

Attention Parents and Guardians,

Welcome to the York Center Summer Camp! We have plenty of fun planned for the Boppins, Juniors, and Seniors this summer, which includes arts and crafts, making new friends, group games, sports, field trips, and exploring different places. We hope to provide many memories for campers in a fun, safe, and exciting environment.

Read this packet carefully and review the park district rules with your child(ren). This booklet will provide you with all the information about some of the activities the children will be involved in throughout the summer. It will also provide you with information about our registration and electronic information system, as well as the rules and procedures for our camp program. If your child is a Senior (4th-5th grade), please pay extra attention to the pick-up and drop-off procedures.

## REGISTRATION INFORMATION

### Registration Information

Campers can enroll in the session or sessions that are convenient for them.

- There is a \$50.00 one-time non-refundable family registration fee.
- Note: *Days may not be made-up or transferred. There are no refunds for days missed.*
- PAYMENT IS DUE 2 WEEKS (14 DAYS) BEFORE EACH SESSION/WEEK STARTS
- If payment is not made by the due date, camper(s) may lose their spot if there is a waitlist.
- After the payment due date, you may still register your camper if space is available. A late fee will be applied. Payment must be made in full at the time of registration. **There is no guarantee that space is available.**
- Understanding registering for multiple weeks payments.
  - Example (it is May 20)
    - Registering for week 1 - They must pay in full
    - Registering for week 1 and 2 - They must pay in full for week 1. Week 2 payment is due by May 26

Camp Session	Payment Due Date
Week 1	May 18
Week 2	May 26
Week 3	June 1
Week 4	June 8
Week 5	June 15
Week 6	June 22
Week 7	June 29
Week 8	July 6
Week 9	July 13
Week 10	July 20

## Camp Changes / Transfers / Credit / Refund Policy

All changes and cancellations must be done in writing (via email, form, or written in person). Any credit or refund will be first applied to any household balance that exists. All refunds will be processed within two weeks of receipt of the original request. Beginning May 19, there will be a \$5 admin fee added to your account for any cancellation, changes, and/or transfer requests.

Camp Session	Changes/Refund Deadline to receive 100%	Account Credit Only Changes/ Transfers Deadline to receive 75%	Refund Only Deadline to receive 50%	Non-Refundable Deadline
Week	Last Day	Starting	Starting	Starting
June 1	May 22	May 23	May 23	May 27
June 8	May 29	May 30	May 30	June 3
June 15	June 5	June 6	June 6	June 10
June 22	June 12	June 13	June 13	June 17
June 29	June 19	June 20	June 20	June 24
July 8	June 26	June 27	June 27	July 1
July 15	July 2	July 3	July 3	July 8
July 20	July 10	July 11	July 11	July 15
July 27	July 17	July 28	July 28	July 22
August 3	July 24	July 25	July 25	July 29

- A \$5 admin fee will be applied per camper, per week
- Starting the 75% and 50% Deadlines, Transfers and Changes may be allowed if space is available. However, you will need to pay the difference plus the admin fee.
  - Example : Transferring Monday to Wednesday (\$60 per day)
    - You are credited \$30. You are then registered for Wednesday with a \$35 balance.  $(60+5-30=35)$
- Starting the Non-Refundable Deadlines, Transfers and Changes may be allowed if space is available. No admin fee will be issued .
  - Example : Needing Monday and not Wednesday (\$60 per day)
    - No Credit . You are then registered for Monday with a \$60 balance.
- There will be no refunds or credit issued for missed days
- Exceptions will be for medical reasons. A Doctor's note will be required and the admin fee will be deducted.

## **ePact Information Account**

Families will receive an ePact Account via an email from ePact Network. All program participants through the York Center Park District must complete or reconfirm their registration account through our electronic information system, ePact. This information will include the following:

- Confidential Information and Medical Form
- Emergency Contact and Pick-up List
- Assumption of Risk and Swimming Waiver
- Behavior and Discipline Policy Form
- Field Trip/Park Permission Form
- Photo Release Form
- Permission Slip to Montini (for Seniors)

Please complete your child's ePact account **before sending your child to camp**. Campers may not be able to attend if the ePact is not completed or current.

## **American Disabilities ACT (ADA)**

People with disabilities please note: The York Center Park District will not discriminate against eligible residents for participation based on a disabling condition. "We invite any participant with a special need to contact our staff upon registration so that a smooth inclusion may occur." In addition to the programs listed here, our district provides additional specialized services for people with disabilities through Gateway. Feel free to contact Gateway at (630) 325-3857 or see their information in our summer brochure.

## **Staff-Child Ratio**

There will be one staff member for every eight children when in-house. While on the trips, the ratio will be one staff member for every four to six children, depending on the group.

## **PICK-UP AND DROP-OFF PROCEDURES**

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

Parents are to drop off their camper at their respective meeting locations: Boppins (Preschool Room), Juniors (Lower Rec. Room), and Seniors at Montini (in the YCPD Gym on Fridays). Parents may use our Curbside Drop-Off/Pick-Up by calling our number at 630-629-0886. Tell us who you're dropping off/picking up, and we will send a counselor to check them in/out. When picking up, have your driver's license ready so we may confirm pick-up authorization. If someone other than yourself is to pick up/drop off your child, his/her name must be on your child's ePact pick-up list as an emergency contact in ePact.

### **Seniors at Montini**

The Seniors will be **dropped off Monday-Thursday at Montini High School** located at 19W070 16th St. in Lombard. Please drop off campers at Montini, following the parking lot to the back entrance. **On Fridays, Seniors must be dropped off at the park district in the gym.**

**Pick-up will always be at the park district.** \*The last day the group will be at Montini is Friday, July 31. All subsequent days are at the park district.

### **Late Pick-Up and Drop-Off**

Doors do not open until 7:30 am. If you pick up your child after 6:00 pm, you will be charged. One verbal warning will be given for a late pick-up. Any additional days with late pick-ups will be charged to your account. The fee will be \$5.00 for every 5 minutes past 6:00pm.

## **ABSENCE, ILLNESS, AND INJURY**

### **Absence**

Anytime your child will not attend camp, whether due to illness, vacation, etc., please notify the York Center Park District office staff. There will be NO refunds or credits given the day of. Please see our Refund Policy on Page 2 for more information.

### **Illness and Injury**

In cases of communicable diseases such as lice, measles, mumps, chicken pox, etc., please notify the York Center Park District office so that other parents can be notified of possible outbreaks.

**Children with Covid-19, colds, sore throats, flu, fever, etc., should stay at home for the protection of all participants and staff.** If a child develops symptoms of illness during the program, he/she will be separated from the group and his/her parents will be notified to pick up the child within the hour.

### **First Aid Policy**

All counselors are trained in CPR and First Aid. First Aid will be administered if necessary and an ambulance will be called when required.

### **Medicine Policy**

If your child is required to take any medication, you must complete the Medication Form in your ePact account. Under no circumstances will the child be able to carry or hold his/her medication. If there are any medications changes, please update your child's ePact account, and inform the staff of that change.

## **OUTDOOR ACTIVITIES**

### **Sunscreen/Bug Spray Policy**

Campers must come to camp with sunscreen applied every day. All children must have a bottle of waterproof sunblock with a SPF of their choice in their bag and labeled with their name.

## **Field Trips/ Swimming Trips**

On field trip days, all children will be in attendance on the field trip. There will be no supervision of children in the park district. If you miss a trip there are no refunds of credits. **Children must wear their York Center Summer Camp t-shirt on trip days** for identification purposes. Please arrive on time for field trip dates. We will not delay our departure time to allow late arrivals. Pool days will be every Tuesday. Campers must provide their swimsuits, towels, and sunscreen. Please label all items with the child's name. Each camper will be responsible for their own bag. If you would like to change your child's swim level, you must notify the Head Counselor and update your child's ePact account.

## **Clothes**

Washable play clothes are ideal for recreation programs. Closed-toe gym shoes are ideal footwear. **Please do not send your child to camp in sandals, flip-flops, or Croc-like shoes.** Flip-flops and sandals may only be worn to the pool.

## **FOOD**

### **Lunch**

Campers must provide their lunch (non-microwaveable) and drink every day. We ask that parents label their children's lunch bags with his or her name and group name. If lunch is forgotten, we will call the parents to bring lunch for the camper. If the parents cannot be reached the Park District will provide a small lunch and a \$5 fee will be applied to their account.

### **Refreshments**

The Park District will be providing a small snack during camp. If your child has severe allergies, we recommend that you provide a snack for your child to avoid any confusion on the types of foods your child can eat. Additionally, if your child tends to have a big appetite in the morning or evening, you may send them extra snacks. Please send your child a water bottle with his/her name on it.

## **Kid's Cafe**

Every Wednesday, the YCPD will open its concession stand Kid's Cafe during lunch. They sell pizza, hot dogs, pretzels, nachos, popcorn, chips, pop, water, candy, slushies, and more! If you like your child to order something specific, please indicate within a note what could be ordered along with their money.

### **Kid's Cafe Menu**

#### **Meals (chips and any drink excludes slushies)**

1 Slice Pizza Deal \$5.00      2 Slice Pizza Deal \$7.00      Hot Dog Deal \$5.00  
Grape Uncrustable Meal \$5.00 (Also available with sunbutter)

#### **Food**

Slice of Pizza \$3.00      Hot Dog \$3.00      Uncrustable \$3.00      Cotton Candy \$2.50  
Chips \$1.00

Candy \$2.00      Air Heads (2) \$1.00

#### **Drinks**

Gatorade \$2.00      Pop \$2.00      Slushie \$3.00

# York Center Park District Behavioral Policy

It is the mission of the York Center Park District to provide safe and wholesome programs in well-maintained parks and facilities for our residents and guests. In order to provide the best experiences possible, the Park District has adopted rules and policies that help create and maintain a positive environment. The Behavior Policy is one of such policies that help mitigate and manage conflicts should they arise. When participating in any program or service, the Park District asks that patrons comply with this policy.

## **Behavior Guidelines**

Participants, observers, and staff are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all. Additional rules may be developed for particular programs as deemed necessary by staff.

- Disrespectful attitudes and actions to counselors and other participants will not be tolerated.
- Participants should follow program and facility rules and take direction from staff
- Refrain from threatening the safety and wellbeing of one's self, other participants or staff. Make any violent statements or violent imagery.
- Refrain from disparaging remarks to include comments against an individual's race, creed, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status or disability.
- Refrain from abusive or foul language.
- No theft of personal items from another camper, staff member, or YCPD property.
- No destruction of YCPD property, other campers or staff property.
- No possession of any weapons.
- Refrain from causing bodily harm to self, other participants or staff.
- Participants will not display any aggressive behavior, (i.e. hitting, punching, slapping, running away, kicking, and biting)
- Fighting, hitting, swearing, etc. WILL NOT BE TOLERATED.
- Any other behavior deemed inappropriate by the staff will result in warnings and/or disciplinary actions

## **Behavior Issues**

If program staff encounters behavior issues with any participant, he/she will first attempt to resolve that problem with the child. If this fails, the Program Supervisor will be consulted, followed by the parents. If the problem persists, the program staff may ask the child to be dismissed from the program. NOTE: Three strikes and the child is out of

the program. Please discuss the rules with your child. Every parent is required to read the enclosed form to his or her child, sign it and return it with the other forms. NO REFUNDS WILL BE GIVEN IF YOUR CHILD CAN NO LONGER ATTEND THE PROGRAM.

### **Disciplinary Actions & Consequences**

1. Any or all incidents of inappropriate behavior will be documented regardless of how minor or major. The program leaders keep a written record of rule breaking and will notify you of such occurrences.
2. Disciplinary actions are listed below. Staff reserves the right to use any actions fitting the severity of the situation:

- A verbal warning
- A supervised time-out from the program.
- A written behavioral report.
- A written Strike Report (Any egregious behavior or repeated inappropriate behavior) A total of 3 Strikes will result in dismissal from the program
- A suspension from the program or facility for a period of 1-30 days, depending on the severity of the offense. When determining the timeframe of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Dismissal from the program or facility. If inappropriate behavior persists or the behavior completely disrupts a program or facility, removal may be necessary.
- Some other options may be discussed with the guardian if warranted, such as a limited/reduced timeframe that participant is allowed to attend the program.

### **Termination of Participation**

The York Center Park District reserves the right to terminate the participation of any individual in any Park District program, event, facility, or park for disruptive behavior or if it is considered by the Park District that the continued participation of the individual is not in the best interest of the participant, the District, or others who are involved with the program, event, facility, or park.

**Please discuss these rules/consequences with your child(ren)  
and on the next page sign, date and return.**

## **York Center Park District Behavioral Policy**

I have discussed the rules/consequences of the Behavioral Policy with my child(ren).

Participant(s)'s Name

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Date

Parent's Signature

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Date