



# Parent Information For Camp Evergreen



**Location:**  
Holmes School  
508 N. Kenilworth

*\*note: Camp supervisor contact information will become available after June 1, 2010*

## Camp Description

This camp provides indoor and outdoor activities for a large group of friends to enjoy. Camp activities include group games, crafts, outdoor play, and special themed activities on Friday.

Weather permitting this camp swims on Monday, Tuesday, Thursday, and Friday. This camp goes on a field trip every Wednesday. Pickup is at Ridgeland Common on swim days and at Holmes School on field trip days.

### Meeting Days/Times

Camp Evergreen is a weekly camp that begins on June 7th and goes until August 6th. This camp meets Monday-Friday from 7:30am-3:00pm.

## Sign In/Out Procedures

Parents are responsible for signing their child both in and out of camp at the designated pick up and drop off locations.

Sign-in procedures will begin at the scheduled camp start time. No children will be allowed into camp early.

Parents and/or guardians are required to show a picture ID to staff until staff become familiar with those authorized to pick campers up.

Campers who walk or bike must have written permission in advance from a parent or guardian. **Children must be at least 10 years of age to sign themselves in and out of camp.**

A late fee will be billed to you for each occurrence that children are picked-up late:

1-15 minutes =	\$10
16-30 minutes =	\$20
31-45 minutes =	\$30
46= minutes =	\$40

## What to Bring

Reusable water bottle

Healthy Snack

*Please do not send milk or mayonnaise-based products, as we will not have access to a refrigerator. Due to severe allergies, please do not send peanut based products (including peanut butter), or any other tree-nut based products.*

Lunch that is well marked with campers name

Sunscreen

*Parents should apply sunscreen prior to arriving at camp. Park District staff will not apply sunscreen, but will encourage and supervise the application by campers.*

Wear loose, comfortable clothes that can get dirty

Swimsuit and towel on pool days

## What Not to Bring

Toys

Electronic equipment

Valuable items that you wouldn't want your child to lose or have damaged

## Absences

Parents should call and notify the Site Supervisor of the child's absence daily. If we do not hear from you [via phone or written note] and the Supervisor reports your camper absent, staff will make every attempt to contact you by phone. Please help the staff avoid unnecessary phone calls by reporting your camper's absence or late arrival.

### Park District of Oak Park

218 Madison Street  
Oak Park, IL 60302  
Phone: 708-383-0002  
Fax: 708-383-5702  
www.oakparkparks.com



## Inclusion

The Park District of Oak Park works cooperatively with the West Suburban Special Recreation Association (WSSRA) to integrate campers with disabilities into recreational programs. Inclusion aides may be present at camp to work one-on-one with a specific camper. These aides only intervene in necessary circumstances. If you feel that your camper would benefit from additional assistance at camp, be sure to communicate the necessary information to the Camp Director.

If your child will need special accommodations and you have not yet spoken to Park District staff or the Inclusion Coordinator from WSSRA regarding assistance, PLEASE DO SO IMMEDIATELY! There is a 2-week minimum notice required by WSSRA for proper staffing and training purposes.

## Participant Emergency Forms

So that staff can be prepared on the first day of camp, participant emergency forms must be returned to the Park District main office at 218 Madison by 5:00p.m. on the Thursday before camp begins.

**Please be aware that your child will not be allowed into camp without an emergency form completed by a parent or guardian by the first day of camp.**

All required forms are available online at [www.oakparkparks.com](http://www.oakparkparks.com)

## Sick Procedures

For the benefit of all children in the program, we require that you keep your child home if he/she is sick. Symptoms include:

Fever

Persistent, deep, or hard cough

Vomiting/diarrhea - *must be symptom-free for 24 hours*

Contagious infestations or infections - *includes lice, ringworm, unexplained rashes, scabies, impetigo, or pinkeye*

Runny nose

## Code of Conduct

We want camp to be a great experience for everyone involved. In order for this to happen, everyone needs to play a role in creating a positive and safe environment.

Campers have a responsibility to help with this as well by:

Showing respect to all campers, staff, equipment, and facilities

Behaving in way that results in only appropriate, kind, and positive interactions with others

Leaving any unnecessary items at home that may cause a distraction at camp, including toys, cell phones, electronics, weapons or items that appear to look like weapons

Using caution when playing with others so as to avoid causing bodily harm to others

**Consequences for not following these or any other rules developed for specific camps will be shared with the campers each session. In order for this to be successful, the Park District asks for parents' support in enforcing these guidelines. Staff will address each incident with the camper (and parent if the situation requires) in a positive and fair manner meant to help teach campers how to make better choices. The Park District reserves the right to dismiss a camper whose behavior endangers the well-being of themselves or the camp and no refunds are issued in these circumstances.**

## Summer Field Trips!

June 9– Museum of Science and Industry

June 16– Schaumburg Waterworks

June 23– Enchanted Castle

June 30– Bensenville Waterpark

July 7– Sci-Tech Museum

July 14– Lake Theatre

July 21– Lincoln Park Zoo

July 28– Seafari Springs

August 5 (Thursday)– Coral Cove

\*Trips subject to change based on weather conditions\*