



**PARENT
POLICY AND PROCEDURE
MANUAL
2024**

UPDATED: MARCH 18, 2024



TABLE OF CONTENTS

- I. INTRODUCTION**
 - A. ACA ACCREDITATION
 - B. VISION
 - C. MISSION
 - D. CORE VALUES
 - E. GENERAL CAMP PROGRAM GOALS
 - F. STAFF CONTACT LIST

- II. COUNSELOR- IN-TRAINING AND APPRENTICE PROGRAM**
 - A. OVERVIEW
 - B. EXPECTATIONS

- III. KINDNESS AMBASSADOR PROGRAM**

- IV. POLICIES AND PROCEDURES**
 - A. CAMP REGISTRATION
 - B. CAMP PAYMENT OPTIONS
 - C. FEE ASSISTANCE
 - D. CAMP REFUND POLICY
 - E. INSURANCE

- V. HEALTH AND SAFETY**
 - A. CAMPER INFORMATION FORMS
 - B. MEDICATION ADMINISTRATION
 - C. ILLNESS POLICY
 - 1. A HEALTHY CAMP BEGINS AND ENDS AT HOME
 - 2. COVID
 - D. EMERGENCY PROCEDURES
 - 1. EMERGENCY ACTION PLANS
 - 2. INCLEMENT WEATHER
 - E. EATING, ALLERGIES, AND DIETARY RESTRICTIONS
 - 1. SAFETY PRECAUTIONS DURING LUNCH AND SNACK
 - F. SUN AND INSECT PROTECTION
 - G. TOILETING

- VI. STAFFING AND BEHAVIOR**
 - A. CAMP STAFF
 - B. BEHAVIOR CODE OF CONDUCT
 - C. BULLYING POLICY
 - D. DISCIPLINE
 - E. INCLUSION

VII. COMMUNICATION

- A. PARENT-CAMP COMMUNICATION
 - 1. CAMP CELL PHONES
 - 2. CAMP EMAILS
- B. WELCOME LETTERS
- C. SKOKIE PARKS SUMMER CAMP APP
- D. PICTURE THIS

VIII. CAMP SCHEDULE AND ACTIVITIES

- A. CALENDAR
- B. CAMP ATTIRE
- C. PERSONAL PROPERTY
 - 1. LOST AND FOUND
 - 2. CELL PHONES AND SMART DEVICES
- D. WATER ACTIVITIES
- E. POOL RULES AND PROCEDURES
- F. PLAYGROUND RULES
- G. BUS TRANSPORTATION

IX. DROP OFF AND PICK-UP PROCEDURES

- A. ARRIVALS AND DEPARTURES
- B. TRANSPORTATION CONSENT
- C. ABSENCES, LATE ARRIVALS, EARLY PICK-UPS
- D. LATE PICK-UP POLICY

I. INTRODUCTION

WELCOME TO THE SKOKIE PARK DISTRICT SUMMER CAMPS!

We pride ourselves on giving our campers the best experience possible. To ensure this, we have the following policies and procedures in place to make camp a fun and safe experience for all involved.

A. ACA ACCREDITATION

The Skokie Park District is one of a few park districts in the nation accredited by the American Camping Association (ACA). This nationally recognized program, developed exclusively for the camp industry, focuses on program quality, health, and safety issues, and requires us to review every aspect of our day camp operation. We have voluntarily submitted to this independent audit by camp experts and have earned this mark of distinction.

B. VISION

The Skokie Park District envisions a community where all its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

C. MISSION

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

D. CORE VALUES

The Skokie Park District will fulfill its mission through:

Commitment

Service

Integrity

Openness

Innovation

Environmental Stewardship

Inclusiveness

E. GENERAL CAMP PROGRAM GOALS

To provide every camper with a safe, fun, and memorable camp experience that helps develop a sense of self-respect, respect for others, cooperation, a sense of accomplishment, sportsmanship, and an appreciation of nature.

To help each camper develop a positive self-concept by giving the camper an opportunity to interact with campers of all different backgrounds and lifestyles and develop a sense of curiosity about the world and an enthusiasm for learning.

To provide opportunities for campers to develop emerging social, cognitive, and self-help skills by giving the campers an opportunity to establish relationships with other campers and adults, make choices and be able to accept the outcome of their choices, explore, create, and express themselves at their own levels.

To provide for the physical and emotional well-being of each camper by creating an atmosphere of warmth, safety, and acceptance and to provide an environment that is stimulating and allows the camper to feel a sense of belonging.

To meet parents' expectations for the health, safety, welfare, and education of their campers.

To establish a climate of teamwork among staff through open communication, mutual respect, and a willingness to share in the camp experience. Camp is for campers, but it is also an excellent opportunity for staff to grow and learn more about themselves.

To maintain the high quality of the camp program through excellent instruction in activities, a mixture of traditional and innovative programming, the teaching of fun games, an emphasis on appreciation of the environment, and an emphasis on camper growth.

F. STAFF CONTACT LIST

[CLICK HERE for a complete list of Camp Supervisors](#)

BOARD OF PARK COMMISSIONERS

Mike Reid,	President
Minal Desai	Vice President
Susan Aberman	Commissioner
Ezra Jaffe	Commissioner
Michelle J. Tuft,	Secretary
William G. Schmidt	Treasurer

ADMINISTRATION

Michelle J. Tuft	Executive Director
William G. Schmidt	Superintendent of Business Services
Corrie Guynn	Superintendent of Parks
Breanne Labus	Superintendent of Recreation
Mary Amato	Asst. Superintendent of Recreation

II. COUNSELOR-IN-TRAINING AND APPRENTICE PROGRAM

Summer camps may have Counselors-In-Training or Apprentices, depending on the decision of the camp supervisor. Counselors-in-Training (CITs) and Apprentices are

campers with increased responsibility, who are learning how to become counselors in the future. CITs and Apprentices are under the direction of their camp's director. Because CITs and Apprentices are still considered campers, they will never be left alone with campers; the Camp Director or a Camp Program Leader must always be present with all campers.

CITs have two levels; Level I is between age 12 and 13 years old and Level II is between 14 and 15 years old. Apprentices range in age from 13 to 15 years old and vary depending upon their camp's requirements.

A. OVERVIEW

The Counselor in Training/Apprentice programs are designed to help campers develop the necessary skills needed to take care of children and foster creative and critical thinking in social settings. Campers will gain valuable experience necessary for the future, including leadership skills, responsibility, and enhanced communication skills.

Our CIT/Apprentice program will help campers explore new areas of development in a safe environment, all while learning vital skills needed to be a leader once they are of hiring age.

B. EXPECTATIONS

- Independently participates and assists with campers in an assigned camp group.
- Works collaboratively every day in a team environment.
- Resolves conflicts in an effective way by seeking help from counselors and camp directors.
- Acts as a positive role model and stays present daily.
- Seeks opportunities to be helpful within the camp community.
- Accepts feedback from counselors and camp director and uses it to reflect on and improve performance.

Families will receive information via email in May regarding the individual camp's CIT/Apprentice program along with the goals and expectations of the program. Campers are required to meet these expectations to participate in the program.

III. KINDNESS AMBASSADOR PROGRAM

The Skokie Park District is committed to promoting Diversity, Equity, and Inclusion through our summer camp programs. The 'BEE Kind, Kindness Ambassador' program, developed in 2022, reinforces the importance of being kind to everyone. Our goal is to make all campers feel comfortable and welcome regardless of their ability, age, citizenship, ethnic origin, gender identity or gender, language, race, religion, sexual orientation, or socioeconomic level.

In 2023, we continued our Kindness Ambassador program through our 'Bee a Bucket Filler' program. There was a bucket exhibit on display at the Weber Center and campers filled the bucket with all of their kind acts throughout the summer. In 2024, we will commit to the Kindness Ambassador Program once again through our Growing Seeds of Kindness initiative. Camps will create goals at the beginning of the season and watch our campers and kindness grow all season long. To further our kindness mission, we encourage parents to educate themselves and their children about these topics and the importance of treating each other with respect and kindness.

All camps will celebrate being 'Kindness Ambassadors' at Camp Kindness Day on July 19!

IV. POLICIES AND PROCEDURES

A. CAMP REGISTRATION

Registration dates are established each year. For the 2024 season, resident registration was held on February 4, 2024 at 12noon online and in person. Non-resident registration began February 22, 2024 beginning at 8:30 a.m.

B. CAMP PAYMENT OPTIONS

Option 1: **Full payment.**

Option 2: **Auto Debit Installment Billing** *Only Registrations before April 1 qualify for Auto-debit installment billing. All registrations after April 1 will require full payment.*

Auto-Debit means you pay deposits for each camp section at the time of registration and the remaining balances are paid in 2 installment bills. The remaining balances require a checking account or credit to complete the registration. All one-week camps require a \$20 deposit. All other camps require a \$50 deposit. One-half of the remaining fee is auto-debited on April 9 and the second half is auto-debited on May 9.

Payment Methods

The Skokie Park District accepts the following as method of payment:

- Visa, MasterCard, Discover and American Express
- Cash for in-person registrations
- Checks; payable to Skokie Park District with proper identification. No second-party or co-signed checks are accepted. Checks that are returned from the bank for any reason will incur an additional \$25 charge.

C. FEE ASSISTANCE

Fee Assistance is available for qualifying families. Visit Skokie Park District's [Fee Assistance page](#) for more information, or email Lisa Hanley at LHanley@skokieparks.org

D. CAMP REFUND POLICY

Camp Refund Policy 2024

Camp Session Start Date	Refund Deadline to receive 100%	Refund Deadline to receive 75%	Refund Deadline to receive 50%	Refund Deadline to receive 25%	Non-refundable Deadline
	On or Before	On or Before	On or Before	On or Before	On or After
June 10	May 26	June 2	June 5	June 12	June 13
June 17	June 2	June 9	June 12	June 19	June 20
June 24	June 9	June 16	June 18	June 26	June 27
July 1	June 16	June 23	June 26	July 3	July 4
July 8	June 23	June 30	July 3	July 10	July 11
July 15	June 30	July 7	July 10	July 17	July 18
July 22	July 7	July 14	July 17	July 24	July 25
July 29	July 14	July 21	July 24	July 31	August 1
End of Summer Camps: August 5	July 21	July 28	July 31	<i>Non-refundable after August 1</i>	<i>Non-refundable after August 1</i>
<i>August 12</i>	<i>July 28</i>	<i>August 4</i>	<i>August 7</i>	<i>Non-refundable after August 8</i>	<i>Non-refundable after August 8</i>

E. INSURANCE

The Skokie Park District does not provide individual Accident or Health Insurance.

In addition, for insurance purposes, Park District programs and camps require a signed waiver. Patrons will not be able to participate in classes or camps if the waiver is not signed.

V. HEALTH AND SAFETY

A. CAMPER INFORMATION FORMS

Before the start of camp, it is required to have Camper Information Form (CIF) completed for each camp participant by their parent/guardian. This form includes pertinent information including emergency contacts, allergies, medication waivers, and special accommodation requests. The personal information included on this form is confidential and only shared with necessary individuals.

[Please follow this link to sign in to your park district account and complete the fields for each child enrolled in camp.](#)

B. MEDICATION ADMINISTRATION

If your camper takes any kind of medication, please complete the Camper Information Form questions regarding medication towards the end of the form. Please note medications will not be dispensed without the completed and signed forms. It is preferred that medication schedules be planned around the camp program when possible.

All medications must be kept in the **original containers** and in specific directions for their use as described on the forms. All medication should be given to the Camp Director only. The Camp Director will supervise the distribution of any medication that must be taken during the camp day.

C. ILLNESS POLICY

Campers should not be brought to camp with an illness that is contagious, or with a fever, diarrhea, vomiting, unidentifiable rashes and/or lice infested. Campers may not return to the camp until they are fever and/or diarrhea free for 24 hours (without fever reducer medication).

If a child shows any illness symptoms or has a fever recorded at camp, parents are required to pick up an ill child within sixty minutes of notification. If a parent is reached, but cannot pick up their child within sixty minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact list (on Camper Information Form). If a parent cannot be reached, the staff will begin to call the people from the emergency contact list, until arrangements can be made for the child to be picked up.

Thermometers will be available at camp in case staff need to take a child's temperature during the day

Dependent upon illness, a doctor's note stating that the camper may safely return to camp may be required.

Parents are responsible for letting the Camp Director/Supervisor know immediately if their child has symptoms or has been diagnosed with a Communicable Disease. If a camper has a communicable disease, all parents/guardians with a camper at the respective campsite will be notified by the Camp Supervisor.

1. A HEALTHY CAMP BEGINS AND ENDS AT HOME

If your child is showing signs of illness such as running a temperature (100.4 or above), throwing up, has diarrhea, nasal drainage and/or coughing/sneezing, keep the child home. This greatly reduces the spread of illness at camp but also supports your child's recovery.

Teach your child to sneeze/cough in his/her sleeve and to wash his/her hands often while at camp, especially before eating and after toileting. If you really want to achieve impact, teach your child to accompany hand washing with another behavior: keeping their hands away from their face.

2. COVID

Parents are responsible to let the Camp Director/Supervisor know immediately if their child has symptoms or are positive for COVID.

The Skokie Park District will follow the current safety rules and precautions set forth by the IDPH and Skokie Health Department are regarding COVID.

D. EMERGENCY PROCEDURES

The Camp Director and/or Assistant Director are certified in both CPR and First-Aid. In case of a major accident, injury or health emergency, local paramedics will be notified by calling 911.

In addition, every effort will be made to contact parents/guardians immediately. Staff will provide care for which they are trained until paramedics arrive and will reassure campers throughout, maintaining a safe and calm environment. It is important to list emergency contacts on your registration and Camper Information Form.

1. EMERGENCY ACTION PLANS

An Emergency Action Plan (EAP) for summer camp is essential to ensure the safety and well-being of all participants and staff. The plan outlines procedures for responding to various emergencies, including severe weather, health crises missing persons, and more.

Each camp has its own specific EAP and will practice the plans and drills throughout the summer. For further details, contact the Camp Supervisor directly.

2. INCLEMENT WEATHER

Certain camps are located primarily outdoors, while other camps are located indoors, and spend time outside. Outdoor camps have rain site locations that are listed in the camp Welcome Letter. In the event of rain, thunderstorms or excessive heat, campers will be brought indoors to the designated rain site location. During heat emergency days, camp will spend time outside and indoors. Campers will be rotated indoors, shaded areas and take frequent water breaks.

E. EATING, ALLERGIES, AND DIETARY RESTRICTIONS

Campers must bring their own lunch and water bottle each day. Camp locations are not equipped with a refrigeration system for perishables. Since lunch at camp may not be until noon or 12:30 p.m., we strongly encourage campers to eat breakfast before arriving at camp.

On hot summer days, it is critical that campers stay hydrated. Therefore, campers are encouraged to bring a labeled reusable water bottle.

Campers and staff will not be allowed to share food or drinks.

Please be aware that campers suffering from severe health allergies may be in attendance and that we may count on your cooperation to make alternate food choices for the safety of all campers. If severe allergies exist, you may be asked to refrain from sending peanut or peanut product snacks with your camper due to allergies.

1. SAFETY PRECAUTIONS DURING LUNCH/SNACK:

Whenever possible, lunch/snack will be picnic style outdoors, spread out throughout the park. Hands will be washed/sanitized before and after lunch. Individual groups may be designated as peanut and tree nut free.

F. SUN AND INSECT PROTECTION

It is recommended that you apply sunscreen (at least SPF 30) to your camper before camp and send a labeled bottle with them to camp, as most of the camp day is spent outdoors. Insect repellent, in lotion or stick form only, is recommended as well. You may let us know, in writing, of additional times throughout the day that you would like your camper to apply more sunscreen. Park District staff will not apply sunscreen or insect repellent to your camper, unless otherwise stated, but they will supervise the application by the campers.

G. TOILETING

All campers must be toilet trained.

VI. STAFFING AND BEHAVIOR

A. CAMP STAFF

Summer camp staff contribute to the success of our diverse programs. Camps have Camp Supervisors, Camp Directors and/or Assistant Directors, Program Leaders and/or Junior Program Leaders. Camp Supervisors are full-time employees at the Skokie Park District who oversee summer camps off-site. The Director and/or Assistant Director are seasonal staff that are qualified and experienced adults who supervise each camp on-site.

Program Leaders and Junior Program Leaders are a mixture of mature and enthusiastic college and high school students, parents, educators and coaches. 80% of staff at each program site are 18 years of age or older. Additionally, staff will be a minimum of two years older than the campers that are being supervised.

All camp staff complete an extensive training program, which includes supervision and safety techniques, and program development. Camp staff are instructed to create weekly and daily schedules to provide consistency and organization. Staff are encouraged to be innovative and creative in their pursuit to provide a unique camp experience.

To provide a safe and adequately supervised program, the following staff-to-camper ratios will be followed when feasible:

Ages 3-5	at least 1 to 6
Ages 6-8	at least 1 to 8
Ages 9-14	at least 1 to 10
Ages 15-18	at least 1 to 12

B. BEHAVIOR – CODE OF CONDUCT

To ensure the safety and enjoyment of all campers, the following behavior code of conduct will be used as a guideline for Skokie Park District program participants:

- Will show respect to fellow campers and staff.
- Will follow directions from staff and volunteers.
- Will follow all established rules and regulations.
- Will show respect to equipment, supplies, and facilities.
- Will not use inappropriate, abusive, or foul language.
- Will not show aggressive behavior (hitting, kicking, biting, spitting).
- Will not show continuous disruptive behavior.

Continued infractions of the rules and jeopardizing other campers' and staff's safety will be noted on behavioral incident forms and may result in suspension and possible removal from the program.

Any camper who, after attempts have been made to meet the camper's individual needs, demonstrates the inability to function positively in the type of environment offered at camp or whose presence is harmful to the group, a three-strike policy will be put into effect. Parents/guardians will be informed when the strike policy is put into effect, each strike and the detailed incidents that are the cause of each strike. Campers may be dismissed from camp after strike 3.

In the event of dismissal, the needs of the camper be addressed through referrals to other agencies or facilities, if possible.

C. BULLYING POLICY

The Skokie Park District is committed to protecting campers and staff from bullying, harassment, or discrimination for any reason and of any type. All Campers and staff are entitled to a safe, equitable, and harassment-free experience. Bullying, harassment, or discrimination will not be tolerated and is cause for disciplinary action, up to and including dismissal.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more participants or employees. It is further defined as 'unwanted purposeful written, verbal, nonverbal or physical behavior, including but not limited to any threatening, insulting or dehumanizing gesture, that has the potential to create an intimidating, hostile or offensive environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's performance or participation, is carried out repeatedly and is often characterized by an imbalance of power'.

D. DISCIPLINE

Effective discipline has three purposes:

- To encourage self-esteem, self-control, and responsibility.
- To discourage irresponsibility and inappropriate behavior.
- To ensure the safety of all campers and staff under our supervision.

To be effective, discipline must be a part of a positive, respectful relationship between adults and campers. While campers cannot assume the same rights and responsibilities as adults, they can be treated as equals in terms of worth and respect. Staff is expected to communicate their behavioral expectations in a way that is understandable to campers.

When developing behavior expectations, camp staff will consider some basic ground rules:

- Be Safe! Behavior must be stopped if it presents a clear risk of harm to oneself or others.
- Be Kind! Behavior must be stopped if it infringes on the rights of others.
- Be Neat! Behavior must be stopped if it will unnecessarily damage the environment or animals, objects, and materials in the environment.

E. INCLUSION

The Skokie Park District works cooperatively with the Maine-Niles Association of Special Recreation (M-NASR) to integrate campers with special needs into recreational programs. For more info about M-NASR visit, www.mnasr.org .

Additional assistance, including but not limited to aides, may be provided at camp to work with a specific camper. These aides only intervene in necessary circumstances.

If you feel that your camper would benefit from additional assistance at camp, please communicate the necessary information to the Camp Supervisor, at the time of registration.

If the Camp Director and/or Camp Supervisor observe behavior in a camper, in which the camper would benefit from having additional assistance, the parent/guardian will be informed, and a request to M-NASR for their staff to perform an observation will be made. M-NASR will then determine if assistance for the camper would be beneficial.

VII. COMMUNICATION

A. PARENT-CAMP COMMUNICATION

On-going and open communication between parents/guardians is essential for a positive experience for each camper. Parents/guardians are encouraged to discuss questions and concerns with the Camp Supervisor. Should there be something your camper is experiencing at camp or in their personal life which may reflect in their behavior or attitude towards camp, please inform a staff member of the situation right away.

The main forms of camp communication are the camp cell phone and camp email. Camp cell phone and email will be monitored by the Camp Director and/or Assistant Director. Emails, texting, calling, and voicemails are encouraged and accepted.

1. CAMP CELL PHONES

Camp cell phone calls and texts will be answered/responded to during camp days and hours. Camp cell phones will be turned off during nights and weekends. Voicemails will be checked the next business day. Camp voicemails will be updated daily with the day's plans.

2. CAMP EMAILS

Camp emails will receive a response, during camp days, within three hours. Emails outside of camp days and times will be replied to the next business day.

Camp cell phone numbers and emails will be provided in the camp email blast on May 21, 2024.

Contact camp cell phone or email for the following reasons:

- Reach and communicate with your camper

- Report absences
- Arrange early pick-ups or late arrivals
- Obtain campsite location changes due to weather, if applicable
- Obtain field trip updates and swim schedules, if applicable
- Report lost and found items
- Provide pick-up authorization
- Issues or concerns

Contact the Superintendent of Recreation and/or Assistant Superintendent of Recreation for issues previously reported to the Camp Supervisor remain unresolved or are reoccurring.

B. WELCOME LETTERS

Welcome Letters are each camp's way of providing parents/guardians with camp-specific information necessary to know prior to the start of camp. Welcome Letters will be emailed May 21, 2024. Information includes:

- Sign-in and out procedures
- Drop-off and pick-up locations
- General Camp Procedures
- Camper and staff requirements
- Code of Conduct*
- What camper(s) should bring daily
- What a “typical day” will look like or indications of special activities

C. SKOKIE PARKS SUMMER CAMP APP

Most camps will utilize Skokie Parks Summer Camp App, an App-based program that will provide pertinent information to parents/ guardians including newsletters, reminders, calendars, and rain site location changes. The Welcome letters will provide further information on accessing this platform.

Parents are encouraged to allow for notifications and check the app regularly for daily photos and updates, field trip dates, swim dates, and special information.

D. PICTURE THIS

Registrants permit the taking of photographs and videos of themselves and their children during Skokie Park District activities for publication, as the Park District deems necessary.

VIII. CAMP SCHEDULE AND ACTIVITIES

A. CALENDAR

Camp-specific calendars will be provided to parents via e-mail, paper and through the Skokie Parks Summer Camp App. Parents are encouraged to check

these calendars regularly for field trip dates, swim dates, and special information. Camp calendars will be provided May 21, 2024 via email.

B. CAMP ATTIRE

Campers should wear comfortable clothing and close-toed athletic shoes. Please keep in mind that our camps provide a relaxed, informal setting, therefore we recommend that you keep your valuable clothing and accessories at home. We also suggest that you label your child's belongings and provide an additional change of clothing.

C. PERSONAL PROPERTY

The park district values the personal property of all participants but must clarify that the responsibility for personal property rests solely with the participant. The Skokie Park District and staff are not responsible for the loss, theft, or damage of any personal property brought to or left at the camp location or associated venues. It is strongly recommended that campers avoid bringing valuables to camp. No games, toys, sports equipment, expensive jewelry, electronics, or other valuables should be brought to camp. No camper should share items brought in with any other camper or staff. Campers are always solely responsible for their personal property during their participation at camp. Collecting all belongings each day. For the safety of all campers and staff, the possession of illegal substances or weapons will not be tolerated.

1. LOST AND FOUND

Campers should report any loss or damage to their personal property to the Camp Director and/or Assistant Director as soon as possible. While the park district cannot assume responsibility for these items, we will assist where possible in helping to locate lost property.

Camp locations will provide a Lost and Found service as a courtesy. However, this service is not a guarantee of recovery, and the district does not assume responsibility for the condition or return of the lost items. Items collected in the Lost and Found will be kept until the end of the camp session and any unclaimed items may be disposed of or donated according to the district's discretion.

2. CELL PHONES AND SMART DEVICES

Campers may bring their personal cell phone and/or smart watches to camp. However, the use of cell phones or any smart devices by campers is strictly prohibited at all times during camp hours. This includes, but is not limited to, making calls, texting, browsing the internet, using social media, and taking photos or videos.

If a camper is found using a cell phone or smart device of any kind, the device will be immediately taken away by a camp staff member. The

device will be securely stored and returned to the camper's parent or guardian at the end of the day.

Campers who need to contact their parents/guardians for any reason during camp hours are encouraged to approach the Camp Director and/or Assistant Director, who will assist with making the call.

Parents/guardians needing to get in touch with their child during camp hours can do so by contacting the camp cell phone. Camp staff will facilitate communication between the camper and their parent/guardian

The purpose of this policy is to foster a more engaging, interactive and present experience for all campers. We aim to encourage social interactions and engagement in activities without the distraction of cell phones and smart devices, including watches.

D. WATER ACTIVITIES

To help keep campers cool, water activities may take place during the camp day. As a result, your camper will probably get wet at times. We strongly recommend that your camper pack a towel and an extra set of clothing in their backpack daily, in case they get wet and would like to change into dry clothing.

E. POOL RULES AND PROCEDURES

Summer Camps may visit the pool. Please see individual camp calendars for more information about when and where swimming will occur.

If you do not feel comfortable having your camper(s) go swimming, please inform the camp director/supervisor. There will be camp staff available with activities in grassy areas away from the pool for those who do not wish to swim.

The first day that your camp visits each facility, pool staff will go over the pool rules, where to go if a child is lost, hours, and other general information for your camp participants.

Pool and Swimming Test Information

- Campers that wish to have access to all areas in the pool (slides, diving boards and water deeper than their own armpits) will be required to take the district's swim test
- Swimming tests will be available to all campers every visit to the pool.
- If the camper is in multiple camps, the camper will be required to take the test at each camp for which they are registered.
- Swimming tests will be supervised by lifeguards and camp staff.

- To pass the swimming test, the camper is required to swim the length of the pool without any breaks. Lifeguards and staff will determine 'pass' or 'fail' and will issue 'pass' campers a wristband. The wristband is to be worn by the campers at all times in the pool and will signify to staff that the camper is allowed in all areas of the pool, including slides and diving boards.
- If a camper does not pass the swim test, they can re-take the test as many times as they like at their next visit.
- Campers that do not take the swimming test or do not pass the swimming test should remain in shallow water. This is determined as water shallower than their own armpits. These campers will not be allowed on the slides or diving boards.
- Along with lifeguards, camp staff will be in and around the pool to provide extra supervision and monitor the wristbands.
- Depending on the camp, campers may be asked to use the buddy system while swimming at the pool and using the locker room bathrooms. Buddies will have similar swim abilities.

The following rules exist for the Skokie Water Playground and Devonshire Aquatic Center:

Facility Rules

- i. Approved bathing suits are required in the pool area. No unlined shorts, cut-offs, or leotards are allowed.
- ii. Clean footwear is allowed on pool decks.
- iii. Please keep our pools clean. Take a shower before entering the water.
- iv. All infants must wear a swimsuit over their approved swim diaper and/or rubber pants.
- v. No **running, jumping or horseplay** will be allowed in the aquatic's facility.
- vi. No **diving** is allowed in the Aquatic Centers.
- vii. Smoking is not allowed anywhere in the aquatic facility.
- viii. People with open sores, skin infections, contagious diseases, or band-aids will not be allowed in the water.
- ix. The District is not responsible for lost or stolen items.
 - x. Please advise management staff if you wish to use a video or standard camera.
- xi. Glass objects of any kind are **not** allowed inside the aquatic facilities.
- xii. Flotation devices, hard-throwing, and spraying objects are prohibited.

- xiii. Deck lounge chairs must remain on the deck areas only. Turf lounge chairs must remain in grass areas only. Please keep lounge and deck chairs 4 feet from pool edge.
- xiv. Management is authorized to institute appropriate rules to ensure safety when necessary.
- xv. The District reserves the right to revoke any season passes, as well as suspend individuals paying daily admissions, if there are continual violations of facility rules.

Water Slide Rules

- xvi. One person on the waterslide at a time; NO tandem riding allowed at any time.
- xvii. The wearing of goggles, glasses, or t-shirts while on the water slide is prohibited.
- xviii. No twists, flips, or headfirst sliding allowed. All persons must slide in a sitting position or on their back, feet first.
- xix. Please exit the splash pool immediately after each slide.
- xx. No metal objects such as jewelry, locker keys, or metal snaps are allowed on the water slide.
- xxi. Please obey the Water Attendant at all times. Disregarding these rules may result in loss of slide privileges or expulsion from the facility.

Children's Water Play & Sand Play Area Rules

- xxii. The water play area is primarily for children under 8 years of age.
- xxiii. Parents/guardians and Camp Staff are required to supervise their children in the area.
- xxiv. Climbing on any apparatus in an unsafe manner is strictly prohibited.
- xxv. Baby strollers are not allowed in the water. They must be kept in the deck area.
- xxvi. Hard-throwing and spraying objects are prohibited.
- xxvii. Unruly or rough behavior is strictly forbidden and may result in loss of water play area privileges or expulsion from the facility.

Accidents/Rescue

If a camper is injured and is in need of first aid treatment by the aquatic staff or if a camper becomes distressed in the water and a lifeguard performs a rescue, the Camp Director or Camp Supervisor will go with the child into the office and fill out an accident or rescue report with the aquatic management staff. Parents will be notified immediately of the incident.

F. PLAYGROUND RULES

Playground use will be at the discretion of individual camps. However, the following procedures will be enforced, if used:

- No one is allowed to jump off or stand-up on swings.
- Everyone must slide down the slides on their bottoms.
- Children are restricted from climbing on top of any of the tunnels or slides and from climbing up slides. Only allowed to climb on equipment designed for climbing.
- Running is permitted on grass and sandy areas only.
- Campers must stay within the boundaries established at each site (i.e., sidewalks, trees, playground, etc.)
- Animals and plants should be treated with respect. No chasing or feeding of animals, no pulling on or eating plants.

G. BUS TRANSPORTATION

All rules apply during all bus transportation during camp, including field trips and trips to the pool:

- Stay on the curb while waiting for the bus.
- Do not approach the bus until it has completely stopped.
- Upon entering the bus, go directly to your seat.
- Keep hands and head inside the bus at all times.
- Don't throw anything out of the windows.
- Keep the bus clean at all times.
- Keep the aisles clear.
- Orderly behavior on the bus is essential at all times.
- No camper should harass other riders or the driver.
- Personal belongings should not be left on the bus.
- Remain on the bus in the event of a road emergency until instructions are given by the driver.
- Be absolutely quiet when approaching a railroad crossing.
- Never tamper with the bus or any of its equipment.
- Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except in the event of a request from the Camp Supervisor.
- Observe safety precautions at the drop-off point. Where it is necessary to cross the street, proceed to a point at least 10 feet in front of the bus.
- If provided, seat belts must be worn at all times.

IX. DROP OFF AND PICK-UP PROCEDURES

Drop-off and Pick-up procedures will vary depending upon camp location. Please see individual camp welcome letters for details on drop-off and pick-up procedures.

A. ARRIVALS AND DEPARTURES

Campers should be dropped off no earlier than the camp start time and picked up no later than the camp ending time. See specific camp start and end times in the camp Welcome Letter. Parents/Guardians are responsible for signing in their

camper daily when they are dropped off and signing them out when they are picked up. Camp staff will be waiting at the assigned sign-in and sign-out location.

The safety of all campers is our number one concern, and it is crucial that each camper is accounted for daily. Parents and guardians will be required to show a picture ID to staff during pick-up the first week of the program or if picking up for the first time. Your patience during the sign-in and sign-out procedure is appreciated.

Staff members are busy preparing for daily camp activities before the campers arrive and after they leave each day. *Therefore, please be advised that the camp staff cannot be responsible for supervising campers who arrive before the scheduled start time or who remain after the scheduled end time.* The Skokie Park District does not assume responsibility for campers arriving early or remaining on site outside of established beginning and ending times for any program.

B. TRANSPORTATION CONSENT

For children ages 8 and older, parents/guardians have the option to authorize the camper to sign themselves in and out each day on the Camper Information Form.

Children under 8 years of age or who have not been provided with authorization to sign themselves in and out, must be signed in and out by a parent/guardian, or individuals listed on the Camper Information Form under authorized people.

Parents/guardians and additional contacts listed on the Camper Information Form will be the only people allowed to sign a camper in or out. If someone not on the Camper Information Form is dropping off or picking up a child, the camp must be notified in advance via the camp cell phone or camp email. Unauthorized people will not be allowed to transport campers and the parents/guardians will be notified immediately. The camper will be held with camp staff until an authorized person is available.

C. ABSENCES, LATE ARRIVALS, EARLY PICK-UPS

If your camper will be absent, late arriving or picked up early from camp for any reason, please contact the Camp Director and/or Assistant Director through the camp cell phone or email. Please make arrangements with staff ahead of time to coordinate where to drop off or pick up.

D. LATE PICK-UP POLICY

Camp staff will supervise children who are left beyond the scheduled pick-up time until a parent or another authorized adult on the pick-up list arrives. However, late pick-ups will result in a fee. The parent/guardian will receive one verbal reminder

of the late pick-up policy. After that, the second time a parent is late a fee will be charged at a rate of \$1.00 for every minute. The late fee will be added to the family's park district account and the balance will be required to be paid before any new registrations or rentals will be taken. All measurements of time are to be according to the camp cell phone. The below Late Fee Form will be completed as a tool for notifying the parent/guardian of the incurred fees.

CAMP LATE FEE FORM

Campers are to be picked up from camp by an authorized adult no later than 4:00 p.m.

Late pick-ups will result in a fee. The parent/guardian will receive one verbal reminder of the late pick-up policy.

After the first verbal warning, any time a parent/guardian is late, a fee will be charged at a rate of \$1.00 for every minute. All measurements of time are according to the camp cell phone.

The balance will be added to the family's park district account and payment is due within one week. Payments can be made online or in person at one of the district facilities. Camp staff are not allowed to accept payment.

Repeated late pick-ups may lead to additional consequences, including increased fees and dismissal from the camp program.

Camp Program: _____

Camper's Name: _____

Date: _____

Time of Pick-up: _____ a.m. / p.m.

of Minutes Late: _____

Fee: \$ _____

Parent Signature: _____

Staff Signature: _____

