

# 2019 ADVENTURE CAMP 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 of our day camps, please contact the

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

## Camp Age Limits

Adventure Day Camp: Entering 1st- 6th Grade  
Travel Week Camp: Entering 1st- 6th Grade

## Our Specially-Selected Day Camp Staff

All of our 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.

**Camp Location**

**Adventure & Travel Camp:**

Scout Cabin

417 Fairbank Road  
Riverside, IL 60546

**Camp Dates**

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

**Daily Schedules**

*ADVENTURE DAY CAMP & TRAVEL CAMP*

Our Adventure Day Camp and Travel Week normal operating hours are from:

Monday through Friday - 9:00 AM to 4:00 PM

**BEFORE CAMP**

Our Before Camp's normal operating hours are from

Monday through Friday - 7:00 AM to 9:00 AM

**AFTER CAMP**

Our After Camp's normal operating hours are from

Monday through Friday - 4:00 PM to 6:00 PM

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. On Field Trip Days, campers must arrive by the start of camp time or they must miss that day of camp. There may be times where campers will be asked to arrive early for a prompt bus departure. Specific notes will go home if these instances occur.

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 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.

**DROP-OFF and PICK-UP:**

**ADVENTURE & TRAVEL CAMP**

Drop-off: 8:45am to 9:00 am

Pick-up: 3:45pm to 4:00pm

**\*PHOTO I.D. REQUIRED**

**Scout Cabin**

**417 Fairbank Road**

**Riverside, IL 60546**

**(Weather/Condition Permitting - curbside drop-off & pick-up)**

BEFORE & AFTER CAMP Drop-off and Pick-up  
take place inside the Scout Cabin ONLY.

**Camp Age Limits**

Adventure Day Camp: 1st - 6th Grade \* Must be 6 yrs old

Travel Camp: 1st - 6th Grade \* Must be 6 yrs old



## 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 15<sup>th</sup>, 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](mailto: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

## **Getting to Know your Counselors**

Please, please, please get to know your child’s/children’s camp counselors by name, as well as their group name and number. 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**

(Including but not limited to the following)

- \* Games      \* Sports      \* Swimming      \* Field Trips      \* Dodgeball
  - \* Etiquette      \* Arts & Crafts      \* Team Building      \* Camp-wide Activities
  - \* Nature      \* Event/Theme Days      \* Contests/Tournaments
- \*\*\*\*\* AND SO MUCH MORE!!!\*\*\*\*\*

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

## **LUNCH and SNACKS**

Please send your child with a lunch each day. Camp may be a nut free, please respect this policy if it must be instituted. Since we will be running around all day please provide a snack for morning and afternoon as well. Absolutely no caffeinated drinks will be allowed at camp. This includes soda pop, energy drinks, coffee, etc. They will be discarded immediately.

## **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 our staff will do their best to ensure we turn their day around! We will always make certain that campers and counselors alike in using their manners, displaying sportsmanship, and upholding a strong character here at Riverside Parks & Recreation. Our Day Camps have a ZERO TOLERANCE for any type of bullying. Please be sure to read the behavioral guidelines/contract attached.

## **Swimming**

Adventure Day Camp participants will have a water day once a week unless notified otherwise. Adventure Day Camp and Travel participants will also partake in water-based field trips. Any child marked as a “non-swimmer” on their Emergency Form (attached to packet) will not be allowed to go on waterslides or in the lazy river (when attending our field trip water park days). Life vests are not provided on swim days, you may bring one from home. However, if they are marked as a “swimmer” on the emergency form, they will be allowed in the deep end and on all water accessories. Please note that we do not accept “maybe’s” or “sort-of’s” on our emergency form, so please review and select this information carefully. If your child is an approved swimmer this will include access to slides, diving boards, wave pools, etc.

All campers must have appropriately fitting, lined swimwear. Campers will not be allowed to swim in plain clothes without a swimsuit underneath. If campers want to wear a swim shirt over their suit, that is acceptable.

### **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.
- If the weather is very hot, rainy, or cold, we may watch a film. The rating will be G or PG.
- 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 required to wear full gym shoes. No flip flops, crocs or heely’s are allowed. Flip-flops/sandals can be brought in backpacks to waterparks or on water 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 200% participation from the children on these days. So please remember that the excitement starts at home! Please follow the Camp Calendar with is available on our website- [www.riverside.il.us](http://www.riverside.il.us). 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.  
-----

## **Field Trips**

Weekly, we will be doing on-site/off-site Field Trips as a camp-wide activity. Reminder notes will go home prior to the trip date. The following are the rules and policies that will apply on field trip days:

- Bring appropriate clothing for the particular trip.
- All campers must wear their designated camp T-shirt.
- Campers who do not have a Camp T-shirt on a field trip day will automatically be provided an additional camp T-shirt (in sizes available) for a fee of \$10.00 to be billed to the parent/guardian, and payment remitted within a business day.
- When swimming, girls must have a full fitting swimsuit and boys must have lined swimming trunks.
- If a camper wants to wear a T-shirt while swimming, it must be a standard swim shirt. No casual clothing will be allowed.
- Campers are to bring money to camp only when recommended or allowed. Campers are responsible for all money that is brought to camp. Counselors will not be responsible for any camper belongings or money.
- Sunscreen, sunscreen, sunscreen!! (unless indoors of course) ☺ Counselors may only assist campers who have spray-on sunscreen.
- If a camper is to arrive after camp departs for trip, the camper will not be allowed to be dropped off at the field trip location; therefore, he/she cannot attend camp that day. Also, if camper needs to be picked up within the duration of the field trip, camper will be unable to attend field trip or camp for that day.
- **IMPORTANT:** In the event that the field trip is cancelled due to bad weather or other circumstances, camp will be held at the originally designated camp location. Field trip will be rescheduled or altered in this event.

## **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 to water parks or on water 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 the 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 through 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.

**Day Camp Site Phone Number:** ..... (708) 990-3860

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

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

*Monday – Friday, 9:00AM - 5:00PM*

\*\*\*\*\*