



Parent Handbook 2024

The mission of the Worth Park District is to offer our residents opportunities to enjoy life through professional, quality programs, services and facilities.

*Reviewed By: Superintendent of Recreation
April 2024*

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General Camp Information

Worth Park District summer camp program will begin June 10th and end Aug. 16th. The campers will attend the Palos Heights Pool on Thursdays (weather permitting) of each week. Mondays, Tuesdays, Wednesdays, and Fridays will be onsite/offsite activities and field trip days. Each camper will receive one camp t-shirt. There will be at least one paid field trip per week. Other days 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 5th 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

CODES

2032-01

2032-02

2032-03

DATES

June 10 – August 16

June 10 – August 16

June 10 – August 16

TIMES

7-9am (extended camp)

9am-4pm (basic camp)

4-6pm (extended camp)

Contact/Call in Numbers:

Meagan O'Brien, Youth Coordinator

708-448-7080 ext. 104

mobrien@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

Basic Camp:

9am-4pm

Fee R/NR: \$45/\$50 per day

Extended Camp:

7-9am

Fee R/NR: \$10/\$15 per day

4-6pm

Fee R/NR: \$10/\$15 per day



Refunds/Credits

There will be no refunds or credits for sick days, canceled days or no shows.

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

Campers must attend the days designated on their registration unless changes have been approved by the Youth Coordinator. Authorized schedule changes must be in by Friday for the following week unless otherwise approved by the Youth Coordinator. This will only be allowed if we have not reached our max amount of participants we're allowed to have for the week.

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.

Behavior

In order 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 the 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 behavior, immediate dismissal from the program may be implemented.

Grounds for immediate dismissal from Day Camp, but are 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 methods

- | | |
|-------------------------------|--|
| 1st Offense | Child will get a written warning, parent/guardian will be notified. |
| 2nd Offense | When child receives second write-up, There will be a meeting with the staff member, Youth Coordinator, Superintendent of Recreation and the parent. They will discuss the child's behavior. If the child is allowed to continue in the program a behavior contract will be developed for that child. |
| 3rd offense | When child receives third write-up, the child's participation will be terminated from the program, upon completion of that day. Please understand we establish this policy for our protection and the safety of all the campers. Given the current situation, we have to make sure all safety precautions are being followed. If the situation becomes unsafe to the child, participants or other staff members, that child will be removed from the program entirely. |

Suspension Any bullying, inappropriate or threatening language, or any physical altercation.

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.

PLEASE NOTE

**We will be off premise from
9am - 4pm everyday on field trips and park outings**

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 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.

Arrival Procedure

- 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.
- **Please enter from 114th Pl. and exit on 115th St. so we can ensure there is only one entry/exit line.**
- Only the child will exit the car and ring the door bell. Parent/guardian will remain in the car and wait until they see their child enter the building with the staff member.
- A staff member will answer the door and bring the child inside where they will record time child arrived and initial.
- Only one child at a time may enter the building/ring the door bell. Please do not let your child exit the car until the doorbell area is clear.
- Staff will let another child into the building only when the sign-in area is clear.
- One child will enter the building at a time.

Pick up cards

- Two sets of pick up cards will be given to one parent/guardian.
- The pick up cards will be used during the departure process. The card should be placed on the right side of the dashboard of the car. This will help the staff to see who is getting picked up and make it a smoother process.
- The card needs to be displayed or we cannot release the child. If a card is lost or in need of a new one please contact the Youth Coordinator.

Departure Procedure

- **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.
- Upon arrival, area will be coned off so that cars remain in a line for one-by-one pick-up.
- **Please enter from 114th Pl. and exit on 115th St. so we can ensure there is only one entry/exit line.**
- The car at the front of the line will be the first parent/guardian to go ring the door bell. We will have staff monitoring the door to see who arrives so we can get the child in a timely manner. Parent will wait by the door until staff arrives with child, opens the door, and sends them out.
- The next parent/guardian in the car line will enter the doorbell area only when the family before them has entered their car. **There is only one person allowed in the doorbell area at a time. Please do not leave your car until it is clear to do so.**
- **Camper will not be released to anyone not listed on the Registration Form or if there is no pickup card.** If someone other than the persons listed on the Registration Form will be picking up your child, the emergency form needs to be updated in person or in written format.

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.

**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.

**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.**



**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: _____