



Parent Handbook

SUPERTOTS MOTOR SKILLS CAMP PARENT HANDBOOK

Welcome to the Elmhurst Park District's SuperTots Motor Skills Camp! We are thrilled to have your child at camp this summer! Our goal is to provide a safe, fun, friendly, and inclusive summer camp experience. Please read this Parent Handbook thoroughly as it contains very important information about our program. You will be asked to sign at the bottom of the Camper Information Form that you have read and understand this handbook. Should you have any questions or concerns, please feel free to call the Program Manager. (See Important Phone Numbers Section.) Please return the Camper Information Form to your child's Camp Director on the first day your child attends camp. We must have this form completed and on file for your child to attend camp.

ELMHURST PARK DISTRICT INCLUSION SERVICES

The Elmhurst Park District is committed to providing quality recreational opportunities to all participants, with and without disabilities. Staff members are available to assist participants with accommodations needed for success in, and enjoyment of our program. In order to keep all children safe, we do adhere to a strict behavioral code of conduct policy (see Behavior and Discipline below.)

On the Camper Information Form, we ask parents to list their child's special needs. This information will be kept confidential and will be utilized by Camp and Inclusion management staff to ensure assimilation into, and success with our program. **Parent cooperation is essential to this process.** Parents will be asked to attend a brief pre-enrollment meeting and complete assessment forms as needed. Please keep in mind that the level of participant support needed for summer camp (recreational program with field trips on many days) may differ from the school (educational program) or the regular Rec Station or other program setting.

Inclusion Program Manager 630-993-8921

Camper Information

Camper information is completed in one of two ways. Some camps will utilize an electronic emergency contact form called ePACT, while others will submit a paper camper information form. Only one camper information form needs to be submitted.

Camper information form must be completed before attending camp.

ARRIVAL/DEPARTURE

Camp will be taking place at Conrad Fischer Elementary. Children should arrive at camp no sooner than 5 minutes prior to camp times, as staff will be preparing for the day's activities. An ADULT (no persons under 18) who has authorization on the Camper Information Form **must sign the participant in and out** daily with the Camp Director. Campers will enter through door number 13.

EARLY PICK UP

If your child is to leave camp early for any reason, please write a note identifying the person they are to leave with and the time they are to leave. Please speak to the Camp Director to coordinate the early pickup.

LATE PICK UP

Children must be picked up by a parent/guardian at the program's conclusion. If a child is not picked up on time, a \$5 fine will be charged after the first 10 minutes, and \$5 for every 5-minute period thereafter. The Park District recognizes that unavoidable situations occasionally occur and will take this into consideration. Please call the camp phone if you anticipate being late for pick-up so we can re-assure your child. **Three late pick-up occurrences may result in dismissal from the camp program.**

APPROPRIATE ATTIRE

Campers should wear comfortable, durable play clothes. Clothing must be appropriate for the camp and for the weather conditions. In addition, rubber-soled, closed-toed footwear (preferably gym shoes) is required for camp. Flip-flops, sandals, or Crocs are not allowed.

CAMPER INFORMATION FORM

Just a reminder that this form **must** be on file with your child's Camp Director before your child will be allowed to attend camp.

PERSONAL ITEMS

All personal items (backpacks, water bottles, bags, 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 maintained at camp. After camp ends, unclaimed items will be donated to charity.

GUM, CANDY, SPORTS EQUIPMENT, TOYS, AND ELECTRONIC MEDIA

Participants are not allowed to bring gum, candy, toys, or electronic gadgets or media to summer camp. The coaches will have enough equipment for all participants. The EPD is not responsible for loss, theft, or damage to personal items.

WATER BOTTLES

Campers should bring a refillable water bottle daily.

ABSENCES

We look forward to seeing your child every day. If your child will not be attending camp, please let us know so that we do not expect your camper that day. Please note that days of camp missed due to illness, vacation, etc. cannot be made up by attending camp during a different week. In addition, we are unable to refund any missed days of camp.

JERSEY THURSDAYS

Thursday is jersey theme day at SuperTots Motor Skills Camp. Campers are encouraged to dress in their favorite team (local or national) spirit wear, t-shirt, sport jersey, socks,

etc. Expensive apparel is not recommended. Any item that you would be devastated if lost, ripped, stained, and so on, please leave at home.

SICK POLICY

We will be strictly enforcing our sick and illness policy.

Participants should not attend class if sick or symptomatic. If a participant becomes sick at class, parents/guardians will be notified and asked to pick-up their child within 20 minutes. The sick child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from practice due to illness will not be permitted back to the program without a doctor's note certifying they are able to return to practice. Your child must be symptom free (fever, vomiting, etc.) for 72 hours before attending practice.

If your child is ill or has a fever, we strongly discourage participation in the program. The instructional staff reserves the right not to accept a child into the program due to illness. If your child becomes ill during the program, the parent (or emergency contact) will be notified and required to pick up the child within 20 minutes. Your child must be symptom free (fever, vomiting, etc.) for 72 hours before attending the program.

MEDICAL EMERGENCIES, FIRST AID AND ILLNESS

In the event of a medical emergency or accident, camp staff will call 911 for immediate emergency care and contact the parents or other emergency contact. If emergency treatment is required, your child will be taken to Elmhurst Memorial Hospital (or the nearest medical facility if the camp is on a field trip that is a great distance away from Elmhurst.) You will be responsible for any medical charges. Staff will administer first aid to the children on a limited basis for small accidents such as scrapes, bruises, bloody noses, etc. Your authorization for the program staff to secure emergency medical care and administer First Aid for your child is part of the registration agreement.

If your child is ill or has a fever, we strongly discourage participation in the program. The Camp Director reserves the right not to accept a child into the program due to illness. If your child becomes ill during the program, the parent (or emergency contact) will be notified and required to pick up their child.

HEALTH INFORMATION

Parents are required to fill out information regarding their child's health, allergies, medication, and other safety and emergency information upon registration for the program (on the Camper Information Form.) All information will be kept confidential.

MEDICATION

Whenever possible, medications should be administered by parents or guardians. In some circumstances, the administration of medication cannot be performed by District Staff because of specific and/or complex physician or manufacturer instructions or because they are considered invasive procedures. If there is a need for the administration of medication during a minor's participation in a District program, the parent/guardian **must:**

1. Complete the **Permission to Dispense Medication/Waiver and Release of all Claims** form and/or the **Use of Inhaler or Auto-Injector Waiver and Release of All Claims and Indemnification** form.
2. Complete and sign the **Medication Dispensing Information** form.
3. Deliver all medication to the Camp Director or the Summer Rec Station Director in the original prescription bottle. The container must clearly state the person's name, medication, dosage, and time of day medication is to be given.
4. Advise the Director, in writing, of any specific instructions regarding dispensing or storage of the medication.

NON-DISCRIMINATION POLICY

The Elmhurst Park District does not discriminate based on race, sex, age, national origin, religion, or disability.

BEHAVIOR AND DISCIPLINE

The summer camp program is committed to providing a safe, fun, friendly, and inclusive environment for all participants. All participants and patrons are expected to always exhibit appropriate behavior. We expect camp participants to accept others' differences, express feelings appropriately, solve conflicts through peaceful means, and participate in activities together. All participants and patrons must comply with the following behavioral code of conduct expectations:

1. Always demonstrate respectful and responsible behavior towards others.
2. Follow all specific facility and program rules and take direction from staff.
3. Show respect for all equipment, supplies, and facilities.
4. (Adults) Adhere to all Park District traffic rules including speed limits and one-way directional signs in parking lots.
5. Refrain from using foul, inappropriate, or abusive language.
6. Refrain from threatening or causing bodily harm to self, others, or staff.
7. Refrain from bullying in any form (physical, verbal, reactive, or cyber.)
8. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
9. (Children) Refrain from leaving the program site without permission.

Participants/patrons who have difficulty following our behavioral code of conduct expectations will receive an age-appropriate consequence commensurate with their misbehavior. Examples of consequences include verbal warning, time out, parent contact, referral to management staff, and most seriously, suspension or expulsion from facilities, events, or programs.

Please discuss our behavior and discipline policy with your child so that they understand what is expected of them in our program. Thank you for your cooperation!

IMPORTANT PHONE NUMBERS

Wagner Community Center 630-993-8901

Athletic Program Manager 630-993-8980

SuperTots Camp Director 630-943-5614

(In case of last-minute notice over the weekend, call the program supervisor)

**We look forward to a safe and fun-filled summer with your child.
Thank you for choosing the Elmhurst Park District's SuperTots Motor Skills Camp**