

# **TEEN LEADERS**

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# **CAMP**

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

## **PARENT INFORMATION HANDBOOK 2013**



**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 online. 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 \$175 for residents and \$185 for non-residents per week. The 3 day per week option is \$120 per week for residents and \$130 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>
12803/12804	June 10 – June 14	6/03	Brookfield Zoo
12805/12806	June 17 – June 21	6/10	TBD
12807/12808	June 24 – June 28	6/17	Kane County Cougars
12809/12810	July 1 – July 5	6/24	TBD
12811/12812	July 8 – July 12	7/01	Chicago Sky Basketball
12813/12814	July 15 – July 19	7/08	Raging Waves Waterpark
12815/12816	July 22 – July 26	7/15	TBD
12817/12818	July 29 – August 2	7/22	TBD
12819/12820	August 5 – August 9	7/29	Museum
12821/12822	August 12 – August 16	8/05	TBD

## 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 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 8:00 a.m. to 6:00 p.m. Sample daily activity schedule (non field trip days) will be as follows:

7:00 – 9:00 a.m.	Games/Free Time	Fieldhouse Court #3
9:00 – 12:00 p.m.	Snack/Group Activities	Gym/Pioneer Room/Outside
12:00 – 1:00 p.m.	Lunch/Games	Teen Center/Pioneer Room
1:00 – 3:00 p.m.	Swimming	Adventure Island
3:00 – 6:00 p.m.	Snack/Group Activities	Gym/Outside/Pioneer Room

Teen Leaders Camp will have a weekly theme. For example, one week may be College/Career week. Children will take part in a variety of activities related to this theme. We may take tours of the local colleges, or have speakers come in to talk about different careers. Other themes may be Service Week, Financial week, and Health and Wellness Week.

### **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. **Repeated late pick-ups (5 or more) throughout the summer may result in suspension or removal from the program.**

### **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. 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, Recreation Supervisor, Youth & Teen	847-531-7017
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, address and phone number.

1. Sack lunch with drink and snacks for the day
2. Swimsuit, towel and plastic bag
3. Fanny pack or drawstring (lightweight) backpack 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/games at home** as they 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. Parents may choose to purchase lunch for their child(ren) on Fridays. Each week, we alternate between a burgers/hotdogs and pizza. Details will be sent out at the beginning of each week. **Lunch purchases are non-refundable and non-transferable.** Lunch purchase is optional – parents are welcome to pack a regular sack lunch for their child(ren) on these days.

## 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 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.



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

**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

**Camp Arrival/Dismissal Information**

**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 and 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 to Camper
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____

**Camp Discipline Acknowledgement**

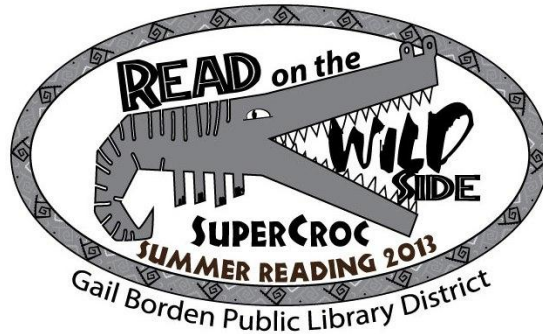
Campers are expected to behave and follow camp rules while they attend camp. Campers may be asked to stay home from camp if discipline problems persist. I understand that I will be notified in advance of discipline problems and that I will not receive a refund for days missed for disciplinary reasons.

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

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