

Norridge Park District's Summer Day Camp Programs

Enrollment Forms Session(s) _____

Child's Name _____ Date _____

Date of Birth _____ Grade Complete in June _____

Parents/Guardians _____

Address _____

Home Phone _____ Parent's Cell _____

Primary language spoken _____

Parents: Married _____ Divorced _____ Widowed _____ Single Parent _____

Child Resides With: _____

Health

Indicate and describe any special needs* or health concerns, if any (we may contact you for additional information, if necessary):

____ Asthma _____

____ Allergies _____

____ Diabetes _____

____ Epilepsy _____

____ Other _____

Does your child have any special needs or require any accommodations? _____

****Please note, a meeting to plan for accommodations must take place before the child can participate in the program. Please call to schedule a meeting.***

Nutrition

Are there any foods your child cannot eat? _____

Is there anything else you would like us to know about your child?

**Preschool & Swimming Camp
Emergency Information**

Child's Last Name _____ First Name _____ Home Phone # _____

Address _____ Parent's Work Phone# _____

City, State, Zip _____ Parent's Cell Phone # _____

Child's Birth Date _____ Mother's Name _____ Father's Name _____

Child's Swim Ability: Please check (Swimming Day Campers ages 6 – 12 ONLY)

_____ 3 ft. _____ 4 ft. _____ 5ft. _____ 6 ft. _____ Water Slides (Child must be at least 48 in. tall)

Please note any Allergies or Special Needs _____

Authorized Pick-Up List

I give authorization to the following people other than myself, to pick up my child from the Norridge Park District's Camp Program. Please include spouse, if applicable. Persons on list must be 16 years of age and have identification (State ID, Driver's License, Passport, or School ID).

Name _____ Relationship to Child _____

Address _____ City, State, Zip _____ Phone # _____

Name _____ Relationship to Child _____

Address _____ City, State, Zip _____ Phone # _____

Name _____ Relationship to Child _____

Address _____ City, State, Zip _____ Phone # _____

Parent Signature Authorizing Pick-Up List _____ Date _____

*****If someone other than those authorized above will be picking up your child, a written note with parent signature or a FAX (708) 457 8385 must be sent. The camp counselor must be informed of the change upon drop off. NO PHONE CALLS WILL BE ACCEPTED.

Norridge Park District's Summer Camp Program

Consent Form

Child's Name _____ Date _____

1. **WALKING FIELD TRIPS**

From time to time the children will be taking supervised short walking field trips in the community. Please sign consent for your child.

I give permission for my child to participate in walking field trips with his/her group.

Parent/Guardian Signature _____

2. **CHILD CARE BUS TRAVEL**

In the event of inclement weather, children participating in planned walking field trips may be transported in a Norridge Park District's Child Care Bus. The seat-belt equipped busses are federally and state approved for transporting children. Please sign consent.

I give permission for my child to be transported in the Norridge Park District's Child Care Busses with her/his group.

Parent/Guardian Signature _____

3. **PHOTOGRAPHS**

From time to time the children are photographed participating in various camp activities. The Norridge Park District or the local news agencies may use the photos. Please sign consent.

I give permission for my child to participate in photo opportunities with her/his group.

Parent/Guardian Signature _____

4. **WATER ACTIVITIES**

I give permission for my child to participate in Norridge Park District's Swim Lessons, Splash Time, and/or Open Swim as it applied to his/her program during the summer season.

Parent/Guardian Signature _____

5. **SUNSCREEN / INSECT REPELLENT**

I authorize my child's teacher and/or camp counselor to apply and/or assist with applying sunscreen and/or insect repellent.

Products supplied by parent: _____

As far as I know, my child is not allergic to the sunscreen or insect repellent I am providing for my child.

Parent/Guardian Signature: _____

Norridge Park District's Summer Camp Programs

CONSENT FOR EMERGENCY MEDICAL TREATMENT

Child's Name _____

PLEASE CIRCLE APPROPRIATE PROGRAM

Preschool Camp

Swimming Day Camp

In case of an emergency and I cannot be reached I hereby give the Norridge Park District permission to administer emergency medical treatment to my child; i.e., call 911 and transport my child to the nearest hospital.

I understand that my child will be accompanied by a staff member who will wait with my child until I or someone from my authorized pick-up list arrives.

Parent/Guardian Signature _____

Date _____

Norridge Park District's Summer Camp Programs

Late Pick Up Policy

The Camp Programs are scheduled as follows:

Preschool Camp: 9:00 a.m. – 12 noon, Monday – Friday

Swimming Day Camp: 9:00 a.m. – 3:00 p.m., Monday – Friday

The following late pick-up policy applies:

In the event that a camper is not picked up 15 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 not one can be reached within 45 minutes after dismissal, the Harwood Heights Police Department will be contacted.

Late pick-up fees will be applied 15 minutes after the camp program ends at a rate of \$1.00 per minute. Late fees must be paid the next camp day or the child will not be accepted into the program.

Please keep in mind: the day camp program does not provide before or after day camp care. Camp begins promptly at 9:00 a.m. and ends at 12 noon for preschool campers and at 3:00 p.m. for swimming campers. An authorized adult (at least 16 years old) must sign out all campers.

I have read and will abide by the late pick-up policies.

Parent/Guardian Signatures:

_____ Date _____

_____ Date _____

Norridge Park District's Summer Day Camp Programs

GUIDANCE AND DISCIPLINE POLICY

It is the philosophy of the Norridge Park District's Summer Day Camp Programs that positive discipline practices will be used to show each child consideration for him/herself as an individual, respect, and that there are consequences for inappropriate behavior. Positive discipline will be used to help each child grow in self esteem, develop self-control and successfully become a member of the group. Discipline in an ongoing process – a teaching process. Disciplinary actions are the sole responsibility of the camp staff employed by the Norridge Park District, the adults who have an ongoing relationship with the child. Parents will be informed of any situations pertaining to discipline and directly involved in the process of resolution.

Please review the following camp policies with your child:

- Speak in a pleasant manner – no inappropriate language or comments.
- RESPECT other campers, staff members, their belongings and the environment.
- Refrain from disparaging remarks including comments against an individual's race, ethnic background, religion, physical appearance, or disabling conditions.
- Treat all equipment and supplies with proper care and respect.
- Remain with your group and a Norridge Park District staff member at all times.
- Protect your feet by always wearing shoes.
- Refrain from causing bodily harm to other participants or staff.
- BE SAFE – always follow all camp, pool, and bus safety rules.

The following discipline guidelines are recommended:

- A time out procedure will be used only when necessary to separate a disruptive child from the group. Removal from the group to help a child gain control shall not exceed 10 minutes depending upon the age of the child.
- There will be no corporal punishment (including hitting, spanking, beating or any other measures to induce pain). No child will be humiliated or subjected to abusive or profane language, threats of punishment, or derogatory remarks toward the child. Discipline techniques will not humiliate, shame reject, or frighten a child.
- Discipline will not include withholding food, rest, or toilet use.
- No child will be placed in a room alone.
- No physical restraints will be used to confine a child. There is one exception: physical restraint procedures will be used when a child is in danger of harming himself, herself, or others.
- The Norridge Park District's Summer Day Camp Programs believe that children should have the opportunity to solve their own problems. It is our job to provide them with a variety of strategies, give positive reinforcement, and teach responsibility.
- The Norridge Park District aims to provide a developmentally appropriate program that is consistent and structured to meet the needs of individual children. While it is recognized that children in a social setting may display violent and/or challenging behavior at times, exclusion proceedings will begin when a child exhibits regular behavior that is detrimental to him, her, and/or others in the group. In addition, there are times when a philosophy will differ from that of the Norridge Park District. In those cases every effort will be made to accommodate the family, but at times, families will be asked to leave the program to find another program whose services/philosophy more closely meets their needs.

For minor offenses, campers will be verbally warned, redirected, and/or issued a short time-out if needed. For repeated problems and those of a more serious nature, the camper will be taken to the camp office and parents will be notified. All repeated problems or serious incidents will be documented, signed by parents and kept on file. Depending upon the severity of the offense, dismissal from the program may result

Dismissal Procedure

If a child continues to exhibit problematic behavior after staff has followed the discipline policy, or the child's behavior constitutes a major incident determined by the camp administrative to be of sufficient severity to warrant immediate dismissal, the dismissal procedure shall go into effect. During the entire dismissal process the Director of the Parks and Recreation will be kept informed. The Director of the Parks and Recreation and the District's Board of Commissioners has worked together in conjunction with the camp's administrative staff to develop this policy. It is with their support the camp programs will continue its efforts to protect the physical and emotional well being of the children in the program, and to keep every child in camp safe and free from harm.

Except in instances of conduct by a child determined by camp administrative staff to be of sufficient severity to warrant immediate dismissal, the following guidelines will be followed in implementing the dismissal procedure:

1. The parents will be kept informed of their child's problematic behavior through incident reports and/or parent contacts.
2. In order to determine a workable solution to the problem, the camp's administrative staff will call for a multi-disciplinary staffing. Input shall be obtained from all persons including parents and staff who have worked or are currently working with the child in a significant capacity. If the parent chooses not to attend the staffing, he/she will be notified of the meeting's outcome. A summary of the staffing and any recommendations made will be filed in the child's cumulative enrollment folder.
3. If the child continues to exhibit the behavior which led to the staffing described above, the child will be escorted to the camp office. The parents will be notified and asked to pick up the child. A staffing will again be scheduled between the staff, administration, and the child's parents. Expectations and rules will be reiterated at the staffing with notice that if the child exhibits the problematic behavior again the child will be put on suspension from the program.
4. If the problematic behavior occur again, the child will be suspended from the program for a minimum of two days to a maximum of two weeks. The severity of the child's actions will determine the amount of time the child serves suspension.
5. Upon return of the child, if another incident occurs, the Camp will terminate the child's enrollment in the program. Parents will be required to sign the dismissal report.
6. If it is determined that it is in the child's best interest to terminate enrollment, the child's parent's needs will be considered by planning with parents to meet the child's needs when he/she leaves the program, including referrals to other agencies or facilities.
7. The date of the child's last day will be give to the parents with as much advance notice as possible under the circumstances.
8. If the problematic behavior exhibited by the child involves repeated major incidents, or a single major incident determined by the camp administrative staff to be of sufficient severity to warrant immediate dismissal, the child may be dismissed immediately. In such an event, reasons for the dismissal will be presented clearly in written form, approved by the Camp Director and forwarded to the Executive Director of the Park District. The child's parents will be asked to sign the written dismissal report and will then be provided with a copy. The written dismissal report will also be placed in the child's cumulative enrollment folder.

I have read, agree with and understand that I will adhere to the above guidelines for discipline at the Norridge Park District's Summer Camp Programs.

Parents/Guardians Signature(s) _____ Date _____

_____ Date _____

Staff
Signature _____ Date _____

NORRIDGE PARK DISTRICT
WAIVER, RELEASE OF ALL CLAIMS AND HOLD HARMLESS AGREEMENT

PLEASE READ

Please read this form carefully and be aware that, in signing up and participating in Norridge Park District programs, you will be waiving and releasing all claims for injuries, arising out of these programs, that you or other named participants might sustain, the terms "I", "me", and "my", also refer to parents or guardians as well as participants in the programs. In registering for these programs, you are agreeing as follows:

As a participant in these programs, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, damages or loss which I may sustain as a result of participating, in any manner, in any and all activities connected with or associated with such programs. I further recognize and acknowledge that all athletic activities involving strenuous exertion or potential body contact are hazardous recreational activities and involve substantial risk of injury.

I agree to waive and relinquish any and all claims I may have as a result of participating in these programs against the Norridge Park District, any and all other participating or cooperating governmental units any and all independent contractors, and any and all other persons and entities, of whatever nature, that might be directly or indirectly liable for any injuries that I might sustain while participating in these programs. (The parties described in the proceeding sentence are referred to as "released parties" in the remainder of this Agreement.)

I do hereby fully release and discharge the Norridge Park District and the other released parties from any and all claims for injuries, damage or loss which I may have or which may accrue to me on account of my participation in these programs.

I further agree to indemnify, hold harmless and defend the Norridge Park District and any and all other released parties, from any and all claims resulting from injuries, damages and losses sustained by anyone, and arising out of, connected with, or in any way associated with my conduct and activities of these programs.

I further understand and agree that the terms such as "participation," "programs," and "activities," referred to in this Agreement, include all exercises and physical movements of any nature while I am participating in these programs and further include the provisions of our failure to provide proper instructions or supervision, the use and adjustment of any and all machinery, equipment and apparatus, and anything related my use of the services, facilities or promises involved in these programs and transportation to and from any events.

I understand the nature of these programs for which I am registering, and have read and fully understand this Waiver, Release and Holds Harmless Agreement. I further understand that any advisements or warnings of the particular risks of these programs that I subsequently receive will be incorporated by reference into and become part of this agreement.

Parent or Guardian Must sign if participant is under age of 18

Date

PARTICIPANT'S NAME _____

PARENT/GUARDIAN: *Please print your name.* _____

PROGRAM TITLE: _____

DO YOU HAVE ANY SPECIAL NEEDS? _____

Norridge Park District's Summer Camp Programs

STATEMENT OF UNDERSTANDING

I agree to read and adhere to all policies and any addendum found in the Norridge Park District's summer Day Camp Parent Handbook.

From time to time policies are reviewed, changed, and added. If so, I understand an addendum will be issued and I am to attach the addendum to my existing handbook.

I understand that I am required to read and adhere to any and all addendums and policies.

I received or downloaded my parent handbook on:

Date: _____

Parent/Guardian Signature _____

Norridge Park District's Summer Camps Programs

Enrollment Forms

Please complete and turn in all forms* to:

The Norridge Park District Recreation Building or Fitness Center located at
4631 N. Overhill Avenue
Norridge, Illinois 60706

Or

The Norridge Park District's Early Care & Preschool Academy
Located in John V. Leigh School
8151 W. Lawrence Avenue
Norridge, Illinois 60706

Or

Norridge Recreation Center-East
4652 N. Olcott Ave.
Harwood Heights, Illinois 60706

All registration and session fees must be paid in advance to
reserve a spot in the camp.

****For the safety and security of your child, all forms must
be turned in the Wednesday prior to the camp program
or your child will not be accepted.***

Any questions regarding camp registration or forms can be
addressed to the Academy. Please call: (708) 453 2141

Norridge Park District

Summer Camp Parent Amendment Policy due to COVID 19

- Drop off/Pick up: Children can be dropped off by the flagpoles in the Park. A parent would walk their child up to the staff and sign in their child. Sign-in is a must. Once your child is signed in, questions will be asked in reference of Covid-19 and the parent may exit the park. Your child will then be accompanied to his/her group. Pick up will be at the same designated area where you dropped off your child. Please limit the number of people dropping off and picking up to one and please **NO** congregating in groups in the Park. Pick up begins at 2:40 p.m.

ALL participants including parent's needs to come to camp with a face mask while dropping off and picking up. Child's face mask must be accessible for him/her at all times.

- Face Masks: Participants are required to bring two clean cloth face masks. One to wear and one we will keep inside their backpack in a labeled Ziploc bag.

Face mask will be worn indoors at all time, unless campers are eating or drinking. They will also be asked to wear when outside only if social distancing of 6 feet cannot be maintained.

- Parent/Teacher concerns: If a counselor would like to speak with a parent this must take place with a phone call and vice versa for parents who would like to speak with a counselor. You can call the Park, ask for that counselor and as soon as we get a replacement for that counselor a phone call back will be given.
- Illness: If a child becomes sick while at the Park a phone call will be made immediately to the parent and the child will need to be picked up. Symptom of illness will include a fever of 100 degrees or above, runny nose, cough, rash, stomach issues and complaining of a sore throat. The child must be picked up within 45 minutes of the phone call. He/she

cannot return to the Park for three days and a letter from a physician indicating that it is safe for the child to return is needed.

A doctor's note will be required even if the child is out for one day.

- If a child does contract Covid-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well for at least 72 hours **or** has 2 negative Covid-19 tests in a row, with testing done at least 24 hours apart. Medical proof needs to be submitted upon returning to program.
- Brown paper bags should be used for lunches. **NO** lunch boxes or plastic containers to store food will be allowed. Water bottles with child's name on them are required and must be disposable. Water fountains are inaccessible. A morning snack is also recommended.
- Sunblock should be applied to your child before coming to camp.
- At the end of the day, the children will be going home with their labeled water bottle, their cloth mask and their backpack. Any items left behind will be disposed of.
- Counselors will be sanitizing surfaces, toys, equipment, etc. after each use. There will be no sharing of craft supplies. Please bring in a labeled plastic school box with crayons, markers, scissors, and a glue stick, in which all the supplies will be left in their backpacks.

What To Bring To Camp:

- 2 Cloth Face Masks – One to wear and one to keep at park for when needed.
- Brown paper bag lunch & a snack
- Sunblock in a disposal bag kept inside their backpack
- Plastic school box with crayons, markers, scissors and glue stick kept inside their backpack
- Hand sanitizer (optional)

It is very important to try and keep every child safe and stay healthy. We will be doing our part with continuing washing hands for 20 seconds upon arrival, in-between each activity, before eating and before departure, as well as discussing with our children about Covid-19 in a way that they will understand. We need everyone's participation in keeping our children healthy.



I have read, agree with and understand that I will adhere to the above guidelines for the **Summer Camp Parent Amendment Policy due to COVID 19** at the Norridge Park Summer Camp.

Parent/Guardians Signature(s) _____ Date _____
_____ Date _____

