



# **School Age Camp 2019 Parent Handbook**

**1ST - 6TH GRADE  
FULL DAY CAMPS  
5 DAY HALF DAY CAMPS  
DANCE CAMP, AGES 6-12**

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# Camp Basics

## Registration Deadlines

Session 1 & 2: June 1st

Session 3: July 1st

\*Or until maximum capacity is reached

## Session Dates

School Age Camp  
(Grades 1st-6th)

Session 1: 6/5-6/21

Session 2: 6/24-7/12

Session 3: 7/15-8/2

Dance Camp  
(Ages 6-12)

Session 1: 6/24-7/5

Session 2: 7/8-7/19

Session 3: 7/22-8/2

## Contact Information

In the event of an emergency, please call the Recreation Office  
and speak to a registrar

### Community Center

3705 Pheasant Drive, Rolling Meadows

847-818-3200 ext 221 Front Desk

### Teen Center

3000 W. Central Road, Rolling Meadows

847-818-3208

### Camp Supervisor

Andrea Wilford

847-818-3200 ext. 225

# Camp Basics

## Camp Days & Times

Full Day 1st-6th Grade Camps:

Mon.-Fri. 9AM-4PM

Half Day 1st-6th Grade Camps:

Mon.-Fri. 9AM-12PM

Dance Camp Ages 6-12:

Mon.-Fri. 9AM-4PM

## Camp Locations

Camp Wonder (1st & 2nd Grade): Community Center Auditorium

Camp Soar (3rd & 4th Grade): Community Center Gymnasium

Camp Quest (5th & 6th Grade): Teen Center

Dance Camp (Ages 6-12): Dance Room/Multi-Purpose Room

## Day Camp Sample Schedule

9- 9:15am: Camper check-in, announcements, schedule for the day

9:15 -10am: Activity #1

9:30-10am: Swim Lessons (A pool attendant will pick up your child from camp and walk them over for swim lessons. )

10:15am -12pm: Activity #2

12 - 1pm: Lunch

1 - 3pm: Free swim on designated swim days

3- 3:45pm: All camps games

3:45 - 4pm: Get ready to go home/Camper Pick Up

\*Please send a swim suit and towel to camp every day. Campers may be participating in water games on non-swim days.

# Camp Basics

## What to Bring to Camp

Your child should bring a **backpack** to camp each day with the following items:

- Lunch
- Snack
- Water Bottle
- Sunscreen
- Towel
- Swimsuit
- A change of clothes

NO iPods/MP3 players, cell phones, personal toys, dolls or electronic games are allowed at camp.

Please put your child's name or initials on everything you send to camp! Each summer we have an abundance of unclaimed items left in the lost and found.

Counselors will label all unlabeled items with a permanent marker.

## Lunches & Snacks

Full day campers must bring a sack lunch every day. Refrigeration is not available. If you wish, you can send a healthy snack for your camper. Groups will take a break mid-way through the day for children to have a snack.

## Water Bottle

Each camper must bring a labeled water bottle with them to camp. Your child will be able to refill the water bottle at the drinking fountain as needed throughout the day. Our campers are very active and spend a lot of time outside so it is important that they stay hydrated.

# Camp Basics

## Vending/Concession Machine

We discourage our campers from using the vending/concession machine during the camp day, including on field trips. The Rolling Meadows Park District is not responsible for lost or stolen money.

## Camp Attire

Campers should wear comfortable and casual clothing to camp. Campers must wear closed-toe shoes with socks. If campers are wearing flip-flops they will be asked to sit out during active camp games to avoid injury.

Please send your camper dressed appropriately for the weather conditions. All campers must wear their camp shirts on field trip days. On hot days, the campers may participate in water activities so be sure to pack a swimsuit every day.

For our 1st-2nd grade campers, we recommend that you send a spare outfit in their backpack to avoid you having to come to the park district in case of an accident. If your child needs to change clothes and we do not have an outfit available, you will be required to bring a change of clothes or to pick up your child from camp.

## Lost & Found

In each building there will be a designated lost and found bin. Please check this bin regularly. At the end of each week unclaimed items will be donated to charity. The Rolling Meadows Park District is not responsible for lost, stolen, or damaged items. Please put your child's name on everything you send to camp!

# Drop-Off/Pick-Up

## Drop-Off Procedures

Please arrive on time for drop-off every morning. Day camp begins at 9am. Campers not registered for Rise & Shine will not be admitted before 9am. Please respect our counselors' need for preparation time. Plan on taking extra time to sign in during the first week of camp.

## Sign In/Out Procedures

1st through 4th graders must have a parent sign them in and out. Campers who are in 5th/6th grade camp will only be allowed to sign themselves into Rise & Shine at 7am or School Age Camp at 9am and sign themselves out of camp at 4pm or camp dismissal time for 1/2 day camp. If your campers are in Extended Stay until 6pm, a parent or guardian is required to sign them out. If your camper needs to leave earlier than 4pm or 6pm, you must send an email to the Recreation Supervisor. Our release form clearly states that the park district is ONLY responsible for your child during the regular day camp hours and NOT on the way to and from camp. We do NOT contact parents when a child is absent or does not show up to camp. It is your responsibility to ensure the safety of your child to and from the day camp program.

## Camper Pick-Up- ID REQUIRED

Campers are to be dropped off and picked up every day at their designated camp location. When an authorized adult (other than a parent) picks up from camp the staff is required to ask for identification. Please inform your other authorized adults of this practice. We will only release campers to authorized adults after identification is verified. If a person is not on the pick-up list, we are not allowed to release the camper. This is for the camper's safety. If other plans have been made, the CAMPER MUST HAVE A WRITTEN NOTE OF PERMISSION FROM HIS/HER PARENTS/ GUARDIANS. NO EXCEPTIONS.

# Drop-Off/Pick-Up

## Rise & Shine

Campers must be signed in every morning by a parent/guardian, unless a waiver has been signed by a 5th/6th grade parent/guardian in the section of our new online emergency information portal on ePACT to allow your camper to bike or walk to camp. The staff will spend the morning interacting and playing games with the campers. Campers may bring a cold breakfast or pack a snack to eat at Rise & Shine. Breakfast will not be provided.

## Extended Stay

Campers will have access to puzzles, board games and simple art supplies during Extended Stay. Parents need to sign their children out of Extended Stay everyday, unless your campers are self-sign out in 5th/6th grade. If your camper will be meeting at their parent's car outside of the building, they are only allowed to do so after camp ends at 4pm. If a camper is outside the building waiting for a ride or waiting for their parent to pick them up from camp after 4pm they will be put into aftercare and you will be billed according to the late pick-up fee policy. Due to dietary restrictions of many participants, Rolling Meadows Park District will no longer provide an after camp snack. Parents are welcome to send a snack and beverage if desired.



# Drop-Off/Pick-Up

## Late Pick-Up Fees

Late pick-ups will be charged a penalty of \$5.00 at 4:01pm and after 6:01pm and \$1.00 for every minute thereafter. These penalties will be charged on your credit card automatically each time a parent/guardian is late. Continuous late pick-ups may result in your child being dropped from the Extended Stay program.

## Camp Notes Home

We will be sending out weekly newsletters with important camp information at the end of every week. We also send home important camp notes throughout the summer. All written communication will be put in your campers backpack and sent home with your child. Please make sure to check your campers bag daily. Schedule changes and supplies needed for camp activities and field trips will be in these newsletters. It is very important that all parents read the newsletters weekly so that campers do not miss out on activities or events.

# Medical

## Medication

To minimize the administration of a medication dispensing program, we ask that parents/ guardians administer medication prior to entering the program whenever possible. Medication should only be dispensed by staff when it is absolutely necessary to administer the medication during program hours. If your child requires medication administration during program hours, please fill out the Permission to Dispense Medication/Waiver and Release of All Claims section of our new online emergency information portal on ePACT.

## Reporting Illness

If your child is sick, please keep them at home for the day. You do not need to call your child out of camp, unless your child has a contagious illness such as head lice, strep throat or pink eye. Please report this to the campsite director, so he/she may send a notice out to the other campers. An ill child must be symptom free for 24 hours before returning to camp (i.e. no diarrhea, fever, vomiting for at least 24 hours).

# Medical

## Illness at Camp

If a camper tells us that he/she is sick, we will take them seriously. Camp staff will try to contact the parent/guardian or an emergency contact. Please understand sick children cannot remain at camp. It is not fair to your child or other children and staff in the building.

## Injuries

All camp staff are certified in CPR, First Aid, and AED. All steps will be taken to assure the safety and welfare of your child. If your child is injured and requires more than basic first aid, the camp staff will take steps to assure the safety of your child. This may include calling the parent so that they may take them to seek medical attention, calling the emergency contact, family physician or calling 911 if it is deemed necessary by the camp staff.

# Swimming

## Swimming Days

1st-2nd Grade	Mon.-Fri.	1-3pm
3rd-4th Grade	Mon.-Fri.	1-3pm
5th-6th Grade	Mon.-Fri.	1-3pm
Dance Camp, (ages 6-12)	Mon.-Fri.	1-3pm

School Age Camp will not always swim everyday. School Age Camp will swim on Friday's if they do not have a field trip.

All camps will be playing water games throughout the summer.

**PARENTS HAVE TO SEND A SWIMSUIT AND TOWEL TO CAMP EVERY DAY.**

## Sunscreen

Sunburn is a concern during the summer. Since we spend so much of our day outdoors, please apply sunscreen before you bring your child to camp in the morning. We also ask that you send a labeled bottle of sunscreen in their backpack so that your child can re-apply as necessary throughout the day. Counselors will reapply sunscreen on their campers up to 3x a day and will watch to ensure that each camper is reapplying. Note: Although aerosol sunscreen is easier to apply, we have noticed over the past two summers that the children who use this type of sunscreen at camp tend to burn more frequently than children wearing a lotion based sunscreen.

## Swim Lessons

You may register your camper for swim lessons which take place at 9:30am during the camp session. A pool attendant will pick up your camper and walk them to swim lessons. Once swim lessons are over, a camp counselor will walk the campers back to camp. For the child's safety, participants must be registered the Wednesday before the session begins. Absolutely NO exceptions.

# Swimming

## Swimming Wristbands

Our camps use swimming wristbands as an added safety feature during our free swim and swimming field trips. Campers who have beginning swim skills wear a wristband while at the pool. The first time your camper attends free swim, we will conduct a swim test. We will ask your camper to swim approximately 15 yards in 5 feet deep water. We have staff in the beginning, middle, and end near the ladder. If your camper swims either a crawl or a strong doggy paddle without the assistance of staff, your child will be allowed down the slide and off the diving board if they meet height restrictions. If your camper swims across, but struggles, without needing the assistance of staff, your child will only be allowed down the water slide and restricted from the diving boards. In this situation, depending on the circumstance and individual child we may opt to wristband even though your child may be allowed on the slide. If your camper does not complete the swim and needs assistance from the staff, they will be wrist-banded. Campers may request to retest whenever they feel comfortable and ready. If your child is wrist-banded and considered a non-swimmer, they will also be wrist-banded on water park field trips.

## Pool Safety

Pool safety is one of the biggest concerns when sending your child to camp. Please rest assured that the lifeguard staff at the pool are all certified by Ellis and Associates and must retain their certification by attending a number of in-service training sessions throughout the summer in order to keep fresh and up to date on the latest safety information. Additionally, our camp staff are positioned at stations around the pool and locker rooms.

# Field Trips

## Field Trips

There will be Friday field trips (including in-house) for School Age full and half-day camps. T-shirts will be given out the first week of camp. If you lose your camp t-shirt, additional shirts may be purchased for \$7.00. Campers will also be given a wristband with the camp name and phone number before each field trip. No vending/concessions are allowed on field trips.

## Field Trip Guidelines

- Any notes pertaining to the trip should be submitted to the camp director
- Every camper needs to pack a lunch and drink and must wear their camp t-shirt and proper clothing
- Please arrive on time for camp on field trip days, we will not wait for late campers
- Campers will be assigned to groups of 3 or more
- Campers who do not follow field trip rules may not be able to participate in future trips
- On field trip days, we may arrive back to camp late due to unexpected delays. We will inform the front office staff of our estimated arrival time if such a delay occurs

# Behavior Guidance

## Code of Conduct

A child's parent or guardian shall be notified of the first incident; the second incident shall require a parent meeting with camp staff and supervisors; a third incident may result in an expulsion or suspension of the child from the program. Depending on the severity of an incident, the Park District reserves the right to determine which step to start with. If a child engages in behavior which may result in bodily harm to others, an immediate meeting with the parents may be called. If such behavior warrants it, immediate suspension or expulsion may result.

## Behavior Guidance

Our program promotes a positive approach to managing the behavior of all children in order to provide a positive camp experience for all. We strive to find a solution to behavior situations. We attempt to help the camper process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. In the process of setting and enforcing limits, our counselors assist the campers in developing self-control and respect for the rights and property of others. Campers need to learn the rules of getting along in a group and counselors have to balance the camper's need for individual rights and self-expression with the needs of the group.

The following techniques will be used on a daily basis to maintain our goal of a fun and safe camp experience:

- A well designed camp experience keeping the campers engaged in positive activities throughout the day
- Positive redirection when unacceptable behavior occurs
- Positive role modeling by camp counselors of appropriate behavior and communication
- Problem solving and conflict resolution when a situation arises
- Removal from a situation if necessary in order to give a child the opportunity to regain control of the situation and their emotions
- Parent/counselor conference if the child is unable to break the pattern of negative behavior

# Behavior Guidance

## Counselor & Parent Conferences

There may be times during the summer when a counselor or other camp staff will approach you to address a behavioral concern. Please remember that we are here to work with you as a team to benefit the child. Please understand that we are seeking your advice and support to resolve a behavioral issue and we may need additional information such as: any changes at home, changes in the child's routine, suggestions or insight on what kind of discipline is used at home. Children need consistency, perhaps there is something at school or home that works well in managing behavioral issues. This would be typical of the information we are seeking when we address concerns or situations.

We recognize the importance of parent/counselor interaction and communication. If you need to address a concern or question with a staff, please be aware of their primary duty of watching your children. Please feel free to make an appointment to speak with the Recreation Supervisor.

## Providing a Safe Environment

We want to provide an environment where your child feels comfortable and safe. One of the most common forms of bullying is verbal. Our camp staff is trained with ways to create a positive environment where verbal bullying is not allowed. When we hear a verbal put down, we will address the issue and guide the camper into a more positive way of communicating. One of the reasons children often put each other down is because they disagree with the person. Our goal here is to teach young people how to communicate their feelings without hurting someone else's. Understanding this key distinction is a pillar of respectful behavior. One of the most significant teaching points you, as a parent, can have with your child is encouraging them to voice their concerns and feelings to staff. If your child does not tell us what is going on, we cannot help.



# Behavior Guidance

## Anti-Bullying

The Rolling Meadows Park District does not tolerate bullying in any form. All members of the Park District community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. The most important way our parents can control bullying is by encouraging their children to speak to the staff regarding bullying. Open communication is the only way that we will solve bullying.

## Camper Rights & Responsibilities

Our camp is about fun, connection, self-exploration and self-expression. We strive to help our campers gain personal power and independence, build self-confidence and self-esteem and develop friendships while having fun. In order to achieve this and to create a safe and enjoyable environment at camp, we have identified certain expectations which all campers must observe. These expectations will be reviewed with your camper throughout the summer. We require that each camper abide by this Code of Conduct. Breaking the Camper Agreement on a continual basis may result in dismissal from camp.

### Summer Camp participants have the right to:

- Be free from cruel teasing and put-downs
- Have a fair turn in any group activity
- Seek help from adults who are here to help
- Be treated with dignity and respect by everyone
- Take part in all activities offered

### Summer Camp participants have the responsibility to:

- Avoid fights of any kind with other children
- Be fair and accepting of others eager to join any activity
- Play fairly and share equipment
- Use appropriate, acceptable language
- Be kind, considerate, helpful and respectful towards others
- Respect property, especially things that do not belong to you
- Cooperate with others and with adults who are here to help you
- Be a good sport whether you win or lose
- Be truthful with everyone
- Challenge yourself to try at least one new thing each day while at camp; we will be there to support you and cheer you on
- Listen to your counselors. If you have a problem, talk to your counselors. We'll hear you and help find a solution

The logo for RM Park District Day Camps features the text "RM Park District" in a blue, sans-serif font, arched over two green wavy lines. Three leaves (two green, one orange) are positioned above the word "District". Below the wavy lines, the words "Day Camps" are written in a large, orange, sans-serif font.

# RM Park District

## Day Camps

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Updated as of 3/13/19