



# Preschool & Swimming

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## Camp 2019

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### Parent Handbook

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Norridge Park District's  
Early Care and Preschool academy

4631 N. Overhill

Norridge, IL 60706

(708) 453-2141

(708) 453-6024 Fax

[www.norridgepk.com](http://www.norridgepk.com)

**\*\*ALL CAMP FORMS DUE 72 BUSINESS HOURS BEFORE THE  
FIRST DAY OF CAMP\*\***

Eileen Wright, Camp Director/Program Coordinator  
Jennifer Mazurkiewicz, Asst. Camp Director/Athletics



**The Norridge Park District's  
Summer Day Camps  
Summer 2019 Parent Handbook**

Welcome to the Norridge Park District's summer camps program. Thank you for choosing the Norridge Park District. Our camp staff is committed to providing a fun-filled and safe summer experience for your child.

**Summer Camp Programs Available**

- Preschool Camp – for children ages 3-5 who have turned 3 before their camp start date and are fully potty trained. The camp runs from 9:00am – 12:00 noon Monday through Friday. Parents may choose the week(s) they want to enroll their child. Each week is based on a theme and includes a daily splash time in the tot pool.
- Swimming Day Camp - for school aged children aged 5 – 12 years old. **Five year olds must have attended Kindergarten or have turned 5 by September 1, 2018.** The camp runs from 9:00am – 3:00pm Monday through Friday. Parents can register for any of the four two-week sessions; there is also a one week session July 9<sup>th</sup>-July 13<sup>th</sup>. The program includes a daily swim lesson provided by a qualified Norridge Park District instructor, open swim three times each week, playground, sports, games, arts & crafts and a field trip once per session.

**Administration**

The Summer Camp program is directed by Eileen Wright, Program Coordinator of the Academy. The Summer Camp Programs are located at the Norridge Community Park District, 4631 N. Overhill Ave. The main office phone number is 708 457 1244. If you need to call before 9:00am or after 3:30pm you can call the Early Care & Preschool Academy anytime between 6:30am and 6:00pm at 708 453 2141.

**Camp Staff**

The Summer Day Camp Staff is carefully chosen. We employ child-oriented staff experienced in recreation, education, and/or childcare that enjoy their occupation. Staff are carefully interviewed, selected, screened and trained.

**Hours of Operation**

Preschool Camp: 9:00am – 12:00 noon  
Swimming Day Camp: 9:00am – 3:00pm

**Admissions and Enrollment Policy**

The Norridge Park District Summer Day Camp Program accepts any eligible child whose needs can be met in its setting with or without reasonable accommodation. In all cases children must be able to participate and substantially benefit from the program without risk to themselves and / or others. No parent or child shall be unlawfully discriminated against with respect to the child's admission to or participation in, camp programs.

**Registration**

Registration and payment for each session must be completed two weeks before the anticipated session begins. A one time per summer registration fee of \$10 covers the cost of a camp T-shirt and allows you to register for further sessions.

**Refund**

- Before a program begins: A full refund, less a \$5.00 service charge, will be given if a participant withdraws from a class at least 48 business hours prior to the first scheduled day (participant must complete a Refund Request Form).
- After the program begins: A refund will ONLY be given during the first **three** days of a session for an illness. After the indicated amount of days there will be no refund. (A doctor's excuse must be presented and a Refund Request Form must be completed).

### **Additional Child Discount**

Additional child discounts are given to families with more than one child enrolled in the same program. This discount will be applied to the child/children with the lesser tuition fee or the older child/children at the rate of 20%.

### **Residency Status**

To be considered a resident of Norridge, the enrolling family must provide a minimum of two forms of identification. The first form must be a valid Illinois driver's license or state I.D. with an in-district address (see office for address listings). The other form must be current utility bills, credit card bills, lease agreement, mortgage payment, etc.

### **NSF & Returned Checks**

NSF checks are assessed an additional fee of \$25.00. Recovered monies are taken in cash or credit card only. Returned checks are assessed an additional fee of \$10.00. Please note: if the camp program receives three NSF checks from an individual/family, that family will be put on a CASH or CREDIT CARD ONLY payment plan

### **Forms**

The parent/legal guardian is to complete, sign and return all camp enrollment forms 48 hours before the program begins. The Park District does not require campers to have a medical examination to attend camp. If your child has special needs such as allergies, medical alerts or concerns, please include this information on the form provided. Children will not be accepted into the camp program without the completed forms on file.

### **Special Needs**

It is the parent/legal guardian's responsibility to notify the Park District of any physical, mental, or emotional conditions that might require special attention by our program staff. It is the policy of the park district not to unlawfully discriminate against otherwise qualified children on the basis of physical or mental disability. The park will make reasonable accommodations to permit qualified children with disabilities to participate in the summer camp programs. With proper advance notification we work with the parent, child, camp staff and the West Suburban Special Recreation Association to provide the best possible conditions for a positive camp experience.

### **What Campers Should Wear**

Children should wear comfortable, durable play clothing appropriate for weather conditions. Shoes should be appropriate for safe sport play and walking. Labeling of clothing is recommended. Expect that clothing worn to camp will become dirty as the children play. Each child will receive one camp T-shirt on his/her first day of camp. Campers will be notified when they need to wear their camp shirt (typically on field trip days or special event days). Preschool campers and Swimming Campers should arrive at camp wearing swimsuits under clothing; a towel and change of clothing should be brought for after swim time. A water bottle and sunscreen are also advised (please label). All campers should have a small daypack to keep belongings organized. *The Norridge Park District is not responsible clothing and items brought to camp.*

### **Food**

- Preschool campers need a labeled, non-refrigerated, snack in a sack. Please try to send a healthy choice for your child suggested foods are: fresh fruit, raw vegetables, crackers,

half a sandwich, cheese, juice boxes, etc. (Please remember, this is only a snack and not a full lunch.)

- Swimming Campers need a labeled, non-refrigerated sack lunch with a drink and snack. We highly recommend healthy foods. Gum and candy are discouraged.
- As noted above, the children are encouraged to carry a labeled water bottle for use throughout the camp day.
- In addition to the sack lunch, the campers who participate in the afternoon open swim time will have an opportunity to purchase concessions on a designated day during the week.

### **Valuables and What Not To Send**

We insist that harmful toys, guns, large amounts of money, valuable jewelry, expensive clothing and shoes or any other items of value never be brought to camp. Cell phones, I-Pods, hand held games, and other electronic equipment do not have a place in camp and should be left at home.

### **Lost and Found**

Lost items are turned into the camp office. If your child misplaces something, stop by the office to check the lost and found. The Norridge Park District's pool office also has a lost and found and many misplaced items can be found there during the summer months. Any unclaimed items are cleaned out monthly and given to charity.

Please note: The Norridge Park District will not accept responsibility for any child's item that is lost, broken, misplaced, stolen, or loaned to other children and /or staff.

### **Camper Absence Policy**

If your child will be absent or late coming to camp, notify the camp office at 708 457 1244. During camp hours we are often busy in the field and are unable to answer the phone. If your call can't wait, leave a message or call the Early Care & Preschool Academy at 708 453 2141.

### **Health and Safety**

Your child's health and safety are a priority with us. Each group leader carries a basic first aid kit and paramedics are always called in the event of a more serious injury or accident. It is required that all campers have the required immunization shots including tetanus. For minor cuts, bumps, bruises, scrapes, etc. the staff administers first aid and completes an accident report form. The first aid procedures are very basic. Soap, water, band-aids, and ice packs are the only forms of treatment allowed. Camp administration and many group leaders are certified in First Aid and CPR/AED. At the time of registration all parents must sign a consent form authorizing the Norridge Park District to administer emergency medical treatment. Your signature on the enrollment form gives the hospital permission to care for your child.

**Please note: The Norridge Park District does not carry medical, accident or loss of property insurance for program participants, as the cost would make the program fees prohibitive. Please review your own personal health insurance plan to be certain that you and your family have proper coverage.**

### **Accident/Incident Reports**

Every time a child gets hurt, however slight the injury; the group leader prepares a report. If the injury is serious (injury to the head, wound that is bleeding, a deep cut requiring stitches, suspected broken bone, or a severe insect bite) the parents will be notified immediately. All accident reports must be signed by the child's parent and become part of the child's camp file. Please encourage your child to report injuries to camp staff so that proper first aid can be administered and a report prepared.

### **Illness**

If your child becomes ill while at camp, a parent 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 his/her participation at camp. In the event of a contagious disease, please notify the camp office as soon as possible.

### Medication

The camp only administers medication for life maintenance purposes, such as insulin for a diabetic, an "epi-pen" for a specific allergic reaction, or an inhaler for an asthmatic. A written note confirming such a condition is required from your physician. Medications that are vital to a child's health, such as an asthma inhaler, diabetes supplies, or an "epi-pen" for severe allergic reactions will be kept by the group leader in the first-aid bag. All other medication is kept in the camp office and stored under lock and key. In order for medicine to be administered to a child in need of maintenance medication, a release form must be signed by the parents and kept on file in the camp office. Medication must be in its original container and all prescription medications must be labeled with the full pharmacy label. Please contact the camp's administrative staff for further information.

*Please note:* the camp staff will administer no other forms of medication. This includes over the counter medication as well as prescription antibiotics.

### Camper Drop-Off and Pick-Up Procedures

Camper drop-off is along the path leading from the Norridge Community Park District's parking lot up to the Recreation Building at 9:00am. Group leaders will have signage designating their groups. Administration will also be on hand to assist with directing campers to the appropriate groups. Parents and guardians are asked to let the camp leaders know your child is present – attendance will be documented. Parents/guardians who are dropping campers off late must locate the child's group and check in with the group leader. Assistance with group location can be found in the camp office. *Please note: The parent agrees that the Park District shall have no responsibility or liability for any child dropped off by a parent without accompanying the child to his/her group and having attendance documented by a group leader.*

Camper dismissal will take place in the same location the group met. Preschool dismissal is at 12:00 noon while Swimming Camp dismisses at 3:00pm. **AN AUTHORIZED ADULT (at least 16 years old) MUST SIGN OUT EACH CHILD.** Children will not be allowed to leave camp without an authorized adult escort. The Norridge Park District will not release a child to any person, whether related or unrelated to the child, who has not been authorized by the parent or parents to receive the child. If someone other than those authorized on the enrollment form must pick up your child for any reason, the camp office must be notified of such an occurrence **in writing**, (a written note of consent faxed to the camp office at 708 457 8385 will suffice), followed by a telephone call from camp staff to the parent at a telephone number on file in the camp office. The camp will not accept notification of any changes in pick up or emergency contact information over the phone. *The note or fax must include the following information: The adult's full name, the adult's address as it appears on his/her photo ID, and a signed permission from the child's parent authorizing the parent's consent to allow this person to pick up their child.*

### Park District Employees

Employees of the Norridge Park District are prohibited from picking up children from the camp other than their own. Norridge Park District employees are not permitted to be placed on a parent's authorization list.

### Late Pick Up Policy

In the event that a camper is not picked up 10 minutes after the camp program ends, he/she will be escorted to the camp office where parents and emergency contacts will be called and asked to pick up the child. If no one can be reached within 45 minutes after dismissal, the Harwood Heights Police Department will be contacted. **Late pick-up fees will be applied 10 minutes after camp program ends at rate of \$1.00 per minute. Late fee must be paid next camp day or child will not be accepted.**

*Please keep in mind: The day camp program does not provide before or after day camp care. Camp begins promptly at 9:00am and ends at 12:00 noon for preschool campers and at 3:00pm for Swimming Campers. An authorized adult must sign out all campers.*

**PLEASE NOTE:** *The academy reserves the right to suspend, refuse or discontinue service to any family with three or more late pick-ups within a session.*

### **Rain Days**

Camp will meet rain or shine. In the case of inclement weather the campers will meet in the Norridge Park District's Recreation Building where camp staff will direct indoor activities.

### **Ozone Alert**

In the event that the temperature exceeds 95 degrees and / or an Ozone Alert has been issued, the children will participate in swim activities and spend a limited amount of time out of doors. The majority of the camp activities will be held inside the Recreation Building.

### **Sun Policy**

Campers are vulnerable to sun exposure due to the outdoor nature of our program. To minimize sun exposure without compromising camp program goals we request the following help in preparing your child for camp:

- Have child wear sun protective clothing including a hat and a white t-shirt for the water
- Have child wear an inexpensive pair of durable sunglasses
- Have child use sunscreen. Make sure sun screen is broad spectrum (protects against UVA and UVB rays), waterproof, and SPF 15 or higher.
- Supply your child with sunscreen for reapplication during the camp day.

We make every effort to have the campers in the shade whenever sun exposure is at its peak. We also remind campers to reapply and use the sunscreen parent's send. Please work with your child on self-application of sunscreen.

### **Swimming**

It is the policy of the Norridge Park District's Pool to remain open if the air temperature is 65 degrees or higher. The decision to enter the pool for swim lessons is decided by the pool staff. The decision is usually made 30 minutes before the child's scheduled swim time and after weather conditions have been assessed. If lightning is spotted any time during the day, the pool is closed immediately and will not reopen until all occurrences of lightning have stopped within a 15-minute time frame.

Children have the option of entering the pool or not during splash or open swim time. The camp staff does not force a child into the pool. Park district lifeguards and the camp counselors supervise swimming.

### **Field Trips**

Field trips are part of the Swimming Camp program. Campers are required to wear their Park District t-shirts and bring a sack lunch as required.

- Fees for all trips are included with your registration. Extra money is not required, but may be brought for snacks, souvenirs, etc.
- Trip transportation (other than walking trips) is provided by school bus or the Park District Child Care bus.
- Please have your child at camp promptly prior to trip departure to avoid missing the bus.
- Individual trip details will be provided for each trip.
- All children must have signed parent/guardian permission for field trips on file.
- Parent chaperones may be needed depending upon the number of children participating.
- Alternate trips may be used in the event of inclement weather or unavailability of scheduled trip.

### **Communication with Camp Staff**

We encourage open communication with parents/guardians 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.

**Additional Summer Camp Rules and Regulations**

- No camper may leave the park grounds without a staff member unless a parent or guardian has picked-up and signed-out the child.
- The Norridge Park District prohibits the use of tobacco, alcohol, drugs, or firearms, etc., on the park grounds. If a child participates or is suspected of participating in such activities, he or she will be immediately discharged from the program.

**Statement of Understanding**

At the time of camp enrollment you must sign a statement of understanding indicating your intent to read and adhere to all policies in the parent handbook, and any subsequent amendments. From time to time policies are reviewed, added, or changed. If so, an addendum is issued to all families to attach to their existing handbook.





