



General Day Camps
Parent Handbook
2024

Dear Parent/Guardian:

Welcome to the Buffalo Grove Park District Camp program! This parent handbook is designed to provide detailed information about camp activities, procedures, and guidelines. Please read this handbook carefully and keep it as a reference throughout the summer.

The Day, and Sports Camps programs are designed to provide recreational care to all participants with an emphasis on having fun through engaging activities in a positive, safe, and structured environment. We are excited to meet the needs of you and your family and are hopeful that the day camp program will be a fun and memorable recreational experience.

Sincerely,
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Program Description

The Buffalo Grove Park District summer camp programs are designed to provide participants with safe and active learning opportunities that are age appropriate. Recreational experiences will enhance all children's developmental needs and help create a positive self-image through socialization and creativity.

Registration

Buffalo Grove Park District registration opens first to patrons in district and a week later to those out of district. Registration is available to be completed at bgparks.org or in person at the Alcott Center. A camp registration form must be filled out and include a \$50 nonrefundable deposit per session, per camper. If registering for the first time and you live in district, proof of residency must be provided. A receipt will be emailed confirming your registration. The camp registration deadline is June 5 for the first session, and July 3 for the second session and Post Summer Camp Field Trips. All registrations received after those dates will need supervisor approval if spaces are available. If you experience any difficulties with the online registration system, please contact the front desk at 847.850.2100. Please do not create a duplicate account if you already have one.

Refunds

Refund requests received on or before one week prior to the first day of the camp session will be issued minus your nonrefundable deposit and a \$5 administrative fee. Refund requests received after those dates will only be issued for medical reasons when accompanied by a doctor's note. The Buffalo Grove Park District reserves the right to cancel any camp with insufficient enrollment, or move a camp to a new location, if needed. If a camp is cancelled by the Park District, all registered campers in that program will be called and offered an alternate camp. A full refund would be given to each participant the Park District is unable to accommodate.

Staff

The Buffalo Grove Park District's summer camp staff strive to provide the best summer possible for your child. Summer camp staff are hired on the basis of character, leadership, enthusiasm, and creativity. All summer camps have an on-site supervisor to encourage leadership and guidance for each of our unique camps. All summer camp staff go through an orientation process, which incorporates safety, creativity, team building, and daily activity planning. All camp supervisors are certified in National Safety Council First Aid, as well as National Safety Council CPR, and AED.

Camp Site Locations

In addition to using some of our own facilities, the Buffalo Grove Park District, through cooperative arrangements with School Districts 21, 96 and 102, strive to provide the best

facilities for its summer day camps. Due to capital improvement projects that may not be well defined, some camp locations vary from year to year based on availability.

Contact Information

Each camp supervisor has a cell phone to communicate with regarding absences, late pick-up, or other camp related information. Cell phones are available for voicemail and messages at all times, but will only be used to make and accept calls 30 minutes before camp, during program hours, and 30 minutes after camp ends. Cell phone numbers of the site supervisors will be emailed out one week prior to the start of camp.

Transportation

The Buffalo Grove Park District does not provide daily transportation to or from camp; however, we do utilize a school bus service for swimming, and the many fun filled field trips planned throughout the summer.

Drop-off & Pick-up Procedures

Camp hours are as noted in the Park District brochure and will be strictly enforced. Any parent/guardian who needs to drop their camper off early or pick up late will need to enroll in Camp Connections (before and after camp program). At no time are camp staff allowed to accept campers into their care prior to the camp start time.

At the conclusion of camp, all participants must be signed out and picked up by an adult that is on their original registration form or on their pick-up permission list, unless the camper has a "Self Departure" waiver filled out by the parent/guardian. Camp staff will ask to see picture identification of anyone picking up a participant. If someone is going to be picking up a participant and is not on the pick-up permission list, then the parent/guardian must supply the camp staff or camp office with a written note. No participant will be released to an individual whose name does not appear on the pick-up permission list. Please note: if you list your camper as self-arrival/departure, legal guardians must notify the program leader in advance when their child will not be attending the program. On any occasion that a child is expected to attend the program and does not arrive at the start of the program, the program leader will make a reasonable attempt to contact the legal guardian to notify them of the child's absence. However, the park district cannot guarantee that this notification will be made.

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. Parents/guardians will be allowed one "oops" for the first time they are up to 15 minutes late.

What to Bring to Camp

Campers should bring a water bottle, sunscreen, a sack lunch, and a drink each day. We have no access to refrigeration for lunches, so please plan accordingly. Please make sure to label all items that are sent to camp. Check your camp's calendar to see when they also need to bring a swimsuit and towel.

Swimming

All campers who attend summer camps will be swim tested, unless they are restricted to the wading pool ("red wristband") by their parent or guardian. The swim tests are meant to place each camper in areas of the pool that they can handle mentally and physically. All new to the program campers will be tested prior to or on the first day of open swim. Campers who received a green wristband in previous summers will remain green for the future. Red and yellow wristbands will have the opportunity to swim test again.

Changes to Camp Schedule

The Park District staff reserves the right to cancel or modify the camp schedule due to weather conditions or other unforeseen circumstances. Schedule changes may include, but are not limited to, adjustments to field trips, open swimming sessions, swim lessons, and other camp activities. Factors that may necessitate these changes include extreme temperatures, weather, air quality, traffic delays, etc.

While we will make every effort to communicate any changes promptly, the safety and coordination of the children will always be our top priority. Refunds will not be issued for missed swimming lessons or field trips resulting from these necessary adjustments.

Field Trip Dress Code

Each camp participant will receive a camp shirt to wear when attending field trips. Children are required to wear the camp shirt when attending field trips as well as gym shoes or closed toe shoes with a rubber sole.

Field Trip Lunch

Depending on the field trip location, lunch may or may not be provided. If lunch will be provided on a field trip, it will be indicated on your camp information. Participants should bring a non-perishable lunch in a disposable bag unless directed otherwise. Camp Staff will also inform you if it is appropriate or allowed for participants to bring money. Several field trip venues have gone to a cashless system.

Day Camp Code of Conduct

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to ensure the Day Camp program remains a safe and enjoyable experience for all participants.

- Bullying, verbal abuse, threatening or physical violence will not be tolerated
- Participants and parents/guardians will refrain from using abusive or foul language
- Participants and parents/guardians will show respect to all staff, participants, property, equipment and facilities
- There may be no physical contact with any other participants/staff
- Participants will not place themselves or others in dangerous situations through actions or behavior
- Participants and parents/guardians are responsible for their actions and belongings (bags, jackets, school supplies, electronics, etc.)

Buffalo Grove Park District Behavior Guidelines

It is the Camp program's philosophy to teach participants to take responsibility for their own actions. We try to accomplish this through direction, redirection, positive reinforcement and motivation. To ensure a pleasant and safe environment for every participant, the Camp program has the following procedures in place regarding disruptive, dangerous or negative behaviors:

- 1st Offense – Verbal Warning: Depending on the severity, several warnings may be given.
- 2nd Offense – Situation Report: A report will be filled out and filed in the participants file, documenting the behavior. Camp staff will work with the participant and parents/guardians to correct this behavior. This may be issued immediately, without warnings for serious infractions.
- 3rd Offense – Suspension: The participant will be sent home for the day and additionally can be suspended from the program for one to three days, depending on the severity of the situation. The suspension will be in effect the first program day following the offense. The parent/guardian will be notified by the Recreation Supervisor via a phone call and follow-up email. Upon return from a suspension, if behavior continues, the Buffalo Grove Park District may permanently postpone participation in all Park District programming. Depending on the situation and degree of the offense or repetitive inappropriate behavior, the participant may be permanently dismissed from the program. There will be no refunds for the days missed due to disciplinary infractions.

Participants and parents/guardians are also expected to follow the behavior policy set by the Buffalo Grove Park District. That policy can be viewed here: https://www.bgparks.org/wp-content/uploads/2021/12/Behavior-Policy_Updated-August-2020-1-1.pdf

Inclusion Services

Children with special needs are encouraged to attend the camp program located within their community. The Buffalo Grove Park District partners with NWSRA (Northwest Special Recreation Association) to provide inclusion assistance. The request for inclusion services should be made at the time of registration and requires a minimum of two weeks' notice. Please indicate on the registration form that modifications may be needed. Families are encouraged to speak directly with the Park District program supervisor, who will then contact the NWSRA Inclusion team, if circumstances permit.

Allergies

The Buffalo Grove Park District will make reasonable accommodations to allow all campers to successfully participate in the camp program. Camp Staff must be aware that there will be campers with moderate to severe allergies. Camp Staff should be familiar with the big 8 (most common allergies): peanuts, tree nuts, milk, soy, wheat, shellfish, fish, and eggs. Camp Staff needs to be aware of any campers who have these or any other allergies.

As of 2006, the state of Illinois passed a law that children can carry and self-administer their prescription asthma medication. It has now been amended to include epinephrine auto-injectors, commonly known as EpiPens or AUVI-Q, which are self-administered, disposable medical devices that temporarily control anaphylaxis, a sudden, severe allergic reaction. These medications, however, only work for a limited time and must be followed up with appropriate medical attention. If one is administered, the paramedics must be called immediately. Once 911 has been called, staff will call the parent/guardian and they will be informed of the incident. Once paramedics arrive, parent/guardian will be informed of where the camper is being transported. A Medication Authorization form must be filled out.

During lunch, a peanut free or severe allergy area must be established for those campers. All campers and Staff must wash their hands with soap and water after lunch as to avoid contact contamination (allergic reactions can occur when food is ingested, handled, and/or inhaled). Hand sanitizer is not effective and therefore is NOT an acceptable replacement for soap and water. Any questions or concerns should be brought to the Recreation Supervisor/Manager's attention.

Medication

Parents are required to complete a Medication Authorization Form for any allergies, chronic illness, existing medical conditions, medications/dosages and time, medical information, and any additional information necessary to understand and care for your child. This form is found on the camp page of the website and is necessary to allow core staff to administer the medication during program hours. Completed forms should be submitted to the camp supervisor or the Alcott Center. If your child requires medication during the day, please bring their medication with you and give it to the camp supervisor.

Illness

Parents will be notified if their child becomes ill during program hours. Camp staff will request that the child be picked up from program as soon as possible. If the parent is unavailable, those listed on the emergency contact and authorized pick up will be notified. A child must be without a fever or fever reducing medications and/or taking antibiotics for 24 hours before returning to the program. A child may also not return to the program until the following day after vomiting, diarrhea or other physical signs of illness. In case of contagious disease, please notify camp staff immediately. All parents at that site will be notified as soon as possible.

Sunscreen and Insect Repellent

It is the parent/guardian responsibility to apply sunscreen and/or insect repellent to their camper prior to camp. The camp staff can help re-apply sunscreen and/or insect repellent to the face, neck, back, shoulders, and arms. It is the campers' responsibility to re-apply sunscreen and/or insect repellent to other areas, such as chest, abdomen, and legs. Campers are encouraged to use the buddy or group system in which all campers and staff are present during the application. For best protection, sunscreen with broad-spectrum protection, a Sun Protection Factor (SPF) 30 or greater, and water resistance ingredients should be used. If a camper has spray sunscreen, it must be applied outdoors because when used indoors, it can create a safety hazard by making the ground surface slippery. Camp sites will have sunscreen on site that can be provided for the campers if they do not have their own. This provided sunscreen cannot be abused by campers. If a camp staff notices a camper is consistently without their own sunscreen, a phone call will be made to the parent/guardian.

Suspected Abuse or Neglect

It shall be the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort and precaution to prevent, detect, and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas, and facilities.

Confidentiality

General Day Camps will maintain confidentiality and respect family privacy by refraining from the disclosure of confidential information. Disclosure of children's records beyond family members and program personnel shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

Custody Orders

To honor specific custody orders and/or order of protection, it is the responsibility of the parent/guardian to provide a copy of the court issued custody order and/or order of

protection. The document must be signed by the court with the legal seal present, date effective, and ending date if applicable.

Parent Communication with Children

Parents/guardians are to refrain from speaking with any children other than their own regarding behavioral issues. Please bring all concerns regarding conduct and behavior to the camp supervisor or the Camp Directors. Only Buffalo Grove Park District staff is permitted to manage participant conduct and behavior.

Lost & Found

General Day Camps requests that all personal items are labeled. Any item found at the camp sites will be held for 7 days after the last day of camp. After that time, any unclaimed items will be donated to charity. The Park District is not responsible for any lost or stolen items.

Camp Connection Program Description

Camp Connection is a before and after camp program committed to providing a safe and recreational program for families that need extended day care. The Camp Connection program offers a wide variety of recreation activities. Participants can partake in physical fitness games, arts and crafts projects, team sports, and many other activities. A snack is provided during the afternoon program. Participants with food allergies or restrictions are permitted to bring their own snack.

Camp Connection Registration

Registration forms will be accepted in the order that they are received. The maximum enrollment amount at each site is based on availability and staffing. Enrollment numbers are determined by an adequate staff to participant ratio and will not exceed this ratio at any site. If a site has maximized its staff to participant ratio, parents/guardians have the option of completing a registration form and being placed on a waiting list.

Camp Connection Contact Information

Each site has a cell phone to communicate absences, late pick-up, or other Camp Connection related information. Cell phones are available for voicemail and text messages at all times, but will only be used to make and accept calls during program hours.

School	Cell Phone
Cooper	224.660.6630
Kildeer	847.980.5183

Prairie	224.354.5495
Willow Grove	224.354.5493

Camp Connection Office

Carol Verzani
Camp Connection Coordinator
CVerzani@bgparks.org
Phone: 847.850.2106

Shannon McClure
Recreation Specialist
SMcClure@bgparks.org
Phone: 847.850.2121

Transportation

The Buffalo Grove Park District will utilize a school bus service for transportation to and from a camp connection site if one is not held at the same location as their camp. There will be last possible drop off, and earliest possible pick up times based on the bus schedule which will be communicated with you at a later time.

Camp Connection Extra Day of Service

Days of service attended by a participant not on a regularly scheduled day will be considered an extra day of service. Please contact the Site Director and notify the Camp Supervisor when extra days are needed to ensure accurate attendance rosters. The Site Director will require a signature on the Extra Service Fee Agreement form that grants the District permission to charge the extra day of service to the payment method on file. Schedule changes must be made 24 hours in advance and space is not guaranteed.

Camp Connection Sign-In and Sign-Out Procedures

Camp Connection participants can be dropped off any time after 7 am up to the start of the camp day. Camp Connection will not allow entrance to the building prior to 7 am. A parent/guardian must accompany all participants to the program area and sign them in daily.

Camp Connection participants can be picked up at any time up to 6 pm. Staff will not release a participant to anyone other than the parent/guardian unless they are on the authorized pick up form submitted prior. A photo ID is required upon pick-up.

Parents/guardians should notify the Site Director if they would like to add anyone not listed on the form. Please notify Camp Connection staff if unable to pick up a participant by 6 pm.

There is no fee the first time a participant is picked up late within 15 minutes. Any occurrence after that will be subject to a \$25 charge for every fifteen minutes or portion thereof.

Camp Connection Payments

Camp Connection tuition payments are charged before the start of each session; session one on June 3, 2024 and session two on July 1, 2024. It is possible to pay by an electronic fund transfer (EFT) or by debit/credit card. This information must be included on the Payment Agreement Form that is attached to the registration form, in order for your registration form to be processed. The Buffalo Grove Park District may charge a \$25 decline fee for any payment that has declined. Participants will be temporarily removed from the Camp Connection program for any outstanding balances on their Camp Connection account.

Cancellation

Parents/guardians wishing to withdraw their participant from the Camp Connection program should submit a Cancellation Request form to Shannon McClure. A Cancellation Request can also be mailed, emailed or faxed. Parents/guardians are responsible for fees incurred until a cancellation notice is received by the Camp Connection office. Re-enrollment is dependent on availability at the specific program site.