

River Trails Park District
Weiss Community Center
847.255.1200
www.rtpd.org

1500 E. Euclid Avenue
Mt. Prospect, IL 60056



RIVER TRAILS
PARK DISTRICT
Camp Pee-Wee
(Grades K-1)
Information Sheet

Summer Camp Registration Guidelines

- Please register early or by session deadline! There will be a 48-hour deferment period after any late registration. You will be notified within two business days if we will be able to accommodate you. No friendship requests will be granted with late registration.
- Transfers and withdrawals must be made 48 hours prior to each camp session starting date. Once a program starts, refunds will be prorated and credits will be applied to your account.
- There will be no fee adjustments for any time your child does not attend a session.
- Don't have an account? Go to www.rtpd.org to start one today.
- There are two options to register for Camps and Before/After Care (once you choose an option, it CAN NOT be changed).
- Summer camp tuition must be paid in full upon Registration.
- Enroll in **AUTOMATIC BILLING**: You must **SAVE** a **CREDIT CARD** into the **PAYMENT METHODS** of your online account. **AUTOMATIC BILLING** is found under **MY ACCOUNT/PAYMENT METHODS**.
- You will be charged a 25% deposit at the initial Registration. Approximately 7-10 days before each camp session start date, your card will be charged automatically for the balance of the upcoming session.
- Tag On payment is due at the time of Registration.
- **Registering for Tag-Ons**: Log in to your account, click on the browse button, select the "RTPD Brochure Programs" box, then on the left side under "program groups" select Camps it will expand and then pick Tag-Ons. The course should appear on your right.
- Late Registration is not guaranteed. Late Registration is defined as two weeks before each session. After the deadline, we will notify you within two business days if we can place your child. No friendship requests will be granted with late Registration.
- Withdrawals must be made two business days before the Camp Session starting date.
- Transfers must be made by mid-week. Request can only be accepted if there is room in the session you are requesting. The child must complete the full week of camp before transferring into the requested program.
- Refunds: Once a program starts, refunds will be prorated, and credits will be applied to your account.

LOCATION

Camp days will begin and end at **Grace Evangelical Lutheran Church** – 1624 E. Euclid Ave. Prospect Heights, IL 60056. This facility is located to the East of the Weiss Community Center next to the skateboard park and softball fields. Drop off and pick up will take place behind the church.

TIMES

8:45 am – 3:15 pm

Camp options: {M, W, F} or {M – F}

Day selection must stay the same throughout the session.

Campers in Before Care* and/or Swim Lessons* will be walked over after the conclusion of each activity by a PeeWee Counselor or Supervisor to Grace Church for Camp Pee-Wee. Campers in After Care* and/or Tag On* programs will be walked back after the conclusion of Camp PeeWee each day by a PeeWee Counselor or Supervisor to the Weiss Center and placed in the correct After Camp activity.

*Additional fees apply. Please register for these separately.

SAFETY GUIDELINES

1. Games and activities will be structured to emphasize minimal contact with other campers. All campers will be encouraged to spread out at all times.
2. Activities requiring physical exertion and/ or voice will be played outside during appropriate weather conditions. There will be increased play outside throughout the day.
3. Water-based activities will be permitted per Phase 5 guidelines.
4. Cleaning and sanitation practices will be conducted in compliance with the CDC protocols. Touch points will be cleaned every two hours.
5. All staff members and campers will be required to wear a mask when inside when within 6ft of each other.
6. If a participant is showing any symptoms, they will not be permitted to attend camp until they give no fever for at least 72 hours, other symptoms have improved, and/or at least 10 days have passed since first symptoms appeared.
7. We will have increased hand sanitizer stations and designated hand-washing times. All campers will be expected to practice proper hand-washing techniques.

DROP OFF/PICK UP

Drop off time is 8:45 am. Please drive your camper to the designated drop off/pick up location where a supervisor will be attending to sign them in. Pick up is at 3:15 pm. To pick your child up, please drive to the designated drop off/pick up location where a supervisor will be waiting to sign your camper out. Your camper must be signed out by an adult authorized to pick them up. If your camper is not picked up by 3:30 pm, staff will take your child to After Camp and you will be charged \$1.00 per minute after 3:15 pm that your child is in After Camp.

ACTIVITIES

The camp staff will plan a variety of activities consisting of arts & crafts, creative play, cooperative games, sports, theme days and more. The staff will learn what the campers like to do and try to offer some of their favorite activities. It is our goal to have a safe, fun and festive day camp program that your camper looks forward to coming to each day.

COMMUNICATION

Newsletters and field trip information will be made available in the camp section of our webpage inside the Virtual backpack at www.rtpd.org and distributed before each session.

VIRTUAL BACKPACK
Click on the backpack to
see all Summer Camps
Downloads



HOT LUNCH OPTION

You may choose to order a hot lunch for your camper one day or every day. Lunches are made in the pool concession stand and delivered to the campers at lunch time. Orders are due one week before the desired lunch dates needed. On field trip days, you can order a special option that will be ready for your camper before they leave for the field trip

Forms will be available at the Weiss Community Center or online at www.rtpd.org.

LOST AND FOUND

A lost and found box will be kept at the campsite. Items not claimed by the end of the session will be donated. Please do not wear or bring anything to camp that is valuable (including jewelry, DS's, Tablets, iPads, Cell phones, etc...).

Please put your child's name on everything coming to camp. The River Trails Park District is not responsible for lost, stolen or damaged items.

ATTENDANCE

If your camper will arrive late to camp, leave early or anything different from the normal schedule, please send a note with your camper to give to their counselor. If your camper leaves early, a supervisor will bring the camper to the large room at Grace Lutheran Church to meet you. If your camper arrives late, please bring your camper to the large room at Grace Lutheran Church where a staff member will take them to their group. You will need to sign your child in or out in the large room when dropping or picking them up late.

FIELD TRIPS

There will be one field trip per session for M-F campers. Campers attending less than 5 days may not get a field trip every session depending on the days they attend and the day of the trip. Trips will be on a variety of days. For safety reasons, children must wear their camp T-shirts on trips. T-shirts will be given out during the first week of camp. Only one T-shirt will be provided to a camper throughout the entire summer. An additional T-shirt can be purchased for \$5. A newsletter sent home the first week of each session will list dates of the field trips and other pertinent information. It will also be available on our website camp page in the Virtual Backpack.

VIRTUAL BACKPACK
Click on the backpack to
see all Summer Camps
Downloads



COOKOUTS

On Fridays, we will have a cookout for lunch. Occasionally the day will vary depending on field trips, so we will let the campers know on Monday of each week. The park district will provide a hot dog or hamburger for lunch which includes all the fixings of ketchup, mustard, and chips. We ask campers to bring their own drink. If your child does not like hot dogs/hamburgers, they are welcome to bring their own lunch that day or use our Hot Lunch option.

OPEN SWIM

On Mondays, campers will go to the Splash Pad/Zero Depth Pool at the Woodland Trails Pool. They will not be allowed to swim in the main pool.

SUNSCREEN

Camp staff is not allowed to apply sunscreen lotion onto campers. We suggest that parents use/send spray on sunscreen and teach your camper to use it. Staff can help with spray if needed.

FAMILY NIGHT

During Session I of the summer, there will be a Family Night for all summer campers and their families. Family Night is an opportunity for parents to meet the counselors, enjoy dinner, and participate in fun activities. You will receive more details in the camp newsletter sent home the first week of the session.

CELL PHONES

Campers are not allowed to bring a cell phone to camp. If a camper is found using their phone, we will hold it and return it to your camper at the end of the day. Staff will also speak to their parent at pick up time. If your camper needs to contact you, they may ask their counselor or the Site Supervisor. If you need to contact your camper, please leave a message with the Weiss Center office and specify which camp your child is in.

TAX DEDUCTION INFORMATION

Parents are asked to keep a tally of their camp payments for tax deduction information. The park district tax ID number is 36-6136813. You can also get this online if you have set up an account. Please inquire at the Weiss Center.

SAVE THE EARTH

We ask each camper to bring a lunch in a reusable container and a water bottle every day. Eliminating paper cups can save hundreds of trees! Please write your camper's name on the water bottle & lunch container with a permanent marker.

WHAT TO BRING TO CAMP

Your child should bring a **backpack** to camp each day with the following items:

Lunch/drink
Water Bottle
Snack
Spray Sunscreen
Swimwear & a towel on water days
& a Positive Attitude!

Additional Program Options Information Sheet

Before/After Camp - Camp Swim - Golf Lessons – Tag-Ons – Rob Roy Jr. Golf Camp Leagues

LOCATION

All additional program options will begin and end at Woodland Trails Park, 1500 E. Euclid Ave., Mt. Prospect.

TIMES

7:00 – 8:30 am	Before Camp (M, W, F or M-F)
8:00 – 8:45 am	Camp Swim Lessons (M, W, F or M-F)
3:00 – 6:00 pm	After Camp (M, W, F or M-F)
3:00 – Time Varies	Camp Tag-Ons (M/W - T/TH - F)
10:00 – 1:00pm	Rob Roy Jr. Golf Camp Leagues (M)

Please register for these programs separately. Additional fee applies.

BEFORE CAMP

- ❖ **Drop off time is 7:00 am. Please drive your camper to the designated drop off/pick up location where a supervisor will be attending to sign them in.** At 8:30 am, a counselor will walk your camper over to their camp meeting location.

If your child is enrolled in both Before Camp and Camp Swim Lessons, a counselor will take your camper over to the pool by 8:00 am. **They will then meet your camper after swim lessons and bring them to their camp meeting location at 8:45am.**

- ❖ Activities

Before Camp will offer choices of quiet activities including low organized games, coloring, board games, puzzles, etc. Some TV time and PG videos may be included.

- ❖ Lost and Found

A lost and found box will be kept at the campsite. Items not claimed by the end of the session will be donated. Please do not wear or bring anything to camp that is valuable (including jewelry, DS's, tablets, iPads, cell phones, etc.). **Please put your child's name on everything coming to camp. The River Trails Park District is not responsible for lost, stolen or damaged items.**

CAMPER SWIM LESSONS

- ❖ Our swim lesson program is designed around flexibility that allows each child to progress at their own pace rather than conforming to the peer group. Lessons are taught by qualified instructors who love to teach. We provide students with a safe, interactive, and fun environment.
- ❖ Day Camp swim lessons will be available from 8:00–8:45 am, Monday–Friday or MWF. If your camper is not enrolled in Before Camp, it will be your responsibility to get them to the pool for their 8:00 am lesson. When lessons are over, counselors will meet campers and walk them to their camp meeting location. Parents are invited to watch their camper from outside the pool fence. All campers will be tested on the first day of camp and placed in a swim level that accommodates their ability. (Non-Swimmer, Beginner, Intermediate or Advanced).

CAMPER GOLF LESSONS

- ❖ Golf lessons will be held at the driving range from 3:00-4:00 pm Monday & Wednesday. Lessons will be structured towards the individual skill level of each participant. Our golf instructor will teach stance, grip, driving, putting, etiquette, pace of play & rules. There is ample time for individual attention. Clubs will be supplied and camp staff will walk campers to their lesson & back.

CAMP TAG-ONS

- ❖ Camp Tag-Ons will be held at various River Trails Park District locations from starting at 3pm. Days and end times will vary depending on the Tag-On you have chosen. If a Tag-On is held off site, Camp Staff will provide transportation to/from the Weiss Center.

ROB ROY JR. CAMP GOLF LEAGUE

- ❖ A fun and friendly recreational league where we stress learning and developing golf skills while playing with friends in a relaxed and fun atmosphere on the golf course. The 1st day will include a clinic on skills and course etiquette and we will drive your child to and from the golf course. The league plays Mondays 10am-1pm. Lunch and greens fees are included.

AFTER CAMP

At camp dismissal time, After Camp counselors will walk your camper to the shelter area north of the Weiss Center. After attendance is recorded, a snack & drink will be provided and the campers will have a choice of activities.

- ❖ **Pick up**

Look for the colored sign out along the parking lot to help you identify where your camper's pick up location will be. **Campers must be signed out by an adult authorized to pick them up.**

- ❖ **Activities**

Staff will offer choices of activities including sports, cooperative games, crafts, board games, etc. Some TV time and PG videos may be included on hot or rainy days.

- ❖ **Swimming**

After Camp will go swimming on **Wednesday** afternoons until 5:00 pm. Sometimes camp may not be able to swim due to home swim meets. Please look for the colored signs along the parking lot to identify where to pick up your child. PeeWee campers will go to the Splash Pad/Zero Depth Pool at the Woodland Trails Pool. They will not be allowed to swim in the main pool.

- ❖ **Rainy Days**

If it rains, the children will be in the Weiss Center.

- ❖ **Snacks**

A snack is provided in our After Camp program only. Each camper is asked to bring a water bottle/plastic cup to camp with their name on it. A drinking fountain is also available to campers. Please help us refrain from using paper cups. If you wish, you may send a snack with your child. Due to those with food allergies, please do not bring snacks containing nuts.

- ❖ **Lost and Found**

A lost and found box will be kept at the campsite. Items not claimed by the end of the session will be donated. Please do not wear or bring anything to camp that is valuable (including jewelry, iPads, DS's, tablets, cell phones, etc.). **Please put your child's name on everything coming to camp. The River Trails Park District is not responsible for lost, stolen or damaged items.**

- ❖ **Late Pick up Fees**

There will be a charge of **\$1.00 per minute** for each minute after 6:00 pm that a child is picked up late. If a parent is late, a counselor will stay with the child until 6:15 pm. Any camper not picked up by 6:15 pm will be taken into the Weiss Center and left under the care of Park District personnel. **The number of late pick-ups will be closely monitored. If they become excessive, there is a possibility that your camper could be removed from the program.**

The River Trails Park District welcomes individuals with disabilities into programs. Please describe any accommodations needed for successful inclusion in the program(s).

For Future Payments Due

I authorize the River Trails Park District to charge the listed credit card for remaining payments/balance(s) due for camp program(s).

YES _____

NO _____

Signature

Date

Tax Deduction Information

Parents are responsible for keeping a tally of their camp payments for tax deduction purposes. The park district tax ID number is 36-6136813.

Visa, MasterCard or Discover Card	
\$20 MINIMUM CHARGE	
Card No: _____	
Name Cardholder _____	
Expiration Date _____	
Authorized	
Signature _____	Amt. Charge \$ _____

WAIVER & RELEASE

IMPORTANT INFORMATION

The River Trails Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The River Trails Park District 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 the listed programs/activities 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 recreational 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 recreational activities/programs exist. In this regard, it must be recognized that it is impossible for the River Trails Park District 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 the listed programs/activities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss 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 the listed programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, 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 River Trails Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "River Trails Park District"). I do hereby fully release and forever discharge the River Trails 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 the listed programs/activities. I have read and fully understand the above important, 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.

ALL PARTICIPANTS MUST SIGN
If participant is under 18 years old, parent must sign for them:

SIGNATURE

PRINTED NAME

DATE

CAMPER EMERGENCY FORM

Please print clearly

Camper's Last Name _____ **First** _____ **Date of Birth:** ___/___/___

Parent's Last Name (if different): _____ **Male** _____ **Female** _____

Address _____ **City** _____ **Phone ()** _____

School _____ **Grade entering in fall** _____ **Age** _____

Mother's First Name _____ **Work: ()** _____ **Cell: ()** _____

Father's First Name _____ **Work: ()** _____ **Cell: ()** _____

Emergency Contact: NOT PARENT (local friend/neighbor who can pick up child)

Name: _____ **Phone:** _____ **Cell:** _____ **Relationship:** _____

Does your child have any allergies? (Animals, foods, medications or plants) _____

Any health problems that would limit participation? (Asthma, nose bleeds, etc.) _____

List all medications & times taken: _____

* Additional forms needed if medication is taken during camp hours

Does your child have special needs that require accommodations or special assistance?

No ___ Yes ___ Please explain: _____

Please list any conditions/behaviors we should be aware of: _____

Child's swim skills: ___ Non-swimmer ___ Beginner ___ Intermediate ___ Advanced

After camp my child will ___ Walk home ___ Ride his/her bike home ___ Be picked up by car

___ Attend a RTPD program other than a tag on. Program Name: _____ Dates _____

One (1) Friendship Request: (same age/camp session) _____

Please note this is a request, not a guarantee. You may request one friend and they must request you too. Must be made by June 1.

After Camp Participants only:

Please print the person (s) names that will be picking up your child from After Camp:

Sess: CF CC CFin CA BC AC CM WLO Swim Golf Tag On Tag On PW

I														
II														
III														
IV														

Office Use only: write # days under camp

River Trails Park District
847.255.1200

1500 E. Euclid Avenue
Mt. Prospect, IL 60056

EMERGENCY TREATMENT RELEASE

My Minor Child is:

Last name: _____ **First name:** _____ **Date of Birth:** _____

As a parent and/or guardian, I authorize that in a medical emergency regarding my minor child, that the local emergency medical service be contacted. If, as determined by the local emergency medical service, my child needs immediate care and needs to be transported to an emergency care center, I authorize treatment and transportation. If in the opinion of the attending physician at the emergency care center that further treatment is necessary, I authorize the treatment of my child.

I recognize that time is important during an emergency situation and I authorize emergency medical treatment for my child. However, a reasonable effort should be made to contact myself and/or if needed, the alternate emergency contacts listed below.

I declare that I exercised my own judgment in deciding whether to sign this agreement and I further declare that my decision to sign was not based on or influenced by any declarations or representations of the River Trails Park District or its employees, agent or instructors. In addition, I agree that I will be responsible for payment for any and all medical services provided.

Date: _____

Signature of Parent/Guardian: _____

Please print name: _____

EMERGENCY CONTACTS:

Name: _____ **Phone: (H):** _____ **(W):** _____

Name: _____ **Phone: (H):** _____ **(W):** _____

Name: _____ **Phone: (H):** _____ **(W):** _____

BEHAVIORAL STANDARDS CONTRACT

The following standards have been adopted by the River Trails Park District to be used uniformly as a guideline for disciplining any child enrolled in our Day Camp programs

GENERAL INAPPROPRIATE/UNACCEPTABLE BEHAVIORS:

1. Abusive language
2. Disrespectful behavior towards staff and/or fellow participants.
3. Continuous disruptive behavior
4. Any aggressive behavior (slapping, punching, kicking, biting, etc.), whether it is initiated or in retaliation.

FIRST WARNING:

The first time any inappropriate/unacceptable behavior occurs, the parent will be notified by phone (or written letter if parent is not reachable). Documentation of this behavior will be kept on file at the park district. If that behavior occurs again within the same day, the parents will be called to come and remove the child from the program for the remainder of the day. **

SECOND WARNING:

If a child continues to display inappropriate/unacceptable behavior after a first warning has been given, the child will receive a written letter of second warning. This letter will state the child's inappropriate/unacceptable behavior and notify the parent(s) that one more incident of such behavior could lead to the child's last warning and possible removal from the program. This letter must be signed by a parent and returned. One copy will remain at the park district and one copy will be given to the parent. **

REMOVAL FROM THE PROGRAM

After the first and second warnings have been issued and an inappropriate behavior is displayed, a parent will be contacted by phone and a written notice that the child will be removed from the program for a certain period of time or permanently. (Depending on the severity of the behavior). **

**In an extreme case of unacceptable behavior that is threatening to other participants or staff, the first two warnings can be omitted and the child will be removed from the program immediately with the final warning. **

Please Print

Child's Last Name: _____ First Name: _____

Camp: _____ Session: 1 2 3 4

I have read, understand, and accept the above Behavioral Standards Contract and procedures. I will also go over these Behavioral Standards with my child.

Parent/Guardian Signature

Date