



Veterans Park District



Day Camp 2011 Parents Packet & Application



Veterans Park Districts Summer Day Camp Information

Mission Statement

Veterans Park District Summer Day Camp impacts the lives of children & adults throughout the community. We commit to the district by providing consistency, trust, and respect for others. We are dedicated and motivated to provide safe, high quality experiences for our diverse community. We do this through activities, programs, and the relationships we build. The experiences the children receive make the community stronger for a better tomorrow.

Day Camp locations:

- Bulger Park - 1601 Hirsch Street, Melrose Park
- Grant Park Recreation Center - 44 W. Golfview Drive, Northlake
- Trumbull Park - 2311 N Leyden Avenue, River Grove

Day Camp Hours

- 9:00 a.m. - 4:00 p.m. (Regular Day Camp Hours)
- Before Care: 8:00 a.m. - 9:00 a.m. (\$42.00 per session)
- After Care: 4:00 p.m. - 5:00 p.m. (\$45.00 per session)
- Extended Care: 4:00 p.m. - 6:00 p.m. (\$75.00 per session)

Day Camp Fees

- In District \$215 Per Session (3 Weeks)
- Friendly Neighbor \$250 Per Session (3 Weeks)
- Out of District \$295 Per Session (3 Weeks)
- Discount of \$30.00 for third child enrolled

Action for Children (Financial Aid) applicants must pay all fees until written approval is received guaranteeing payment. Once Action for Children ensures funding, participants will be reimbursed for the amount paid in accordance of their co-pay.

Registration Guidelines

- Initial Registration must be completed in person by parent or guardian.
- Payment must be made in full prior to the first day of each session.
- There are no refunds due to missed days because of illness, vacation, and/or inclement weather.
- There are no refunds for Before, After, and/or Extended Care
- Payments may be made over the phone by credit card or in person by check, cash, or charge (No Amex charges).
- All participants must be 6 years old by August 31, 2011.
- A birth certificate is required for all new participants.

A \$25.00 non-refundable deposit is required for each session at the time of registration and will be applied to your balance. No \$25 non refundable fee is required if paid in full the day of the registration.

Your Initial Registration Includes:

- 1 Summer Day Camp T-shirt
- 1 backpack
- All special events/field trips/swim days, and crafts.

(Campers are required to wear their camp T-shirts on Special Event and Field Trip days)

Swim Lessons

You may also register your child/children for Swim Lessons for an additional fee of \$42.00 per session. Transportation is provided for all campers, and schedules are as follows:

Camp Site	Swim Lesson Days	Boarding Bus Time
Bulger Park	Tuesdays & Fridays	10:00a
Grant Park	Mondays & Thursdays	10:00a
Trumbull Park	Tuesdays & Fridays	10:20a

Emergency Contact Number

708-343-5270

Absence

If your child will not be attending camp for any reason you must call the Administration Office at (708) 343-5270 by 9:00a the day of, at the very latest.

- Please state your child's name and camp location.

Camp Attire

Campers should wear clothing that is durable and comfortable. A hat or visor along with sunglasses is recommended daily. Weather permitting, camp activities will be outdoors, so be sure to send a jacket on cool days. Gym shoes and socks are to be worn at all times. No Sandals. Remember that it is easy to get dirty at camp; please dress your child in play clothes. Camp T-shirts are distributed on the 1st week of camp. Extra shirts can be purchased any time during camp (while supplies last) for an additional \$8.00 per shirt. Camp shirts must be worn on field trip and special event days. Drawstring backpacks are also distributed the first day of camp. Only one (1) backpack is given to each child. Additional backpacks can be purchased for \$6.00.

Items to Bring Daily

A sack lunch is to be brought to camp every day. The bag is to be clearly labeled with your child's name. It is recommended that your child bring insect repellent and sun block **each day**. Also, please send your child with a water bottle. A water cooler/fountain will always be available to fill the bottles. All items mentioned should be marked with your child's name and carried in a plastic bag.

Campers are not allowed to bring toys from home. This includes ipod's, psp's and all other electronics. If your child has a cell phone it must be turned off and put away. If any of the above mentioned electronics are being used during camp hours, it will be confiscated and returned to the parent at the end of the day. The Park District and its employees **are not responsible for lost or stolen items**.

Lunch

Campers will eat lunch at 11:00 am daily. On Field Trip and Special Event Days lunch times may vary. Water will be available during camp. Each site has a pop/juice machine that also dispenses bottled water. If you wish your child to purchase a bottled drink, you must provide them with the proper change. Lunches will be refrigerated, however, please avoid sending food items which may spoil rapidly in hot weather.

Mandatory Written Notes

Attendance is taken daily and campers will not be free to leave the camp area during camp hours. For your child's safety, we ask for your cooperation in stressing this policy to your child. Campers must be signed out by an authorized person in order to leave. Anyone picking up a child must present identification. Parents please do not feel offended if we request identification from you, as we only enforce this policy for the safety and protection of your child. Your child WILL NOT be released to any person not on the Sign Out for Safety form (form located in this packet).

Under the following circumstances, a written note is required:

- Coming to camp late or leaving camp early
- Staying on camp grounds directly after camp (Veterans Park District staff is not responsible for the supervision of any child staying on camp grounds once they are signed out)
- Walking or riding a bike home from camp (Child must be on Sign Out for Safety form.)
- Someone picking up the camper other than persons designated on the Sign-Out for Safety Sheet

Please include your child's name, the date(s) affected, reason, and the parent/guardian's signature on all written notes. If requesting that someone other than a designated person pick up your child, you must provide his or her name and a contact phone number for that person. The note must be given to your child's counselor prior to the start of the camp day. **Children who do not have a written note will not be allowed to leave camp until the parent/guardian can be contacted by the Camp Director to confirm the request verbally.**

Medical Information

We are naturally concerned about your child's safety. Please indicate, when registering any special medical problems or allergies your child may have, so that camp staff can make the appropriate accommodations if necessary.

1. Illness

If your child is ill or has a fever, we discourage their participation. If a child becomes ill during the program, a parent/guardian will be notified and asked to pick up their child. If the parent is unavailable, the emergency contact person will be called. Your child must be fever free for 24 hours before returning to camp. In case of contagious disease, please notify Camp Staff immediately. All parents at that site will be notified as soon as possible. **A doctor's note must be given to your child's Camp Coordinator upon returning to camp.**

2. Medical Emergencies

If your child is injured and requires more than basic first aid the following actions will be taken.

- Staff will call 911
- The parent or guardian will be contacted
- If the parent/guardian is not available than the person listed as the emergency contact will be called
- The injured child will be taken by paramedics to the nearest hospital

You will be responsible for the emergency medical charges for all serviced rendered. Your authorization for the program staff to secure emergency medical care and your commitment for payment thereof is part of your registration agreement.

3. Medications

In the event a child must have medications, the parent/guardian should do the following:

- List any and all medications in Part III of the Child Information Health History form at the time of registration
- Have medication in original container, the time and dosage should be legible, put all directions in writing. Place everything in a plastic bag labeled with your child's name.
- Personally give medications to the Camp Director. Do not place medications in your child's lunch bag or backpack. Do not rely on your child to hand in medications. This is your responsibility. All medications will be kept in the Camp Directors office
- Counselors and Directors are not allowed to administer any medication. Camp Staff will hold medications, but your child must be able to administer medication on their own.
- It is the parent/guardian's responsibility to notify the Camp Director and Camp Coordinator with any changes in medications

Swim Days (Included)

Each camp will participate in 2 swim days per week at Gouin Pool. Your child's swim days will be noted on the calendar. Please make sure they have their swimsuits on this day. Proper swimsuits must be worn. Cut-offs or shorts are not allowed. If your child does not have their swimwear or proper swimwear, they will accompany their camp to the pool, but will not be allowed to swim. Campers should bring a swimsuit and towel regardless of weather in the morning. Campers are allowed to wear plain white t-shirts over their swimsuit. Goggles without nosepieces are allowed.

Please do not forget sun block. We advise sun block application prior to arrival at camp. **Counselors will remind campers to reapply sun block throughout the day, but is ultimately the responsibility of each camper.** Your support in emphasizing this practice with your child is greatly appreciated.

Counselors are not allowed to apply sun block on your child. If your child has difficulty applying sun block, we recommend spray block instead of lotion.

Field Trips

There is one Special Event or Field Trip a week beginning on the 1st week and ending on the 9th week of camp. These are chaperoned by camp staff only. It is mandatory that your child wear his/her camp shirt on these dates. Please pack a lunch for your child on these days. Remember there is no refrigeration of lunch on trip days, so please pack items accordingly. Please remember to give your child at least \$5 for snacks (if applicable). Camp staff is not responsible for individual camper's money or items brought from home. Buses are unable to wait for campers who are late on field trip days. If your child is not attending a Field Trip do not send him/her to camp that day, please remember to call in his/her absence. There will be no supervision at the parks. Depending on which session your child/children is/are registered for will determine which Field Trips or Special Events they may attend. All Field Trips and Special Events are included in the session fee. If your child is not registered for that session, they may not attend that session's Field Trip or Special Event. Please understand that there will be no supervision at their park on Field Trip or Special Event days. Camp shirts are required on all Field Trip and Special Event days. 2011 Summer Camp Field Trips will be available on the VPD Website under downloadable items at www.veteransparkdistrict.org as soon as they are scheduled.

Call Day Camp Director, Keith Trowbridge, for the latest information regarding field trips 708-343-5270.

Day Camp Application



Date of Registration: ____/____/20____

www.veteransparkdistrict.org

Child Information

Child's Name: _____ Gender: M / F Birth date: _____

Home Address: _____ City _____ Zip Code: _____

Home Phone: _____

CAMP SITE (Circle): **BULGER** **GRANT** **TRUMBULL**

Please list parent/guardian contact numbers that you can be reached at during Day Camp hours:

1. _____ Relation: _____ Cell/ Work/ Other: _____
2. _____ Relation: _____ Cell/ Work/ Other: _____
3. _____ Relation: _____ Cell/ Work/ Other: _____

Please list Allergies & explain:

Does your child need any special accommodations to participate in any activities? Please Explain:

Please provide any additional information that you would like us to know about your child:

Family Information

Mother/Guardian Name: _____ Emergency Contact? Yes No
Home Address: _____ City _____ Zip: _____
Phone # _____ Email Address: _____
Employer Name: _____ Work #: _____

Father/Guardian Name: _____ Emergency Contact? Yes No
Home Address: _____ City _____ Zip: _____
Phone # _____ Email Address: _____
Employer Name: _____ Work #: _____

Child Health History

Please print and fill out all sections completely.

Child's Physician: _____ Phone: _____
Address: _____

Does your child have any allergies? Yes No If yes, please explain.

Does your child have any health conditions or medical needs that we should know about? If yes, please explain. _____

Due to any health conditions are there any activities your child can not participate in?

Emergency Care Release

I, _____, parent/guardian have enrolled my child in Veterans Park District Day Camp, and hereby authorize Dr. _____, my child's physician, or any other physician in his/her group practice, in my behalf to administer Emergency medical assistance to my child during a Park District activity. In the event Dr. _____ or any physician in his/her group practice in not available, I hereby authorize the Veterans Park District, their employees and agents to provide emergency medical assistance or to arrange for and consent to on my behalf immediate medical treatment by a licensed or certified physician or other medical personnel for my child whenever the authorized Park District personnel believe such emergency medical assistance is necessary to protect the health, safety and welfare of my child. I provided accurate and all information regarding my child's medical needs and health conditions, therefore I know no reasons why my child should not participate in activities, except as noted above.

Print Name: _____ **Signature:** _____ **Date:** _____

Behavior Policy

1. Day Camp Staff member will explain to the child one on one why their action or behavior is not accepted at camp. Then **warn** the child that if the behavior is demonstrated again they will have to sit out.
2. If the camper repeats the action or does not follow our Day Camp rules again, they will be placed in time out.
3. If action(s) is repeated or child does not follow Camp rules after the time out, a behavior report will be written and parents will be notified of their child's behavior.
4. Parent/Guardian will attend a mandatory meeting with the Day Camp Director and teacher(s) to discuss the behavior.
5. If inappropriate behavior continues after the meeting, the child will be paused from Day Camp.
 - a. The child will be allowed back once a behavior plan has been drafted by the Day Camp Director and approved by the Director of Recreation or Executive Director, in the absence of the Director of Recreation
6. If inappropriate behavior continues, the child will be paused from the Day Camp Program under the direction of the Executive Director.

*If a child poses a direct threat to the health and safety of other children, staff or him/herself the parent of the child and the local police will be notified immediately. A one day pause will be put into immediate effect, at the discretion of the Director of Recreation and/or Executive Director.

Your child's behavior should be consistent with:

- Use of appropriate language at all times
- Cooperate with staff and follow directions
- Respect other children and staff, equipment and facilities, and yourself.
- Keep a positive attitude
- Stay within program boundaries

Notification of Injury

Camper Name _____

This form is to be filled out by the parent and/or guardian of the above named camper in order for the Camp Director to properly notify the parent and/or guardian in a timely manner of any and all incidents regarding their son/daughter(s). Please check one of the following:

_____ I would like to be notified of any injury (minor or major) immediately.

_____ I would like to be notified immediately of any MAJOR injuries, but minor incidents can wait until pick-up.

Late Policy

It is important that you be on time when picking up your child. If your child is not enrolled in Before/After/Extended care your child should be dropped off at 9:00am and picked up at 4:00 p.m. Parents who are late picking up their child/children will be charged \$5.00 for the first 15 minutes of late time and \$2.00 for each additional 5 minutes. These same rates apply to our After Care/Extended Care Program.

Field Trip and Special Event Consent

I, _____, give my consent in order for _____ to attend the field trips and special events for the sessions he/she is registered for, under the supervision of the Veterans Park District Summer Day Camp Staff.

Sign Out For Safety

The Sign Out for Safety system will improve the security of the camps during departure times. At registration, all parents will be required to submit a list of people that are permitted to pick up their child. The Camp Counselors will only release children to the people designated on the list. These people will also be required to sign their name at the time of dismissal. If a child is missing from camp without a signature, the Veteran's Park District Police will be notified. Please inform the people picking up your child (those on your list) about the Sign Out For Safety system. Each Counselor will have a group of campers, which they are responsible for at sign-out time. Those picking up your child should know who the child's counselor is. The counselor will have the sign out sheet. Counselors will not allow any child to leave with someone who is not on the list and/or does not sign the sheet.

Please include parent's names and anyone you think may pick up the child.

First & Last Name	Phone Number	Relationship to Child
1.		
2.		
3.		
4.		
5.		

I allow my child to sign themselves out and leave the Park site on their own. Yes No

Emergency Contacts

Please list a minimum of three people the Park can call, in the unlikely case the parents can not be contacted

First & Last Name	Phone Number	Relationship to Child
1.		
2.		
3.		
4.		

Waiver and Release of All Claims

Please read this form carefully and be aware in registering yourself or your minor child/ward for participation in Veterans Park District program(s), you will be waiving and releasing all claims for injuries you or your minor child/ward might sustain arising out of Veterans Park District(s). I recognize and acknowledge that there are certain risks of physical injury to participants in Veterans Park District Program(s) and agree to assume the full risk of any injuries, including death, damages or loss regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with such program(s).

I agree to waive and relinquish all claims I or my minor child/ward may have as result of participating in the program against the Veterans Park District and its officers, agents, servants, and employees. I do hereby fully release and discharge the Veterans Park District and its officers, agents, servants, and employees from any and all claims from injuries including death, damages or loss sustained by me or my minor child/ward arising out of, connected with, or in any way associated with the activities of the program(s).

I further agree to indemnify and defend Veterans Park District and its officers, agents, servants, and employees from any and all claims from injuries including death, damages or loss sustained by me or my minor child/ward arising out of, connected with, or in any way associated with the activities of the program(s).

In the event of an emergency, I authorize Veterans Park District officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my minor child/ward immediate care and agree that I will be responsible for payment of any and all medical services rendered. Registrants and participants also permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary.

I have read and agree to adhere to the policies, procedures, requirements, and provided information found in the above Summer Day Camp Parent Packet & Application, which include: **Registration Guidelines, Child Information, Family Information, Child Health History, Behavior Policy, Notification of Injury, Late Policy, Field Trip Consent, Sign Out for Safety, and Waiver and Release of All Claims.**

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Child's Name (please print) _____

Camp location (please print) _____

All campers will receive one (1) Day Camp T-shirt.
Extra T-shirts may be purchased for \$8.00 each.

Please circle your child's shirt size.
Please pick a size bigger, shirts may run small

Youth Size:

6 / 8
Small

10 / 12
Medium

14 / 16
Large

Adult Size:

Small

Medium

Large

Extra Large