



# Summer Day Camp

## 2025 Parent Handbook

Updated January 2025

Welcome and thank you for choosing the Mt. Prospect Park District 2025 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 electronically. Please pay close attention to distributed information. It is important that you are aware of any changes or special activities!

### 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 the outdoors.
- 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 as well as providing 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:  
Kristina Winans, Early Childhood & Youth Manager: [kwinans@mppd.org](mailto:kwinans@mppd.org) or 847-640-1000 x210

### **Parent Meeting Info**

Tuesday, May 27th, 6:00 PM - Lions Rec Center Gymnasium (411 S. Maple St.)

### **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 (RecPlex, Playtime Express Room)

Email Address: [youth2@mppd.org](mailto:youth2@mppd.org)

#### **Camp Elevate:**

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

Email Address: [youth1@mppd.org](mailto:youth1@mppd.org)

#### **Camp Summit:**

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

Email Address: [youth3@mppd.org](mailto:youth3@mppd.org)

Camp Elevate and Camp Summit Travel / Field Trips / Swimming Cell Phone Number: (224) 355-8672

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

#### **Quest Camp: Lions Rec Center**

Cell Phone Number (224) 355-8425 - Can text or call this number

Lions Rec Center Front Desk: (847) 632-9333

Email Address: [youth5@mppd.org](mailto:youth5@mppd.org)

#### **RecPlex Extended Care:**

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

Email Address: [youth6@mppd.org](mailto:youth6@mppd.org)

### **If you are unable to reach someone at any of the above numbers you can contact:**

Kristina Winans at [kwins@mppd.org](mailto:kwins@mppd.org) or 847-640-1000 x210

Claire Wurtz, Summer Camp Support, [cwurtz@mppd.org](mailto:cwurtz@mppd.org)

Emily Jarosz, Summer Camp Support, [ejarosz@mppd.org](mailto:ejarosz@mppd.org)

Amy Heinrichs, Early Childhood & Youth Supervisor, [ahenrichs@mppd.org](mailto:ahenrichs@mppd.org)

Amanda Frost-Frakes, Early Childhood & Youth Coordinator, [afrostfrakes@mppd.org](mailto:afrostfrakes@mppd.org)

### **Registration**

- Register online through your WebStore account
- Weekly 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.
- Registration for each week of camp closes a few weeks in advance. Please see below for exact details.
- Camp Ratios will be between 1:8 and 1:10

Please see the brochure 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. For those who are returning campers, please note that the**

age ranges per camp have been modified slightly, beginning Summer 2025.

#### **Registration deadlines / Refund/Cancellation Policy**

Please see the chart below for specific registration and cancellation deadlines. There will be no refunds/credits given after the listed dates. You are able to cancel on your Webstore account. If the “Unenroll” option does not appear, the cancellation period has ended for that week. There will not be any exceptions to this policy (however doctor’s notes, family hardships, school related reasons, etc. will be considered on a case by case basis).

Camp Week of	Register By: *This is the very last day to register, if spots are available. All spots may be filled before this deadline*	Cancellation / Refund / Credit deadline *Date listed, by 12:00 noon
June 3-6	May 12, 2025	May 16, 2025
June 9 - 13	May 19, 2025	May 23, 2025
June 16 - 20	May 26, 2025	May 30, 2025
June 23-27	June 2, 2025	June 6, 2025
June 30 - July 2	June 9, 2025	June 13, 2025
July 7 - 11	June 16, 2025	June 20, 2025
July 14 - 18	June 23, 2025	June 27, 2025
July 21 - 25	June 30, 2025	July 4, 2025
July 28 - August 1	July 7, 2025	July 11, 2025
August 4-8	July 14, 2025	July 18, 2025

#### **What to bring to Camp Daily – Please label all Personal Items with camper’s first and last name!**

- Personal Backpack with all daily necessary supplies
- Water Bottle
- Lunch & Drink; peanut free lunches are encouraged
- Snack (peanut free) – one for late morning and another if enrolled in after care (4:00-6:00 PM)
  - 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
- Swimming supplies as needed - please refer to weekly calendars for swim days
- Extra set of clothing (optional)
- Hat (optional)
- Smile!

Weekly calendars will be emailed home. Please review them with your camper to get them excited for the listed activities! Dress up days / special activities / special snacks will also be listed, so please make sure to read carefully so you do not miss any important information!

### **ePACT - New in 2025!**

The Mt. Prospect Park District's Childcare programs will be utilizing a new platform called ePACT. Overall, ePACT is a cloud based, Emergency Health Record, automation platform, which is HIPAA compliant. Health/allergy/medication forms, waivers, authorized pick up information, sign in/out, will all be done now using ePACT.

Staff will carry Park District issued devices such as iPhones and/or iPads, in order to ensure access to critical information anywhere and any time during camp hours.

#### **Parent/Guardian Responsibility:**

- Register for camp online through the Mt. Prospect Park District Webstore
- A month or two before camp begins, those who are registered will receive an ePACT invite
- Accept the invite and create your free account. Or, login if you have an existing ePACT account
- Fill out the form (per camper) and submit
- This form is then populated on the ePACT dashboard for staff to utilize
- ALL INFORMATION MUST BE COMPLETED BEFORE THE CHILD CAN BEGIN PARTICIPATION! Staff will deny entry into the program without the ePACT documents being completed in their entirety
- Please note: You can make updates within ePACT at any time. We no longer have paper forms and staff can only view a child's emergency information via this software. (For those returning, this is replacing the Additional Questions in the Webstore. Whatever you need to update/check (authorized pick up, life jacket, etc), you will now do fully on your own using ePACT).
- There will also no longer be paper sign in and out sheets, and everything will be electronic, using ePACT. All those who are dropping off and picking up, must be listed in your account. There will be drop down menus and those listed will be the only ones to choose from.

[Additional ePACT Information can be found here.](#)

### **Proper Camp Clothing**

Camper should be dressed in comfortable play clothes and prepared for anticipated weather and activities. Children should wear clothes that can get dirty due to 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, flip flips, 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. 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

**A 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, starting with 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. Staff will be encouraging campers to eat at least half of their "main meal" first, followed by the other lunch items. You will be informed if your camper(s) refuse to eat their main meal or are seen throwing all of their food away, so something different can be packed the following day. Peanut free lunches are encouraged.

## 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 the day. Please also send a second, separate snack if your child is enrolled in extended after camp hours (4:00-6:00 PM). There is no sharing of food allowed.

## Drop off / Pick up Procedures

- Camps Elevate, Summit, & Quest: Camp options include 7:30 AM - 4:00 PM or 7:30 AM - 6:00 PM. Drop off anytime between 7:30-9:00 AM, at your campsite.
- Camp Rise hours are 9:00 AM - 1:00 PM. There are no early drop off or late pick up hours for Camp Rise.
- All Camps: For drop off, please park **in a parking spot**, walk into the campsite, and sign your child in. Campers are not allowed to sign themselves in. Do not park in the fire lanes!

Pick Up Procedures:

**Camp Rise: M/T/TH/F** - Pick up at RecPlex

**Camp Rise: Wednesdays** - Pick up at Lions Rec Center (in the event of inclement weather, and we do not swim, there will be a regular day at RecPlex, including drop off/pick up at RecPlex.)

**Camp Elevate: M-F 4:00 campers** - Pick up at RecPlex

**Camp Elevate: M-F 6:00 campers** - Pick up at RecPlex

**Camp Summit: T & F 4:00 campers** - Pick up at RecPlex

**Camp Summit: M/W/TH 4:00 campers** - Pick up at Lions Rec Center (in the event of inclement weather, and we do not swim, there will be a regular day at RecPlex, including drop off/pick up at RecPlex)

**Camp Summit: M-F 6:00 campers** - Pick up at RecPlex

**Camp Quest: M-F 4:00 campers** - Pick up at Lions Rec Center

**Camp Quest: M-F 6:00 campers** - Pick up at RecPlex (campers will be transported from Lions Rec to RecPlex via MPPD vehicles, around 3:30 PM).

Campers who are scheduled to be picked up at 4:00 PM will be picked up curbside. Once in the pick up line, please wait until a staff member comes to your car so you can sign your camper(s) out at the end of the day. Campers enrolled until 6:00 PM will need to be picked up inside. Please park in a parking spot, walk indoors, go to the camp room, and sign out your camper. **For either pick up time, 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 via ePACT. Verbal and or emails with changes will not be accepted. All of this must be documented in ePACT.

At all times, please remember to use caution while driving in the parking lots and follow the appropriate speed limit.

**There will be no refunds or make up day(s) for day(s) absent. Please refrain from asking to switch days.**

**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 to Kristina Winans at [kwinans@mppd.org](mailto:kwinans@mppd.org) (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/weekly schedule. Counselors will not stay with your child during their other program, as they need to get back to their camp group. Please email this information to Kristina Winans and she will let you know if we can accommodate your request.

### **Authorized Pick up**

On your ePACT portal, at least one parent/legal guardian and one authorized pick up/emergency contact, including phone numbers, must be entered. You may also upload their photographs to ePACT. 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 is not in your camper's portal. All information entered will be taken as current unless updated 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 update ePACT right away. There will be no verbal and/or written consents.

### **Swimming**

Camps will be swimming at RecPlex and Big Surf (depending on the camp) usually 3 times per week. Camp Summit & Quest 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 Camp Rise or Elevate, they will not be able to take the test. We will use the "armpit rule" for these age groups. If your child(ren) is in Camp Summit or Quest, they will test with the Camp Directors and/or Pool Managers. The swim test consists of: Swimming 1 length of the pool, freestyle, with rotary breathing. There are no exceptions to this. If your camper has passed in previous summers and/or is on the Swim Team and/or Swim Lessons, they must test again this summer. Those who pass the swim test will receive a green wristband. At any time during the summer, a wristband can be removed if the safety of the camper deems necessary. Campers can test up to 2 times per summer. Parents may not question the decision of a swim test. If a camper fails, camp staff will do their best to inform you of the reason why they did not pass. Please be patient if you do not hear back from camp staff right away (for example, after care staff would not have access to swim test information that occurred during the daytime hours).

On your camper's ePACT portal, 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 life jackets for this text. Camp staff are not responsible for keeping track of personal life jackets.

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.

In the event of inclement weather on a swimming day, we will have a regular camp day. Drop off and pick up procedures will follow any other non-swimming day. If this were to occur, communication would be sent out, so please make sure to check on bad weather days!

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. Please keep in mind that the camp staff priority is watching the pool during swim time, but there will be 1 staff rotating in and out for the

non swimmers. Whether swimming or not, all campers will travel together to/from the pool.

**Swimming Drop off and Pick Up/Schedule (as of January 2025)**

**SWIMMING WILL TAKE PLACE DURING CAMP MONDAY, JUNE 9 - THURSDAY, AUGUST 7**

\*Please note these dates may be subject to change. Always refer to the emailed weekly schedules for exact daily plans.

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

**Camp Rise:**

Wednesday - Swimming at Big Surf

- Drop off at RecPlex at 9:00 AM
- Campers will be transported from RecPlex to Big Surf
- Swim 10:30 AM-12:00 PM, lunch 12:00-1:00
- Parent/Guardian Pick up at Big Surf Pool and/or Bandshell (behind pool) / Lions Rec Center at 1:00 PM

**Camp Elevate:**

Monday - Swimming at RecPlex, 1:00-2:30 PM

- Regular Drop off and Pick Up at RecPlex

Wednesday - Swimming at Big Surf, 10:30 AM-12:00 PM

- Regular Drop off and Pick Up at RecPlex
- \*\*Campers will be transported to Big Surf from RecPlex, and from Big Surf back to RecPlex

Thursday - Swimming at RecPlex, 1:00-2:30 PM

- Regular Drop off and Pick Up at RecPlex

**Camp Summit:**

Monday - Swimming at Big Surf, 1:00-3:00 PM

- Regular Drop off at RecPlex
- 4:00 campers pick up at Big Surf
- 6:00 campers will be transported back to RecPlex after swimming

Wednesday - Swimming at Big Surf, 1:00-3:00 PM

- Regular Drop off at RecPlex
- 4:00 campers pick up at Big Surf
- 6:00 campers will be transported back to RecPlex after swimming

Thursday - Swimming at Big Surf, 1:00-3:00 PM

- Regular Drop off at RecPlex
- 4:00 campers pick up at Big Surf
- 6:00 campers will be transported back to RecPlex after swimming

**Quest Camp:**

Monday - Swimming at Big Surf, 1:00-3:00 PM

- Regular Drop off at Lions Rec Center
- Regular 4:00 pick up at Lions Rec Center
- Regular 6:00 pick up at RecPlex

Wednesday - Swimming at Big Surf, 1:00-3:00 PM

- Regular Drop off at Lions Rec Center
- Regular 4:00 pick up at Lions Rec Center
- Regular 6:00 pick up at RecPlex

Thursday - Swimming at Big Surf, 1:00-3:00 PM

- Regular Drop off at Lions Rec Center
- Regular 4:00 pick up at Lions Rec Center
- Regular 6:00 pick up at RecPlex

### **Field Trips / Transportation**

The Field Trip schedule is posted to the MPPD website, under Programs & Events / Summer Camp. Campers enrolled in Camp Elevate, Summit and Quest will all attend all day field trips. Camp Rise campers will occasionally take short, local, field trips. Field trips on registered weeks are not optional. There is no separate fee for the field trips, as they are embedded in the weekly registration cost. There are no “day switches” if you do not want your camper to attend the trip. There are also no “day additions” (ie - you are registered for MWF, and the field trip falls on a T/TH, you cannot add a single day). All campers will receive a Mint Green Summer Camp T-shirt within their first few days of camp (only one per summer will be issued). This shirt **MUST** be worn on field trip days. There are no exceptions. If you forget your shirt, your Webstore account will be charged \$8 for a new one.

Campers will be transported via MPPD vehicles and/or school buses. Waiver: I agree to assume risk and legal liability and waive and release all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of transportation services and vehicle operations, when provided.

### **Sunscreen**

The Mt. Prospect Park District does not provide sunscreen, nor does the staff directly 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.

### **General Illnesses/Accidents**

***If your child has a contagious illness; such as head lice or 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**). In some cases, a doctor's note will be required to return to programming.

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.

### **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/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 **CONDUCT REPORT OR DISMISSAL**.

- Bullying / Teasing



- Swearing
- Leaving the group without permission
- Imminent physical harm
- Biting or any other method of physical harm / aggression
- 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 Manager). 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 **Conduct Report** will be filled out. If your child receives one, you will be informed and asked to acknowledge it with a signature and return it to the Camp Director. The camper may not be able to participate the following day without the report signed. Minor situations may result in a Think Sheet and/or Parent Meeting.

The Conduct Report system works as follows: **Report #1** = warning. **Report #2** = one day camp suspension. **Report #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 a child's actions violates the Mt. Prospect Park District Control Ordinance, appropriate action will be taken.

**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 Directors 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.
- Follow safe driving practices in our parking lots / on MPPD grounds

**\*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.

Please use caution when driving through MPPD parking lots as drop off/pick up times may be congested.

**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 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, including Epi Pens or Inhalers, (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) on your camper's ePACT account.** Epi-Pens and Inhalers will require a secondary form. Please remember to take back your medication at the end of the summer / last camp attendance day.

## **ADA and Special Accommodations**

The Mt. Prospect Park District has a cooperative agreement with Northwest Special Recreation Association. This team of therapeutic recreation professionals provides inclusion assistance for park district programs. If you would like to consider additional support for your child, please contact Kristina Winans. If the staff feel support is needed for a child, they will have a conversation with the parent/guardian to set up at time for an observation from NWSRA.

Please allow at least 2 weeks for all NWSRA Inclusion requests, however the earlier the better. Contact Kristina Winans at [kwinans@mppd.org](mailto:kwinans@mppd.org) if you would like to request a one-on-one aide for your camper.

## **Cleaning / Sanitation**

All campers and staff are encouraged to wash their hands and/or use hand sanitizer upon arriving at 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. You will have the option to upload all pertinent information/documentation in your ePACT account.

### **Wait List Participants**

If you are on the waiting list for a particular week(s), you will be emailed 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 general summer procedures, swimming, field trip protocols and safety procedures. Camp staff varies from both new and returning staff. Each camp has 1 Director, 1 Assistant (depending on the camp), and a group of counselors based on the required ratios. We also have Summer Camp Assistants, to help with daily operations and to be available for camps on an as needed basis. Directors are CPR certified (counselors are strongly encouraged).

**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 ARE LOOKING FORWARD TO A WONDERFUL 2025 SUMMER!!**

# **SUMMER CAMP 2025 PARENT WAIVER**

Updated January 2025

## **REGISTRATION**

I understand camp is week to week, and I must register for each individual week that I need. I have reviewed and understood the registration/cancellation chart. I must register online, through the Webstore.

## **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 daily supplies.

## **ACTIVITIES**

The registered camper(s), under counselor supervision, has my permission to take walks or participate in indoor and outdoor activities throughout the summer.

## **FIELD TRIPS AND SWIMMING**

I give my camper permission to swim and understand the swim procedures, as well as the drop off/pick up plans on swim days. I understand my camper will be attending all field trips/swim dates on the weeks/days that they are registered. Mint Green Camp Shirts are required on field trip days.

I agree to assume risk and legal liability and waive and release all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of transportation services and vehicle operations, when provided.

## **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.**