



# Welcome to Camp 2017

Welcome to Camp 2017! We hope everyone is excited to begin another fun and safe summer with our fabulous day camps. There are a few things that need to be highlighted for you prior to camp starting. Brian O'Malley, Recreation Supervisor, CPRP, is the direct supervisor of the following day camps: Safety Stars, Kinder Kamp, Adventure, Fun & Games, Grove, Cycle & Surf, and Travelin' Teens. Assisting in the operations of these camps is Carol Verzani, Camp Connection Coordinator and Amanda Busch, Camp Coordinator. They will be able to assist you with all of your camp and camp connection questions and needs, so please do not hesitate to contact them.

Brian O'Malley, Recreation Supervisor, CPRP

Work: 847.850.2119

Email: [daycamps@bgparks.org](mailto:daycamps@bgparks.org)

Carol Verzani, Camp Connection Coordinator

Work: 847.850.2106

Email: [cverzani@bgparks.org](mailto:cverzani@bgparks.org)

Amanda Busch, Camp Coordinator

Work: 847.850.2142

Email: [daycamps@bgparks.org](mailto:daycamps@bgparks.org)

The following are important camp information and policies/procedures:

- **Sunscreen & Insect Repellent:** Camp will spend a great deal of time outside. It is the parents/guardians responsibility to apply and supply sunscreen and/or insect repellent for the camper prior to coming to camp. Camp staff will only assist in reapplying with sunscreen/repellent provided by the parent/guardian, to campers' face, neck, back, shoulders and arms. It will be your camper's responsibility to reapply to other areas such as chest, abdomen and legs.
- **Behavior Policy:** Part of the Mission of the Buffalo Grove Park District is to provide safe and wholesome programs, parks and facilities for our residents and guests. The Behavior Policy has been established to help fulfill this mission. We ask all staff, participants and guardians to help us in our effort to provide the best possible environment to enjoy our recreation activities. You will find the link to our behavior policy located under the camp page on our website: [Behavior Policy](#).
- **Pick-up:** All camps will be following a pick-up procedure. Campers must be signed out by an authorized adult at the end of each camp day. Authorized adults will include the parents/guardians found on the original camp registration form or any persons who are added to the pick-up permission form. A downloadable form is available online: [Pick-up permission](#). Camp staff will ask to see picture identification of anyone picking-up a camper, including parents. If you would like your camper to be able to walk/bike home from camp without an authorized person at pick-up, you will need to authorize it by filling out the self-arrival & release permission form, found on the bottom of the pick-up permission form. If your child is in afternoon Camp Connection, a Camp Connection staff will release the camper from the camp and escort to Camp Connections. The pick-up permission form is due to the Buffalo Grove Park District's Alcott Center, located at 530 Bernard Drive in Buffalo Grove 60089 (Attn: Brian O'Malley) by no later than Wednesday, June 7, 2017.
- **Absences:** On days your child will miss camp, please email [daycamps@bgparks.org](mailto:daycamps@bgparks.org) or call your site supervisors direct line to let us know.
- **Arrival & Departure:** Children should arrive at camp no earlier than 5 minutes prior to the camp start time, as staff will not be available until then. Children must be picked up promptly after camp. If you

are more than 15 minutes late, your child will be taken to the nearest Camp Connection site; and, a childcare fee of \$14 will be assessed.

- **Lunch**: All campers are required to bring a lunch and beverage daily. We encourage campers to bring their labeled lunch and beverage in a reusable lunch container. Lunches are kept in the camper's backpacks until lunch. Refrigeration is not available.
- **Medication Dispensing**: If your child needs to take medication during camp or camp connection hours, a medication dispensing form needs to be filled out and returned to the Buffalo Grove Park District. A downloadable form is available online: [Medical Authorization Form](#).
- **Newsletters**: Newsletters will be created weekly by the camp site supervisor and will be sent out via email. Please read them as they will highlight important information. If you do not receive an email the first week of camp, please check with your camp site supervisor to make sure we have the correct email address.
- **Camp Supervisor Introduction**: An introduction letter from the camp site supervisor will be emailed out the week of June 5.
- **Camp Meet & Greet**: The Camp Meet and Greet for the camps listed above will be Thursday, June 8 from 6:30 pm - 7:30 pm at Ivy Hall School in the Theatre Gym, 1072 Ivy Hall Lane in Buffalo Grove. Use door #4 (entrance off of Clohesey Drive). Camp groups will be available at that time. If you are not able to attend the Camp Meet and Greet, an email will be sent out the following day with the camp groups.

We are looking forward to another fun and successful summer!

Sincerely,  
Brian O'Malley, CPRP  
Recreation Supervisor