



Andrea Wilford
Recreation Supervisor - General Programs
847-818-3200 x225
awilford@rmparks.org



1st - 6th Grade
Full Day Camps
5 Day Half Day Camps
Dance Camp, ages 6-14

Camp 2017

Parent Handbook

Index

Camp Basics		1-4
Session Dates	Registration Deadlines	
Days, Times and Locations	Sample Schedule	
What to Bring to Camp	Camp Attire	
Friend Requests	Lost and Found	
Drop Off/Pick Up		5-6
Drop Off Procedures	Sign In/Out	
Camp Notes Home	ID Required at Pick Up	
Rise N Shine/Extended	Late Pick Up Fees	
Medical		7
Medication/EPI Pen	Illness/Injuries	
Swimming		8-9
Swimming Days	Sunscreen	
Swim Lessons	Pool Safety	
Swimming Wristbands		
Field Trips		9-10
Behavior Guidance		10-14
Parent/Staff Conferences	Code of Conduct	
A Safe Environment	Anti-Bullying	
Camper Bill of Rights		

Camper Rights and 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 you
- ◇ Be treated with dignity and respect by everyone
- ◇ Take part in all activities offered by the program

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 toward 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 you're at camp; we'll 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 you find a solution.

Parent/Counselor Conferences

We recognize the importance of parent /counselor interaction and communication. If you need to address a concern or question to 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 to encourage them to voice their concerns and feelings to staff. If your child does not tell us what is going on, we cannot help.

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.**

Camp Basics

Session & Registration Dates

Camp Sessions

School Age Camp (1st-6th)

Session 1 - 6/5-6/23 *3 weeks

Session 2 - 6/26-7/14 *3 weeks

Session 3 - 7/17-8/4 *3 weeks

Dance Camp, ages 6-14

Session 1 - 6/19-6/30 *2 weeks

Session 2 - 7/10-7/21 *2 weeks

Session 3 - 7/24-8/4 *2 weeks

Registration Deadline

Session 1 & 2 is June 1st

Session 3 is July 1st

Note: Or until maximum capacity is reached.

Contact Information

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

Community Center Recreation Office

3705 Pheasant Drive, Rolling Meadows
847-818-3200 - ext. 221 for Front Counter

Teen Center

3000 W. Central Road, Rolling Meadows
847-818-3208

Recreation Supervisor- Andrea Wilford

847-818-3200 ext. 225

Camp Days, Times, and Locations

Full Day Camp Program 1-6th grade camps: Mon - Fri 9 am-4 pm

5 Day Half Day Camp 1-6th grade camps: Mon - Fri 9 am - 12pm

Dance Camp: ages 6-14 Mon - Fri 9 am - 4 pm

* Campers must bring a sack lunch and a swim suit. We will eat lunch at noon and then swim for the afternoon if we are not on a camp field trip.

CAMP LOCATION

1st - 2nd Grade Camps

Community Center Auditorium

3rd - 4th Grade Camps

Community Center Gymnasium

5th - 6th Grade Camps

Teen Center

Dance Camp, ages 6-14

Dance Room/Multi Purpose Room

Day Camp Sample Schedule

Below is an example of a typical camp day for our Full and Half Day Camps.

9:00 - 9:15 Camper check-in, announcements, schedule for the day

9:00-9:40 Swim Lessons (*parents drop off at Nelson Sports Complex*)

9:15 -10:00 Activity #1

10:15 -12:00 Activity #2

12:00 - 1:00 Lunch

1:00 - 3:00 Free swim on designated swim days

3:00 - 3:45 All camps games

3:45 - 4:00 Get ready to go home for the day/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.

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.

Counselor/Parent Conference

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 the 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.

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

The Rolling Meadows Park District reserves the right to suspend, expel, or deny participation in any program to any person whose behavior materially interferes or disrupts the quality of camp, the enjoyment of camp by other participants, or the ability of staff to conduct or manage activities.

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.

What to Bring to Camp

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

- ◇ Lunch
- ◇ Snack
- ◇ Labeled Water bottle
- ◇ Labeled Sunscreen
- ◇ Labeled Towel
- ◇ Swim suit
- ◇ A change of clothes

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.**

What NOT to Bring to Camp

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

Lunches

Full day campers must bring a sack lunch every day. Refrigeration is not available.

Snacks

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 water bottle to camp. Please write your camper's name on the water bottle with a permanent marker. Your child will be able to refill the water bottle from the drinking fountain throughout the day as needed. Our campers are very active and spend a lot of time outside and it is very important that they stay hydrated.

Vending /Concession Machine

We discourage our campers from using the vending/concession machine during the camp day, including 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 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 to bring a change of clothes in case of necessity. 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 pick up your child from camp.

Friend Requests

You may request to have your child put in to a group with a friend, however, we may not always be able to accommodate your request. One of the goals of camp is making new friends and we ask that parents and campers stay open to the possibility of new friendships being formed over the summer. Although your child may not be in the same group as their friend, they will still see them during the day at lunch, at the pool and during camp activities.

We try to keep children in the same group throughout the summer, however, your child may be asked to switch groups in order to keep groups even and in harmony.

Lost and 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!**

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, depending on 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 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 all of the latest information. Additionally, our camp staff are positioned at stations around the pool and locker rooms.

Field Trips

There will be field trips (including In House) through out the sessions for 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 allowed.

Swimming

Swimming Days

1st - 2nd grade	Mon-Fri.	1:00 pm – 3:00 pm
3rd - 4th grade	Mon-Fri.	1:00 pm – 3:00 pm
5th - 6th grade	Mon-Fri.	1:00 pm – 3:00 pm
Dance Camp, ages 6-14	Mon-Fri.	1:00 pm – 3:00 pm

School Age Camp will not always swim everyday. School Age Camp will not swim on Friday's if they do not have an 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 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. **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. Counselors will reapply sunscreen on their campers up to 3x a day. Counselors will watch to ensure that the campers are reapplying daily.

Swim Lessons

You may register your camper for swimming lessons which take place during the morning session of camp. You will have to drop off your child at the Nelson Sports Complex at 9am. A camp counselor will have a sign in sheet. Once swim lessons are done, a camp counselor will then walk the campers back to camp. **For the child's safety, participants must be registered the Wednesday before the session begins. Absolutely NO acceptations.**

Drop Off/Pick Up

Drop-Off Procedures

Please arrive on time for drop off every morning. Day camp begins at 9:00 am. Campers not registered for Rise N Shine will not be admitted before 9:00 am. 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 have to have a parent sign them in and out, 5th/6th graders may ride their bike or walk to camp, we do offer a release form that parents can sign that will allow the camper to sign themselves in and out of camp. 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.**

Please Note!! You MUST have an ID with you in order to sign your child in and out of camp. This is for your child's safety!

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 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 the newsletters. It is very important that all parents read the newsletters weekly so that campers do not miss out on activities and events.

Camper Pick Up—ID REQUIRED!

Counselors must keep a written attendance record every day of all the campers in their group. Campers are to be dropped off and picked up every day at their designated camp location. Campers must follow written pick-up procedures printed on the emergency form. 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 PARENT/GUARDIAN! NO EXCEPTIONS!**

Rise N Shine

Campers must be signed in every morning by a parent, unless a waiver has been signed by a 5th/6th grade parent/guardian 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 N Shine. Breakfast will **not** be provided.

Extended Camp

Campers will have access to puzzles, board games and simple art supplies during Extended Camp. Parents need to sign their children out of Extended Camp everyday unless a waiver has been signed by a 5th/6th grade parent/guardian to allow your camper to bike or walk from camp. A light snack will be provided at Extended camp. Please let us know if your camper has any food allergies or dietary needs.

Late Pick Up Fees

Late pick ups will be charged a penalty of \$5.00 for the first 15 minutes **after** 4:00 pm for camp and after 6:00pm for Extended Camp. After 15 minutes the fee will be \$1.00 per minute.

Continuous late pick ups may result in your child being dropped from the Extended Care program.

LATE PAYMENTS MUST BE PAID IN FULL BEFORE

THE CHILD RETURNS TO CAMP.

Medical

Medication

To minimize the administration of a medication dispensing program, we ask that parents or guardians administer medication prior to entering the program whenever possible. Medication should only be dispensed by staff when it is absolutely necessary to administer medication to a child during program hours.

If your child will require medication administration during program hours, please ask the front office staff for the *Permission To Dispense Medication/Waiver and Release of All Claims* form. This form must be turned in with your camper information packet.

Reporting Illness

If your child is sick, please keep them at home for the day. You do not need to call your child out from camp, unless your child has a contagious illness; such as head lice, strep throat or pink eye. Report this to the campsite director, so he/she may send a notice out to 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).

Illness at Camp

If a camper says 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 can not remain at camp. It is not fair to your child or other children & 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 by the camp staff to be necessary.