

## 2024 Summer Camp Parent Handbook

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### Camp Mini (Grades K-5)

Welcome to 2024 Summer Camp at River Trails Park District! At River Trails, we're all working together to achieve a common goal: to responsibly enrich the lives of our diverse community.

A new and exciting summer has been planned with weeks of recreational fun, games, on-site entertainment, field trips, swimming, and themed activities. River Trails is committed to providing a safe and structured environment that encourages personal growth and development, while having fun. It's a place where new and challenging adventures are undertaken with guidance and encouragement. This parent handbook has been developed to provide you with summer camp information along with our policies and procedures. Please read over the handbook carefully. If you have any questions, feel free to contact the Camp Administrative Staff.

#### Camp Administrative Staff:

Andy Sirakides- Recreation Supervisor of Youth Programming      847-463-3711    [asirakides@rtpd.org](mailto:asirakides@rtpd.org)

Katelynn Putkonen-Manager of Programs & Aquatics                      847-463-3715    [kputkonen@rtpd.org](mailto:kputkonen@rtpd.org)

Eileen Meyers- Customer Experience Manager                              847-463-3716    [emeyers@rtpd.org](mailto:emeyers@rtpd.org)

#### Family Night

Family Night for all summer campers and their families will be hosted on Thursday, June 6 2024 at the Weiss Community Center. Family Night is an opportunity for parents to meet the counselors and participate in fun activities. You will receive more details in the camp newsletter sent home prior to the first week of the session.

#### Location

Camp days will begin and end at **Indian Grove Elementary School (Door #8)** - 1340 N Burning Bush Lane, Mt. Prospect

#### Times

9:00 am – 12:00 pm

Camp options: {M, W, F} or {M – F}

*Day selection must stay the same throughout the session.*

#### 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](http://www.rtpd.org) and distributed before each session.

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





### **Attendance**

If your camper should will arrive late, leave early or anything different from the normal schedule, please contact camp staff by e-mailing the Camp Coordinator or send a note with your camper to give to their counselor. Please see your camper's counselor because you will need to sign in your camper in or out (Late or early to camp) on the tablet at the camp site.

### **Drop-Off & Pick-Up Procedures**

Drop off time is 9:00 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 12:00 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. We reserve the right to ask for a photo I.D.

### **Late Pick-Up**

If your camper is not picked up by 12:15 pm, you will be charged \$1.00 per minute after 12:15 pm that your child is not picked up.

### **Walking/Biking to and from Summer Camp**

- All parents whose camper(s) are 8 years old and older who will be arriving at or leaving from camp unaccompanied by a parent, guardian or authorized representative of a parent/guardian **must complete the Release for Biking/Walking form**. Campers who arrive at or leave Camp unaccompanied by one of the authorized individuals will be required to sign themselves in and out of the Camp immediately upon arrival at and departure from Camp.
- Campers arriving to camp unaccompanied must arrive between 9:00 am and 9:15 am. Camp staff are not available for supervision before this time. After this time the camp may be doing activities in a location other than the check in location.
- Campers leaving Camp unaccompanied by one of the authorized individuals will only be allowed to leave camp at or near 12:00 pm, not at other times.
- Forms can be requested from Camp Administrative staff, the site supervisor, or found on the virtual backpack.
- Campers that ride bikes must lock them up at the outdoor bike rack in front of Indian Grove. All bikes must be locked with the camper's own lock. The River Trails Park District is not responsible for any lost, stolen or damaged bicycles. Please give us a note giving your permission to have your child walk/ride their bike from camp each day.

### **What to Bring**

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

- Water Bottle
- Gym Shoes
- Snack/Drink
- Shorts, t-shirts, and gym shoes are highly recommended
- Spray Sunscreen
- Swimwear & a towel every day!
- Camp T-Shirt on Trip Days
- a Positive Attitude!

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847.255.1200



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Mt. Prospect, IL 60056  
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### **Field Trips**

- There will be one field trip per session.
- To ensure campers safety, children must wear their camp t-shirt on trips which will be handed out during the 1<sup>st</sup> 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.
- Newsletters sent out through Community Pass the first week of each session will list date of field trip and other information.
- On occasion, the campers will be allowed to walk to Burning Bush Trails Park. We will communicate these side trips ahead of time.

### **Water Days**

Camp Mini does not visit the Woodland Trails Pool; however, they will have water days. Be sure to pack swimsuit and towel each day.

### **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 when needed.

### **Allergies & Medication**

River Trails Park District is **not** a nut free environment. Children with a nut or other food allergies will be able to enjoy their snack at a designated nut free table. While we cannot restrict what other campers eat for snacks and lunch, efforts will be made to ensure the safety of your child in regard to food allergies. Please help us ensure the safety of children with allergies by sending your child with something nut free whenever possible.

If your camper has allergies or requires other medical accommodations, please be sure to state all information on your camp forms. If your camper uses an epi pen, inhaler, or needs medicine distributed during the day you must fill out the medical paperwork, Medication Dispensing Information form and submit it to the site supervisor with the medication. The medication must be clearly labeled with the child's name and prescription. The medication must be kept with the site director and NOT in your child's backpack. This includes self-administered medicines like inhalers.

### **Lost & Found**

- A lost and found box will be kept on site at Indian Grove throughout the duration of summer camp.
- 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, iPads, tablets, cell phones, etc.). Please put your child's name on everything coming to camp.
- The River Trails Park District is not responsible for any lost, stolen or damaged items.
- 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.

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### **Cell Phones**

Cell phones are a distraction at camp and are not allowed. If your child has a cell phone it must be kept in a backpack at all times during camp hours. Campers cannot make or receive phone calls or texts on their personal devices during the camp day. If your camper needs to contact you, they may ask their counselor or the Site Supervisor. If you need to contact your camper, please contact the Weiss Center office. River Trails Park District is NOT responsible for lost, stolen or damaged cell phones.

### **Code of Conduct**

All participants are expected to exhibit appropriate behavior at all times while participating, spectating or attending any program or activity sponsored by River Trails Park District. This includes participation programs which may or may not require an admission fee, spectating at any athletic events, recitals, rental, facility usage and or attending special events. The following guidelines are designed to provide a safe and enjoyable activities for all participants.

Participants, spectators and or parent/guardian shall:

- Show respect to all participants, officials, program staff and supervisors
- Take direction from program staff and supervisors
- Refrain from using abusive, foul language or bullying of any kind
- Refrain from any and all remarks against an individual's race, ethnic background, religion, physical appearance, or disabling conditions, this will not be tolerated.
- Refrain from causing bodily harm or physical affection to self, other program participants, program staff & supervisors.
- Not bring in any weapons or items that may be used as weapons to any programs, parks or facilities.
- Refrain from damaging equipment, supplies, facilities and parks

Additional codes of conduct may apply for particular programs such as: day camps, adult athletic leagues. River Trails Park District reserves the right to dismiss a participant, spectator and or parent/guardian for any inappropriate conduct.

### **TAX DEDUCTION INFORMATION**

Parents are asked to keep a tally of their camp payments for tax deduction information. The park district tax ID number can be obtained by calling the Weiss Center at 847.255.1200. You can get this online if you have set up an account. Please inquire at the Weiss Center.



## Additional Programming Information

Program	Time	Day(s)
Camp Swim Lessons	8:00 – 8:45 am	M, W, F or M-F
Camp Tag-Ons	12:15 – 1:15pm	M, W,

*\*Please register for these programs separately. Additional fee applies.*

### Location

- Camp Mini Tags on take place at Indian Grove School.
- Camp Swim Lessons will begin and end at Woodland Trails Pool, 1500 E. Euclid Ave., Mt. Prospect. Please note there is no transportation from Woodland Trails Pool to Indian Grove for Camp and campers must be dropped off by an authorized Adult.

### Camp 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 enrolled in Camp Mini, it will be your responsibility to get them to camp following the conclusion of swim lessons.
- 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).

### Camp Tag-Ons (enrichment programs)

Camp Mini Tag-Ons offer the opportunity to enroll your child in an additional class that will take place from 12:15-1:15 pm on Monday and Wednesday each week. Each Camp Mini Tag-On will be located at Indian Grove School. Please provide your child with a lunch if attending a Tag-On.

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

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**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 \_\_\_\_\_

<b>Visa, MasterCard or Discover Card</b> <b>\$20 MINIMUM CHARGE</b>	
Card No: _____	_____
Security Code ___	_____
Name Cardholder _____	_____
Expiration Date _____	_____
Authorized Signature _____	Amt. Charged \$ _____

**Tax Deduction Information**

Parents are responsible for keeping a tally of their camp payments for tax deduction purposes. The park district tax ID number can be obtained from the Weiss Community Center at 847.255.1200.

**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.

<b>ALL PARTICIPANTS MUST SIGN</b> If participant is under 18 years old, parent must sign for them:		
SIGNATURE	PRINTED NAME	DATE
_____	_____	_____

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### 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:

\_\_\_\_\_

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PARK DISTRICT

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## **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):** \_\_\_\_\_



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**RIVER TRAILS**  
PARK DISTRICT

1500 E. Euclid Avenue  
Mt. Prospect, IL 60056  
www.rtpd.org

## **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: SEE CODE OF CONDUCT**

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. \*\*

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### **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

**RIVER TRAILS PARK DISTRICT & SUPERHERO'S ACADEMY OF MOTION ARTS  
 WAIVER AND RELEASE OF ALL CLAIMS, ASSUMPTION OF RISK, AND INDEMNIFICATION AND HOLD HARMLESS  
 AGREEMENT**

In consideration for participation in parkour activities conducted by Superhero's Academy of Motion Arts, I hereby agree to waive, release, and discharge Superhero's Academy of Motion Arts (SAOMA) and the River Trails Park District (RTPD), including their respective officers, officials, employees, agents, and contractors (collectively, "the Parties") from any and all liability, claims, damages, or losses that I (or my minor child/ward) may sustain arising out of or in any way connected with participation in this program/activity.

**WARNING OF RISK & IMPORTANT INFORMATION**

SAOMA and RTPD are committed to conducting recreation programs and activities in a safe manner and hold the safety of participants in high regard. SA 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 must recognize that there is an inherent risk of injury when choosing to participate in parkour activities.

Parkour activities are intended to challenge the physical, mental, and emotional resources of each participant. However, despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury including death. Understandably, not all hazards and dangers can be foreseen. The very nature of parkour is hazardous and risky, **The risks include, but are not limited to:** serious physical injury arising out of slips and falls; falling from equipment; rope burns; pinches, scrapes, twists and jolts that could result in scratches, bruises, sprains, lacerations, fractures, concussions, or even more severe life threatening injuries; muscular soreness, tears, strains, sprains, dislocations, fractures and broken bones; paralysis, cuts, bruises, and muscle soreness; wrist, arm and shoulder injuries; musculoskeletal injuries including head, neck, and back; injuries to internal organs; inadequate or negligent instruction or supervision, horseplay, defective equipment, the negligence of other participants; lack of physical conditioning or skills; and premises defects. In this regard, it must be recognized that it is impossible for the SAOMA or RTPD to guarantee absolute safety.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately 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.

**PLEASE CAREFULLY READ THE TERMS AND CONDITIONS BELOW**

1. I expressly agree and promise to accept and assume all of the risks existing in this activity for myself (or my minor child/ward). My participation (or that of my child/ward) in this activity is purely voluntary, and I (or my child/ward) elect to participate in spite of the risks.
2. **I represent that I understand the nature of parkour activities, that these are physical in nature, and that I (or my child/ward) am qualified, in good health, and in the proper physical condition to participate in such activities. I further agree and warrant that if at any time I (or my child/ward) believe conditions to be unsafe or activities to be beyond my skill level, I (or my child/ward) will immediately discontinue further participation in the activity.**
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless RTPD & SAOMA from any and all liabilities, losses, claims, demands, or causes of action, which are in any way connected with my participation (or my minor child/ward) in this activity or my use of RTPD & SA's equipment or facilities, **including any such claims which allege negligent acts or omissions of RTPD & SAOMA.**
4. Should RTPD & SAOMA or anyone acting on their behalf, be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
5. I certify that I have adequate insurance to cover any injury or damage I (or my minor child/ward) may cause or suffer while participating, or else I agree to bear the costs of such injury or damage myself or my child/ward. I further certify that I am willing to assume the risk of any medical or physical condition I (or my child/ward) may have.
6. I have read and fully understand the above language, important information and warning of risk, indemnification, 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. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining document shall remain in full force and effect.

By signing this document, I acknowledge that if anyone is hurt or property is damaged during my (or my child/ward's) participation in this activity, I may be found by a court of law to have waived my right (and that of my minor child/ward) to maintain a lawsuit against RTPD & SAOMA on the basis of any claim from which I have released them herein.

I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

Signature of Participant \_\_\_\_\_ Print Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Phone \_\_\_\_\_ Date \_\_\_\_\_

**PARENT'S OR GUARDIAN'S ADDITIONAL INDEMNIFICATION  
 (Must be completed for participants under the age of 18)**

In consideration of \_\_\_\_\_ (print minor's name) ("Minor") being permitted by RTPD & SAOMA to participate in its activities and to use its equipment and facilities, I further agree to indemnify and hold harmless RTPD & SAOMA from any and all claims which are brought by, or on behalf of Minor, and which are in any way connected with such us or participation by Minor.

Parent or Guardian: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ 4/16