

SUMMER CAMP AT THE CENTRE

*Please return the Camper Information Sheets
prior to the first day of camp*

Parent Information Handbook 2012



**For more info or questions call Brett Lind
Recreation Supervisor - Youth & Teen
at 847-531-7017**

Registration

All registrations must be done **PRIOR** to your child attending camp. Registration is taken at The Centre Front Desk and can also be done online. Front desk hours are Monday – Friday, 9:00am – 7:00pm and Saturdays from 10:00am – 2:00pm. 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.

Refunds/Transfers

Please register your child for the appropriate three day or full week option. Refunds, credits, and/or transfers will not be given for any sick or unused days. You may choose to have your child in a different camp each week; however, changing camps in the middle of the week is prohibited.

Camp Dates & Fees:

Camp will run in weekly sessions. You may register for one or all of the sessions, however, payment is due for each session upon registration. Camp weekly fees are \$170 for residents and \$180 for non-residents per week. The 3 day per week option is \$110 per week for residents and \$120 for non-residents. If registered after the registration deadline, you will pay an additional \$20 per session. Camp fees are per each one (1) week session. Registration deadlines are a week prior to the start of each new session. Please observe the deadlines as camp sessions must meet minimums in order to run.

<u>Session #</u>	<u>Dates</u>	<u>Reg. Deadline</u>	<u>Field Trip</u>
10626/10627	June 11 - June 15	6/4	Donley's Wild West Town
10628/10629	June 18 – June 22	6/11	Brookfield Zoo
10630/10631	June 25 – June 29	6/18	Movie/Randall Oaks
10632/10633	July 2 – July 6	6/25	TBD
10634/10635	July 9 – July 13	7/3	Chicago Sky Basketball
10636/10637	July 16 – July 20	7/9	SafariLand
10638/10639	July 23 – July 27	7/16	Magic Waters
10640/10641	July 30 – August 3	7/23	Enchanted Castle
10642/10643	August 6 – August 10	7/30	Epic Air
10644/10645	August 13 – August 17	8/6	CL Beach/Pump It Up

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!** 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 Centre 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 Hours:

All sessions are held at The Centre of Elgin, 100 Symphony Way. Camp hours are 7:00 a.m. to 6:00 p.m. Sample daily activity schedule will be as follows:

7:00 – 9:00 a.m.	Table Games/Free Time	Teen Center
9:00 – 10:00 a.m.	Snack/Games	Craft Studio
10:00 – 12:00 p.m.	Small Group Time Games/Crafts Rock Climbing (Thursday)	Craft Studio/ Fieldhouse Rock Wall
12:00 – 1:00 p.m.	Lunch /Games	Craft Studio
1:00 – 3:00 p.m.	Swimming	Adventure Island
3:00 – 5:00 p.m.	Small Group Time Games/Craft/Movie	Craft Studio/ Fieldhouse
5:00 – 6:00 p.m.	Table Games/Free Time	Teen Center

Camp Arrival / Dismissal

Parents must bring their children into the room and sign their child **IN and OUT** of the program with the camp staff. Siblings are not allowed to sign out unless they are 18 years of age. If a sibling is 16 or 17, the parent or guardian will need to provide a letter stating that it is okay for them to pick up the child. **All parents, relatives, and friends should be prepared to show a Photo ID upon signing their child/ren out of the program.** Late fees will be applied to all campers who are picked up after the 6:00 p.m. The late fee will be \$5 per child for 1-10 minutes late and an additional \$1 per minute per child for any time after 10 minutes. Late fees are to be paid **by check only** 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 teen center between 5:00pm and 6:00pm at 847-531-7046** or Centre Camp voicemail at 847-531-7041 as soon as possible to inform us of the situation. If parents are more than 45 minutes late, and we have not been contacted, the police will be notified.

Camp Attire

Campers will receive a camp T-shirt. They are limited to one 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 closed toe shoes (no jellies or sandals). Gym/tennis shoes must be properly equipped with laces and tied at all times. We have found that sandals and jellies can fall off or cause children

to lose their footing while playing games; therefore, campers wearing inappropriate foot wear will sit out of all physical activities and a note will be sent home. Tennis shoes with wheels in them are not allowed in this program. Please remove all wheels from shoes prior to coming to camp.

Important Summer Camp Telephone Numbers

Brett Lind, Youth and Teen Coordinator	847-531-7017
Centre Camp Voicemail	847-531-7041
The Centre Administration Office	847-931-6123
The Centre of Elgin Main Courtesy Desk	847-531-7000
The Centre Teen Center	847-531-7046

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 and phone number.

1. Sack lunch with drink and snacks for the day
2. Swimsuit, towel and plastic bag
3. Fanny pack on field trip days (counselors will not be responsible for money or any other possessions).

Electronic Items/Valuables

Electronic items and valuables 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. We ask that children **leave all personal toys at home** as they cause conflict with other children and often get misplaced.

Lunches

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

Free Swim

Campers will swim daily at Adventure Island in The Centre of Elgin. Campers should bring their swimming suit, towel, 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.

Wing Park Fridays

Each Friday we will be transporting the campers to Wing Park at 10:00 a.m. We will spend the day at the park, playing games, having lunch and then swimming at Wing Park Family Aquatic Center. We will return to The Centre of Elgin by 4:30 p.m. Please remember to send sunblock with your camper each Friday as we will be outdoors for the majority of the day.

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.

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. We feel these guidelines are fair and appropriate for the program. The City of Elgin reserves the right to expel any individual from participation in this program for any reason.

Code of Behavior

1. **Oral Reprimand**: The camper is spoken to by the counselor and verbally warned.
2. **Written Letter of Warning**: If the camper's action or behavior continues, this is noted in writing and a behavior letter is sent home to the parents
3. **Dismissal from Camp**: After previous warnings, Camp Supervisor will talk with parents about dismissal. The final step is only necessary to ensure the well being of other campers. Depending on the severity of the behavior, children may be dismissed from camp without any previous oral or written warnings. Participants will not receive a refund for days missed due to disciplinary reasons.

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 taken while at camp will be administered only with written Doctor's permission. The non-prescription drug must be labeled with the 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.

Camper Information Sheet

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

Permission to seek medical treatment

I give The Centre of Elgin Camp 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 for 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 and Wing Park Fridays

I give my child permission to attend field trips scheduled by the camp staff including trips to Wing Park on Fridays. 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

Permission to watch G and PG rated movies: Signature _____

Emergency Contacts Other Than Parent/Guardian and Persons Authorized to Pick Up My Child

I, _____ authorize The City of Elgin to release my child to the following person(s). No changes to this list will be effective unless given in writing. I understand that persons on this list may be required to show an ID prior to the release of any child. I further waive and release the City of Elgin, its employees, agents, volunteers, 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. Signature _____

Name	Address	Phone	Relationship
1			
2			
3			
4			
5			
6			

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