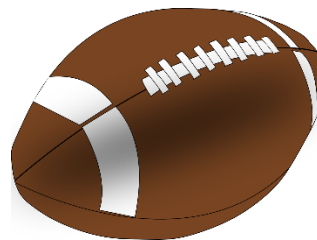




NORRIDGE PARK DISTRICT

Summer Sports Camp Parent Manual



Welcome to the Norridge Park District Summer Sports Camp!

TRANSPORTATION

Parents must provide transportation to and from camp for their child. If your child plans to use another means of transportation on a certain day, please notify the staff in writing prior to dismissal (example: bike, walking).

ARRIVAL/DEPARTURE

Camp will begin at approximately 9:00 a.m. Campers should arrive no earlier than 9:00 a.m. Counselors will not be responsible for campers arriving prior to 9:00 a.m. Please instruct your camper to report to the grassy area of **ball field #5** when you drop him/her off. You must sign your child in everyday when dropping them off at camp! Please pick up your child promptly at the end of each session. Camp ends at 3:00 p.m. We ask that you please be on time; late charges will begin promptly at 3:00 p.m.

In the event of bad weather, campers should be dropped off and picked up at the **GREEN ROOM** within the NRC building. In either case camper's need to be signed in before beginning camp and signed out before they are allowed to leave camp. Campers will not be able to sign themselves in or out! *For the safety of your child, we ask that you please conform to the following procedure when picking up your camper:

*Parents are required to report to their child's counselor or camp director upon pick-up. A child will not be released to anyone under 18 years of age. Children will only be released after they are signed out by an authorized person. THE STAFF WILL NOT RELEASE A CHILD TO AN UNAUTHORIZED PERSON. We have the right to request proper identification and for the safety of your child we will not hesitate to ask.

*Refer to Authorization Pick-Up emergency form.

LATE PICKUP FEES

Camp ends at 3:00 p.m. At 3:10 p.m. a \$1.00 late fee PER CHILD will be charged for every MINUTE or a portion thereof. Payment is due immediately and before the child may return to the program or will be added to your account. (If you know you will be late please make a courtesy call to let us know). IF A CHILD IS NOT PICKED UP BY 3:30PM THE POLICE WILL BE CALLED.

BEHAVIOR AND DISCIPLINE

Below are our sports camp rules and guidelines. Please review with your child before the first day of camp.

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using 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. Not possess any weapons.
6. Bullying will not be tolerated.

If a child is misbehaving, the staff will use positive statements and reinforcement to redirect negative behavior. A time out period will be initiated if needed. This will involve the child sitting out of activities, including, but not limited to, games, sports and activities.

First Offense: Verbal Warning

Second Offense: Time out and behavior will be redirected.

Third Offense: Time out and conduct report. Phone call and parent conference

After three time outs are given in any one day, a conduct report will be completed by the counselor and filed with the Camp Director. The Camp Director will speak with the child and a copy of the report will be shown to the parent. The parent is required to sign the report and return it to be placed in the child's file.

After two written reports are on file for any child, the Athletics Supervisor will contact the parents. Notification will be given that if one more written report is received for their child, he/she will be dismissed from camp and no refund will be issued for the remainder of the session. If 3 conducts are given within the duration of the program the child will be removed from the program without a refund.

****Parents have the right and are encouraged to set up a conference with the Athletics Supervisor and Camp Director to discuss the behavior of their camper.****

MEDICAL EMERGENCIES

If your child is injured and requires more than just basic first aid, the following steps will be taken:

- a. Contact parent or guardian.
- b. Contact persons listed on the medical form.
- c. If deemed necessary, 911 will be called immediately and then the parent notified.

The injured child will be transported by paramedics to the closest available hospital. You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Park District employees are not permitted to transport injured parties in park vehicles or private automobiles.

SPECIAL NOTES

If your child needs medication, has any physical limitations; or needs special attention, etc., please notify us with a written note signed by you the first week of camp, so we can alert the counselor to these situations. Parents who have questions concerning their child's activities, camp problems, etc. should send a note with the camper or let us know. The counselor and camp director will attend to the situation. In the event that those problems continue to arise, the camp director will discuss the matters with the parents.

MEDICATIONS

If your child needs to take medication during camp hours, you must fill out the medicine dispensing form which must include detailed instructions on giving the administering the medicine. Please contact the Athletics Supervisor for the form (708)457-1244 ext. 106. Medicine will be given to the Camp Directors for safe keeping

along with detailed information. Staff will be permitted to dispense medication; but medicine must be in its proper original case given to you by the doctor. Staff will keep a log when the medicine is given to your child. If you have questions please contact the Athletics Supervisor.

LUNCHES

If your child attends the all-day session please pack them a lunch, including a beverage. The lunches cannot be refrigerated during the day so please pack something that will not spoil. Please be sure your child's name is on his/her lunch box or bag. Please try not to send your child with a glass beverage bottle. You may send your child to camp every day with a frozen water bottle that is labeled with his/her name on it. There is access to a drinking fountain in which the campers may fill up their water bottles during the camp day.

RAINY DAY PROCEDURES

Camp meets rain or shine, so please dress your child appropriately. In case of rain, camp will meet inside the building. Primary location is the GREEN ROOM. Look for signs to be posted. Inside games, activities, and sports will be incorporated into the curriculum.

CAMP ATTIRE

Campers should wear comfortable, cool clothes such as jeans or shorts, socks and gym shoes suitable for athletic activities. Please do not send your child to camp with open-toed shoes or sandals. Please put all of your child's belongings in one bag with his/her name on it. Do not send money, toys, any hand held video games or ipod devices, cell phones, cards or jewelry with your child as **we are not responsible for lost or stolen items**. These items will NOT be allowed at camp and will be taken away from your child if they bring them.

CELL PHONE USAGE

Cell phone usage is not permitted. Campers can bring their cell phone to camp, but it must be kept away and in their backpack at all times. Campers can only bring a phone to call their parents in case of an emergency. Counselors reserve the rights to withhold a camper's phone until the end of the day.

ABSENCES

If your child will not be at camp for any reason, please call the camp site by 9:00 a.m. Attendance will be taken at the start of each day. If your child is absent due to a communicable disease (i.e. chicken pox, strep throat, vomiting, head lice...etc.), please notify us immediately!

LOST AND FOUND

The camp will maintain a lost and found box. All items should be marked with the child's name. Please be aware that the Park District day camp staff will do it's very best to watch for lost items, but they cannot be responsible for lost or missing items. Each week staff will bring out the lost and found to see if any items can be returned to their owner.

IMPORTANT TELEPHONE NUMBERS

Norridge Recreation Center (NRC): (708) 457-1244

Austin Guerriero (Athletic Supervisor): (708) 457-1244 ext. 106 / email: aguerriero@norridgepk.com



Norridge Park District Sports Camp Emergency Form

Campers Name: _____ Birthday: _____ Age: _____
Grade: _____

Home Address: _____ City, State, Zip: _____
Home Phone # _____

Mother's Name: _____ Work # _____ Cell # _____

Father's Name: _____ Work# _____ Cell# _____

Other Individuals to contact in case of an emergency:

1. _____
(NAME) (RELATION) (PHONE #)

2. _____
(NAME) (RELATION) (PHONE #)

Please list any health problems (i.e. allergies, asthma, diabetes, epilepsy, vision, or hearing problems)

Child's Doctor: _____ Doctor's Phone# _____

Present Medication (if any): _____

Please contact athletics supervisor for separate Permission to Dispense Medication Form. If medicine is to be kept at camp, and/or administered here please be sure to give it to the camp director with specific instructions.

Emergency Treatment Release: As a parent and/or guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of the above minor in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after reasonable effort has been made to reach me. THIS RELEASE FORM IS COMPLETED AND SIGNED OF MY OWN FREE WILL WITH THE SOLE PURPOSE OF AUTHORIZING TREATMENT UNDER EMERGENCY CIRCUMSTANCES IN MY ABSENCE:

SIGNATURE: _____ DATE: _____

- Does your child have any physical limitations of which we should be aware?

- I give permission for my child to watch a PG rated movie: Yes _____ No _____
- I give permission for staff to assist my child in applying sunscreen if necessary: Yes _____
No _____
- Please list any additional comments/concerns:

Drop Off and Pick Up procedures

- A parent/guardian or other authorized individual must sign the participant in and out of camp each day. Proof of identification may be required for picking up campers.
- **Early Drop Off is not permitted.** Regular camp hours begin at 9:00am, no early drop off allowed.
- **Late Pick Up policy and fee structure.** Children must be picked up at the appropriate time. Regular day camp ends at 3:00pm. A late pickup fee will be charged if your child is not picked up at camp ending time. After 3:10pm, the fee is \$1 for every minute you're late to pickup your child. The fee must be paid by the following business day before your child will be admitted to the program. Counselors will provide you with a late pick up fee form.
- **I read and understand the drop off and pick up procedures, policies, and fee structure.**

Print: _____ Signature: _____ Date: _____

Authorized Pick-up: {NAME~RELATIONSHIP~PHONE # ~ OR CELL #}

1. _____
2. _____
3. _____

- *Authorized persons will be required to provide a picture ID at the time of pick-up. Staff will not release a child without the proof of identification.*

Unauthorized Pick-up: {NAME~RELATIONSHIP~PHONE # ~OR CELL #}

1. _____
2. _____
3. _____

Camper Behavior Management Plan

Expectations for Campers

- Keep hands and feet to self
- Talk to others with respect
- Listen attentively when spoken to
- Treat all park district materials and property with care
- Be safe while having fun!
- Bullying will not be tolerated

Discipline Procedure

1. When a child has trouble following the expectations of the camp, park district staff will verbally request that the behavior be discontinued. If it continues, staff will remove child for quiet time. If child continues behavior then the behavior/misconduct form (first offense) is filled out by staff and parents are notified.
2. If a child has difficulty following camp expectations on a daily basis, a parent will be contacted. If necessary a conference will parent, child, and program staff will be requested. Behavior/misconduct form will be filled out again for second offense.
3. If a child continues to have trouble following the camp's expectations and the above procedures have been followed, a parent will be contacted and immediately request to remove child from the program. Behavior/misconduct form filled out for third offense. Parent conference will be requested.

*In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the park district reserves the right to immediately remove participant from program. There will be Zero Tolerance policy if there are any verbal threats or actions toward physical well-being of other campers and staff. This behavior will result in immediate dismissal of the camper. *No refunds will be issued if your child is removed from the program for disciplinary reasons.**

Print: _____ Signature: _____ Date: _____