

# 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:

- 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.
- 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.
- 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.)
- 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

To help us get to know your child ahead of time, complete and return this form to the Phillips Recreation Center. In-person registrations must complete this form onsite. **Online, phone, and mail-in registrations will have 2 weeks from the date of registration to submit this form or your child will be withdrawn from all camps.** 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** (Call 367-1544, ext. 1, to confirm receipt of your fax)

By email: [camps@urbanaparks.org](mailto:camps@urbanaparks.org)

***Please print***

Child's First & Last Name: \_\_\_\_\_ Preferred First Name (Nickname): \_\_\_\_\_

Birthdate (m/d/yyyy): \_\_\_\_\_ Language(s) spoken: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_ Parent/Guardian 1 Phone: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_ Parent/Guardian 2 Phone: \_\_\_\_\_

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

*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 12:10pm for half-day camp, 3:10pm for regular camp and 5:35pm 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 camp unless accompanied by a designated adult.***

In the event of an emergency, staff will contact the parent/guardians listed above, then the people listed below in order until someone has been reached:

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

**Turn page over -**

**additional information and signature required on reverse.**

## Camper Information Form Continued

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

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

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

If you answered yes to either of the above questions, complete the *Medication Administration Packet*, available at all camp sites and online at <https://www.urbanaparks.org/programs/summer-camps/>

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

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Preferred Hospital: \_\_\_\_\_

Any food allergies or dietary requirements?  Yes  No

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

Any specific sensory needs?  Yes  No

If yes, please describe:

**I give permission to 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 give permission to 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

**Is there any additional information you would like camp leaders and supervisors to know about your child?**

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 Discipline 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 \_\_\_\_\_