

# Camp Prairie View Parent Handbook

**PLEASE TURN IN SIGNED PARENT  
FORMS ON THE FIRST DAY OF CAMP.**

# 2013

For more information or questions, call Brett  
Lind, Recreation Supervisor, at 847-531-7017

### **Registration**

All registrations must be done **PRIOR** to your child attending camp. Children who are not on the camp roster or who do not have proof of registration will be unable to attend camp. In order for our staff to better plan each session, we ask that you register your child at least **a week in advance**. An additional \$20 fee will be added to each weekly session when registering after the deadline. Fees must be paid in full at time of registration.

### **Refunds**

Participants can register for either weekly or 3 day options. If registering for 3 days, please indicate at time of registration which 3 days during the week that your child will be attending. Refunds and or credits will not be given for any unused days.

### **Camp Objectives:**

1. To develop a sense of achievement and individual worth through participation in numerous activities.
2. To provide interesting, challenging, and exciting experiences for campers.
3. To improve the physical health and general well being of campers.
4. To provide avenues for increased socialization.
5. To develop cooperation and good sportsmanship while learning new activities and skills.

### **Camp Locations**

**Camp Prairie View** will be held at Prairie View School, 10N630 Nesler Road in the cafeteria. Please use the entrance at the south end of the parking lot and do not drive onto the playground. On Tuesdays and Thursdays, they will be transported from the school to Wing Park at 9am and will return by 4pm. The Wing Park “shed/garage” between the playground and tennis courts will be the main meeting place on these days. While at Wing Park, campers will be participating in activities such as sports and games, swimming, and nature hunts. These locations will change on inclement weather days, please see “Inclement Weather” for more details.

### **Inclement Weather**

Camp continues rain or shine! Be sure your camper dresses according to the weather. On Tuesdays and Thursdays during inclement weather, camp may remain at Prairie View School, please remember to pack your child’s swim suit in the event that the weather clears or transportation can be provided to The Centre, to swim indoors.

### **Elgin Parks and Recreation Dept. Telephone Numbers**

The Centre	847-531-7000
Parks and Recreation Admin.	847-931-6123
Brett Lind, Recreation Supervisor	847-531-7017
Camp Prairie View	847-909-7109

### **Absenteeism**

If your child needs to leave camp early or arrive late one day, **PLEASE CALL YOUR CAMP DIRECTLY AND NOTIFY THEM OF THE ABSENCE.**

## Staff

The director of **Camp Prairie View** will be Melissa Pekar. This will be Melissa's fifth year at Camp Prairie View, although she has over 10 years of experience with the Elgin Parks and Recreation Department and is a P.E. teacher. Requirements for all staff include drug testing and state/federal background checks. Other staff within our camp include camp counselors. Counselors must be at least 18 years of age and have a high school diploma. Campers will be placed in groups according to age and will be supervised by a counselor at all times.

<u>Session #</u>	<u>Dates</u>	<u>Reg. Deadline</u>	<u>Tentative Field Trip</u>
12743/12744	June 10 – June 14	6/03	Brookfield Zoo
12745/12746	June 17 – June 21	6/10	Enchanted Castle
12747/12748	June 24 – June 28	6/17	Kane County Cougars
12749/12750	July 1 – July 5	6/24	TBD
12751/12752	July 8 – July 12	7/01	Chicago Sky Basketball
12753/12754	July 15 – July 19	7/08	Raging Waves Waterpark
12755/12756	July 22 – July 26	7/15	Movie/Entertainment
12757/12758	July 29 – August 2	7/22	Safari Land
12759/12760	August 5 – August 9	7/29	TBD

\*Camp Prairie View will not be held August 12-16. Camps at The Centre will be running during these weeks.

## Field Trips

Summer Camp at The Centre will include a weekly field trip. **Field trip schedule is subject to change.** Field trip info sheets can be picked up on the first day of each session and will include the location of the field trip, arrival and departure times, lunch procedures (some field trips include lunch), and any additional items or information that will be needed. Field trips are usually on Wednesdays. If you do not receive a field trip info sheet during the week, please call Brett at 847-531-7017 for the information. Parents who utilize the 3 day option may need to call Brett for field trip information if they do not attend camp on Monday or Tuesday. On field trip days, please have your child at camp no later than 9:00 a.m. unless otherwise notified. **Campers MUST wear their camp t-shirt on all field trips – NO EXCEPTIONS!** **If your child does not have their camp shirt – you will be required to purchase another shirt for \$10.** It is very important that your child understands that good behavior is expected when riding the bus. All general admission fees are paid in full by The City of Elgin. No extra money is to be brought unless designated by the City of Elgin (if money is allowed, your child is fully responsible for handling their cash - they may need to bring a fanny pack to carry money or any other items).

## Camp Attire

Campers will receive one camp t-shirt per summer. This may be worn any day but is **required** on field trip days. We ask that parents mark their child's name on the tag inside. For your child's safety and enjoyment, please dress them in play clothes and appropriate shoes (no flip flops, Crocs or sandals). Gym/tennis shoes must be properly equipped with laces and tied at all times. We have found that sandals, flip flops and Crocs can fall off or cause children to lose their footing while playing games; therefore, campers wearing inappropriate footwear will sit out

of all physical activities and a note will be sent home. Heelies WILL NOT be allowed at camp unless the wheels are removed.

### **Camp Hours:**

Campers may arrive between 7:00-9:00am. All organized camp activities will begin at 9:00am and we will leave for the outdoor parks and field trips at 9:00am unless otherwise notified. Campers may be dismissed from 4:00-6:00pm. Parents must come and sign their child in/out each day. Parents picking up campers after 6:00pm will be assessed a \$1 per minute late pick up fee per child. Late fees are to be paid **by check made out to City of Elgin (counselors do not handle cash nor make change)** at the time the child is picked up or before they return to camp. In the event that it is unavoidable to pick up timely, please call the camp directly as soon as possible to inform us of the situation. Please make sure you have back up people available that are listed on your approved pick-up list, and call them with enough notice so your child can be picked up by the designated time. If parents are more than 45 minutes late, and we have not been contacted, the police will be notified. On field trip days, campers may need to arrive earlier/stay later than their normal times, not to exceed regular camp hours of 7:00am-6:00pm.

### **Lunches**

Campers must provide their own sack lunch, snacks and drink. Refrigeration is not available so please pack appropriately.

### **What to bring to camp**

We suggest a gym bag or backpack for camper's daily equipment. Please make sure everything your child brings is clearly marked with their name, address and phone number.

1. Sack lunch with drink
2. Water bottle
3. Snacks, campers may have a mid-morning and/or mid-afternoon snack
4. Swimsuit, towel, sunscreen and plastic bag on swim days
5. Hat or visor
6. If your child wears glasses, an elastic safety strap
7. Fanny pack or drawstring bag on field trip days (counselors will not be responsible for money or any other possession)
8. Bug repellent and sunscreen

### **Electronic Items**

Electronic items such as hand held video games, music players and cell phones are not allowed at camp. Staff is not responsible for loss or theft of personal items.

### **Swim Days**

Camp Prairie View will swim at Wing Park Aquatic Facility on Tuesdays and Thursdays ...weather permitting. Swimming is not mandatory and will be determined by parental permission. Campers should bring their swimming suit, towel, sunscreen and a bag to put wet clothes in for return back to camp. For their safety, all campers will take a swim test. This will help the staff determine if your child will be allowed to swim in the deep water. Children failing to pass the swim test will be restricted to swim in water no deeper than chest high. Campers will be allowed to retest at a later time if they do not pass.

## **Discipline**

To ensure an enjoyable and safe program, the City of Elgin has developed a Code of Behavior which progresses from verbal reprimand to possible removal of the child from the program. Depending on the severity of the behavior, these steps may not be followed in order. We feel these guidelines are fair and appropriate for the program.

### **Code of Behavior**

1. **Oral Reprimand**: The camper is spoken to by the counselor and asked to sit out of the activity.
2. **Written Letter of Warning**: If the camper's action or behavior continues, this is noted in writing and given to the Camp Director. The camper and parent will be called in for a meeting to discuss the situation.
3. **Dismissal from Camp**: After previous warnings because the action or behavior continues, the camper, parent, counselor, Camp Director, Recreation Supervisor, and Superintendent of Recreation meet to discuss the dismissal. The final step is only necessary to insure the well being of other campers. Children who are dismissed from the program will not receive a refund.

## **Prescription Drug Policy**

If your child should require a prescription drug while at camp, the following must be followed: The prescription must be in a bottle marked with the child's name, doctor's name, date, directions for administering the medication, the prescription number, drug store or pharmacy.

## **Non-Prescription Drug Policy**

Any non-prescription drugs that must be ingested will be administered only with written Doctor's permission. The non-prescription drug must be labeled with child's name and dated on the bottle. Please ask your doctor to write instructions on a prescription pad and sign it if we are to give non-prescription medication at camp.

## **Sick Policy**

Parents are expected to pick up their child(ren) **immediately** should they become ill during program hours. If the parent is not available, someone on the approved pick-up list should be available. **Children should be fever free for 24 hours prior to returning to camp.**

## **Camper Information Sheet**

Please complete and return the attached information sheet prior to the first day of camp. All information on both sides must be completed.

## **Summer Reading Program**

Please complete and return the summer reading program registration form. We have partnered with Gail Borden Library and will be working with each child in our camp programs to complete the program throughout the summer. Please pack a book or two in your child's backpack each week to help encourage reading this summer.

# Camp Prairie View Camper Information Sheet

(Please turn in to camp director on first day of camp)

Camper Name \_\_\_\_\_ Gender \_\_\_\_\_ Birth Date \_\_\_\_\_

                    First                                    Last  
Age on 1<sup>st</sup> day of camp \_\_\_\_\_ School \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Child's primary residence/physical custody is with:

\_\_\_ Both Parents    \_\_\_ Mother    \_\_\_ Father    \_\_\_ Other: \_\_\_\_\_

**Mother/Guardian** \_\_\_\_\_

Home Address \_\_\_\_\_

Business Name & Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's email address \_\_\_\_\_

**Father/Guardian** \_\_\_\_\_

Home Address \_\_\_\_\_

Business Name & Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's email address \_\_\_\_\_

## Camp Arrival/Dismissal Information

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**Emergency contact/persons authorized to pick up child, parents/guardians must be listed.**

I, \_\_\_\_\_ authorize The City of Elgin to release my child to the following person(s). No changes to this list will be effective unless they are provided in writing. I understand that persons on this list may be required to show a photo ID prior to the release of any child. I further waive and release the City of Elgin, its employees, agents, volunteers, representatives, boards and commissions from and against any and all liability of whatsoever nature arising out of or in connection with any person being permitted to pick up my child.

	Name	Address	Phone	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

**Medical Information**

Emergency Contact in case parent/guardian cannot be reached:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to camper \_\_\_\_\_

Allergies \_\_\_\_\_

Is camper presently taking any medication? \_\_\_\_\_ If yes, name of medicine and condition being treated \_\_\_\_\_

Will medicine be taken while child is at camp? \_\_\_\_\_

What times will medicine be taken? \_\_\_\_\_

Does child have diabetes, epilepsy, hyperactivity, heart conditions or any other medical/emotional condition that his/her counselor should know about? \_\_\_\_\_

Name of physician \_\_\_\_\_ Phone Number \_\_\_\_\_

Hospital preference \_\_\_\_\_

**Permission to seek medical treatment**

I give City of Elgin staff permission to seek medical treatment for my child in case I cannot be reached. I give permission for my child to be transported to the nearest hospital and to the hospital officials to begin treatment of my child. I understand that the City of Elgin and the day camp are not responsible for any medical bills that may be incurred.

\_\_\_\_\_  
Signature of parent/guardian

**Permission to attend field trips**

I give my child permission to attend field trips scheduled by the camp staff. I understand that I will be notified in advance of the trip location. I am aware that the location and date of the field trips are subject to change. I also am aware that my child could be asked to stay home from a field trip for disciplinary reasons while at camp. If I choose not to send my child on a field trip, I will still be responsible for full payment of the session and finding alternate child care.

\_\_\_\_\_  
Signature of parent/guardian

**Camp Discipline Acknowledgement**

Campers are expected to behave and follow camp rules while they attend camp. Campers may be asked to stay home from camp if discipline problems persist. I understand that I will be notified in advance of discipline problems and that I will not receive a refund for days missed for disciplinary reasons.

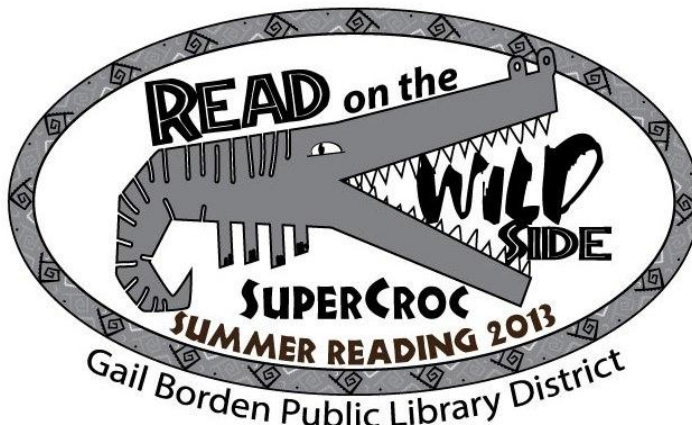
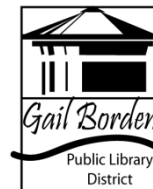
\_\_\_\_\_  
Signature of parent/guardian

**Permission to watch G and PG rated movies:**

\_\_\_\_\_  
Signature of parent/guardian

Registration

We have partnered with Gail Borden Public Library District to bring you . . .



**Your child will receive program materials and all prizes at this location.  
No need to register at the library. Your child can do the reading program with us!**

Child's Name: \_\_\_\_\_  
(Please PRINT clearly)

- Program (circle one):
- Baby & Me (birth – 23 months)
  - Reading Together (age 2 – Kindergarten)
  - Readers (1<sup>st</sup> – 5<sup>th</sup> grade)
  - Middle School (6<sup>th</sup> – 8<sup>th</sup> grade)

School attending in Fall 2013: \_\_\_\_\_

Grade entering Fall 2013:    K    1    2    3    4    5    6    7    8  
(circle one)

Age: \_\_\_\_\_ City: \_\_\_\_\_

**Book lists:**    Would you like to receive emails about great summer reads twice a month?

\_\_\_\_\_  
E-Mail Address

- Subscribe to: **Book Lists:**
- Reading Together (birth – Kindergarten)
  - Early Readers (grades 1 – 3)
  - Experienced Readers (grades 4 – 6)
  - Middle School

For office use only:    \_\_\_\_\_



Partner code:    EPR