

2019 CAMP CENTENNIAL PARENT MANUAL

**We are so HAPPY that you
will be spending YOUR
summer with US!!**



Our Day Camp staff awaits your arrival with excitement!

The Riverside Parks and Recreation Department's enthusiastic and skillful staff promises a summer crammed with all sorts of thrilling experiences! Inside this packet you will find more information, rules and policies about our camps and how, with your help, they will run successfully. We ask that each family be sure to read this information thoroughly. If you have any questions regarding this packet or any day camps, please contact the

**Riverside Parks and Recreation Department
(708) 442-7025.**

Camp Age Limits

CAMP CENTENNIAL: 3 & 4 YEAR OLDS! MUST BE POTTY TRAINED!

Our Specially-Selected Day Camp Staff

All Day Camp Staff are selected because they have the experience and qualities that youth leaders should possess. Our staff members are comprised of a range of qualified college students, veteran day camp counselors and high school students. They are trained and knowledgeable in providing and ensuring the safety and security of all participants. All Camp Counselors will successfully complete a rigorous 35 hour day camp orientation and training. Prior to the start of camp, all staff members must acquire their First Aid and CPR Certifications.

Our camp staff, with their knowledge and skills, will be just as active and engaged as the campers will be throughout the numerous summer activities!

Our Summer Camp Philosophy and Goals

The Riverside Parks and Recreation Department Day Camps are designed to keep the campers active, entertained and socially involved through a variety of activities within a safe and supervised camp setting. All of our carefully planned activities are implemented with the following goals in mind:

- Encourage children to be **social** and **boost their self-confidence** within group settings.
- Promote **teamwork, sportsmanship, and respect** with fellow campers and camp leaders.
- Provide a **positive and sound environment** in which children can learn and play.
- **Develop skills** and knowledge through a variety of activities involving, but not limited to: **sports, art, nature and fitness.**

RIVERSIDE UNITED METHODIST CHURCH
27 Riverside Road, Riverside, Illinois 60546

Camp Dates

WEEK #	DATE
1	June 10 - 14
2	June 17- 21
3	June 24 – Jun 28
4	July 1 - 5 *No camp on 7/4
5	July 8 – 12
6	July 15 – 19
7	July 22 – 26
8	July 29 - August 2
9	August 5 - 9

Daily Schedule 8:30 AM– 1 PM

Drop Off & Pick Up:

CAMP CENTENNIAL- Riverside Methodist Church

Drop-off: 8:30 AM to 8:45AM

Pick-up: 12:45 PM to 1:00 PM

PHOTO I.D. REQUIRED

- Please park on Woodside Rd. and walk your child to the counselor in front of the Riverside United Methodist church and sign your child in for day camp.
- *PLEASE BE PREPARED at Pick up WITH ID AND DO NOT BE OFFENDED AT THIS CAMP SAFETY MEASURE.*
- We ask that you drop off and pick up your camper according to the camps' operating hours.
- **LATE PICK UP**
 - **Please note the Riverside Parks and Recreation Department will charge a fee for children that get picked up late or dropped off early. For every 10 minutes late, a \$10 fee will be charged which must be paid within TWO business days.**

Please be sure to adhere to these hours unless due to some unforeseen reason or doctor's appointment, the camper must have a shortened day.

Our camp groups are often on the move and it can be very disruptive if campers are attending consistent partial days. To acquire the full benefit of camp, we recommend that the campers participate in the **full** camp day. Camp pickup and drop off times cannot be adjusted.

Please be as prompt as possible! If you are going to be late when picking up your child, please notify a Staff member as soon as you are aware. Parents can do so by calling the **Parks and Recreation Department at (708) 442-7025** to ensure that the proper staff is notified immediately.

LUNCH

Please send your child with a lunch each day. ABSOLUTELY NO CAFFEINATED DRINKS will be allowed at camp. This includes soda pop, energy drinks, coffee, etc. They will be discarded immediately. Camp may be a nut free, please respect this policy if it must be instituted.

Discipline Procedures

Everyone involved in our summer camp program is expected to exhibit exceptional behavior. We understand that kids may have a bad day here and there, but my staff and I will do our best to ensure we turn their day around! We will always make certain that campers and counselors alike use their manners, display sportsmanship and uphold strong character here at Riverside Parks & Recreation. Our Day Camps have a **ZERO TOLERANCE** for any types of bullying. Please be sure to read the behavioral guidelines/contract attached.

Getting to Know your Counselors

Please, please, please get to know your child's/children's camp counselors by name. This information will assist you in giving us any necessary information as well as to picking up/dropping off any important items to your child. It only takes a few minutes to do so and makes everyone's summer flow smoothly.

Events and Activities

- * Games * Sports * Swimming * Off Campus Adventures * Dodgeball
- * Etiquette * Arts & Crafts * Team Building * Camp-wide Activities
- * Nature * Event/Theme Days * Contests/Tournaments

***** AND SO MUCH MORE!!!*****



Swimming

- All campers must have appropriately fitting, lined swimwear. Campers will not be allowed to swim in plain clothes. Campers are allowed to wear a swim shirt if desired. **Please send camper in swimming clothes on swim days with a change of clothes.**
- Camp Centennial Campers will be using Kiddie Pools and have water days, where they will need to wear swim attire. A note may go home to parents separately with more details. Please pay close attention to your 10-week calendar



RIVERSIDE PARKS & RECREATION CAMP PAYMENT GUIDELINES

We are so happy to have your child in our Summer Camp! In an effort to serve all of our summer families with efficiency, we ask that you adhere to the payment guidelines detailed below. All questions/concerns may be directed to the Riverside Parks and Recreation Department at (708) 442-7025.

There will be NO makeup days, NO prorating and NO alternate attendance options. Weekly Camp registration closes on Wednesday of the week prior (i.e. After 6 PM Wednesday Week 1, no one can be added to camp list for Week 2) \$5 off per week for additional sibling(s) with coinciding weekly registrations. Must be same household siblings.

Timeliness

Please be sure to adhere to all payment deadline dates in conjunction with the aligned week of registration. (WK 1 = May 15, WKS 2 & 3 = MAY 31, WKS 4 & 5 = JUN 14, WKS 6 & 7 = JUN 28, WKS 8 & 9 = JUL 15) If payment is not received by the deadline, the child(ren) will be removed from the weekly program and no deposits will be refunded. If no waitlist exists, there will be a \$10 late fee per week of enrollment. Spots are not guaranteed if you do not pay by the deadline. Please contact the Parks and Recreation office if you need to make arrangements due to emergency/unexpected situations.

Withdrawal from Camp

Each weekly registration requires a \$15 DEPOSIT to secure the participant's spot. Each \$15 deposit will be applied towards the weekly balance. There will be no penalties for any camp withdrawals made before May 1, 2019. Any withdrawals made on or after May 1, 2019, will result in the forfeit of the weekly deposit. After your full payment is made on the deadline, you may not receive a refund for the dates your payment covers. For example, your payment on May 15, 2019 covers weeks 1 & 2 of camp, if you choose to withdraw your child after the 15th, you will not receive a refund for weeks 1 – 2. If you withdraw before the payment deadline, you will receive your payment less the \$15 deposits and adjusted registration fees.

If your child needs to be withdrawn from a program, please notify the Riverside Parks & Recreation Department before the payment deadline by emailing (riversidepr@riverside.il.us) or by calling (708) 442-7025. If you do not receive a confirmation email, please follow up by phone. Failing to do so will result in the loss of the weekly fees. We appreciate your cooperation as other children may want to fill open camp spots.

Adjusted Registrations Fees

A nonrefundable \$10 fee will be applied to any adjusted registrations on or after May 1, 2019 and prior to payment deadline. After the payment deadline, no adjustments may be made to registration. This includes the adjustment of daily registration if available from flex to 5 Day, or 5 Day to Flex, or morning to afternoon, or afternoon to morning.

Returned Checks/Non-sufficient Funds

In the event of a returned check, the responsible party will be charged a \$35 NSF FEE per Village Code. After one incident, checks will no longer be accepted. Future payment may be made with cash, cashier's check or credit card.

Camp T-shirt

Each participant will receive 1 camp t-shirt included in their initial registration. If available, replacement t-shirts may be purchased for \$10 PER SHIRT. If a child does not have their camp shirt upon arrival on a Field Trip Day, the child will be provided with the additional shirt if it is available and a \$10 fee will be automatically applied to the camp balance.

Payment Methods

The following payment methods will be accepted:

1. Online WebTrac – after initial registration. Pay off balance online under “Account” tab and scroll to “Pay Old Balances” in household WebTrac account.
2. Automatic Payments through your Bank. Checks need to be made out to: Village of Riverside
To the attention of: the Riverside Parks and Recreation Dept. at 27 Riverside Road in Riverside, IL 60546.
3. In-Person at (the Water Tower) 10 Pine Avenue in Riverside, IL 60546

Summer Heat



Due to our typical forecast for a **HOT** summer we truly encourage the following:

- Dress your camper in light color clothing, mainly shorts and T-shirts that are suitable for the camp setting.
- Most of the camp will be held **outside**, unless the weather does not permit outside play/activities; therefore, we require the following:
 - Each camper must have a water bottle with them at all times. Please only fill with noncarbonated beverages.
 - All campers should have sunscreen with them daily.
 - **Campers that require assistance with applying their sunscreen must use spray-on sunscreen. Counselors are only allowed to assist with spray-on sunscreen.**
 - In case of extreme heat warnings, campers will have equal opportunities of staying cool inside air-conditioning, as well as playing outside.
- **ALL CAMPERS ARE TO WEAR FULL GYM SHOES.** No flip flops, crocs or heely's are allowed. Flip-flops/sandals can be brought in backpacks on pool days, but may **only** be worn during the water activities.

Events/Theme Days

We will send home reminders for Event & Theme Days. We would really like to see **120%** participation from the children on these days. So please remember that the excitement starts at home! Please follow the Camp Calendar (handed out at the start of camp or can be picked up at the registration desks). There will be a separate camp calendar for each camp:

☺ **Be involved and get your child involved!** ☺

YOU may be contacted as a courtesy if special items are left at home on important days.

Off Campus Adventures!

Almost daily, our Campers will venture to a nearby park, and throughout the summer will venture to different parts of the Village – the library, fire and police departments, Water Tower, and so on. We ask that you send your campers in gym shoes and appropriate clothing for the weather – including rain boots if it was a rainy morning.

- Sunscreen, sunscreen, sunscreen!! ☺ *Counselors may only assist campers who have spray-on sunscreen.*
- If a camper is to arrive after camp departs for an adventure, the camper will not be allowed to be dropped off at the site location, but the location of the other campers. Also, if camper needs to be picked up while campers are not on site, we ask that parents patiently wait, or ask us where to pick up the child from.

Belongings



The following are the policies regarding all camper belongings:

- Campers are to bring money to camp **only when recommended or allowed**. Campers are responsible for all money that they bring to camp. No counselors will hold or be held responsible for any money brought to camp by campers. Please remember **pockets or baggies** help when campers cannot bring backpacks on field trips.
- **Campers should have their names on all of their belongings prior to arriving at camp (i.e., water bottles, sunscreen, clothing tags, towels, etc.).**

- Campers should always keep their belongings in a bag; either use the backpack provided at the beginning of camp or an athletic/book bag. (Plastic bags commonly get mistaken for trash. Avoid using them.)
- **ABSOLUTELY NO ELECTRONICS will be allowed at camp (including, but not limited to, iPods, MP3 players, cell phones, video game systems, etc.) They will be confiscated immediately.**
- **ABSOLUTELY NO CAFFEINATED DRINKS will be allowed at camp. This includes soda pop, energy drinks, coffee, etc. They will be discarded immediately.**
- All campers are to wear **full gym shoes**. No slip on gym shoes, flip flops, sandals, crocs or heely's are allowed. Flip-flops/sandals can be brought in backpack on pool days, but may only be worn during the water activities.
- **Campers are responsible for all of their belongings that are brought to camp. The Riverside Parks and Recreation Department and Staff are not responsible for the loss, damage or theft of any participant's belongings.**

Parent/Guardian Notification

Parents and/or guardians will be contacted for any of the following reasons or any other important matters at the Supervisor or Director's discretion:

- Camper becomes significantly sick during camp or has significant issue (such as lice, pink eye, HFMD, etc.) detected.
- Camper becomes significantly injured during camp.
- Severe camper misbehavior.

Sickness/Illness

If a child arrives at camp and is ill, the parent or guardian will be required to take the child home. If a child becomes ill at camp, the parent or emergency contact person will be notified to pick up the sick child immediately. Please ensure that the emergency contacts are in the area and are willing to perform as contacts for your children prior to placing them on the Emergency Form.

Children should be kept home if they exhibit any of the following symptoms (including but not limited to):

- **High Temperature**
- **Rash**
- **Diarrhea/Vomiting**
- **Presence of Lice or any contagious situations**
- **Discharge of the nose, ears or eyes**

For the safety of all, sick children should be kept home for 24 hours after the last sign of the symptoms disappear before returning to camp.

Medication

Campers requiring any type of medication during camp hours must have a signed medication release form on file (by request only). We highly recommend that the medication schedule is altered to fit times outside of the day camp schedule if possible. Medication cannot be distributed without the fully completed release form and detailed note from the pediatrician/specialist. If your child is taking medication, the medication must be in an original container with the child's full name on the label and the correct dosage enclosed. Doctors must

separate prescriptions so the camp authorities are given only the required dosage. The medication will not be passed back and forth between the parents and the camp. **Medication and written instructions must be given to the Camp Director prior to the child's first day at camp.** All medication will be kept in a safe, acceptable place as required by the medication.

In Case of Serious Injury

All of our staff members are trained in CPR and First Aid. If the injury is (per staff member's judgment) serious enough, we will take whatever steps necessary to obtain emergency care. These steps may include, but are not limited to, the following:

- Call the paramedics.
- Make an attempt to contact the parent or guardian immediately.
- Attempt to make contact thru any of the persons listed on the emergency form.
- Have child taken to an emergency facility accompanied by a staff member.
- Continue to attempt contact with guardians.

Emergency/Billing Contact Information

Please use the following phone numbers for all necessary communication with camp staff. Please do not attempt to text either number, phone calls only. Put these numbers in a safe, easily accessible place or cell phone directory.

Site Phone Number: 708.243.4337 Calls Only

Use in cases when staff or camper needs to be alerted of illness or emergency.

Billing and General Questions..... (708) 442-7025*Calls Only

Monday – Friday, 9:00AM - 5:00PM