

Summer Camp 2018

Manual



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URBANA PARK DISTRICT

2018 SUMMER CAMP MANUAL

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CAMP CONTACTS

WHO'S WHO

Athletics Program Staff

Greg Cales, Athletics Coordinator, is responsible for Sports Camp and Sports Extended Camp. Greg can be reached at Brookens Gym by calling (217) 255-8601.

Community Program Staff

Niki Hoesman, Community Program Coordinator, is responsible for School's Out for Summer Camp, Summer Arts Camp, Summer Arts Extended Camp, Preschool Arts Camp, Preschool Arts Extended Camp, Construction Camp, Preschool Construction Camp, Science Camp, and Preschool Science Camp. Niki can be reached at the Phillips Recreation Center by calling (217) 367-1544, ext. 276.

Environmental Program Staff

Savannah Donovan, Environmental Public Program Coordinator, is responsible for Preschool Nature Camp, Nature Day Camp, Nature Extended Camp, Animal Adventure Camp, and Wild Child Survival Camp.

Heidi Vasel, Environmental Education Coordinator, is responsible for Teen Explorers Camp, Tween Leadership Camp, and the Junior Counselor and Counselor-in-Training programs.

Savannah and Heidi can be reached by calling the Anita Purves Nature Center at (217) 384-4062.

Camp Leaders

The Urbana Park District employs highly qualified individuals who are eager to contribute to your child's fun and rewarding summer. Many are college students working toward teaching or recreation degrees. The staff-to-child ratio is a maximum of 1:12. Our staff participates in intensive training that includes leadership skills, effective teaching strategies, age characteristics, behavior management, and more. All camp staff members are certified in CPR and first aid.

Counselors-in-Training and Junior Counselors

Counselors-in-Training (CITs) and Junior Counselors (JCs) are middle school and high school students who enjoy working with children and are learning the leadership skills necessary to become camp counselors. Each is assigned to a camp location for the entire session. They act as assistants to the leaders, take part in all camp activities, and have their own staff training.

ABSENCES / EMERGENCIES

If your child will be absent from camp, or if you need to speak to your child in the event of an emergency, please call the corresponding site after 8:00am:

• Sports Camp/Extended Camp	Brookens Gymnasium	(217) 255-8601
• School's Out for Summer Camp	Phillips Recreation Center	(217) 367-1544, ext. 1
• Preschool Arts Camp/Extended Camp	Phillips Recreation Center	(217) 367-1544, ext. 1
• Summer Arts Camp/Extended Camp	Phillips Recreation Center	(217) 367-1544, ext. 1
• Construction Camp/Preschool Construction Camp	Phillips Recreation Center	(217) 367-1544, ext. 1
• Science Camp/Preschool Science Camp	Phillips Recreation Center	(217) 367-1544, ext. 1
• Preschool Nature Camp	Anita Purves Nature Center	(217) 384-4062
• Nature Day Camp	Anita Purves Nature Center	(217) 384-4062
• Nature Extended Camp	Anita Purves Nature Center	(217) 384-4062
• Animal Adventure Camp	Anita Purves Nature Center	(217) 384-4062
• Wild Child Survival Camp	Anita Purves Nature Center	(217) 384-4062
• Teen Explorers Camp	Anita Purves Nature Center	(217) 384-4062
• Tween Leadership Camp	Anita Purves Nature Center	(217) 384-4062

Urbana Park District staff will contact your child's leader to let him/her know of your child's absence. In the event of an emergency, the Urbana Park District staff will locate the leader and have your child call you as soon as possible.

GENERAL CAMP INFORMATION

FIRST DAY CHECK-IN

On the first day of each camp session, each parent must check-in his/her camper at the camp's designated check-in site. Camp staff will ask for the camper's name and make sure that all fees have been paid and all paperwork (Camper Information & Discipline Forms, page 12) has been completed. Staff will then direct you to the camp's daily gathering location. Camp leaders will be there to greet campers and get them settled into their groups. There may be a few changes during the first day, so be prepared. Your child will bring home a weekly schedule that will identify your child's leader(s) and activities for the session.

ARRIVAL & DEPARTURE PROCEDURES

For your child's safety, you must drop off and pick up your child with the counselors each day. **All campers must be signed-in and signed-out each day.** No child will be allowed to leave the camp unless accompanied by an adult designated on the Camper Information Form. Picture identification will be required to pick up a child. The photo ID must match the name of a person authorized for pickup on the Camper Information Form. Designated adults may be added to or deleted from the Camper Information Form at any time. The parent or legal guardian may call (217) 367-1544, ext. 1, to make changes. You are expected to pick up your child by the designated time. **The Urbana Park District will charge a fee of \$5.00 per every 5 minutes that your camper is picked up late. Fees begin after 10 minutes for regular camps and after 5 minutes for extended camps.**

LATE DROP-OFF & EARLY PICK-UP

There are times when you may arrive late to the camp program. If you know in advance that you will be late, make arrangements with your child's leader. The camp staff will locate where your child's group will be when you arrive and direct you to that location. They will also contact the group's leader to inform them of your arrival time. If your child's group is away from the area, your child may be placed with another group.

If you must pick up your child early from camp, please make arrangements in advance. Give a note to your child's leader to ensure that your child is waiting at the agreed-upon location at the appropriate time. If this advance arrangement is not possible, we will locate your child. We ask that special pick-up requests be kept at a minimum so as not to interfere with the camp schedule and your child's experience.

WEEKLY CAMP SCHEDULES

A weekly schedule detailing the camp plans for the session will be sent home on the first day of each camp session. It will outline the camp's planned activities so that you and your child can come prepared. The staff spends a considerable amount of time planning educational and recreational activities. If you have any questions, please talk with your child's camp leader or the camp's site supervisor. The weekly schedule will provide information regarding planned field trips and activities as well as introduce the camp leader(s) and any special visitors. There are occasions when the schedule may be altered. The staff will make all attempts to notify you in a timely manner.

BASIC SCHEDULE

Nature Day Camp, Summer Arts, Preschool Arts, and Sports Camps follow the basic schedule below.

7:30 – 8:30am	Drop-Off
8:30am	Camp activities begin
3:00pm	Pick-up
3:10pm	Late pick-up fees begin (\$5 for every 5 minutes)
3:00 – 5:30pm	Extended camp begins (if registered)
5:35pm	Late pick-up fees begin (\$5 for every 5 minutes)

WHAT CAMPERS SHOULD WEAR

All camps spend time outdoors. Please send your child dressed for the day's weather and activities. It is important that campers be dressed to play! Closed-toe shoes, hat/sunglasses, and comfortable/casual clothing are a must. All swimsuits and towels should be kept in a backpack that is clearly marked with your child's name. **Label ALL personal items with your child's name** so they can be easily identified. Sunscreen should be applied each morning. The staff will apply SPF 30+ sunscreen prior to afternoon activities only if permission has been granted by the guardian on the Camper Information Form. If you prefer to supply your own sunscreen, please label the bottle and send it with your child.

PROGRAM OPTIONS & FIELD TRIPS

As a programming option, the staff may plan a movie, guest speaker, or field trip. The site supervisor/camp leader and the coordinator of each camp approve movie selections. Films are G or PG-rated. If a PG-13 movie is scheduled for Teen Explorers Camp, parental consent will be required and proper notification will be sent.

Field trips are excursions where the campers leave the camp location. We consider trips to Crystal Lake Park, Brookens Gym, Meadowbrook Park, Busey Woods, and the pools as field trips. Campers travel via the MTD bus on most field trips. Camps may also take school or charter buses on field trips. In some cases, scheduled field trips may mean a change in drop off and/or pick up location or time. You will be notified of any field trips at least 24 hours prior to the date. Please carefully read all notes sent home.

SWIMMING

Weather permitting, day camps and extended camps will typically have recreational swim at both the Urbana Indoor Aquatic Center and the Crystal Lake Park Family Aquatic Center at least once a week (varies by camp and by session). Please send your child to camp with a swimsuit, sunscreen, and towel on those days. Other camps may also make occasional visits to the pool. Please check your camper's weekly schedule for more information.

HAZARDOUS & RAINY WEATHER

Campers spend a significant amount of time outdoors. If the weather becomes hazardous, camp may be cancelled. The Urbana Park District understands the inconvenience that these rare incidences may present to parents but must keep the safety of the children and staff in mind at all times. The decision to cancel a camp is not made lightly. Camps will not be cancelled due to rainy weather (that is not hazardous).

The staff will make every effort to accommodate campers during rainy weather. However, indoor space large enough to accommodate each day camp program over an extended period of time is limited. Staff members are instructed to remain in the nearest secure facility until severe weather has passed. Please bear with us during these days and expect to spend a few extra minutes waiting for your child. Your child's safety is our first priority at all times.

On the very rare occasion a camp is cancelled, no refunds are issued. Camp days cannot be made up. If there is a severe weather watch or warning, or severe flooding, please call the following locations for more information.

- Anita Purves Nature Center 384-4062
- Brookens Gym 255-8601
- Phillips Recreation Office 367-1544, ext. 1

If you would like to receive notifications in case of change of plans or weather updates, sign up for our Rainout Line at: <http://www.urbanaparks.org/events/rain-outs-and-cancellations/>

ITEMS NOT ALLOWED AT CAMP

In order to ensure an enjoyable camp experience the following are not allowed at camp: portable electronics (iPods, video games, etc.), toys, and valuable items. These particular items can be distracting and have the chance of being lost or stolen. These items may be permitted for campers with sensory needs. Cell phones will be permitted but can only be used for emergencies and must be kept on silent. The Urbana Park District is not responsible for lost or stolen items.

LOST AND FOUND

Remember to label all belongings with your child's name (including clothing worn on swim days). The Urbana Park District will not take responsibility for lost personal items. Lost and found items are kept at each of the following locations:

- Anita Purves Nature Center
- Phillips Recreation Center
- Crystal Lake Park Family Aquatic Center
- Brookens Gymnasium
- Urbana Indoor Aquatic Center

ACCIDENTS

All camp staff are trained in general first aid and CPR. If a participant has an accident serious enough to require professional medical attention, Urbana Park District staff will contact the parent or guardian. If the parent cannot be reached, the designated emergency contacts listed on the Camper Information Form will be called. If it is necessary for the participant to go to the hospital, the parent may transport the participant or an ambulance will be called at parent expense. In very severe circumstances, 911 will be called and parents notified after the 911 call. If staff are unable to reach any adult responsible for the participant or if time is critical, an ambulance will be called and the participant will be taken to the hospital. A staff member will accompany the participant to the hospital. Urbana Park District staff will continue trying to contact the parent.

PACKING LUNCH, SNACKS & WATER

All campers enrolled in camp programs that extend over the lunch hour must bring their own lunches (Community & Arts Camps will be provided with optional free lunches) and a refillable water bottle daily. Lunches must be in a squirrel-proof container (no paper bags) and labeled with the child's name. The Urbana Park District recommends packing a waste free lunch and using reusable containers. Lunches will not be refrigerated. Additional water will be available. Campers will be very active; we recommend that you pack a larger-than-average lunch. A snack will be provided for children enrolled in Preschool Nature Camp, afternoon Extended Camps (3:00-5:30pm), and day-long camps that run until 5:30pm. Day camp supervisors and leaders ensure that all food and activities provided by the park district are free of nut products. If your child has other types of food allergies or sensitivities, the park district can purchase snacks that are appropriate.

Campers are expected to wash their hands before and after lunch and snack. Campers with extreme food allergies will be allowed to sit at a special table during lunch time. Parents wishing to bring in food to share with the camp, like cupcakes for a birthday celebration, should have those items approved by the camp supervisor beforehand.

ASTHMA AND FOOD ALLERGIES

If your child has asthma or severe allergies (including food allergies), please have your child's physician complete an **Asthma Action Plan** or **Allergy Action Plan** for the Phillips Recreation Center and camp staff to keep on file. This will allow us to best care for your child.

MEDICATION / MEDICAL NEEDS

We strongly discourage administering medication at camp unless medically necessary. If possible, please ask your physician to write the prescription so that the medication can be given outside of camp hours. All prescription drugs must be given to the camp staff (typically the camp supervisor) who will administer the drug at the designated times. **Please explain medical needs in detail on the Camper Information Form (page 12) AND communicate your child's special needs in person with their camp leader and camp supervisor. Parents must also complete a Medication Administration Packet, available at the camp site. Please indicate any allergies or dietary restrictions your child has on your Camper Information Form. Specify the severity of the allergy and intervention needed. Inform your child's leader and camp supervisor if your child carries an Epi-pen or requires any special accommodations.**

EQUAL ACCESS / AMERICANS WITH DISABILITIES ACT / INCLUSION

The Urbana Park District complies with and is committed to providing equal access in accordance with the *Americans with Disabilities Act* (ADA), which prohibits discrimination in the provision of services, programs, or facilities to individuals with disabilities. The District works in cooperation with C-U Special Recreation (CUSR) to offer equal access to our recreation programs and services for persons with disabilities.

If you or a family member need a reasonable accommodation in accordance with the ADA to participate in any activity, program, or use any facility, please identify and explain the accommodation in writing. You may submit any information you think will be helpful in determining the support needed for success in the program. Depending on the accommodation requested, prompt notification after registration is advised. The CUSR Inclusion Coordinator will be in contact with you to discuss the needs and the accommodation. **Failure to appropriately advise registration staff of both the need for accommodation and the specific accommodation requested may result in temporary delay or suspension of program/activity participation. Registration and deposit must precede or accompany inclusion requests. Inclusion requests must be submitted at least two weeks prior to the program start date.**

In the interest of safety, no child will be allowed to participate in programming if required accommodations are not in place prior to the first day of the program.

If you have any questions about the ADA, or would like information on our inclusion process, please contact the CUSR Inclusion Coordinator at (217) 239-1152.

NO FIREARMS POLICY

No person will carry or have in his or her possession any firearm, air pistol, air rifle, pellet gun, explosive device of any nature or any other instrument capable of launching or firing any projectile, rocket or noxious substance, whether propelled by gunpowder, gas, air, spring, or any other means while within any Park, Boulevard, driveway, or other public place of the District, except that this section will not apply to any law enforcement officer authorized by law to carry a weapon within the District and except in a District organized, authorized, and supervised recreational program.

Camp Payments and Late Fees

2017 CAMP PAYMENT SCHEDULE

A payment plan is available to customers who register in person at the Phillips Recreation Center. A \$25 deposit per child per week is due at the time of registration. The remaining balance must be paid by automatic withdrawal (either by a credit card or a bank account). An Automatic Withdrawal Approval form must be filled out at the time of registration. Automatic withdrawals will be taken out on the following dates for the corresponding week of camp. If an automatic withdrawal is denied for any reason, a \$25 service fee will be charged, and the service fee plus the camp fee must be made by 6pm on Wednesday to avoid your child being dropped from camp due to non-payment.

Camp Weeks and Dates	Automatic Payment Due Date	Drop Date if Payment Not Received
School's Out: May 29-Jun 1	Mon, May 14	Thu, May 17
Week 1: Jun 4-8	Mon, May 21	Thu, May 24
Week 2: Jun 11-15	Mon, May 28	Thu, May 31
Week 3: Jun 18-22	Mon, Jun 4	Thu, Jun 7
Week 4: Jun 25-29	Mon, Jun 11	Thu, Jun 14
Week 5: Jul 2-6	Mon, Jun 18	Thu, Jun 21
Week 6: Jul 9-13	Mon, Jun 25	Thu, Jun 28
Week 7: Jul 16-20	Mon, Jul 2	Thu, Jul 5
Week 8: Jul 23-27	Mon, Jul 9	Thu, Jul 12
Week 9: Jul 30-Aug 3	Mon, Jul 16	Thu, Jul 19
Week 10: Aug 6-10	Mon, Jul 23	Thu, Jul 26
Week 11: Aug 13-17	Mon, Jul 30	Thu, Aug 2

Payments will be charged at 12:01am Tuesday morning. The \$25 service fee for denied payments will be applied at that time.

CAMP LATE PICK-UP FEES

It is important to pick up your child on time. Late fees will be assessed according to the table below and are due the day they are assessed. If you are charged late fees but are unable to pay that day, they must be paid by Friday for your child to continue in camp for any remaining weeks.

If you know in advance you will not be able to pick your camper up by 3pm, you have the option to enroll your child in Extended Camp Drop-In at a rate of \$15/day, provided there is space available. This fee may be paid over the phone by calling the Phillips Recreation Center at 217-367-1544, ext. 1.

Type of Camp	Late Fees Begin	Fee
Half-Day Camp	12:10pm	\$5 per every 5 minutes
Regular Day Camp	3:10pm	\$5 per every 5 minutes
Teen & Tween Camps	3:10pm	\$5 per every 5 minutes
Animal Adventure Camp AM/PM	12:00pm/5:30pm	\$5 per every 5 minutes
Extended Camps, Wild Child Survival Camp, Construction Camps, Science Camps.	5:35pm	\$5 per every 5 minutes

Athletics Camps – Brookens Gymnasium

Sports Camp is held at the Brookens Gymnasium (1776 E. Washington, Pod 400). Campers will be split into two age groups, ages 6-8 and ages 9-12, for activities when possible. Afternoon pickup will vary by day; please see your child's weekly schedule. Each camper receives a Sports Camp T-shirt. Campers should bring lunch and water bottle daily. A morning snack will be provided. **Camp does not meet on July 4th.**

Sports Extended Camp is for campers enrolled in the corresponding session of Sports Camp. A daily snack is provided. Extended Camp ends at 5:30pm. **Camp does not meet on July 4th.**

Community & Arts Camps – Phillips Recreation Center

School's Out for Summer is held at the Phillips Recreation Center (505 W. Stoughton). Be sure to bring your swimsuit, sunscreen, and towel each day- we may get very messy and wet! Snack and lunch will be provided. **NOTE: Any days when Urbana School District classes are in session, camp will be canceled.**

Preschool Arts Camp is held at the Phillips Recreation Center (505 W. Stoughton). Be sure to dress for mess. Campers will ride MTD buses for field trips, have open play time at the Phillips Recreation Center playground, and supervised swimming up to twice a week. Swim time will include water safety instruction. Snack and lunch are provided. Each camper receives a Preschool Arts Camp T-Shirt. **Camp does not meet on July 4th.**

Preschool Arts Extended Camp is for participants enrolled in the corresponding session of Preschool Arts Camp. A daily snack is provided. Extended Camp ends at 5:30pm. **Camp does not meet on or July 4th.**

Summer Arts Camp is held at the Phillips Recreation Center (505 W. Stoughton). Snack and lunch will be provided. Each camper receives a Summer Arts Camp T-Shirt. **Camp does not meet on July 4th.**

Summer Arts Extended Camp is for participants enrolled in the corresponding session of Summer Arts Camp. A daily snack is provided. Extended Camp ends at 5:30pm. **Camp does not meet on July 4th.**

Construction Camp and Preschool Construction camp are held at the Phillips Recreation Center (505 W. Stoughton). Snack and lunch will be provided. **Please wear closed-toe shoes and comfortable clothes that can get dirty.**

Science Camp and Preschool Science Camp are held at the Phillips Recreation Center (505 W. Stoughton). Snack and lunch will be provided.

Nature Camps & Teen Explorers Camp – Anita Purves Nature Center

Teen Explorers Camp is held at the Crystal Lake Park Lake House (206 W Park). Please bring a sack lunch, snack, and beverage each day. Camper drop-off is from 8:00-8:30am starting with kids' choice activities. Scheduled group activities begin at 8:30am.

Tween Leadership Camp is held at the Anita Purves Nature Center (1505 N. Broadway). Please bring a sack lunch, snack, and beverage each day. Camper drop-off is from 8:00-8:30am starting with kids' choice activities. Scheduled group activities begin at 8:30am.

Preschool Nature Camp is held at the Anita Purves Nature Center (1505 N. Broadway). Camper drop-off is from 8-8:30am starting with free play. Scheduled activities begin at 8:30am. Occasional field trips are also planned which may change drop-off and pick-up locations; be sure to check your child's schedule for details. Campers will go outside, so please dress them accordingly and bring a water bottle daily. Preschool campers will attend Toddler Swim Time at the Crystal Lake Park Family Aquatic Center up to one time each week as outside temperatures allow. Each camper receives a Nature Day Camp T-shirt. A daily snack is provided. **Camp does not meet on July 4th.**

Nature Day Camp is held at the Anita Purves Nature Center (1505 N. Broadway). Camper drop-off is from 7:30-8:30am starting with kids' choice activities. Scheduled group activities begin at 8:30am, and campers move to the North Woods Pavilion in Crystal Lake Park. Campers are divided into smaller groups, each with a different camp leader. Campers must bring a morning snack, lunch, and water bottle daily. Campers spend the day outside; please dress them accordingly. Each camper receives a Nature Day Camp T-shirt. **Camp does not meet on July 4th.**

Nature Extended Camp is for campers enrolled in the corresponding session of Nature Day Camp or Teen Explorers Camp. An afternoon snack is provided. Extended Camp ends at 5:30pm. Campers may be picked up at any time during the Extended Camp hours. Except on pool days or in cases of inclement weather, Nature Extended Camp will begin at the North Woods Pavilion in Crystal Lake Park. At approximately 3:15pm, camp leaders will begin walking with the children back to the Anita Purves Nature Center (1505 N. Broadway). Campers will be in-transit from approximately 3:15-3:30pm. From 3:30-5:30pm, campers can be picked up at the nature center or the pool on swim days. **Camp does not meet on July 4th.**

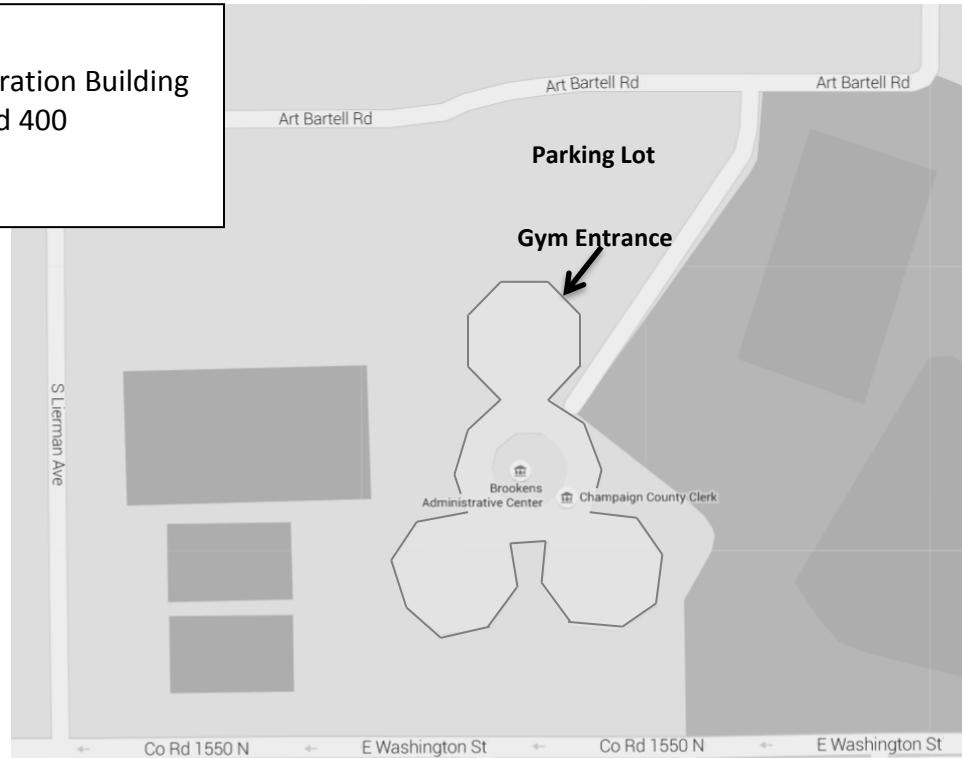
Animal Adventure Camp is coordinated by the Champaign County Humane Society. It is held at the Anita Purves Nature Center (1505 N. Broadway) Monday through Thursday; campers spend their last day of camp on Friday, August 10th at the Champaign County Humane Society (drop-off and pick-up will be there on that day). Ages 6-8 meet from 8-11:30am; camper drop-off is at 8am. Ages 9-12 meet from 1:30-5pm; camper drop-off is at 1:30pm. Snacks and beverages are provided daily. This camp's content is the same from year to year; children who have attended this camp in the past will experience many of the same activities and animal visitors as in past years. Parents are encouraged to discuss program plans with their child's leader.

Wild Child Survival Camp is based at the Anita Purves Nature Center and Friendship Grove Nature Playscape (1505 N. Broadway). Camper drop-off is from 7:30-8:30am starting with kids' choice activities. Scheduled activities begin at 8:30am and transition to district parks and natural areas such as Busey Woods. Campers will be divided into two groups, each with a different camp leader. Campers must bring a lunch and water bottle daily; morning and afternoon snacks will be provided. Campers spend the day adventuring outside; please dress them accordingly.

Athletics Camp Map

Brookens Gymnasium

Brookens County Administration Building
1776 E. Washington St, Pod 400
Urbana, IL 61802
217-255-8601



Community & Arts Camps Map

Phillips Recreation Center

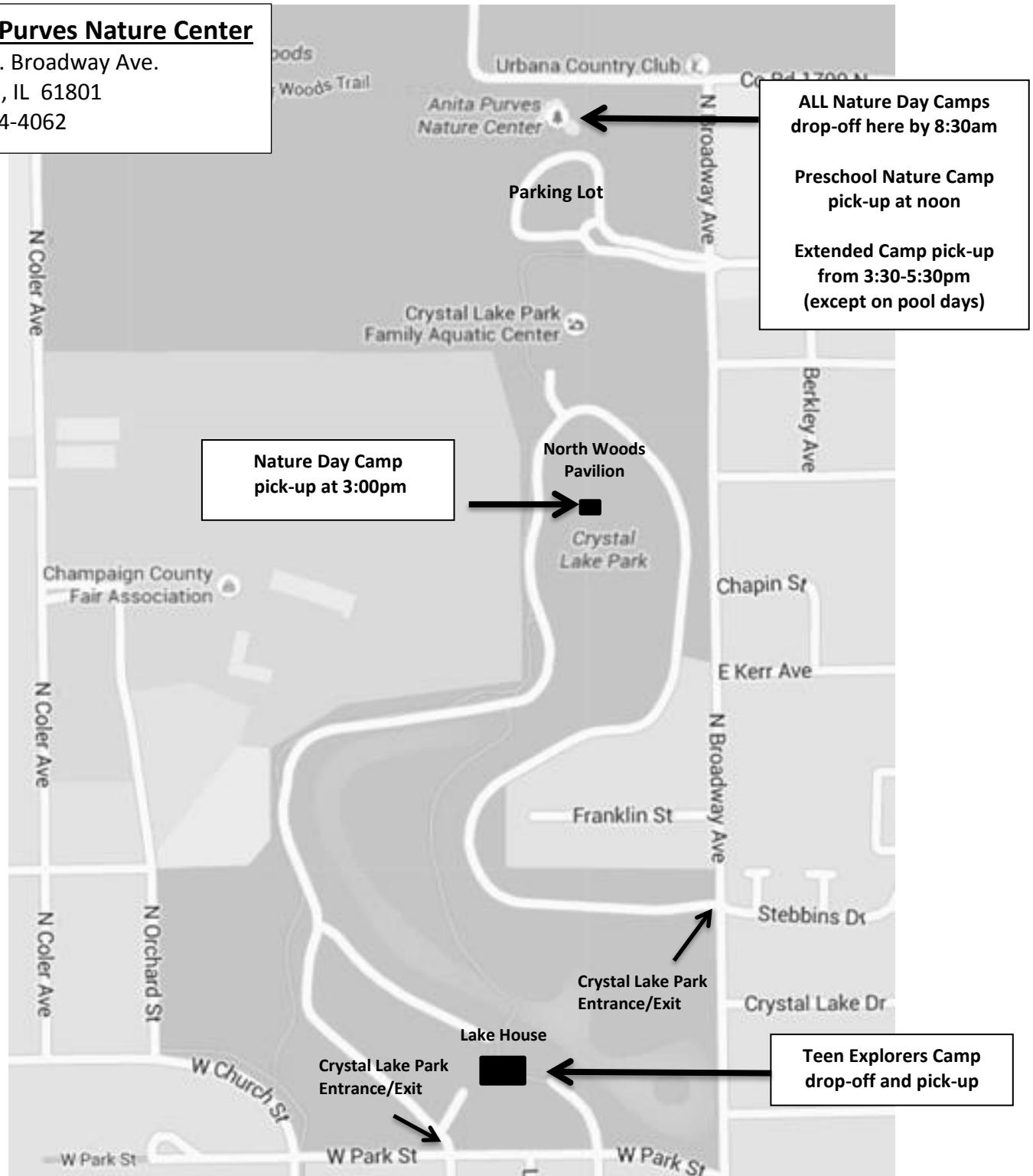
505 W. Stoughton St.
Urbana, IL 61801
217-367-1544, Ext. 1



Nature Day Camps & Teen/Tween Camps Map

Anita Purves Nature Center

1505 N. Broadway Ave.
Urbana, IL 61801
217-384-4062



Urbana Park District Camp Rules and Discipline Guidelines

Urbana Park District Behavior Code

The goal of Urbana Park District Camps is to provide a safe, positive, and fun environment. In keeping with the Urbana Park District's goals, we encourage fun for all participants. However, certain rules are necessary to ensure everyone's safety and enjoyment. The following expectations apply to all participants in UPD camps. Failure to follow these rules may result in dismissal from programs.

Expectations for Camp:

- | | | |
|---|----------------------------------|---------------------------------|
| *Use walking feet indoors. | *Be kind to yourself and others. | *Use gentle hands and feet. |
| *Do your best! | *Use kind words. | *Use listening ears. |
| *Keep your space clean. | *Follow directions. | *Ask a leader if you need help. |
| *Use inside voices when you are inside. | | |

The UPD Camp program revolves around choices. Camp staff work with campers to help them make the best behavior choices. Camp staff give as much positive reinforcement and recognition as possible to campers who are meeting expectations. Expectations of campers are developmentally-appropriate, as are the consequences of inappropriate behavior. In the event of inappropriate behavior, staff will first give a quiet reminder, explain the behavior, and let the camper know what is expected and the consequences associated if the negative behavior continues (see below). Time-outs, behavior reports and conferences with parents and camp supervisors will be utilized as necessary.

Please note: In cases of major rule violations, including aggressive or physical contact (pushing, shoving, hitting, fighting, etc.), verbal abuse (cursing, threats, taunting, teasing, etc.), or destruction of property (other campers' belongings, camp materials, or public property), participants may be suspended or dropped immediately from camp, regardless of the number of previous offenses. Refunds will not be issued for that session.

Consequences of Inappropriate Behavior:

1. **Time Out:** Participant will be removed from the group, receive a verbal warning that the exhibited behavior is inappropriate, and be reminded of the appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense.
2. **Conference with supervisor:** Staff will inform the camp supervisor if a problem continues. The participant will again be removed from the group and will sit out for an appropriate period of time, dependent upon severity of offense. The participant's parent/guardian or emergency contact will be notified that a second offense has occurred, asked for suggestions to prevent recurrence of the unwanted behavior, and asked to sign a behavior report.
3. **Suspension:** The participant's parent/guardian or emergency contact will be called for immediate pickup, and the participant will be suspended from the program for up to five days without refund. When the participant is picked up, the appropriate staff will meet with the parent/guardian or emergency contact to discuss the incident and consequence, prevention tactics, and discuss the consequences of a fourth offense. The parent/guardian will be asked to sign the behavior report. (*If participant is not picked up within one hour of the parent/guardian being contacted, the participant may be released to the custody of the Urbana Police Department.)
4. **Expulsion:** The participant's parent/guardian or emergency contact will be called for immediate pickup, and the participant will be suspended from all UPD Camps for the duration of the summer, without a refund for that session. If the participant is registered for any subsequent camps, the parent/guardian will be refunded their deposit and fees for those camps. When the participant is picked up, the appropriate staff will meet with the parent/guardian to discuss the incident and permanent suspension. The parent/guardian will be asked to sign the behavior report. (*If participant is not picked up within one hour of the parent/guardian being contacted, the participant may be released into the custody of the Urbana Police Department.)

Waiver and Release of All Claims

I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s), and I agree to assume the full risk of any injuries, damages or loss regardless of severity that I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated such program(s). I agree to waive and relinquish all claims I or my minor child/ward may have as a result of participating in the program against the District and its officers, agents, servants and employees.

I do hereby fully release and discharge the District and its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I or my minor child/ward 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 activities of the program(s).

I further agree to indemnify and hold harmless and defend the District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child/ward arising out of, connected with, or in any way associated with the activities of the program(s). In the event of an emergency, I authorize District officials to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for me or any minor child/ward's immediate care and agree that I will be responsible for payment of all medical services rendered.

I authorize the Urbana Park District staff to take my child on all field trips as associated with this program. I understand that my child will either walk or be transported by public transportation on field trips and that I will receive notification of these trips at least 24 hours prior to each trip. I may withdraw my permission for any specific activity by contacting and making alternative arrangements with the camp supervisor at least 12 hours prior to the activity.

Participation in this activity shall be considered an agreement to disclaimer by those participating and their parents.

URBANA PARK DISTRICT - Camper Information Form

In order to help us get to know your child ahead of time, please complete and return this form to the Phillips Recreation Center prior to the start of camp. No child will be permitted in the program until this form is completed. ***Please complete a separate form for each child.***

By mail/ in person: **Urbana Park District, 505 W. Stoughton St., Urbana, IL 61801**

By FAX: **(217) 367-1592** (Please call 367-1544, ext. 1, to confirm receipt of your fax)

By email: info@urbanaparks.org

Please print

Child's First & Last Name _____ **Birthdate** _____

Address _____ City: _____ State: _____ Zip: _____

Parent/Guardian 1 Name _____ Parent/Guardian 1 Phone #: _____

Parent/Guardian 2 Name _____ Parent/Guardian 2 Phone #: _____

If you would like to receive notifications in case of change of plans, sign up for our Rainout Line at <http://www.urbanaparks.org/events/rain-outs-and-cancellations/>

Any allergies, asthma, diabetes, epilepsy or other conditions that could pose a medical or safety problem? Yes No

If yes, please describe fully (including type of reaction): _____

If available, please bring a copy of an Allergy Action Plan or Asthma Action Plan from your doctor or school

Will your child need to use any medications during camp (including Epi-Pens)? Yes No

If yes, please fill out the Medication Administration Packet, which is available at all camp sites.

Physician's Name _____ **Phone #** _____ **Preferred Hospital** _____

I permit the Urbana Park District to administer sunblock for my child.

Yes, but only what they bring from home Yes, from home or camp No

I permit the Urbana Park District to administer insect repellent for my child.

Yes, but only what they bring from home Yes, from home or camp No

I understand that my child must be picked up promptly every day and that a **\$5 per 5 minutes** late pick-up fee will be charged, beginning at 3:10 for regular camp and 5:35 for extended camp. **ONLY the names listed below, in addition to the parent/guardians listed above, have permission to pick up my child from camp.** Picture identification will be required to pick up a child. **No child will be allowed to leave his/her camp leader unless accompanied by a designated adult.**

In the event of an emergency, we will contact the parent/guardians listed above, and then the people listed below in order

Name **Relationship to Child** **Phone Number(s)**

I have read and understood the Urbana Park District Camp Rules and Discipline Guidelines, as well as reviewed them with my child. I understand the Urbana Park District Camp Expectations, and understand the consequences for negative behavior choices.

I also have read the camper manual, and understand the guidelines for automatic payments, pick-up times, and late fees. I have read and agree to the terms, including procedures for field trips, contained in the Waiver and Release, located below the Camp Rules and Disciple Guidelines in the Camper Manual. By signing this form, I understand that the park district is not licensed or regulated by DCFS.

Parent/Guardian's Signature _____ **Date** _____