everywhere with the camper. Proper Permission to Dispense forms must also be completed (and reviewed prior to the camper starting, to ensure it is a reasonable accommodation) and will be kept in a zip-lock bag with the camper's medication.** Epi-Pens and Inhalers will require a secondary form.

Please allow at least 2 weeks for all NWSRA Inclusion requests, however the earlier the better. Contact Kandice Newton at knewton@mppd.org if you would like to request a one-on-one aide for your camper.

- **Cleaning / Sanitation**

All campers and staff are required to wash their hands and/or use hand sanitizer upon arriving at camp, leaving camp, and throughout the day as deemed necessary. Please continue to educate your child on the importance of personal hygiene. Highly touched surfaces and objects will be sanitized regularly.

- **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.

• Wait List Participants

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

• Receipts

Camps are recreation programs but depending on your circumstances the cost of the program may qualify as child care for a tax deduction. Please retain your receipts for tax purposes. MPPD does not send out a tax statement. You may log into your Webstore account at any time to print your receipts.

• 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

• Staff Training

All camp staff will receive training on proper COVID-19 safety and health procedures including physical distancing guidelines, washing hands, and covering coughs and sneezes, proper use, removal and washing of cloth face coverings; proper cleaning, sanitizing and disinfecting for high touched areas. Directors are CPR and first aid certified (counselors are strongly encouraged) and are trained on what to do for a camper who may exhibit signs and symptoms of COVID-19. Camp staff has also been trained on general summer procedures, swimming, field trip protocols, etc.

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.

THANK YOU AND WE ALL ARE LOOKING FORWARD TO A WONDERFUL 2022 SUMMER!!!

SUMMER CAMP 2022 PARENT WAIVER

Updated February 2022

REGISTRATION

I understand camp is week to week, rather than session format. Registration for June sessions close May 9, and July and August will remain open if space permits. I must register online, through the Webstore. I have reviewed and understand the refund policy.

DAILY OPERATIONS

Upon drop off, I will acknowledge that my camper(s) is healthy. I will also make sure they have a lunch, snack(s) and water bottle, as well as necessary supplies. I understand my camper(s) will need to wear a mask when utilizing transportation.

ACTIVITIES

The registered camper(s), under counselor supervision, has my permission to take walks or participate in indoor and outdoor activities throughout the summer. Based on current guidelines, social distancing activities may take place of “typical” camp day activities.

FIELD TRIPS AND SWIMMING

I understand I need to pay extra for field trips, if I want my camper to attend. I understand campers will be swimming every Wednesday at Big Surf pool, and know the drop off and pick up procedures for a swim day.

PROGRAM INFORMATION GUIDELINES

Camp follows all guidelines and requirements as provided by the IDPH and CDC. Requirements and best practices will be updated as needed.

BEHAVIOR

I will have a discussion with my child(ren) about the appropriate behavior that is expected at camp. If this behavior is not followed, I understand that the counselors and directors have policies that will need to be enforced.

PARENT HANDBOOK

I have read the Mt. Prospect Park District Summer Camp Parent Handbook prior to registering for camp. In addition, I will follow all guidelines as stated in the parent handbook.

I have read the above information and understand/agree to the Mt. Prospect Park District camp format. I understand this information may be subject to change.