



## **PLAY CAMP**

**PROGRAM MANUAL**

**CONTACT**



1619 Wesley Ave  
Berwyn, IL 60402



(708) 749-4900



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



# TABLE OF CONTENTS

<b>1</b>	Mission Statement Program Goals Camp Overview Important Numbers
<b>2</b>	Preparing Your Camper for the Day Registration Deadlines & Payment Information
<b>3</b>	Registration Deadlines & Payment Information Cont. Return Check Fee Refund Policy
<b>4</b>	Late Fee
<b>5</b>	Behavioral Standards & Contract
<b>6</b>	Summer Camp Program Policies Sign in Process Sign Out Process Health & Safety
<b>7</b>	General Policies Personal Belongings Parent/Guardian Concerns
<b>8</b>	Parent/Guardian Consent Forms
<b>9</b>	Emergency E-Mail and Text Request Form
<b>10</b>	Camp Drop Off & Pick Up
<b>11</b>	Behavioral Standards & Contract
<b>12</b>	Waiver & Release
<b>13</b>	Parent/Guardian Acknowledgement Receipt



## **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.

## **Program Goals**

The North Berwyn Park District promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child centered camp experience that fosters a love of learning in a nurturing community. In each child, we strive to cultivate:

- ✳ Creative expression
- ✳ Socialization
- ✳ Positive self-image
- ✳ Respect for others
- ✳ Enthusiasm for exploration

## **Play Camp Overview**

The North Berwyn Park District operates and manages the Play Camp programs. The Play Camp program operates from 9:00am-1:00pm (AM session) and 1:00pm-5:00pm (PM session) Monday-Friday for children ages 3-5 years old who are restroom independent. No diapers or pull-ups are allowed.

Campers may be signed up for one or both sessions.

The Recreation Supervisor manages and oversees the daily operation of the program. The on-site staff lead the campers in activities that emphasize teamwork, leadership skills, limited academics, and much more. Appropriate supervision is available for all ages while campers have the opportunity to build social skills and relationships.

It is vital that parents/guardians and campers are aware of the policies and procedures in place that allow the program to function smoothly. The purpose of this manual 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 Play Camp program should be directed to the Recreation Supervisor:

(708) 749-4900

## **Important Phone Numbers**

North Berwyn Park District (708) 749-4900

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

## Preparing Your Camper For The Day

- Each camper should bring a reusable water bottle labeled with their name to camp each day to stay hydrated.
- Please make sure that sunscreen is applied to your camper at home as staff are not permitted to assist children with sunscreen. Campers are able to re-apply sunscreen throughout the day, so they may pack additional sunscreen.
- Please ensure that your camper is wearing comfortable clothing and footwear, gym shoes are highly recommended as the children will be engaging in a variety of activities throughout the day, including outdoor play.
- Parents/guardians are welcome to bring an extra change of clothes each day, or an extra set of clothes to keep at the program site for their child. Please note that children must be able to fully undress and dress themselves if needed as staff will not assist children with their clothing/swimwear.
- Please be sure to pack your camper with a nutritious lunch each day (AM camp). Lunches will be eaten at 11:30am. For PM camp please pack a variety of snacks, snack time will be at 3:30pm. Lunches and snacks are able to be stored in our on-site refrigerator.
- Play Camp Campers will visit our spray pools weather permitting daily, so please send your camper with a swim suit, towel, and sunscreen everyday.
- Please ensure that your child does not bring any valuable items (including cell phones) from home as the North Berwyn Park District is not responsible for such items.

## REGISTRATION DEADLINES & PAYMENT INFORMATION

- All campers must be registered to attend the Play Camp program. North Berwyn Park District will not assume responsibility for unregistered children. In order to properly staff our Play Camp program, registration must be completed 1 week prior to the session you are registering your camper for.
  - For example, if you are registering for week 2 of our camp which starts on Monday June 8th, payment in full must be made by Monday June 1st by the end of the business day. Registration that occurs after this deadline is subject to a \$15.00 increase in the cost of camp.
- Parent/guardians who register their child(ren) for all 10 weeks of camp with payment made in full will receive a \$100 discount off the cost of camp. Please note that if you cancel any week of camp for any reason the \$100 discount will no longer apply and will be deducted from the refund amount for the cancelled week.
- 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 camps waitlist as accommodations will be made if an available space opens up.

## **Registration Deadlines & Payment Information Cont.**

- Registration for the Play Camp program 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.
- Parents/guardians are also able to register their child 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.

The Following is due at the time of registration:

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

The North Berwyn Park District accepts Illinois Action for Children (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 Play Camp program is not licensed or regulated by DCFS.

### **Return 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 in cash or by credit card.

### **Refund Requests**

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 follow the refunds and credits rules located in the Park District program brochure and on the North Berwyn Park District website, [www.nbpd4fun.org](http://www.nbpd4fun.org). 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.

Please note that if you received the \$100 discount mentioned on page 2 of this handbook and cancel any week of camp for any reason, the \$100 discount will no longer apply and will be deducted from the refund amount for the cancelled week.

**Late Fees**

Any camper picked up after hours from the Play 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/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 Community Center 1619 Wesley Ave or by calling 708-749-4900 before the camper may return to the program.

Excessive late pickups may result in the child being removed from the camp per the supervisor's discretion.

If staff cannot reach parents/guardian/authorized emergency contact by 1:30pm (for AM camp) or 5:30pm (for PM camp) to pickup the participant, there will be no alternative other than to contact the police to handle the matter.

## **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.**

## **Play Camp Program Policies**

### **Sign-in Process**

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

### **Sign-out Process**

- Parents/guardians are expected to pick up their children no later than 1:00pm for AM camp and 5:00pm for PM camp.
- 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. Campers will not be dismissed to anyone not having a valid photo ID or that is not authorized to pick up.

Once a camper is picked up and signed out of the Play Camp program, they may NOT return to the program for the remainder of that day.

### **Health & Safety**

We take the responsibility for the health and safety of all children very seriously. Parents/guardians are expected to notify the Park District if their contact information changes at any time and must include phone numbers where they may be reached during program hours.

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 Play Camp Director should be notified immediately in writing any time there are changes to a camper'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 a child becomes ill while at the program, a quiet area will be provided where the camper can rest while the camp staff calls the parent/guardian/authorized person to provide transportation home. To ensure the safety and health of all the campers in the program, parents/guardians are asked to make every effort to provide transportation home as soon as possible.

If a camper 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 email [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. However, if immediate medical attention is required, the staff will call 911 and notify the parent/guardian immediately.

## **General Policies**

### **Personal Belongings**

Personal belongings (i.e., backpacks, books, coats, etc.) must be taken home each day. Personal property that remains at the camp location will be taken to the lost and found. The Play Camp staff will attempt to help campers stay organized; however, the North Berwyn Park District is not responsible for lost property.

Children are strongly discouraged from bringing toys, games, and electronics to the program. The Play Camp staff is 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 and becomes a distraction to the program or to other children, staff members will request the item be stored. Failure to adhere to this policy will result in removal from the program.

Campers are NOT permitted to use their cell phones while in the program. Parents/guardians may contact the Play Camp program by calling the numbers listed on Page 1 of this manual.

### **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 Play Camp Director. The Camp Director 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 Play Camp program setting. Parents/guardians may not have contact with other campers 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, 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 programs, respectful speech and behavior is expected at all times.

For information on fees, policies or procedures that are not outlined in this book, please contact the Recreation Supervisor.

Suggestions for improving the program are always welcome and will be considered.



**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 which guardian should be contacted first? \_\_\_\_\_

AM Play Camp \_\_\_\_\_ PM Play 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/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.

<p><b>Child’s Name:</b> _____</p> <p><b>Parent/Guardian Name:</b> _____</p> <p><b>Parent/Guardian Email Address:</b> _____</p> <p><b>Parent/Guardian Text Number:</b> _____</p>
---

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

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

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

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

**CAMP DROP OFF & PICK UP**

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

**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 go on walking trips, such as Prairie Oak Elementary School.

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.
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.**

**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: \_\_\_\_\_

**NORTH BERWYN PARK DISTRICT  
WAIVER & RELEASE**

Activity/Trip Name: Play Camp Programs

**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 Play Camp Program Manual and fully understand the contents of the manual.

Parent/Legal 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.**