

# TEEN CAMP



For more info email Recreation Supervisor - Youth & Teen  
at [lind\\_b@cityofelgin.org](mailto:lind_b@cityofelgin.org)

# PARENT HANDBOOK

## **Registration**

All registrations must be done **PRIOR** to your child attending camp. Registration is taken at The Centre Front Desk and can also be done online. Front desk hours are Monday – Friday, 9:00am – 6:00pm and Saturdays from 9:00am – 1:00pm. Children who are not on the camp roster or who do not have proof of registration will be unable to attend camp. In order for our staff to better plan each session, we ask that you register your child at least a week in advance. Registrations will not be taken for a camp week that is already in session.

## **Refunds/Transfers**

Please register your child for the appropriate three day or full week option. Refunds, credits, and/or transfers will not be given for any sick or unused days. You may choose to have your child in a different camp each week; however, changing camps in the middle of the week is prohibited.

## **Camp Dates & Fees:**

Camp will run in weekly sessions. You may register for one or all of the sessions; however, payment is due for each session upon registration. Camp weekly fees are \$180 for residents and \$190 for non-residents per week. The 3 day per week option is \$126 per week for residents and \$132 for non-residents. If registered after the registration deadline, you will pay an additional \$5 per day. Camp fees are per each one (1) week session. Registration deadlines are a week prior to the start of each new session. Please observe the deadlines as camp sessions must meet minimums in order to run. Register early as camps sometimes fill up. **Registrations must be done prior to the start of each week of camp. You will not be able to register for a camp session in the middle of the week even if it is a 3 day option.**

<u>Session #</u>	<u>Dates</u>	<u>Reg. Deadline</u>	<u>Field Trip</u>
204103-01	June 3 - June 7	5/28	TBD
204103-02	June 10 – June 14	6/3	TBD
204103-03	June 17 – June 21	6/10	TBD
204103-04	June 24 – June 28	6/17	TBD
204103-05	July 1 – July 3	6/24	TBD
204103-06	July 8 – July 12	7/1	TBD
204103-07	July 15 – July 19	7/8	TBD
204103-08	July 22 – July 26	7/15	TBD
204103-09	July 29 – August 2	7/22	TBD

## **Field Trips**

Teen Leaders Camp will include a weekly field trip. **Field trip schedule is subject to change.** Field trip info sheets can be picked up on the first day of each session and will include the location of the field trip, arrival and departure times, lunch procedures (some field trips include lunch), and any additional items or information that will be needed . Field trips are usually on Wednesdays. If you do not receive a field trip info sheet during the week, please email Brett at lind\_b@cityofelgin.org for the information. On field trip days, please have your child at camp no later than 9:00 a.m. unless otherwise notified. **Campers MUST wear their camp t-shirt on all field trips – NO EXCEPTIONS!** **If your child does not have their camp shirt – you will be required to purchase another shirt for \$10.** It is very important that your child understands that good behavior is expected when riding the bus. All general admission fees are paid in full by The Centre of Elgin. No extra money is to be brought unless designated by the City of Elgin (if money is allowed, your child is fully responsible for handling their cash).



**Camp Hours:**

All sessions are held at The Centre of Elgin, 100 Symphony Way. Camp hours are 8:00 a.m. to 6:00 p.m. Sample daily activity schedule (non field trip days) will be as follows:

7:00 – 9:00 a.m.	Games/Free Time	Fieldhouse Court #3
9:00 – 12:00 p.m.	Snack/Group Activities	Gym/Pioneer Room/Outside
12:00 – 1:00 p.m.	Lunch/Games	Teen Center/Pioneer Room
1:00 – 3:00 p.m.	Swimming	Adventure Island
3:00 – 6:00 p.m.	Snack/Group Activities	Gym/Outside/Pioneer Room

**Camp Arrival / Dismissal**

Parents must bring their children into the room and sign their child **IN and OUT** of the program with the camp staff. Siblings are not allowed to sign out unless they are 18 years of age. If a sibling is 16 or 17, the parent or guardian will need to provide a letter stating that it is okay for them to pick up the child. **All parents, relatives, and friends should be prepared to show a Photo ID upon signing their child/ren out of the program.** Late fees will be applied to all campers who are picked up after the 6:00 p.m. The late fee will be \$5 per child for 1-10 minutes late and an additional \$1 per minute per child for any time after 10 minutes. Late fees are to be paid **by check or cash only** at the time the child is picked up or before they return to camp. **In the event that it is unavoidable to pick up timely, please call the teen center between 5:00pm and 6:00pm at 847-531-7046** or Centre Camp voicemail at 847-531-7041 as soon as possible to inform us of the situation. If parents are more than 45 minutes late, and we have not been contacted, the police will be notified. **Repeated late pick-ups (5 or more) throughout the summer may result in suspension or removal from the program.**

**Camp Attire**

Campers will receive a camp T-shirt. They are limited to one T-shirt per summer. This may be worn any day but is **required on field trip days**. We ask that parents mark their child’s name on the tag inside. For your child’s safety and enjoyment, please dress them in play clothes and closed toe shoes (no jellies or sandals). **Gym/tennis shoes must be properly equipped with laces and tied at all times.** We have found that sandals and jellies can fall off or cause children to lose their footing while playing games; therefore, campers wearing inappropriate foot wear will sit out of all physical activities. Tennis shoes with wheels in them are not allowed in this program. Please remove all wheels from shoes prior to coming to camp.

**Important Summer Camp Telephone Numbers**

Brett Lind, Recreation Supervisor, Youth & Teen	847-531-7017
The Centre Administration Office	847-931-6123
The Centre of Elgin Main Courtesy Desk	847-531-7000
The Centre Teen Center	847-531-7046

## **What to bring to camp**

We suggest a gym bag or backpack for camper's daily equipment. Please make sure everything your child brings is clearly marked with their name, address and phone number.

1. Sack lunch with drink each day
2. Swimsuit, towel and plastic bag
3. Sunscreen
4. Drawstring (lightweight) backpack on field trip days (counselors will not be responsible for money or any other possessions).

## **Electronic Items/Valuables**

Electronic items and valuables such as hand held video games, music players and cell phones are **not allowed at camp**. Staff is not responsible for loss or theft of personal items. We ask that children **leave all personal toys/games at home** as they often get misplaced.

## **Lunches**

Campers must provide their own sack lunch and drink. Refrigeration is not available so please pack appropriately. Please do your best to pack a healthy lunch and snacks for your child. The use of vending machines will be limited to Wednesday only.

## **Healthy Snack**

**We have partnered with the Northern Illinois Food Bank to provide a healthy morning breakfast and afternoon snack for all our campers.** This snack will be served Monday through Friday. **Parents are still responsible for packing a lunch each day.** We are making an effort to promote healthy eating and healthy lifestyles. Parents can do their part by encouraging their children to be active and by packing nutritional meals each day.

## **Free Swim**

Campers will swim daily at Adventure Island in The Centre of Elgin. Campers should bring their swimming suit, towel, and a bag to put wet clothes in for return back to camp. For their safety, all campers will take a swim test. This will help the staff determine if your child will be allowed to swim in the deep water. Children failing to pass the swim test will be restricted to swim in water no deeper than chest high. Campers will be allowed to retest at a later time if they do not pass.

## **Wing Park Fridays**

Each Friday we will be transporting the campers to Wing Park at 9:30 a.m. We will spend the day at the park, playing games, having lunch and then swimming at Wing Park Family Aquatic Center. We will return to The Centre of Elgin by 4:30 p.m. **We will shuttling groups back between 3:30 and 4:30pm. Please do not try to pick up your child during this time.** Remember to send sunblock with your camper each Friday as we will be outdoors for the majority of the day. Parents may choose to purchase lunch for their child(ren) on Fridays. Each week, we alternate between a burgers/hotdogs and pizza. Details will be sent out at the beginning of each week. **Lunch purchases are non-refundable and non-transferable.** Lunch purchase is optional – parents are welcome to pack a regular sack lunch for their child(ren) on these days.

## **Sick Policy**

Parents are expected to pick up their child(ren) **immediately** should they become ill during program hours. If the parent is not available, someone on the approved pick-up list should be available.

**Children should be fever free for 24 hours prior to returning to camp.**

## **Discipline**

To ensure an enjoyable and safe program, the City of Elgin has developed a Code of Behavior which progresses from verbal reprimand to possible removal of the child from the program. We feel these

guidelines are fair and appropriate for the program. The City of Elgin reserves the right to expel any individual from participation in this program for any reason.

### **Code of Behavior**

1. Oral Reprimand: The camper is spoken to by the counselor and verbally warned.
2. Written Letter of Warning: If the camper's action or behavior continues, this is noted in writing and a behavior letter is sent home to the parents.
3. Dismissal from Camp: After previous warnings, Camp Supervisor will talk with parents about dismissal. The final step is only necessary to ensure the well-being of other campers. Depending on the severity of the behavior, children may be dismissed from camp without any previous oral or written warnings. Participants will not receive a refund for days missed due to disciplinary reasons.

### **Prescription Drug Policy**

If your child should require a prescription drug while at camp, the following must be followed:

**The prescription must be in a bottle marked with the child's name, doctor's name, date, directions for administering the medication, the prescription number, drug store or pharmacy. Medication log for will need to be filled out by the guardian.**

### **Non-Prescription Drug Policy**

Any non-prescription drugs that must be taken while at camp will be administered **only with written Doctor's permission**. The non-prescription drug must be labeled with the child's name and dated on the bottle. Please ask your doctor to write instructions on a prescription pad and sign it if we are to give non-prescription medication at camp.

### **Anti-Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Teen Leaders Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. We want to make sure that every child has a safe and fun experience at camp where they can learn skills and build relationships. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

### **Camper Information Sheet**

Please complete and return the camper information sheet prior to the first day of camp. All information on both sides must be completed.