



# SPRING BREAK CAMP

PROGRAM MANUAL



**CONTACT**



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Berwyn, IL 60402  
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[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.

## **SPRING BREAK CAMP PROGRAM OVERVIEW**

The North Berwyn Park District operates and manages the Spring Break Camp program.

The Recreation Supervisor manages and oversees the daily operation of the program. The Spring Break Camp program operates in the gymnasium at Prairie Oak Elementary School, 1427 Oak Park Ave Berwyn, IL 60402.

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 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 Spring Break Camp program should be directed to the Recreation Supervisor:

- (708) 749-4900

## **IMPORTANT PHONE NUMBERS**

*North Berwyn Park District*    708-749-4900

*Camp Direct Line*                    708-749-4980 (*landline*) or 708-341-1880 (*cell*)

Please note that the direct line for camp is only answered during program hours, please call the North Berwyn Park District outside of program hours.

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

## **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 are integral components of our 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 explicit teaching of consistent and clear expectations for behavior.

## **STUDENT BEHAVIOR**

Appropriate behavior on the part of each child is essential to the success of all park district programs, and is essential 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 occurrence of unacceptable behavior will result in the parent/guardian being notified 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 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.

**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.**

## **REGISTRATION DEADLINES & PAYMENT INFORMATION**

All students must be registered to attend the Spring Break Camp program. North Berwyn Park District will not assume responsibility for unregistered children. In order to properly staff our Spring Break Camp program, registration must be completed 1 week prior to the session you are registering your camper for. Registration that occurs after this deadline is subject to a \$15.00 increase in the cost of camp.

Please note that space in these camps is limited and spots are available on a first come, first serve basis. If the maximum number of campers has been reached please ask to be added to that camp's waitlist as accommodations will be made if an available space opens up.

Registration for Spring Break Camp is taken at the North Berwyn Park District Community Center, located at 1619 Wesley Ave, during normal registration hours. Please visit [www.nbpd4fun.org](http://www.nbpd4fun.org) to view current office hours.

You can also register your child(ren) by emailing completed registration forms to: [frontdesk@nbpd4fun.org](mailto:frontdesk@nbpd4fun.org) and by calling 708-749-4900 to pay by phone. Registration forms must be submitted and complete before a payment for camp may be made, no exceptions. Please note that a child is not registered in the camp program until payment in full for that session has been made and all registration forms have been submitted. Payments will not be accepted at the camp location.

The Following is due at the time of registration:

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

The North Berwyn Park District accepts Day Care Action that is provided by the State of Illinois. Forms are available at the front desk at the North Berwyn Park District Community Center, or email [frontdesk@nbpd4fun.org](mailto:frontdesk@nbpd4fun.org). Please note that the camp programs are not licensed by DCFS.

## **RETURN CHECK FEES**

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 in cash.

## **REFUND POLICY**

All requests for refunds must be made in writing by emailing [frontdesk@nbpd4fun.org](mailto:frontdesk@nbpd4fun.org) by the end of the business day Monday, 1 week prior to the first day of camp in which the request is being made.

Refund requests must be made in writing and follow the Refund and Credits rules located in the brochure and website [www.nbpd4fun.org](http://www.nbpd4fun.org) 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.

A \$5.00 processing fee will be assessed on all refunds.

## **LATE FEES**

Any student picked up late from the Spring Break Camp 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/guardians/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 1619 Wesley Ave or by calling 708-749-4900 before the student may return 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.

## **SIGN-IN PROCESS**

- A parent/guardian/authorized person must accompany the student to the designated Drop-Off location and sign them in.
- A camper does not become the responsibility of the North Berwyn Park District Camp program until they are signed in by a parent/guardian/authorized person.

## **PICK UP/DROP OFF PROCEDURE**

Parents/Guardians are expected to drop off child(ren) no earlier than 9:00am (7:00am if registered for before care), and pick up their children no later than 3:00pm (6:00pm if registered for after care). Children not picked up by 3:00pm (6:00pm for after care participants) will be assessed a late fee (please see Page 4 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 on the attached consent forms. **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 Spring Break Camp program, they may NOT return to the program that day.

## **PERSONAL BELONGINGS**

Personal belongings (i.e., backpacks, books, coats, etc.) must be taken home each day. Personal property that remains in the Spring Break Camp program will be taken to lost and found. Staff will attempt to help students stay organized; however, the program is not responsible for lost 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 hold 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 Spring Break Camp 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 Spring Break Camp program setting. Parents/guardians may not have contact with other students and under no circumstance may a parent 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 order to provide emergency medical treatment in the event a parent/guardian /alternative emergency contact cannot be reached, all medical information must be provided during the registration process so that we can safely attend to your child. The Spring Break Camp Supervisor should be notified immediately in writing any time there are changes to a camper's medical condition.

If a participant is sick, they are encouraged to stay at home on that day. If a child becomes ill while at the program, a quiet area will be provided where the student can rest while park district staff calls the parent/guardian/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 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. or by emailing [frontdesk@nbpd4fun.org](mailto:frontdesk@nbpd4fun.org).

The staff will provide first aid for minor injuries. Parents/guardians will be contacted if there is a more serious injury. 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 who should be contacted first? \_\_\_\_\_

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

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

\_\_\_\_\_ Spring Break Camp

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 problems, 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: \_\_\_\_\_

## **SPRING BREAK CAMP 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 Spring Break Camp 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 Spring Break Camp 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.**

### **PARENT/GUARDIAN WAIVER**

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

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

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

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**NORTH BERWYN PARK DISTRICT  
WAIVER & RELEASE**

Activity/Trip Name: Spring Break Camp

**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/GUARDIAN ACKNOWLEDGEMENT RECEIPT**

I hereby acknowledge that I have reviewed the North Berwyn Park District Spring Break Camp 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.**