



# CAMP IGLOO

## PROGRAM MANUAL



### CONTACT



1427 Oak Park Ave  
Berwyn, IL 60402



(708) 749-4900



Recreation Supervisor:  
[frontdesk@nbpd4fun.org](mailto:frontdesk@nbpd4fun.org)



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## **Mission Statement**

The North Berwyn Park District is an autonomous governmental entity established by the residents in 1976 to provide outdoor recreational areas and leisure service opportunities which foster community growth, family values, and enhance the quality of life.

## **Camp Igloo Program Overview**

The North Berwyn Park District operates and manages the Camp Igloo program. The Camp Igloo Program is from 9:00am–3:00pm. Before care services (7:00am–9:00am) and after care services (3:00pm–6:00pm) are offered for an additional fee.

The Recreation Supervisor manages and oversees the daily operation of the program. The Camp Igloo program operates in the gym at Prairie Oak Elementary School, 1427 Oak Park Ave.

The on-site staff leads the students in activities that emphasize teamwork, leadership skills, limited academics, and much more. Appropriate supervision is available for all grade levels while students have the opportunity to build social skills and relationships outside the normal classroom setting.

It is vital that parents/guardians, staff, and students are aware of the policies and procedures in place that allow the program to function smoothly. The purpose of this handbook is to provide a description of policies, program costs, and payment procedures. Please review this information carefully. Failure to follow procedures and policies may result in dismissal from the program.

Questions regarding the operation of the Camp Igloo program should be directed to the Recreation Supervisor:

- (708) 749-4900

## **Important Phone Numbers**

North Berwyn Park District 708-749-4900

Camp Igloo Direct Line 708-749-4980 or 708-341-1880 \*during program hours only\*

**\*\*The North Berwyn Park District reserves the right to make changes to the handbook. The full cooperation of parents/guardians is always appreciated.\*\***

## **Registration & Payment**

### **Registration**

All students must be registered to attend the program. Registration for the Camp Igloo program is taken at the North Berwyn Park District, 1619 Wesley Ave, or by calling 708-749-4900 during normal registration hours.

The following is due at the time of registration:

- Completed Camp Igloo enrollment forms.
- Payment in the form of cash, check, or credit card.

### **Check Fee**

There is a \$25.00 fee for returned checks due to insufficient funds. If this occurs, all subsequent fees for the following six months must be paid by cash or credit card.

### **Income Tax Information**

Tax statements indicating the payments made to the North Berwyn Park District child care programs will be prepared upon request. Requests must be made in writing at the Community Center or by emailing [frontdesk@nbpd4fun.org](mailto:frontdesk@nbpd4fun.org). Please allow two weeks for processing, especially during tax season. Please note that it is the responsibility of each parent/guardian to retain their receipts.

### **Refunds**

Refund requests must be made in writing and follow the Refund and Credits rules located in the brochure and website available for classes and programs. Please note that refunds cannot be issued after the program has ended. Refunds will be issued in the form of a check and may take up to two weeks to process.

## **Behavior Management**

The goal of effective behavior management is to provide positive and proactive approaches to maintain a safe, pleasant environment for children and staff. Supporting and nurturing children to become happy, cooperative participants in the program are integral components of the program. Effective behavior management should:

- Develop self-control and responsibility for one's actions.
- Foster respect for the rights and feelings of others.
- Teach skills for resolving conflicts.

Our goal is to sustain a structured and positive atmosphere achieved through consistent and clear expectations for behavior.

## **Student Behavior**

Appropriate behavior on the part of each child is essential to the success of the Camp Igloo program and to the happiness, safety, and well-being of all the students.

The following standards have been adopted by the North Berwyn Park District to be used as guidelines for maintaining a safe and productive program environment. Failure to abide by these guidelines will result in disciplinary measures as indicated.

### **UNACCEPTABLE BEHAVIORS THAT WILL NOT BE TOLERATED**

1. Swearing, or offensive language.
2. Disrespectful behavior towards staff and/or other participants.
3. Aggressive behavior such as slapping, punching, kicking, biting, spitting, etc. whether it is initiated or in retaliation to others.
4. Any activity or behavior which raises security or safety concerns.

**FIRST WARNING** - The first offense of unacceptable behavior will result in the parent/guardian being notified by staff by phone to discuss the incident. If the behavior occurs again that same day, the parent/guardian will be called to remove the child from the program for the remainder of that day and sign a breach of behavior contract. This note will state the unacceptable behavior of the child and will also notify the parent/guardian that any recurring incidents may lead to permanent removal from the program.

**SECOND WARNING** - If a child continues to display unacceptable behavior after a first written warning has been issued, the parent/guardian will be called to remove the child from the program for the remainder of the day and the child will then receive a written note of a second breach of behavior contract.

**THIRD WARNING** - Upon a third warning of unacceptable behavior, the parent/guardian will be called to remove the child from the program. A third breach of behavior contract will be issued. The parent/guardian will then be asked to attend a conference prior to the child being readmitted to the program. At this conference, the parent/guardian will be required to provide an acceptable solution to avoid recurrence of the problem. If an acceptable solution has been agreed upon, the child will be readmitted to the program at the discretion of the executive director. Any further incident will result in a minimum 1 year suspension from the program.

**NOTICE** - In an extreme case of unacceptable behavior that is threatening to staff and/or other participants, the progressive warnings may be lifted and the child may be immediately removed from the program.

**Pick Up/Drop Off Procedure**

Parents/Guardians are expected to drop off children no earlier than 7:00am, and pick up their children no later than 6:00pm. Children not picked up by 6:00pm will be assessed a late fee (see below for details). For safety reasons anyone picking up a child must have a valid photo ID and must be designated as authorized to pick up that child. Students will not be dismissed to anyone not having a valid photo ID or that is not authorized to pick up.

Once a student is picked up and signed out of the Camp Igloo program, they may NOT return to the program that day.

The drop off and pick up location for the Camp Igloo program will be through the south side gym entrance located just off of Oak Park Ave. This entrance is located inside of the gated playground area.

**Late Fees**

Any student picked up after 6:00pm from the Camp Igloo program will be assessed a late fee. The late fees are as follows:

- \$5 for the first 10 minutes.
- \$1 for every minute after the first 10 minutes.

Parents/guardian/authorized persons will be required to sign a late notice and receive an invoice for the amount due. Late fees must be paid during normal business hours at the North Berwyn Park District Community Center or by calling 708-749-4900 before the student can return back to the program. Please bring your invoice at the time of payment.

If staff cannot reach parents/guardian or authorized emergency contact by 6:30 pm, there will be no alternative other than to contact the police to handle the matter.



## **General Policies**

### **Personal Belongings**

Personal belongings (i.e., backpacks, books, coats, etc.) must be taken home each day. Personal property that remains in the Camp Igloo program will be taken to lost and found. Staff will attempt to help students stay organized; however, the program is not responsible for lost or damaged property.

Children are strongly discouraged from bringing toys, games, and electronics to the program. Park district staff are not responsible for any personal belongings brought to the program. Additionally the North Berwyn Park District will not provide reimbursement for items that may be lost, broken, or stolen. If a personal item is deemed inappropriate for the program setting or becomes a distraction to the program or to other children, staff members may take the item from the student and return it to the parent/guardian upon pick-up.

### **Students are not permitted to use their cell phones while in the program.**

Parents/guardians may contact the Camp Igloo program by calling 708-749-4980 or 708-341-1880.

### **Parent/Guardian Concerns**

In order to achieve our goals it is important that staff and parents/guardians work cooperatively. We understand that your child(ren) are your highest priority, and that issues that affect them can elicit strong emotions. Please do not hesitate to discuss any issues or concerns directly with the Recreation Supervisor. The Supervisor is your main point of contact and oversees the program and staff on site.

Parents/guardians should refrain from disciplining their own child(ren) in the Camp Igloo program setting. Parents/guardians may not have contact with other students and under no circumstance may a parent/guardian discipline, interrogate, or reprimand another child. Any threat of physical violence toward a child, staff member or another parent/guardian, explicit or implied, will be reported to the appropriate authority and may result in the child's dismissal from the program. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected at all times.

## **Health & Safety**

We take the responsibility for the health and safety of all children very seriously.

In accordance with state laws firearms are prohibited on school grounds.

Any pertinent medical information must be provided during the registration process so that we can safely attend to your child. The Recreation Supervisor should be notified immediately in writing any time there are changes to a student's medical condition. Participants must be fully restroom independent as staff do not provide assistance in the bathrooms. Diapers or pull-ups are not permitted.

If your student is sick parents/guardians are expected to keep their child home. If a child becomes ill while at the program, a quiet area will be provided where the student can rest while staff calls the parent/guardian or an authorized person to provide transportation home. To ensure the safety and health of all the students in the program, parents/guardians are asked to make every effort to provide transportation home as soon as possible if a child becomes ill during the program hours.

If a student is taking medication, parents/guardians are required to fill out proper dispensing of medication forms. Forms can be picked up upon request at the North Berwyn Park District Community Center 1619 Wesley Ave.

The staff will provide first aid for minor injuries. Parents/guardians will be contacted if there is a more serious injury. However, if immediate medical attention is required, the staff will call 911 and notify the parent/guardian immediately.

## PARENT / GUARDIAN CONSENT FORM

Child's name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Birth date: \_\_\_\_\_

Guardian 1 name: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work hours: \_\_\_\_\_ Mobile phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Guardian 2 name: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work hours: \_\_\_\_\_ Mobile phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

In the case of an emergency whom should be contacted first? \_\_\_\_\_

\_\_\_\_\_ Before Camp

\_\_\_\_\_ After Camp

\_\_\_\_\_ Camp Igloo

Please list the following information for emergency contacts for your child:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Doctor's full name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate any medical information (Allergies, disabilities, illnesses, allergies to insect bites, and behavior issues, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMERGENCY E-MAIL AND TEXT REQUEST FORM

Being prepared in the event of an emergency or disaster is a responsibility the North Berwyn Park District has to the participants and families of our community, and is a responsibility that is taken very seriously.

In the above mentioned situations, we need to be able to reach parents and or guardian's as quickly as possible, therefore we are requesting you provide an email address and a valid cellular phone number which can receive text messages.

Your email address and cellular phone number will not be shared or used for any other purpose.

If you do not have access to email or text, please indicate so below.

<b>Child's Name:</b> _____
<b>Parent/Guardian Name:</b> _____
<b>Parent/Guardian Email Address:</b> _____
<b>Parent/Guardian Text Number:</b> _____

**I do not have access to email** \_\_\_\_\_

**I do not have access to text** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CAMP IGLOO DROP OFF & PICK UP**

For security reasons, the North Berwyn Park District requires all parents/guardians to specify authorization of individuals 16 yrs. and older to pick up or drop off their child at the Camp Igloo program, or to authorize their child to individually sign in and out.

**Please list all authorized persons including self.**

**Drop Off Authorization**

I give authorization to the following persons to drop off my child:

NAME	RELATIONSHIP	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Pick Up Authorization**

I give authorization to the following persons to pick up my child:

NAME	RELATIONSHIP	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**WALKING PASS**

I \_\_\_\_\_ grant permission for my child \_\_\_\_\_  
\_\_\_\_\_ to sign themselves in and/or out of the Camp Igloo program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **NORTH BERWYN PARK DISTRICT BEHAVIORAL STANDARDS & CONTRACT**

The following standards have been adopted by the North Berwyn Park District to be used as guidelines for maintaining a safe and productive program environment. Failure to abide by these guidelines will result in disciplinary measures as indicated.

### **UNACCEPTABLE BEHAVIORS THAT WILL NOT BE TOLERATED**

1. Swearing, or offensive language.
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**NOTICE** - In an extreme case of unacceptable behavior that is threatening to staff and/or other participants, the progressive warnings may be lifted and the child may be immediately removed from the program.

### **PARENTAL/GUARDIAN WAIVER**

I have read, understand, and accept the above Behavioral Standards and Procedures.

Child's Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**NORTH BERWYN PARK DISTRICT  
WAIVER & RELEASE**

Activity/Trip Name: Camp Igloo

**Important Information**

The North Berwyn Park District (NBPD) is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. NBPD continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

**Warning of Risk**

Recreational activities/programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreation activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreations activities/programs exist. In this regard, it must be recognized that it is impossible for NBPD to guarantee absolute safety.

**Waiver And Release Of All Claims And Assumption Of Risk**

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or losses which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or losses, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. 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 participating in this program/activity against the NBPD, including its officials, agents, volunteers and employees (hereinafter collectively referred as "North Berwyn Park District")

I do hereby fully release and forever discharge the North Berwyn Park District from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program/activity.

**I have read and fully understand the above important information warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, your on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

Print Participant's Name: \_\_\_\_\_

Participant's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*(If under 18 years old Parent/Guardian must sign)

**PARTICIPATION WILL BE DENIED if the signature of adult participant or parent/guardian and date are not on this waiver**

**NORTH BERWYN PARK DISTRICT  
PARENT ACKNOWLEDGEMENT RECEIPT**

I hereby acknowledge that I have reviewed the North Berwyn Park District Camp Igloo Program Manual and fully understand the contents of the manual.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I understand that a copy of this receipt will become a permanent part of my child's file and will serve as verification of my signature to the above acknowledgment.**