



BUFFALO  
GROVE  
PARK  
DISTRICT

## General Day Camp 2018



Dear Camp Parent/Guardian,

Welcome to Camp 2018! 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 Liz Sass, 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.

### Contact Information:

**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)

**Liz Sass, Camp Coordinator**

Work: 847.850.2136

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

The following are important camp information and policies/procedures. Please carefully read and keep all the information for future reference.

### Every day your camper will need:

- Gym shoes and socks
- Backpack (backpacks and camp t-shirts will be provided the first day of camp)
- Water bottle
- Sunscreen
- Sunglasses and/or hat, if preferred
- Lunch and a snack
- On field trips – campers must wear their camp t-shirt

### 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 and 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. This is for the safety of your child; so, please be patient with the camp staff
- 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 them to Camp Connection.
- Specific pick-up and drop off maps will be emailed to participants prior to camp starting.
- 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) no later than Wednesday, June 6, 2018.

### Absences:

- On days your child will be absent from camp, please call your site supervisors direct line or email [daycamps@bgparks.org](mailto:daycamps@bgparks.org) 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 be busy prior to that preparing for the day's activities.
- 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.

### Swimming:

- All campers will be swim tested on the first day of camp.
- On swim days, please send your camper with a swimsuit and a towel.
- Please see the parent camp handbook for in-depth information regarding open swim and swim testing.

### Camp Groups:

- Camp groups are designed for attendance purposes and accountability during transition periods.
- Camp lunch, crafts, games, and activities are done as a large group, not with your camper's smaller group.
- Please keep in mind that camp is a place to meet new friends and to have a great time socializing with others in a positive environment.

### 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.
- Medicine must be in the original bottle.
- 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 constant contact.
- 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 4.
- The site supervisor cell phone will be displayed on each newsletter, should you need to contact your supervisor during camp hours

Camp Meet & Greet:

- The Camp Meet and Greet for the camps listed above will be Monday, June 11 from 6:30 pm - 7:30 pm at Ivy Hall School in the Theatre Gym, 1072 Ivy Hall Lane in Buffalo Grove.
- Please enter through door #4 (entrance off of Clohesey Drive).

We are looking forward to another fun and successful summer!

Sincerely,

Brian O'Malley, CPRP  
Recreation Supervisor

Carol Verzani  
Camp Connection Coordinator

Liz Sass  
Camp Coordinator