



**SUMMER DAY CAMP PARENT HANDBOOK
ACKNOWLEDGEMENT FORM**

**Please sign and return this page as acknowledgement
that you have received and understand the
Worth Park District Summer Day Camp
Parent Handbook.**

**PARTICIPATION WILL BE DENIED
If the signature of parent/guardian and date are not on this
Waiver/Handbook.**

Please sign, date and return on the first day of registration.



Child/Children's Name: (PLEASE PRINT)

Parent/Guardian's Name: (PLEASE PRINT)

Parent/Guardian's Signature:

Date: _____

Parent Handbook 2025

*Worth Park District Mission: In partnership with the community,
we will enrich lives by providing healthy and accessible
recreational programming, quality parks and facilities, while being
responsible stewards of the community assets.*

*Reviewed By: Superintendent of Recreation
April 2025*

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**WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Child/Children’s Name: *(PLEASE PRINT)*

Parent/Guardian’s Name: *(PLEASE PRINT)*

Parent/Guardian’s Signature:

Date: _____

**PLEASE SIGN ONLY IF YOUR CHILD NEEDS AN
INHALER OR AUTO INJECTOR DURING THE
SUMMER CAMP PROGRAM.**

**WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 *et seq.*, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Worth Park District.

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the Worth Park District, including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Worth Park District.

I further agree to protect, indemnify, save, defend and hold harmless the Worth Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Worth Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Worth Park District.

General Camp Information

Worth Park District summer camp program will begin June 9th and end Aug. 15th. The campers will attend the Palos Heights Pool on Tuesdays or Thursdays (weather permitting) of each week based on their age. Mondays—Friday will be onsite/offsite activities and field trip days. Each camper will receive one camp t-shirt. Mondays and Fridays we will be visiting a variety of local parks! This information will be handed out at the Parent Meeting, first day of camp, and included in your weekly newsletter.

**There will be a Mandatory Parent Meeting on
Wednesday, June 4th at 6:30pm.**

NOTE: There will be many policies and procedures discussed in this meeting. It is required to join as you will be informed on all areas of our Summer Camp.

**MEETING & CAMP LOCATION: Worth Park District Terrace Centre
11500 S. Beloit Worth, IL 60482**

<u>CODES</u>	<u>DATES</u>	<u>TIMES</u>
2032-01	June 9 – August 15	7-9am (sunrise camp)
2032-02	June 9 – August 15	9am-4pm (day camp)
2032-03	June 9 – August 15	4-6pm (sunset camp)
2032-04	June 9—August 15	7am-12:45pm (morning camp)
2032-05	June 9—August 15	12:15-6pm (afternoon camp)

Contact/Call in Numbers:

Daniel Rego, Youth Coordinator
708-448-7080 ext. 104
drego@worthparkdistrict.org

For Payment Info:

Cindy Redenbaugh, Receptionist
708-448-7080
credenbaugh@worthparkdistrict.org

Worth Park District Website: www.worthparkdistrict.org

Day Camp Fees & Sessions

Registration for camp will be at a first-come first-serve basis.

Once we receive our maximum participants allowed per group, we will close registration for that week. You will be allowed to register weeks in advance (if there is space available). Fees are paid on a weekly basis. Payment is due the Wednesday prior to the week your child is attending camp.

There will be a \$25 late fee for any schedule received after Wednesday at 5pm. (if the max is not reached and we can still accept schedules).

Individual Day Fees

Day Camp:	9am-4pm Fee R/NR: \$50/\$55 per day
Extended Camp:	7-9am Fee R/NR: \$10/\$15 per day
	4-6pm Fee R/NR: \$10/\$15 per day
Shift Camp:	7-12:45pm Fee R/NR: \$40/\$45 per day
	12:15-6pm Fee R/NR: \$40/\$45 per day

Refunds/Credits

There will be no refunds or credits for sick days, canceled days or no shows. We also will not allow switching days. Once the week begins the schedule is set. The only way you will receive credit is if your child is in the hospital with a doctors note and signed approval from the Youth Coordinator.

Goals of the Worth Park District Day Camp Program

Through quality leadership and program activities, the Worth Park District Day Camp programs will provide you, the parent, with child supervision while your child experiences a quality recreation program. The program goals provide each camper with the following opportunities:

- To be in a relaxed, caring, protected environment
- To socialize with a variety of children of different ages and backgrounds
- To participate in enjoyable and satisfying recreation activities in structured and unstructured atmospheres
- To learn how to work and play as a member of a group without sacrificing individuality
- To enhance personal growth, emphasize confidence, build high self-esteem, acceptance within a group, independence and resourcefulness
- To develop healthy habits, a sense of fair play, respect for equipment and property

Emergency Forms

Your emergency form is part of your registration form. Please complete it thoroughly when registering your child. If you need to make any changes during camp please notify the Youth Coordinator immediately. **All request changes on the emergency forms need to be made in person or in written format.**

Attendance

Camper must attend the days designated on their registration. The only exception is if your child is in the hospital. You must send in the doctors note to get credit for the days you missed with a signed approval from the Youth Coordinator.

Absentees

If your child will not be attending camp, please notify the Youth Coordinator immediately. Due to volume of campers enrolled at the park district, camp does not phone home if a camper is not in attendance. No refunds will be given for missed days or vacations beyond those pre-arranged at time of registration.

Personal Belongings

There will be limited personal belongings allowed at camp. Examples include: sunscreen, brown paper lunch bag and reusable water bottle. Sunscreen needs to be labeled with child's name and will be stored away properly. The child will be required to apply their own sunscreen.

There are no toys, blankets, pillows, electronics, cell phones, etc. allowed at camp.

Late Pick-ups & Fees

Any child who is picked up after 4pm (basic camp) and 6pm (extended camp) will be charged \$1.00 per minute/per child until parent arrives. We understand that emergencies happen; the first late pick-up will be a warning. If late pick up is repetitive you can be dismissed from the program. The late fee should be paid to the front office on the next day of camp. Please note that any child left after 45 minutes after the end of camp, with no communication with the parents or emergency contact will be considered abandoned. At this time the Worth Police Department will be notified.

Search Policy

The Worth Park District reserves the right to search the pockets and personal belongings of participants in its programs, including but not limited to, back packs, gym bags, and the like, in the event of an investigation or for contraband or other illegal or inappropriate materials. By participating in a program of the Worth Park District, the participant consents to having his or her personal belongings searched as provided herein. If any person is found to have the property of the Worth Park District or one of its employees in his or her possession, or is in possession of contraband or other illegal or inappropriate materials, the Worth Park District reserves the right to remove the person from all Park District programs and to prohibit the person from registering for other programs.

Dress Policy

Please have your child wear gym shoes and socks to camp everyday. Proper gym shoes need to be worn during camp at all times for their safety. On Field trip day the camp shirt must be wore to go on the field trip.

No Smoking in Parks Policy

Smoking is prohibited on the grounds of any Worth Park District facility and park except for the grounds of the Charles S. Christensen Terrace Centre. Worth Park District staff members, while on duty, are prohibited from smoking on the grounds of any Worth Park District facility and park except for staff designated areas of the Charles S. Christensen Terrace Centre. Smoking means either the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, cannabis, herbs or any other lighted smoking equipment; and/or the use of any electronic cigarette including vaping, e-cigars and e-hookah. Consuming marijuana or marijuana products is prohibited on the grounds of all Worth Park District facilities and parks, including but not limited to the Charles S. Christensen Terrace Centre.

PARTICIPATION WILL BE DENIED

If the signature of parent/guardian and date are not on this Waiver/Handbook. Please sign, date and return on the first day of registration.

Arrival Procedure — Changes for Drop Off

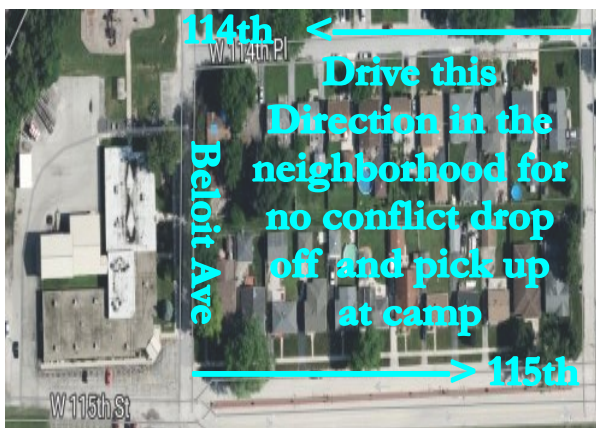
- Drop off will take place on the East side of the building near the RAS room on Beloit Ave. Upon arrival, area will be coned off so that cars remain in a line for one-by-one drop off.
- For Sunrise Camp and Morning Camp you will get out of the car with your child and make a line to the east door where a counselor will be waiting inside. They will open the door and get your signature. Then the child will be let in.
- For Day Camp and Afternoon Camp Drop off will be outside, and make a line to the east door and walk your child to the picnic tables on Beloit Ave. A counselor will greet you for sign in and make sure to sign in your child(ren) Thank you. On Rainy days it will be like Sunrise Camp.
- **Please enter from 114th Pl. and exit on 115th St. so we can ensure there is only one entry/exit line.**

Departure Procedure — Changes for Pick Up

- **Please call the Youth Coordinator if a child needs to be picked up early.** Pick-up will take place on the East side of the building near the RAS room on Beloit Ave.
- For Sunset Camp and Afternoon Camp you will get out of the car and make a line to the east door where a counselor will be waiting inside. They will open the door and get your signature. Then the child will be released to you also Counselors will be doing I.D. checks for the first time they meet you so please have your I.D. ready.
- For Morning and Day Camp Pick up will be outside, and make a line to the east door and walk your child to the picnic tables on Beloit Ave. A counselor will greet you for your signature and make sure to sign out your child(ren) Thank you. On Rainy days it will be like Sunset Camp. Also Counselors will be doing I.D. checks for the first time they meet you so please have your I.D. ready.
- **Please enter from 114th Pl. and exit on 115th St. so we can ensure there is only one entry/exit line.**

Drop off - Sunrise
7am until 8:30am,
Drop off - Regular
9am until 9:15am
Drop off - Afternoon
12:15pm until 12:30pm

Pick Up—Morning
12:30pm until 12:45pm
Pick Up—Regular
3:45pm until 4pm,
Pick Up—Sunset
4:30pm until 6pm



Behavior Management

To provide a safe and effective program for your child, certain rules and procedures have been established. Parents and staff are expected to work together to ensure that these parameters are established, and children are adhering to them.

Rules of behavior include but are NOT limited to:

1. Usage of foul or vulgar language or action.
2. Endangerment to the safety and well-being of self or other participants, staff and/or general public surrounding the program. (this includes, but is not limited to hitting, kicking, biting, choking, climbing, leaving the premise, entering prohibited areas, and rough play).
3. Intentional abuse or misuse of program equipment and facilities, or other participant's personal property. (Please note that any costs incurred due to damage of equipment or facilities will be invoiced to the offending child's parents. Additionally, personal property damage will be resolved by parties involved)
4. Blatant disrespect and disobedience to other participants, staff and general public.
5. Theft of other participants', staff's, or program's property or personal belongings.

It is at the discretion of the Worth Park District staff to remove a participant at any time, and for any reason. Depending on the severity of the offense, immediate dismissal from the program may be implemented.

Grounds for immediate dismissal from RAS include, but not limited to:

- Behavior or actions that staff feel is uncontrollable and/or unsafe to the child, other children, or staff in the program.

Discipline

Program staff will discipline each child as necessary, using techniques such as, apologies, redirections, and loss of time in an activity. The program staff will also keep parents informed and ask for their cooperation with discipline as problems arise.

(3-6 year olds only) Children's appropriate behaviors are encouraged through positive discipline techniques. These may include calling attention to appropriate behaviors and sitting down and talking and discussing the positive choice in the situation.

Violent behavior and/or constant refusal to comply with rules will lead to dismissal from the program.

Discipline Methods: During the day a staff member will contact you for misbehavior that is against the park district behavior guidelines. If it continues the staff will follow:

- | | |
|-------------------------------|---|
| 1st Offense | Staff will notify parents/guardians of child with a written warning incident report and the staff member will discuss the situation with the parent. |
| 2nd Offense | Staff will issue a written incident report to the parents. The Youth Coordinator will schedule a meeting with the parent to review the situation, outline the next steps, and explain that further incidents may lead to suspension or termination, depending on the nature of the behavior. |
| 3rd Offense | The child will receive a Suspension or Termination Slip. The Youth Coordinator will contact the parent the same day, and the parent will be required to sign the form. Based on the severity of the incident, the child will either be suspended or terminated. Suspensions will last for two weeks, while terminations will be in effect for the remainder of the program. |

Automatic Suspension—Any bullying, inappropriate or threatening language, and instigating an inappropriate situation that leads to another altercation.

Automatic Termination—Any physical altercation included but not limited to:
Choking/Punching/Scratching and Spitting

Health

We are unable to offer specialized care for a sick child in a group setting. For the protection of all children and staff, a child experiencing any of the following must be kept out of the WPD Programs:

- COVID-19
- A temperature of over 100 degrees
- Intestinal disturbances-accompanied by diarrhea/vomiting within 24 hours
- Respiratory infections
- Hacking cough
- Profuse nasal discharge (green or yellow)
- Lice, Impetigo, Pinkeye, Ringworm, etc.
- Any undiagnosed or unexplained rashes

If your child is sick, please do not send him/her to camp that day. If a child becomes ill at camp, a parent or guardian will be called to pick up the child immediately. In the case of any communicable disease (chicken pox, etc.) your child(ren) will not be able to participate in the program until they have a doctors note that they are cleared of the disease. Please contact the Youth Coordinator immediately for the health and safety of others. Parents of the other campers will be discretely notified when necessary.

Medication Dispensing

Parents should notify staff of any medication that the child needs to take during the hours of the program. Medication dispensing forms must be completed and returned to the Youth Coordinator before any medications will be dispensed. Please request these forms prior to the start of camp.

Special Needs

If your child has any special needs, please contact the Youth Coordinator at 708-448-7080 ext. 104 before the start of camp so special arrangements can be made. Delay in notification of special needs could result in delay of specialized assistance from supporting organizations.

Field Trips

It is very important that children arrive to camp on time for field trip days. If a trip is leaving in the morning and a child is late, he/she may be left behind. Parents will be notified of scheduled dates, destinations and any other important details through monthly calendars and the website.

Camp shirts must be worn on field trip days.

If they do not have their shirt they will not be allowed on the field trip.

Bathroom Policy

All Participants Must be Potty Trained, NO Exceptions!

Money

Field trips are pre-planned and already paid for. Campers are not required to bring money to camp. If you choose to send your child with money (for concession stands, prizes, etc.), money will solely be the responsibility of the campers. Staff will not be responsible for the camper's money!

Pool Days

Pool days are Tuesdays and Thursdays, weather permitting. We will be attending the Palos Heights Pool. Life guards will be on duty while our camp swims. **Each child will be required to take a swim test their first pool day, regardless of swimming abilities. This is for the safety of all campers, counselors, and lifeguards!** All campers will be expected to follow all pool rules and listen to both the counselors and the lifeguards. Please prepare your child for swim days before they attend (suits under clothing, undergarments in backpack). If a pool trip is questionable on account of weather, please make sure your child has proper clothing in case we do not attend the pool. Campers will eat their lunch prior to attending the pool, however we encourage you to send them with an extra water bottle to bring in their pool bag. If a camper is sent with lotion sunscreen, they must be able to apply the sunscreen on their own. Counselors will be able to help with the application of spray sunscreen only.

Required Pool Items:

- Swim Suit/ Trunks (please make sure they fit properly)
- Towels (labeled)
- Sun Block (children will reapply during the day)
- Swim shoes/Sandals (for use at the pool only)
- Water bottle (labeled)

Water Days

We will have water days here at camp once in awhile! There will be many different water activities that we will be doing. Please have your child bring swim clothes and water shoes for these days.

Lunches

Participant meals brought from home need to be in single use containers (brown paper bag/plastic bag). **Please write child's name on brown bag. No glass bottles allowed. No Heat Up Lunches.** Reusable water bottles are preferred.

Rainy Days

Camp meets every day regardless of rain or bad weather. In case of severe weather or a power failure we will follow the safety manual guidelines from the Park District. All parents/guardians will be informed at the earliest time in regards to camp running for this day.