



DES PLAINES PARK DISTRICT
2222 Birch Street • Des Plaines, IL 60018
847-391-5700 • www.DPParks.org

WEST PARK EXPLORERS
2014 SEASON PARENT/CAMPER INFORMATION

West Park Fieldhouse
651 South Wolf Road at Greenwood Avenue
847-391-5723

Welcome to Des Plaines Park District West Park Explorers Camp! We have designed this program to include a variety of activities in a safe, supervised environment. All activities will be held at West Park Fieldhouse with the exception of weekly bus trips to Chippewa Pool and a walking trip to Mountain View Adventure Center on alternating Fridays. Summer camp is offered from 7:30am-6:00pm Monday through Friday starting Monday, June 16th and ending Friday, August 22nd. All children participating in the program must be registered and paid in full prior to the start of each session. Campers should not be dropped off earlier than 7:30am, since staff will not be available for supervision and picked up by 5:30pm. **Please make every effort to pick your child up on time.** Possible exclusion from the program could result if these timelines are abused.

Please note that West Park Explorers is a basic, lower cost, no frills camp and, as such, has different program options to fit this budget as compared with some Des Plaines Park District Summer Camp options.

Parent/Guardian Responsibilities:

- 1) It is the responsibility of the parent/guardian to complete the attached ***Participant Information and Medical Contact*** form. All forms must be returned to the Administrative Leisure Center (2222 Birch Street, Des Plaines 60018) by Friday, June 13th or, at the latest, on the first day of camp. This information will be required for your child to attend camp. All information is confidential.
- 2) We ask that you comply with all camp rules including pick-up and drop-off policies.
- 3) Please notify staff if your child will be arriving to camp late or will be absent. You may call West Park Fieldhouse at 847-391-5723 between 7:30am-6:30pm, Monday - Friday.
- 4) Be sure to pack a healthy lunch, snack, drink, and sunscreen. Swim clothes and towel will need to be brought on designated swim/water activity days.
- 5) Your child will not be released to any adult other than those with custodial rights and who you have designated on the attached information sheet. You will need to notify staff, in writing, if you authorize someone else to pick up your child. Children will not be permitted to leave the program during the day or at the end of the program to walk home unless we have written permission from the parent.

SPECIAL NEEDS

It is the parent/legal guardian's responsibility to notify the Park District of any physical, mental or emotional condition(s) that might require special attention by our staff. If your child needs special accommodations to participate in our camp program, notify the Recreation Supervisor. Your confidentiality will be respected. With proper notification we can work with the parent, child, and staff to be prepared to assure for the best possible conditions for a positive camp experience.

MNASR

If your child requires assistance from our Maine Niles Special Recreation Association, you must notify the Recreation Supervisor a minimum of one week in advance. If we do not receive notification with at least one weeks notice we may not be able to provide accommodations for your child.

CAMPER DROP-OFF AND PICK-UP PROCEDURES

Camper drop-off is anytime after 7:30am, pick up is anytime before 6:00pm. If someone other than the parent/guardian will be picking up your child, please send a note or call West Park with the necessary information. Parents and legal guardians are allowed to pick up the camper unless legal documentation shows otherwise. In the event that a camper is not picked up by 6:00pm, the emergency contacts will be called and asked to pick up the camper(s). If no one can be reached, the Des Plaines police department will be notified. Late fees will be assessed as per Park District policy.

LATE PICK UP POLICY

It is important that your child is picked up on time, as our staff needs this time to prepare for the next day. There will be a 5 minute grace period at the end of camp. Once the 5 minutes have elapsed, there will be a late fee of \$5. Each additional 5 minutes will result in a \$5 charge. Example: Camp ends at 6:00pm and child is picked up at 6:21pm, there will be a \$20 fee. This fee must be paid at camp by cash or check before your child comes back to camp the next day.

CAMPER ABSENCE POLICY

If your child will be absent or late coming to camp call West Park Fieldhouse at 847-391-5723. During camp hours we are often busy and unable to answer the phone. If your call can't wait, leave a message or call the Administrative and Leisure Center at (847) 391-5700.

WHAT CAMPERS SHOULD WEAR AND BRING TO CAMP

Campers should wear comfortable, old, durable, play clothing appropriate for weather conditions. Labeling of clothing is highly recommended. We are not responsible for clothing or items brought to camp. RAIN OR SHINE, CAMP IS HELD. Campers will need a labeled, non-refrigerated snack and lunch with them daily. A water bottle and sunscreen are required (please label). A small day - pack will keep belongings organized. Swim wear and towels will need to be brought on designated swim/water activity days.

To foster values and appropriateness, the Des Plaines Park District reserves the right to ask campers to change their clothes if they are deemed inappropriate. This includes, but is not limited to, short shorts, baggy pants worn below the hip, shirts with vulgar or rude messages, clothing that is too revealing.

Campers are required to bring a labeled water bottle and sunscreen.

Campers are to wear sneakers or closed-back footwear. NO open backed sandals, flip-flops or clogs. Sandals may be brought to camp to be worn at the pool or water parks.

On pool and water park days, campers are required to wear a swim suit to be allowed onto the pool deck. Campers are not required to enter the water. Girls are to wear one-piece swim suits, no two pieces. Wearing a t-shirt over a two piece bathing suit is not permitted.

Campers may not make phone calls without staff permission. Please leave cell phones at home. If discovered, they will be held by staff until the end of the camp day.

LOST AND FOUND

If your child should lose something at camp, please send a note describing the item and we will do our best to locate it. Unclaimed lost and found items are donated to charity at the end of each session.

HEALTH AND SAFETY

Your child's health and safety is our number one concern. While we focus on prevention, First Aid and CPR certified staff is always on site. Our buildings have basic first aid kits but the paramedics are always called in the event of a more serious injury or accident. Parents will be notified in the event of any serious injury or accident. It is required that all campers have the required immunization shots including tetanus. Staff appreciate being notified in advance of any allergies; i.e. peanuts, bee stings, etc. The Des Plaines Park District DOES NOT provide health, medical, or accident insurance for its participants.

COMMUNICATION WITH CAMP STAFF

We appreciate open communication with parents to avoid any misunderstanding(s). We will do our best to address your concerns and to resolve them in a fair and prompt manner. Your cooperation and support is greatly appreciated in regards to this matter. ****Please fill out our Day Camp Evaluation at the end of each session or at the end of the summer. Your feedback is important to us!*** If you are having difficulty communicating to the Des Plaines Park District Camp Staff, please contact Karyn Roth, Recreation Supervisor at 847-391-5700.

MEDICATION

If it is necessary to administer medication to a participant during program hours, the parent/guardian must complete the necessary forms and return them to the Recreation Supervisor or Day Camp Director: the Permission To Dispense Medication/Waiver and Release of All Claims form; the Medication Dispensing Information form; and if applicable, the Waiver & Release of All Claims for Use of Inhaler or Auto-Injector. All medication must be delivered to the Camp Director on-site at camp in the original prescription bottle or in clearly marked containers which include the person's name, medication, dosage, and time of day medication is to be given. ****Please contact the Des Plaines Park District if you are in need of the Medication Waiver, Release of Claims and Dispensing Information forms, they will also be located on our website www.DPParks.org.*** Des Plaines Park District Camp Staff are not able to administer any diabetic medications injections or check blood sugar for your child.

ILLNESS

If your child becomes ill while at camp, a parent/guardian will be notified. If a parent is unavailable, the emergency contacts will be called. If your child is ill or has a fever, we discourage their participation at camp. In the event of a contagious disease, please notify the Camp Director or Assistant Director as soon as possible. Please do not have your child return to camp unless they have been fever free for 24 hours.

SUN POLICY

Campers are vulnerable to sun exposure due to the outdoor nature of our program. We try to have the campers in the shade whenever sun exposure is at its peak. We also remind campers to reapply and use the sun-screen you send. To minimize sun exposure without compromising program goals we request the following help in preparing your child for camp:

- Wear sun protective clothing including a hat and a rash guard shirt for the water.
- Wear a pair of durable sunglasses.
- Use sun- screen that protects against UVA and UVB rays, is waterproof, and is SPF 15 or higher.
- For extra protection, apply zinc or titanium block to ears, nose, and cheeks.

SWIMMING

If your child does not plan on participating in swimming, they may attend camp on swim days, keep in mind the entire camp, and staff, will be going to the pool and supervision will not be provided at West Park Fieldhouse. Non-swimming activities will be provided at Chippewa Pool and fields located next to Chippewa Pool. Girls must wear one piece swim-suits at camp. Campers are still required to wear swim wear on the pool deck, but they are not required to enter the water. Girls must wear one piece swim-suits at camp.

To keep the pool as safe as possible we conduct a basic swim test before allowing campers to swim in water above their shoulder. The swim test consists of swimming a width of the pool in the 6 ft. deep end under the supervision of our camp staff and the pool lifeguards. If the campers can swim across the width of the pool without stopping or touching the wall or bottom of the pool, they are allowed to swim in the deep waters of the pool. If a camper does not pass the swim test or chooses not to take the swim test, they will be issued a pink wristband which restricts them to water less than shoulder high in the pool.

CAMP CALENDARS AND SCHEDULES

At the beginning of each week parents will receive a camp calendar for that week. It will contain all of the activities scheduled for that upcoming session and special reminders for what children should bring to camp.

CODES OF CONDUCT AND CAMPER GUIDELINES

Camp participants are expected to exhibit appropriate behavior. The following guidelines have been developed to make Des Plaines Park District programs safe and enjoyable for all. Additional rules, policies, and guidelines may be developed as deemed necessary by staff. A firm, positive approach will be used regarding discipline. Staff will periodically review rules with participants. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Des Plaines Park District reserves the right to dismiss a participant or facility user whose behavior endangers his or her own safety or the safety of others.

CODES OF CONDUCT AND CAMPER GUIDELINES cont.

Please review the following camp policies with your Child:

- Talk in a pleasant manner no foul language or put-downs. Topics of conversation are to be appropriate for a public setting.
- RESPECT other campers, staff members, their belongings, our facilities 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 a Park District staff member at all times unless directed to do otherwise.
- Protect your feet by always wearing shoes; gym shoes are preferred at camp.
- Will not display any aggressive behavior, (i.e. hitting, punching, slapping, kicking, and biting).
- Refrain from threatening or causing bodily harm to self, other participants or staff.
- Hazing and bullying is not permitted.
- BE SAFE and always follow camp rules.

For minor offenses, campers will be verbally warned and may be issued a timeout. For repeated problems and those of a more serious nature, the camper will be reported to the Recreation Supervisor and the parent will be notified. All incidents will be documented and kept on file. Depending on the severity of the offense, expulsion without refund may result. Please refer to our attached Des Plaines Park District Behavioral Policy.

CELL PHONES

We highly discourage campers bringing their cell phones to camp, but they will be allowed to for emergency purposes. We ask that your child's cell phone be left in his/hers backpack. Campers will be able to utilize their cell phones for emergency reasons only, and must ask Camp Staff for permission. **Note that Camp staff will not be responsible for any lost or stolen items at camp.**). If a child does bring these devices to camp they will be restricted to play at certain times of the day. To maintain the integrity and mission of our summer camp program we encourage campers to "un-plug" while at camp. Encourage your child to unplug and make camp connections with friends and staff during their time at camp. Technology must be turned-off and put away while at camp. These may be used with staff permission at approved times. Abuse of technology while at camp will result in the item being retained by staff and returned at the end of the camp day

ELECTRONIC DEVICES

We highly discourage participants from bringing electronic devices to camp (I-pods, Nintendo DS, etc). **Note that Camp staff will not be responsible for any lost or stolen items at camp.** If a child does bring these devices to camp they will be restricted to play at certain times of the day. To maintain the integrity and mission of our summer camp program we encourage campers to "unplug" while at camp. Encourage your child to unplug and make camp connections with friends and staff during their time at camp. Technology must be turned-off and put away while at camp. These may be used with staff permission at approved times. Abuse of technology while at camp will result in the item being retained by staff and returned at the end of the camp day.

EQUAL ACCESS

No participant shall, on the basis of race, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity. It is the objective of the Des Plaines Park District to provide a positive leisure experience for all participants, thus requiring certain rules to ensure safety and enjoyment.

DES PLAINES PARK DISTRICT ANTI-HARASSMENT POLICY PROHIBITED CONDUCT

Racial, ethnic, or religious slurs or other verbal or physical conduct relating to the following areas is prohibited: race, color, religion, national origin, ancestry, sex, physical appearance, socioeconomic status, or disability. Sexual harassment, such as unwelcome sexual advance, request for favors, or conduct of sexual nature is also prohibited. Harassment by fellow participants, staff, or outsiders coming into contact with participants will not be accepted. Conduct that is not acceptable includes, creating an intimidating, hostile, or offensive program environment, interfering with a participant's program experience, or adversely affecting the program experience. Some examples of prohibited contact include: epithets, slurs, negative stereotyping, threats, intimidation, hostile or violent acts, posting or distribution of hostile written or graphic material, verbal or physical conduct toward an individual because of race, color, religion, national origin, ancestry, sex, physical appearance, socioeconomic status, or disability. Sexually harassing conduct such as repeated offensive jokes, language, graphic or verbal commentary, and obscene comments or gestures are also prohibited.

DISCIPLINARY ACTION

If a participant engages in harassment of another participant:

- He or she will be subject to a one to three day suspension for a first offense, at the discretion of the park district based on the severity of the circumstances.
- The Park District reserves the right to take other action to address and prevent harassment, including expelling a participant for a first time offense, or repeated acts of harassment.
- If an investigation results in a finding that an individual has made false or frivolous accusations of harassment, the accuser will be subject to the same disciplinary action as noted above.
- The District will not be under any obligation to refund any funds when a participant is suspended or expelled.

TENTATIVE WEST PARK EXPLORER’S SCHEDULE FOR THE 2014 SEASON

The following schedule of camp events is subject to change. (Parents will be provided a calendar for each week of Camp when they pick up or drop off their child).

- Mondays: Introduction of campers and staff.
General Camp Activities at West Park Fieldhouse
Swimming at Chippewa Pool in the afternoon.
- Tuesdays: Crafts/Outdoor Play in the morning.
Special Event Day!
- Wednesdays: General Camp activities in the morning.
Swimming at Chippewa Pool in the afternoon.
- Thursdays: Water activities & Special Event Day! Wear your swimsuit and bring a towel.
Fun water activities will be featured, weather permitting.
- Fridays: General Camp activities in the morning.
Activities at Prairie Lakes Community Center – Dance & Arts Camp Performance (alternating Fridays)



Participant Information and Medical Contact Form

2222 Birch Street • Des Plaines, IL 60018 • 847-391-5700

In accordance with our new child safety regulations, please attach a recent wallet size photo of your child.

Please be sure that his or her face is easy to recognize.

Attach a separate photo for each summer camp they will be attending.

Please check all that apply:

<input type="checkbox"/>	Adventure Camp	<input type="checkbox"/>	Camp Discovery
<input type="checkbox"/>	Arndt Park Adventures	<input type="checkbox"/>	Dance & Arts Camp
<input type="checkbox"/>	Camp Chickagami	<input type="checkbox"/>	Sports Camp
<input type="checkbox"/>	Camp Opeka	<input type="checkbox"/>	West Park Explorers
<input type="checkbox"/>	Camp Pioneer		

This form is to be completed by a parent or legal guardian. Print in black or blue ink. Complete all spaces. Return to the program supervisor by first meeting. Call 391-5700 for more information.

PART I: PARTICIPANT INFORMATION

1. Name: _____
(Last/First)

2. Nickname: _____

3. Address: _____

4. City/Zip: _____

5. Home Phone: _____

6. E-mail: _____

7. Birthday: (mm/dd/yy) _____

8. Grade (in the fall): _____

9. School: _____

PART II: PARENT/GUARDIAN INFORMATION

10. Mother's Name: _____
Daytime #: _____
Cell #: _____

11. Father's Name: _____
Daytime #: _____
Cell #: _____

12. Who has custodial rights for your child?
Check those that apply. If other, please specify.

Mother and Father

Mother Only

Father Only

Other: _____

13. Is there a court order to keep anyone away from, or restricts them from, this child during this program?

YES NO

If yes, please provide a copy of this documentation. Our staff cannot restrict children from parents/legal guardians without proper documentation on file with us.

PART III: PARENT EMERGENCY CONTACTS

(Other than the parent)

14. Name: _____
Phone: _____
Relationship: _____

15. Name: _____
Phone: _____
Relationship: _____

PART IV: MEDICAL INFORMATION

16. Doctor Name: _____
Phone: _____

17. Insurance Information: _____

18. If necessary, camp staff may administer the following over-the-counter products. Please check the box for any items that CAN be used on the participant.

- Alcohol Wipes
- Bactine
- Insect Repellent

Please note that parents are responsible for applying sunscreen on children before camp. It is advised that sunscreen be brought to the program daily.

19. Will your child require medication during this program?

YES NO

If yes, you MUST fill out a medical dispensing form and return to the program supervisor. No verbal instructions will be accepted.

PART V: MEDICAL HISTORY

20. Please indicate any special limitations that may affect your child's participation in the program. (Include allergies, physical limitations, fears, etc.)

21. Are there any health or learning factors which you feel would be helpful for us to know about, or observe: eyesight, speech, hearing, behavior, individual habits, or others?

22. Will your child need a reasonable accommodation under the Americans with Disabilities Act to participate in this program? *If the answer is "yes", please identify the specific reasonable accommodation needed.*

YES NO

PART VI: PROGRAM INFORMATION

23. My child MAY go home on his/her own after the program.

YES NO

24. Please check the swimming ability that is most appropriate ability for your child:

NON SWIMMER BEGINNER

AVERAGE STRONG

I do not want my child to swim in the deep end of the pool.

25. Please list some activities your child enjoys:

IMPORTANT DES PLAINES PARK DISTRICT MEDICAL & INSURANCE INFORMATION

The Des Plaines Park District **DOES NOT** furnish accident/medical insurance for its participants. Medical bills are the responsibility of the parents/guardian. It is mandatory that participants have had all required immunization shots, including tetanus.

PART V: AUTHORIZED PICKUP

The following are persons other than mother or father who are authorized to pickup your child from the program. Attach any additional names on a separate piece of paper.

1. Name: _____

Address: _____

City/Zip: _____

Phone #: _____

Relationship: _____

2. Name: _____

Address: _____

City/State: _____

Phone #: _____

Relationship: _____

Name of Participant:

Signature of parent or guardian

Date: _____

PLEASE RETURN THIS FORM TO THE PROGRAM SUPERVISOR ON OR BEFORE THE FIRST CLASS/PROGRAM MEETING.

Thank you!

Des Plaines Park District Behavior/Discipline Procedure Policy # A-24

Behavior

The Des Plaines Park District insists that all participants comply with a basic behavior code. The following Behavior Code of Conduct will be used as a guideline for Des Plaines Park District program and facility participants:

1. Show respect to all participants, staff and volunteers. Participants should follow program and facility rules and take direction from staff.
2. Refrain from abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants or staff.
4. Show respect for equipment, supplies and facilities.
5. Do not possess any weapons.
6. Refrain from disparaging remarks to include comments against an individual's race, ethnic background, religion, physical appearance or disabling condition.
7. Will not display any aggressive behavior, (i.e. hitting, punching, slapping, kicking, biting).

Discipline

A positive approach will be used regarding discipline. Staff will periodically review rules with participants. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Des Plaines Park District reserves the right to dismiss a participant or facility user whose behavior endangers his or her own safety or the safety of others.

Procedures

1. Any or all incidents of inappropriate behavior should be documented regardless of how minor or severe. The dismissal of a patron from an activity/facility shall be authorized by the Superintendent of Recreation or his/her designee.
2. Staff should follow the procedures below with the patron depending on the severity of the situation:
 - A verbal warning
 - A supervised time-out from the program.
 - A written warning
 - A suspension from the program or facility for a designated time period. When determining the timeframe of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or facility. If inappropriate behavior persists or the behavior completely disrupts a program or facility, removal may be necessary.
 - Some other options may be discussed with the parent/guardian if warranted, including: Transfer to another program where inappropriate behavior may be less prone to occur or; limited/reduced timeframe that participant is allowed to attend the program.
3. The following specific procedures are to be followed when there is a supervised time-out, written warning, suspension or dismissal from the program or facility:
 - Written warning (or should this occur with a time-out as well?) – fill out the Participant Conduct Report and give a copy to the Recreation Supervisor and Parent on that same day of the incident. Keep a copy on file.

- After consecutive written warnings or if the next step is suspension: The staff member and Recreation Supervisor shall meet to discuss the incident report(s). The incident will be evaluated to determine what behavior management techniques have been used to date.

The staff member and the program supervisor/manager will meet with the patron to discuss the incident report. The supervisor will communicate (1) the situation, (2) what has taken place to date, and (3) that assistance is needed to improve, or he/she may be suspended from the activity/facility. In the case of a child, indicate to them that his/her parents may be called.

- If the situation warrants parent notification the Recreation Supervisor will telephone the parent/guardian and indicate: (1) the situation, (2) what has taken place to date, and (3) that the parent's assistance is needed to improve the child's behavior or he/she may be suspended from the activity/facility.
4. If warranted, the Manager will request authorization from the Superintendent of Recreation to either (1) require the child's parents agree, in writing, to have the Park District contact a social worker or the special recreation association to observe the child's behavior and offer staff or (2) temporarily suspend the patron from the activity for a period of two to three days, or other time frame depending on the situation. A patron or child's parent should always be contacted by the supervisor prior to suspension, whether temporary or permanent.
 5. If the inappropriate behavior is repeated after the suspension, the Superintendent or Manager will correspond with the patron giving written notice that he/she may be dismissed from the activity/facility if the inappropriate behavior continues.

When to contact the police:

- If a participant makes a direct threat of hurting himself, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
- If a participant becomes overly aggressive and violent, call the police.