



Dear Parents,

Welcome to the Elmhurst Park District's Sports and Mini-Sports Camps. We are excited to have you and your child involved in our camp. Our goal is to provide your child with a fun and safe experience. Please read through this handbook carefully. It will provide information about typical questions you may have regarding camp.

Arrival - 9 a.m.

Please arrive no sooner than 5 minutes prior to the start of camp. Staff will be preparing for the day's activities and will not be able to supervise campers who arrive earlier.

Participants will meet at Churchville Middle School in Conrad Fischer Park, Monday – Thursday. On Friday, participants will meet at The Hub in Berens Park.

Departure - 12 noon

Children must be picked up promptly.

Participants will be picked up from Churchville Middle School in Conrad Fischer Park, Monday – Thursday. On Friday, participants will be picked up from the Wagner Community Center.

To pick up your child as "late" is defined as **10 minutes or more after the program has ended**. Please, in case of an emergency and if at all possible, phone and let the staff know you will be late. We understand that unavoidable circumstances do occur on occasion; however, if the problem becomes a habit, the parent will be assessed a \$5 late fee for the first 10 minutes and \$5 for each 5 minutes thereafter.

Late Policy

First Occurrence:	Reminder to parent/guardian of the late fee policy for the program.
Second Occurrence:	Late fee will be charged accordingly and program manager will be informed.
Third Occurrence:	Late fee will be charged accordingly. Parent/Guardian will be informed that the child will be dropped from the program unless the problem is resolved immediately and there are no more repeat occurrences. A written confirmation of the dismissal action will follow from the Program Manager.

Early Pick Up

If your child is to leave camp early for any reason, please inform the staff that morning with a written note identifying the person he/she is to leave with and the time he/she is to leave. If we are off site, special arrangements may have to be made, so this information is important.

Rules of Conduct and Discipline Procedures

Any child that the staff feels cannot be controlled and may pose a safety problem to either himself/herself or others may be immediately dismissed from the program. The general discipline procedure of the Elmhurst Park District is:

1. First Occurrence: Staff will attempt to redirect the child and issue a warning of the possible consequences of his/her actions.
2. Second Occurrence: Staff or Program Manager will discuss disruptive behavior with the child and his/her parent/guardian in an attempt to correct the situation.
3. Third Occurrence: If unacceptable behavior continues, the child and his/her parent/guardian will be contacted and the child may be subject to dismissal from the program.

Examples of unacceptable behaviors include: *disrupting the program; endangering the health and safety of other participants and staff; continuous refusal to follow program rules; use of verbal harassment, profanity, vulgarity, obscenity, or racial slurs; theft or damage of private or program property; leaving site without permission; fighting or arguing; possession of weapons or threatening to bring weapons.*

Parental Responsibility

It is the responsibility of the parent or guardian to notify and inform the Park District, at the time of registration, of any medical condition or disability that may require special consideration by the Park District Staff. Our goal is to serve your child in the most effective manner possible. Your confidentiality will be respected.

Dress and Personal Items

Campers should wear comfortable clothes appropriate for the camp and weather conditions. Children must wear gym shoes. Please do not send your child in sandals for safety reasons.

Each camper will receive one camp T-shirt for the summer.

All personal items (back packs, etc.) must be clearly labeled with your child's name. Please do not allow your child to bring items that may be broken or lost.

A lost and found box will be located at your child's campsite for misplaced items. After camp ends, all leftover items will be donated to charity or disposed of. Please label all items that are brought to camp.

Water Bottles

Campers should bring a water bottle daily. Refrigeration is NOT available.

Medication

If a child needs to receive medication at camp, a written form is required and medication must be in the original prescription container. Please fill out the medication form. Return it on the first day of camp at the campsite itself and discuss any special instructions with the Camp Site Director.

First Aid, Illness, and Medical Emergencies

Staff will administer first aid to a child on a limited basis for small accidents such as minor cuts, scrapes, and bloody noses. Your consent for the staff to administer first aid to your child is part of your registration agreement.

If your child is ill or has a fever, we discourage their participation. In the event a child becomes ill during camp, a parent will be notified and requested to pick up their child. If you are not available, we will call the first person listed as an emergency contact on your child's information form. Your child must be fever-free for 24 hours before returning to the program.

In the event of a medical emergency or an accident, we will call 911 for immediate emergency care and then contact the parents of the child. Should emergency treatment be required, the child will be taken to Elmhurst Memorial Hospital.

Field Trips

Sports Camp and Mini-Sports Camp will meet at The Hub in Berens Park on Friday. Campers will be given the opportunity to use the Batting Cages, Miniature Golf Course and Water Spray Ground. Afterwards, we will walk across the park to the Wagner Community Center to utilize the Gymnastics Center. Participants are encouraged to wear their swimsuits and to bring a change of clothes.

If you have any questions, please feel free to contact me at (630)993-8980. Thanks for joining us this summer and we are looking forward to new experiences with your child each day!

Sincerely,

Clint Babicz
Program Manager-Athletics



WE INVITE ANYONE WITH A SPECIAL NEED TO CONTACT OUR STAFF UPON REGISTRATION SO THAT A SMOOTH INCLUSION MAY OCCUR.