

# **TEEN LEADERS**

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# **CAMP**

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*Please return the Camper Information Sheets  
prior to the first day of camp*

## **PARENT INFORMATION HANDBOOK 2017**



**For more info or questions email Brett Lind, Recreation  
Supervisor – Youth & Teen, at [lind\\_b@cityofelgin.org](mailto:lind_b@cityofelgin.org)**

## 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 \$20 per session. 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>
SP171451	June 5 - June 9	5/30	TBD
SP171452	June 12 – June 16	6/5	TBD
SP171453	June 19 – June 23	6/12	Lincoln Park Zoo
SP171454	June 26 – June 30	6/19	Chicago Sky Game
SP171455	July 3 – July 7	6/26	TBD
SP171456	July 10 – July 14	7/3	Magic Waters
SP171457	July 17 – July 21	7/10	Museum of Science and Industry
SP171458	July 24 – July 28	7/17	TBD
SP171459	July 31 – August 4	7/24	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 call Brett at 847-531-7017 for the information. Parents who utilize the 3 day option may need to call Brett for field trip information if they do not attend camp on Monday or Tuesday. 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	Wing Park/Lord's Park
3:00 – 6:00 p.m.	Snack/Group Activities	Gym/Outside/Pioneer Room

Teen Leaders Camp will have a weekly theme. For example, one week may be College/Career week. Children will take part in a variety of activities related to this theme. We may take tours of the local colleges, or have speakers come in to talk about different careers. Other themes may be Service Week, Financial week, and Health and Wellness Week.

### 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 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.

### Free Swim

Adventure Island in The Centre of Elgin will be closed this summer for construction. We will be swimming on Tuesdays at Wing Park from 1-3pm and Thursdays at Lord's Park from 1-3pm. Campers should bring their sunscreen, 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 10:00 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.**

### **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.

### **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.

### **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 attached information sheet prior to the first day of camp. All information on both sides must be completed.

City of Elgin Parks and Recreation Department  
**Teen Leaders Camp 2017**  
Camper Information Sheet (Turn in Prior to First Day)

<b>Camp Use Only:</b> — Swim Test — Rock Climbing
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Camper Name \_\_\_\_\_ Gender \_\_\_\_\_

Birthdate \_\_\_\_\_ Grade entering in fall \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Mother Cell Phone \_\_\_\_\_ Father Cell Phone \_\_\_\_\_

Mother Work Phone \_\_\_\_\_ Father Work Phone \_\_\_\_\_

Child's primary residence/physical custody is with:  Mother  Father  Both

**Emergency Contact in case parent/guardian cannot be reached:**

1) Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to camper \_\_\_\_\_

2) Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to camper \_\_\_\_\_

**Medical Information**

Allergies \_\_\_\_\_

Is camper presently taking any medication? \_\_\_\_\_ If yes, name of medicine and condition being treated \_\_\_\_\_

Will medicine be taken while child is at camp? \_\_\_\_\_  
What times will medicine be taken? \_\_\_\_\_

Does child have diabetes, epilepsy, hyperactivity, autism or any other medical/emotional condition that his/her counselor should know about?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of physician \_\_\_\_\_ Phone Number \_\_\_\_\_

**Permission to seek medical treatment**

I give The Centre of Elgin Camp staff permission to seek medical treatment for my child in case I cannot be reached. I give permission for my child to be transported to the nearest hospital and for the hospital officials to begin treatment of my child. I understand that the City of Elgin and the day camp are not responsible for any medical bills that may be incurred.

\_\_\_\_\_  
Signature of parent/guardian

**Permission to attend field trips and Wing Park Fridays**

I give my child permission to attend field trips scheduled by the camp staff including trips to Wing Park on Fridays. I understand that I will be notified in advance of the trip location. I am aware that the location and date of the field trips are subject to change. I also am aware that my child could be asked to stay home from a field trip for disciplinary reasons while at camp. If I choose not to send my child on a field trip, I will still be responsible for full payment of the session and finding alternate child care.

\_\_\_\_\_  
Signature of parent/guardian

**Permission to watch G and PG rated movies: Signature** \_\_\_\_\_

**Emergency Contacts Other Than Parent/Guardian and Persons Authorized to Pick Up My Child**

I, \_\_\_\_\_ authorize The City of Elgin to release my child to the following person(s). No changes to this list will be effective unless given in writing. I understand that persons on this list may be required to show an ID prior to the release of any child. I further waive and release the City of Elgin, its employees, agents, volunteers, boards and commissions from and against any and all liability of whatsoever nature arising out of or in connection with any person being permitted to pick up my child. Signature \_\_\_\_\_

	Name	Address	Phone	Relationship
1				
2				
3				
4				
5				
6				

**Camp Discipline Acknowledgement**

Campers are expected to behave and follow camp rules while they attend camp. Campers may be asked to stay home from camp if discipline problems persist. I understand that I will be notified in advance of discipline problems and **that I will not receive a refund for days missed for disciplinary reasons.**

\_\_\_\_\_  
Signature of parent/guardian

**PRINT** Child's/Minor's Name \_\_\_\_\_  
Last First

**CITY OF ELGIN  
INDOOR CLIMBING WALL WAIVER AND RELEASE AND ASSUMPTION OF RISK  
(Parent Form)**

**IMPORTANT INFORMATION**

The City of Elgin is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The City of Elgin continually strives to reduce such risk 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 recreational activities.

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.

**WARNING OF RISK**

Climbing walls are intended to challenge and engage 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. Understandably, not all hazards and dangers can be foreseen. The very nature of using climbing walls is hazardous and risky, including, but not limited to, overexertion, slip and falls, loose and/or damaged artificial holds, being fallen on by other users, belay and/or belayers failure, lack of good physical conditioning, inadequate or defective equipment, inadequate instruction or supervision, poor technique, carelessness, horseplay, premises defects, and all other risks inherent to the use of climbing walls. In this regard, it must be recognized that it is impossible for the City of Elgin to guarantee absolute safety.

**WAIVER AND RELEASE OF ALL CLAIMS AND LIABILITY AND ASSUMPTION OF RISK**

In consideration of the undersigned's Minor Child named \_\_\_\_\_, age \_\_\_\_\_ (hereinafter referred to as the "Minor Child") receiving permission from the City of Elgin, Illinois, a municipal corporation (hereinafter referred to as "City") to enter on the premises commonly known as the City's Recreation Center, located at 100 Symphony Way, Elgin, Illinois (hereinafter referred to as the "Subject Premises") and to use the climbing wall and appurtenances related thereto (hereinafter referred to as "the Climbing Wall") located on the Subject Premises, the receipt and sufficiency of which is hereby acknowledged, the undersigned for himself/herself and his/her Minor Child and their respective heirs, distributees, next of kin, dependents, personal representatives, executors, administrators, successors and assigns, and all other related persons or entities, does hereby and shall to the fullest extent permitted by law waive, release, indemnify, defend and hold harmless City, its officials, officers, employees, agents, volunteers and assigns, and all other related persons or entities, from and against any and all claims, suits, judgments, costs, attorney's fees, damages or other liability or relief whatsoever, arising out of or related to any loss, damage or injury, including death, that may be sustained by the undersigned and/or his/her Minor Child or any property of the undersigned and/or his/her Minor Child, while the Minor Child is in or on the Subject Premises and/or while the Minor Child is using the Climbing Wall located on the Subject Premises. In the event of any action or proceeding against City, its officials, officers, employees, agents, volunteers and/or its assigns, and/or all other related persons or entities, covered by the foregoing duty to indemnify, defend and hold harmless, such action or proceeding shall be defended by legal counsel of City's choosing and the cost thereof shall be paid by the undersigned.

The undersigned being duly aware of the risks and hazards inherent in entering on the Subject Premises and/or in using the Climbing Wall located on the Subject Premises hereby elects voluntarily to allow his/her Minor Child to enter on the Subject Premises and/or to use the Climbing Wall located on the Subject Premises knowing the present condition of the Subject Premises and the Climbing Wall located thereon, and knowing that the conditions of the Subject Premises and the Climbing Wall located thereon



may become more hazardous and dangerous during the times hereinafter that the Minor Child of the undersigned is on the Subject Premises and/or while the Minor Child of the undersigned is using the Climbing Wall located thereon. The undersigned for himself/herself and his/her Minor Child hereby voluntarily assumes all risks of loss, damage, or injury, including death, that may be sustained by the undersigned and/or his/her Minor Child while the Minor Child is in or on the Subject Premises and/or while the Minor Child is using the Climbing Wall located on the Subject Premises.

The undersigned hereby declares and represents that no promise, inducement or agreement not herein expressed has been made to the undersigned and that the terms of this waiver, release, indemnification and hold harmless are contractual and not merely recital.

The undersigned hereby acknowledges and represents that he/she is eighteen (18) years of age or older and of sound mind.

The undersigned hereby further declares and represents that he/she is the parent of the Minor Child named herein and has the full authority to enter into and execute this waiver, release, indemnification and hold harmless.

**The undersigned hereby further acknowledges and represents that he/she has read the foregoing waiver, release, indemnification and hold harmless and understands it signs it voluntarily and accepts it in its entirety. If registering on-line or via facsimile, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

\_\_\_\_\_  
Print Name of Minor Child

\_\_\_\_\_  
Print Name of Parent

\_\_\_\_\_  
Parent's Signature

Dated: \_\_\_\_\_

**Camp Program Waiver**

WAIVER: I hereby agree and understand, in exchange for good and valuable consideration, including but not limited to the services and access provided with my membership, the receipt and sufficiency of which are hereby acknowledged, that I (or to the extent I am signing on behalf of any of my family members including but not limited to minor children) assume and acknowledge the risks inherent in the above-mentioned activities, and further agree to the fullest extent permitted by law to indemnify, defend, waive and hold the City of Elgin, its officials, officers, employees, agents, independent contractors or any other related person or entity, harmless from and against any and all liability, claims, damages, causes of action, judgments or suits to which I or my family members, heirs or assigns may otherwise be entitled, resulting from my or my family member's membership and/or participation in the above program(s).

I further understand that no hospitalization, health or accident insurance coverage has been provided with this registration. I hereby consent to any above-listed minor or other person's participation in any programs provided for hereby and consent to emergency medical treatment for any such minor or other person. I further hereby warrant and represent that I have legal parental or other lawful authority to so consent and register any such aforementioned minor or other person. I further warrant and represent that I am fluent in the English language and have read and understand all of the provisions of this form. To the best of my knowledge, there are no physical or other conditions which may interfere with my participation or the participation of any minor or other person for whom I am signing this waiver and registration in this program or which may unreasonably endanger any other person. I also acknowledge and hereby agree to abide by the City of Elgin's refund/cancellation policy. In that event that the duty to defend provisions of this paragraph are invoked, counsel for the City of Elgin's defense shall be of the City of Elgin's choosing. The provisions of this waiver shall survive any termination and/or cancellation of any affected person's membership. **In the event that this waiver is submitted unsigned or altered, registration in the above mentioned activity will not be allowed.**

Parent/Adult Signature \_\_\_\_\_ Date \_\_\_\_\_