



BUFFALO  
GROVE  
PARK  
DISTRICT

Dear Cycle & Surf Families,

Welcome to Cycle & Surf 2024! My name is Shannon McClure and I will be overseeing the Cycle & Surf camps this summer. We are eagerly anticipating a summer filled with fun and excitement for your child. Alongside the camp calendar, there are a few essential items outlined below. Please take the time to read through them for future reference. Whether in this letter or within the schedule, you'll likely find answers to many of the questions you may have.

**Location:** Golf Dome: 801 McHenry Rd, Buffalo Grove, IL 60089

**Camp Hours:** 8:45am – 2:45pm

**Drop-Off & Pick-Up:** On or before the first day of camp, please submit the pick-up permission form. These forms will be available during the Meet & Greet or online at [bgparks.org](http://bgparks.org). Please note that parents/guardians will be required to present identification during pick-up until the staff become familiar with everyone. The safety of your child is paramount; therefore, we ask for your patience with the camp staff. If your child is authorized to walk or bike to and from camp, please ensure to complete the self-release section of the pick-up permission form. This will allow camp staff to release your child independently. During pick-up, we will be implementing a rolling drop-off and pick-up system. Should you need to engage in a conversation with a counselor, kindly park your vehicle in the parking lot. The link for our pick-up permission form on google docs can be filled out here: <https://forms.gle/rTo9GTK6isL1Wiyi9>.

**Medication:** Parents/guardians are required to complete a Medication Authorization Form, providing details on allergies, Chronic illnesses, existing medical conditions, medications/dosages, administration times, and any additional relevant medical information concerning their camper. This form is essential to enable staff to administer medication during program hours. Additionally, all medication must be provided in a Pharmacy-issued container, clearly stating the prescribed participant, name of the medication and dosage. These medication dispensing forms will be obtainable during the Meet & Greet or online at [bgparks.org](http://bgparks.org).

**Absences:** To maintain an accurate attendance roster, kindly notify the camp supervisor of all absences via phone call or text message.

**Arrival & Departure:** Participants are permitted to arrive to camp no earlier than 5 minutes prior to the designated start time, allowing staff to adequately prepare for the day's activities. It's essential to ensure that campers are picked up promptly. However, if you are delayed by more than 15 minutes, your child will be escorted to the nearest Camp Connection site, and a childcare fee of \$14 will be assessed.

**Personal Items:** Campers are required to bring a water bottle, sunscreen, and lunch every day unless specified otherwise on the camp calendar. It's imperative that all personal items such as backpacks, tote bags, and lunch boxes/bags be clearly labeled with your camper's name. While campers may bring a cell phone, it should be kept on silent mode and stored in their backpacks. However, other electronics, trading cards, or any other personal items are not permitted to be brought to camp.

**Lunch:** Campers must bring a lunch and beverage with them every day. It's encouraged that campers pack their labeled lunch and beverage in a reusable lunch container. These lunches are to be kept in the camper's backpacks until lunchtime, as refrigeration facilities are not available.

**Swimming:** Campers will attend open swim at Willow Stream Pool each afternoon (except field trip days). Swim testing will take place at Willow Stream Pool on Thursday, June 6 from 5:30 – 8pm, during the meet & greet. If your child cannot attend the meet & greet, they will be swim tested on the first day they attend open swim.

**Meet & Greet:** The Meet & Greet will take place on Thursday, June 6 from 5:30 – 7:30pm. At Willow Stream Pool. We will also conduct swim testing during this event, so please have your child bring their swimsuit and a towel/goggles.

**Cycle & Surf 5-6**  
Camp Supervisor: Isaac Suh  
Camp Cell Phone:  
224.354.5813

**Recreation Specialist**  
Shannon McClure  
Office: 847.850.2121  
Email: [smcclure@bgparks.org](mailto:smcclure@bgparks.org)

**Cycle & Surf 7-8**  
Camp Supervisor: Brandon Latzke  
Camp Cell Phone:  
224.354.5806