



Summer Camp Guidelines

COMPLETED CAMP PAPERWORK IS DUE JUNE 1 OR UPON REGISTRATION. An Emergency Contact and Health Form, and a Waiver and Release, was included with your receipt.

We would like to welcome your child to Lake County Forest Preserves Summer Camp! Our scheduled activities are designed to help your child gain a fuller appreciation and respect for nature while having fun. Below are some additional guidelines to help ensure a safe and rewarding experience for everyone.

Camp Orientation for Parents

Meet the camp directors and many of the staff who will be leading the summer camps to discover more about your child's camp. Also, there is one on one time to get your questions answered. New policies will be highlighted. Parents of new and veteran registrants are strongly encouraged to attend on **Wed, May 19, 2010 at 7:00pm, Independence Grove Visitor Center.**

Dogs and Pets: Please note, pets are NOT allowed, even in the car, when entering Independence Grove or Ryerson Woods.

Camper Drop-off

- **Drop-off for your program is at the area designated on your Program Receipt.**
- Observe the 10 mph speed limit along the entrance road, as many children are present.
- Park your car and escort your child or children to a staff person to confirm arrival on our attendance sheet.
- Do not block traffic or park along the entrance road.
- Children may be dropped off no sooner than **10 minutes** prior to the start of the camp day.

Camper Pick-up

- Please pick up your child promptly at the end of the program. An additional fee will be charged daily for late pick-up.
- Park in the designated parking lot and be sure to sign your child out.
- **Anyone picking up your child will need to present a photo ID (i.e. driver's license) for release of your child. We will not release your child unless proper identification is given daily.**
- Anyone authorized to pick up your child from camp, including yourself, should be listed on the Day Camp Emergency Contact & Health Form under **Child Pick Up**. A copy of this form is included in this packet.
- Please do not pick up a child without notifying staff.
- Tardy pick-up will be charged \$5 per 10 minutes, after a one time warning. The Department of Children and Family Services will be contacted if we are not able to reach any of the emergency contacts after 60 minutes.

Personal Items

- All personal items brought to the program are your child's responsibility and **must be labeled.**
- Sunscreen and insect repellent will not be provided or applied by camp staff.
- Staff will encourage safe and proper application.
- Leave all electronics, valuables, pocket knives at home.

Please send with your child each day:

FULL DAY CAMPS

- Sack lunch. *NOTE: refrigerated lunch storage is not available – do not send egg or mayonnaise-based products.*
- Filled water bottle, at least 16 oz.
- Light snacks
- Insect repellent and sunscreen

HALF DAY CAMPS (including THEATRE CAMP)

- A light snack for a mid-morning break
- Filled water bottle, at least 16 oz
- Insect repellent and sunscreen, or apply prior to arrival

ART CAMPS

- Filled water bottle

Attire

Your child will be getting dirty! Please send your child in appropriate clothing and footwear. Children will be exploring the woodlands, ponds, and fields of the preserve. For your child's protection from exposure to sun, poison ivy, insect bites, and scratches from brush, the following attire is recommended:

- Shirts with sleeves (exposed shoulders are easily sunburned).
- A separate, lightweight, long-sleeved shirt to pull on over another shirt is also acceptable.
- Long pants, or bring a separate pair of long pants to pull on over shorts, or zip off pants/shorts.
- Wear socks and bring extra.
- Brimmed hat, visor, and/or sunglasses.
- Sturdy footwear. Inappropriate footwear include: flip-flops, "jellies," crocs and sandals are not appropriate, nor are shoes that can't get muddy or wet.
- Rain jacket or sweatshirt as required by weather.
- A backpack to hold belongings is also recommended.

All items must be marked with the child's name. The Lake County Forest Preserve District is not responsible for lost or stolen items. Found items will be held until the end of August, and then donated to the Salvation Army or Goodwill.

Weather

- **Camp will not be cancelled due to rain.** Rain gear is a must on rainy days, as activities will continue as planned.
- In hot weather, children take regular water breaks and activities are less active and held in shady areas as much as possible.
- Full day camps may be altered to a half day ending at noon if the heat index is between 106-119 degrees. Parents will be notified the day prior to the alteration in schedule.

Weather Cancellations

Find out if your child's camp has been adjusted or cancelled by calling the Summer Camp Weather Hotline at 847-968-3235 (available 24 hours a day).

- Camp will be cancelled only on days with a heat index of 120 degrees or above.
- Camps will be cancelled in the event of severe weather (thunder and lightning).
- If thunder or lightning occurs once the day's session has begun, you will be called and asked to pick up your child immediately (**EXCEPTIONS:** All adventure camps, art, and theater camps and camps held at Ryerson Woods will not be cancelled as a lightning safe shelter is available. Activities at all other sites will be cancelled.)
- Camp staff will call to notify parents of the day's cancellation. If we are unable to reach a parent, we will begin contacting the Emergency Contacts as listed on your form. Please alert your Emergency Contacts ahead of time so they are aware that they may be called by Forest Preserve staff if we are not able to get a hold of you. A prorated refund will be issued if we cancel a camp session.

Special Needs

We want your child to have the best possible camp experience. Please let us know when you register if your child is physically challenged, or requires some type of special assistance. Call Jean Weeg at 847-968-3332.

Essential Eligibility Criteria

For a complete list please check the Essential Eligibility Criteria **at the end of this document**. As a reminder, to participate in camp programs children must be able to (by themselves or with a personal assistant provided with no cost to the District):

- Self medicate with prompt from camp instructor.
- Ambulate on own or with a mechanical device on uneven terrain up to 1 mile.
- Independently take care of personal needs (bathroom).
- Exhibit appropriate group behavior (doesn't disrupt the flow of teaching/learning) with minimal verbal prompts (no more than two prompts per hour).
- Personal aides must be over 18 years of age with two years of college or 1 year of personal aide experience.

Code of Conduct

Children are expected to display appropriate behavior at all times. To assure the maximum enjoyment of the program by all participants, **please review the following guidelines with your child.** Your child is expected to:

- Show respect to all participants, staff, and nature.
- Be pleasant to others and refrain from using foul language.
- Refrain from causing harm to self, other participants, and staff.
- Use equipment, supplies, and facilities properly.
- Always wear shoes.
- Stay with the group.

Discipline

If behavior problems arise, you will be contacted that day to discuss the nature of the problem. The following disciplinary techniques will be used for uncooperative children:

- Verbal warning
- Time out: the child is removed from the activity (but not from the vicinity) for duration of up to one minute for each year of age.
- Parent involvement: if the child has difficulty controlling themselves, the parent will be contacted to handle the situation.
- Removal from program: if problems persist or the behavior is severe such as causing intentional harm to others or consistent disruptions of camp activities, the child will be removed from the program for the day or the rest of the week and a pro-rated refund will be issued.

Medical Issues

- You or your emergency contact need to be available to pick up your child from camp. In the event of a medical emergency you will be notified immediately. These include:
 - Camper illness
 - Severe injury
- You will be notified in the event of any injury IF so requested on the Contact and Health Form
- All camp staff are First Aid and CPR-trained and will take whatever emergency medical measures are deemed necessary for the protection and safety of the camper. This may include transportation by ambulance to the nearest medical treatment facility.

Medications.

- If your child has special needs for medication during the day or is on a drug holiday, please make those needs clear on your Health Form.
- Children are expected to bring whatever medical supplies or medications they will need each day and turn it in to staff, along with written instructions. Staff will be happy to remind them to take medication if we are notified in writing about their schedule. If your child has a strong allergy to bee stings or other conditions that require the use of an epi-pen, the child is expected to have the required supplies with them at all times, and also they should know how to administer these injections themselves.

Communicable Diseases

Campers, including their siblings with an infectious illness (H1N1, pink eye, hand, foot & mouth disease, etc.) must be removed from camp immediately for the safety of the other campers. A pro-rated refund will be issued.

Session Cancellations

Camps with insufficient enrollment will be canceled by June 1. Refunds will be issued.

Satisfaction Guarantee & Program Refund Guidelines

- Program refunds due to District cancellation will be prorated.
- Prorated refunds will not be given for campers who can't participate in a session because they fail to bring appropriate (safe) equipment or footwear as requested.
- If you are not completely satisfied with the quality of a program, contact us for credit toward another program or a refund.
- For program withdrawals, refund requests will be honored up to two weeks before the program begins. A service fee of \$10 will be charged for withdrawals or transfers from one camp section to another.
- Should you have any questions on concerns about the program, please feel free to contact Lynn Hepler, Outreach and Stewardship Manager, **at 847-968-3331**.

You are encouraged to attend the Camp Orientation for Parents, Wednesday, May 19, 2010 at 7 PM at Independence Grove Visitor Center. We look forward to sharing an enriching and rewarding camp experience with your child.



Day Camp Emergency Contact & Health Form

THIS FORM AND THE DAY CAMP WIAVER AND RELEASE FORM ARE DUE JUNE 1 OR UPON REGISTRATION. One form per child serves all registrations. However, an original signature is required on health forms and waivers. Return the attached form to: CAMP FORMS, LAKE COUNTY FOREST PRESERVES, 2000 N. MILWAUKEE AVE., LIBERTYVILLE, IL 60048-1199.

NAME OF PARTICIPANT _____ Birthdate (Month / Day / Year) _____ Entering Grade _____

Address _____ City _____ State _____ ZIP _____

PROGRAM NAME & DATE(S):	PRESERVE(S):

Emergency Contact Information

List phone number where emergency contacts can be reached **during the program hours** (usually daytime phone and cell).

PRIMARY CONTACT FOR EMERGENCIES & CAMP CANCELLATIONS:

Relationship: _____ Phone: _____

MOTHER: Daytime Phone: _____ Cell: _____

FATHER Daytime Phone _____ Cell: _____

ALTERNATE EMERGENCY CONTACT: Relationship: _____ Phone: _____

MAY WE CONTACT YOU VIA EMAIL? Yes No Email address: _____

Child Pick-Up

Anyone picking up your child will need to present a photo ID (i.e. drivers license) daily to camp staff for release of your child. We will not release your child unless proper identification is given. Please list persons (**including yourself**) authorized to pick up your child.

Print clearly please: _____

Friendship Request

We will do our best to honor friendship requests. Only one friend may be placed with your child, and both must be entering the same grade in the fall. Friendship requests are only accepted through the use of this form. *You may only request one friend and that friend must also request you.* If you submit more than one name, only the first name listed will be used. I request to be with:

Friend's Name _____ Entering Grade _____

NAME OF PARTICIPANT

Birthdate (Month / Day / Year)

Entering Grade

Medical Information

ALLERGIES & DIETARY RESTRICTIONS. Please list, describe reaction and management of the reaction as applicable.

MEDICATIONS. Please list all medications (including over-the-counter or nonprescription) taken regularly, or if they are on a drug holiday. Children are expected to bring whatever medical supplies or medications they will need each day and turn it in to staff, along with written instructions. Staff will be happy to remind them to take medication if we are notified in writing about their schedule.

MEDICATION: _____ Dosage: _____ Specific time taken: _____

Reason for taking: _____

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Reason for taking: _____

HEALTH INSURANCE / PHYSICIAN

Insurance Company _____ Policy/Group Number _____ Participant ID Number _____

Physician's name _____ Office Phone Number _____

IMMUNIZATIONS. Are the child's immunizations current? Yes No

_____ Date of last Tetanus shot

PAST MEDICAL TREATMENT. Please list any major medical treatment, type and date:

NOTIFICATION. Do you want to be notified immediately during the camp session for minor injuries (e.g., scrape, non-allergic bee sting, bloody nose, sliver) that do not limit participation in the program? Yes No

SPECIAL NEEDS. Are there any physical, mental, psychological or behavioral conditions requiring medication, treatment, or special restrictions or considerations while at camp of which we should be aware to ensure your child's fullest enjoyment of their camp experience? Please describe, including any special accommodations necessary. Please note that it is your responsibility to supply any necessary medical equipment which relates to a specific medical condition. Are there any camp activities from which the camper should be exempted for health reasons?

Permission to Secure Treatment

In the event of any emergency, I authorize the Lake County Forest Preserve District to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my minor child/ward's immediate care and agree that I will be responsible for payment of any and all medical services rendered. I understand that this authorization includes transporting my child by ambulance if necessary to the nearest medical treatment facility or hospital if I am unable to be reached first.

SIGNATURE OF PARENT OR GUARDIAN _____ DATE _____

PRINTED NAME _____



Day Camp Waiver & Release

NAME OF PARTICIPANT(S)	Birthdate (Month / Day / Year)	Entering Grade

THIS FORM AND THE DAY CAMP EMERGENCY CONTACT AND HEALTH FORM ARE DUE JUNE 1 OR UPON REGISTRATION. Please print the completed form and mail it to the above address. An original signature is required, faxes cannot be accepted.

Please read this form carefully and be aware in registering your minor child/ward for participation in the program or programs listed above you will be waiving and releasing all claims for injuries you or your minor child/ward might sustain arising from that program.

Important Information

The Lake County Forest Preserve District is committed to conducting its programs and activities in the safest manner possible and holds the safety of participants in the highest possible regard. Participants and parents registering their children in programs and activities must recognize, however, that there is an inherent risk of injury when choosing to participate. The Lake County Forest Preserve District strives to reduce such risks and insists that all participants follow safety rules and instructions which have been designed to protect the participant's safety.

Please recognize that the Lake County Forest Preserve District does not carry medical accident insurance for injuries sustained in its programs and activities. The cost of such medical expense would make program fees prohibitive. Therefore, each person registering themselves or a family member for a program or activity should review their own health insurance policy for coverage. It must be noted that the absence of health insurance coverage does not make the Lake County Forest Preserve District automatically responsible for the payment of medical expenses. Your cooperation is greatly appreciated.

Release of Liability & Permission to Secure Treatment

I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s) and I agree to assume the full risk of any injuries, damages or loss regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated with such program(s).

I agree to waive and relinquish all claims I or my minor child/ward may have against the Lake County Forest Preserve District and its officers, agents, volunteers and employees as a result of participation in the program.

I do hereby fully release and discharge the Lake County Forest Preserve District and its officers, agents, volunteers and employees from any and all claims from injury, damage or loss with the activities of the program(s).

I further agree to indemnify and hold harmless and defend the Lake County Forest Preserve District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages, and losses sustained by me or my minor child arising out of, connected with, or in any way associated with the activities of the program(s).

In the event of any emergency, I authorize the Lake County Forest Preserve District to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my minor child/ward's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

Photography Release

I give permission for my child's picture to be used in advertisements for the Lake County Forest Preserves.

I have read and fully understand the above Release of Liability and Permission to Secure Treatment and Photography Release.

SIGNATURE OF OR PARENT / GUARDIAN)

DATE

PRINTED NAME



Essential Eligibility Criteria

The Lake County Forest Preserves Summer Camp programs provide a short-term educational experience. At camp, we evaluate the needs of each camper to promote success and a positive camp experience. Disclosure of special needs will not bar participation. Please let us know when you register if your child is developmentally, emotionally, or physically challenged, or requires some other type of special assistance. Contact Jean Weeg at 847-968-3332. All activities are open to all individuals who meet the following essential eligibility requirements (by themselves or with a personal assistant provided by the participant and with no cost to the District):

Behavior Requirements

Children are expected to display appropriate behavior at all times. To assure the maximum enjoyment of the program by all participants, please review the following guidelines with your child. Your child is expected to:

- Show respect to all participants, staff, and nature.
- Be pleasant to others and refrain from using foul language.
- Refrain from causing harm to self, other participants, and staff.
- Use equipment, supplies, and facilities properly.
- Always wear shoes.
- Stay with the group.
- Able to exhibit appropriate group behavior (doesn't disrupt the flow of teaching/learning) with minimal verbal prompts (no more than two prompts per hour).

Personal Needs

- With verbal prompts, is able to self-medicate independently or with a personal assistant.
- Is able to manage all personal hygiene on their own or with a personal assistant.

Motor Needs

- Is able to ambulate on own or with a mechanical device.
- Is able to perform gross motor functions with verbal prompts (Five or fewer per project).
- Is able to perform fine motor functions with minimum manual guidance or less.

Adventure in Nature & Paddling Camps

- Is able to get in and out of a kayak and/or canoe independently.
- Is able to float on back independently with a properly fitted PFD.
- Is able to turn from face-down to face-up position in water independently while wearing a properly fitted PFD and holding breath while under water.
- Is able to maintain a balanced, upright position when seated in a kayak and/or canoe.
- Is able to maintain a balanced, upright position when seated on a horse and/or a bicycle.
- Is willing to wear all safety equipment correctly such as, but not limited to; horse-back riding helmet, bicycle helmet, and personal floatation device.

Aide Requirements

- Must have 2 year college experience or 1 year aide experience.
- Must be at least 18 years of age.