



## **Summer Camp Information**

### **First Day of Camp**

Full Day Campers are to be dropped off at the gymnasium doors just passed the north entrance. Once your child is in the gym we will assign them to a group where they will meet their camp counselor and fellow campers. Campers are pre-assigned groups by age group and the number of campers enrolled. This is a great time for your camper to meet new friends so we will not be taking requests for your child to be in a group with another child. We will have a short meeting with all the campers to go over rules and discipline procedures. Tot camp children will need to be walked into their room through the East entrance.

### **Emergency/Medical Forms**

All emergency and medical forms should have been filled out at the time of registration. If you did not fill your information out you will be asked to come inside the first day of camp to fill everything out.

### **Camp Calendar**

A calendar will be sent home the first day of camp. It will have information on field trips and themed days throughout the time of camp. The field trip permission slips will be included with this calendar. All permission slips must be returned by the end of the first week of camp. All field trips counts will be confirmed at this time and your child will not be eligible to attend the field trip if we do not have their form by the end of the first week.

### **Early Bird Arrival and After Camp**

If you are utilizing the early bird arrival you may drop your child off at 7:30am to the east entrance. The doors will not be open before 7:30am. Children will go right downstairs to our early bird and after camp room.

If your camper is utilizing after camp you will need to come inside each day to sign them out. No child will be released to anyone not on your camper release form. After camp begins at 3:00pm and ends at 6:00pm. There will be a late fee of \$5.00 charged for every 15 minutes you are late picking up your child. \$5.00 will be charged for each child. The late fee is in place to compensate staff members for their time.

### **Walkers and Bike Riders**

Any children that will be walking or riding their bike to camp, must bring a signed note the first day of camp indicating that this will be the procedure for the remainder of the summer. If a child chooses to walk or ride their bike on occasion, please send your child with a note each day that they will be walking/riding home. If your child is riding their bike, please make sure they use a chain and lock. The Park District is not responsible for stolen bikes at anytime.



### **Absence from Camp and Early Pick-up**

**If your child is going to be absent from camp, please call our office at 594-1818 BEFORE THE CAMP DAY HAS BEGUN to let us know.**

If your child is leaving early from camp, please send a note indicating what time and who will be picking up the child. Your child will not be released to any unauthorized person, nor can we allow a child to leave early on his/her own without a parents note.

### **Field Trip Information**

All field trips require a signed permission slip from each child's parent/guardian. The forms will be given out on the first day of camp and must be returned by the end of the first week. Any camper without a signed form will not be allowed to attend the field trips. Keep in mind that if you choose not to send your child on a field trip or your child is not attending because of a discipline issue, they are not to be sent to camp that day. All camp counselors attend the field trips and will therefore not be at the park to stay with your child. Unless specified on the permission slip, all campers are to bring a lunch with them on field trips.

### **Camp T-shirts**

Your child will be issued a camp T-shirt after the start of camp. They will be required to wear their t-shirt on all field trips. If your child forgets their t-shirt, you will be called to bring it in.

### **Lunches and Snacks**

Your child should be sent to camp with a brown bag lunch and drink daily. The Bridgeview Park District does not provide lunches. Lunches are not refrigerated but will be kept indoors when we are at the park district. Please make sure to send lunches with summer safe foods and the campers name clearly written on their lunch. The concession stand at the pool will be open for campers to purchase food. A menu with pricing will be sent home the first day of camp.

### **Behavior**

Please speak with your child about proper behavior before the start of camp. We will not tolerate any behavior that is disrespectful to both staff and campers. Camp counselors will handle any minor incidents that may arise on a day to day basis. If there is a major or continuous problem, the camp coordinator will follow up with the appropriate action.

Behavior such as swearing, fighting, physical harm to self or others, bringing any inappropriate substance or weapons to camp will result in immediate action by the camp coordinator. All issues will be handled as the situation deems fit.

Parents will be called if a major issue arises. If excessive behavior continues the child will be removed from camp and asked not to come back.

No refund will be issued.

We want this summer to be an enjoyable and safe one for all campers. We are looking forward to getting to know our new campers and reacquainted with our past ones. If at any time you have any questions or concerns please feel free to speak with the Camp Coordinator.



### Personal Belongings

The park district is not responsible for the loss or damage of personal belongings. No electronic games will be allowed during camp. If your child is in early bird or after camp they can use them there and then they will need to be put away. If your child is using an electronic device during the day it will be taken away from them and given back at the end of the day. No guns, knives or weapons of any kind, real or fake will be allowed. Please keep any valuables, trading cards, cell phones and money at home.

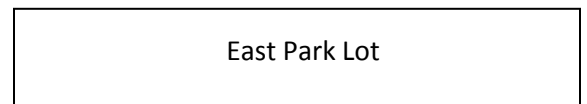
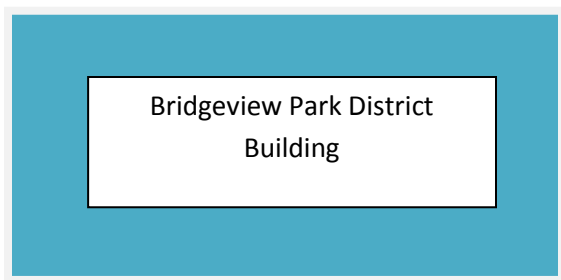
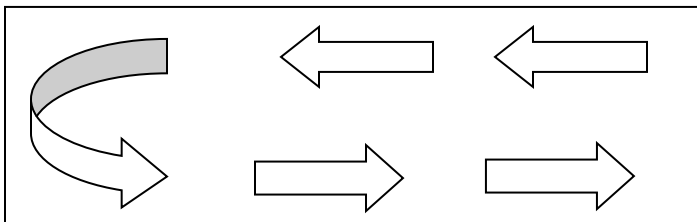
### Pick Up and Drop Off Information

**Pick up and drop off procedures will be strongly enforced.** Campers will be dropped off in the north lot gym doors. Please drive all the way to the end of the parking lot and pull a U-turn at the end of the lot to pull up to the doors for drop off and pick up. Absolutely no parking will be allowed in this lot. Please keep in mind that there are children coming and going in this north lot so driving slowly will ensure the safety of everyone. If you need to come into the building to greet your camper or speak with a counselor you will need to park in the east lot and check in at the office.

If a counselor is not outside then you will need to wait with your child until a counselor is visible to drop your child off. Pick-up begins at 3pm from the same location. Please stay in your car at all times. A counselor will walk up to read your name card and call your child out. If you are running late to pick up your child please call the park district office and we will bring your child to after camp. If you are late more than 2 times we will begin to charge a late fee for every 15 minutes you are late. If you are late you will need to park in the east parking lot and check in at the office.

If your child is walking or riding their bike home they will be dismissed at 3pm. We do not allow campers to go home with other campers unless we have a note from both parents.

### North Parking Lot





#### Quick Reference Checklist

- Backpack (labeled)
- Lunch and snack labeled with the campers name – no glass bottles
- Water Bottle
- Sunscreen
- Swim Suit and Towel on Pool Days (must wear clothes to camp and will change into suits)
- A plastic bag for wet clothes
- A complete change of clothes for younger campers

Remember to label all items with your child's name!