



SUMMER FUN CAMP!

2025



Welcome to the Medinah Park District's Summer Camp Fun 2025!

We're excited to offer a jam-packed schedule of activities for June, July, and August. Our program, organized by the Medinah Park District, is designed to engage kids with games, physical and mental exercise, and a variety of on and off-site activities and events. Our main objective is to ensure each child has a fun and safe summer experience.

We hire staff with strong leadership skills who are dedicated to this goal. Our counselors play multiple roles as mentors, educators, and friends. They are committed to giving their best to help children learn teamwork, develop respect for adults, make new friends, and have a memorable time at the park district. In addition to exciting off-site field trips, guest groups, and diverse activities, we offer weekly arts and crafts, sports, and games. Every day also includes time for free play.

Our counselors undergo comprehensive safety training, and we make sure that staff members certified in CPR and First Aid are always on-site. Before the program begins, all counselors participate in a week of planning sessions to prepare for the summer activities.

We're ready to kick off an amazing summer for your child!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven Muenz'.

Steven Muenz
Executive Director



CAMP RULES & GUIDELINES

General Camper Guidelines

- Campers must wear gym shoes to camp
- Campers need to wear camp t-shirts on field trips
- Campers cannot leave camp without staff supervision
- Personal items cannot be shared
- All campers taking medication while at camp must obtain and sign a release waiver
- All campers are required to bring sunscreen (preferably spray), bug spray, and hats/visors. Lunch, snacks, and drinks are mandatory and should be packed in disposable containers. Please also include a reusable/refillable water bottle.
Lunches should be placed in your child's backpack, as the park district will not store lunches in its refrigerator.

Discipline Procedures

A positive approach will be used regarding discipline. The Medinah Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others. Each situation will be evaluated on its own merit. Appropriate action will be taken as soon as possible.

If a child exhibits inappropriate actions, the following general guidelines will be followed:

1. Time-out from program. Time-out is the first step in disciplining a child. This involves sitting the child out of the current activity. The amount of time the child is out of the activity should fit the behavior.
2. Child reports to Head Counselor. If consistently poor behavior continues, the next step is for the Head Counselor to talk to the camper about the behavior. Counselors will complete a Behavior Report and turn it in to the Head Counselor. The Head Counselor shall make the child aware of their behavior and give them a verbal warning that they should change their behavior or their parents will be notified. The Head Counselor will complete the follow up portion to the form.
3. Parent contacted by Head Counselor. If the behavior continues, the Head Counselor will speak to the parents about the child and try to work out a solution to the child's problem.
4. Parent contacted by Recreation Supervisor. If steps 1, 2, and 3 have been followed and the child is still having difficulty with proper behavior, the Recreation Supervisor will speak to the parents. The parent will be warned that if the behavior continues, the child will be asked to leave the camp.
5. Removal from the Program. Finally, if none of the above steps are effective in disciplining the camper, the Superintendent of Recreation will contact the parents. They will be informed that their child has not changed their behavior in



the program and is therefore removed from the program with NO REFUND of program fees.

DROP-OFF/PICK-UP PROCEDURES

- Drop-off location outdoors- Thorndale Park attached to the Connolly Recreation Center's parking lot **22W130 Thorndale Ave, Medinah, IL 60157**
- If it is raining, the drop-off area will be the entrance of the park district building.

Drop-off time is from 9:00-9:30am. In the event that you are not able to make it to the park district by 9:30am, please call the camp phone listed at the bottom of the manual. No child should be dropped off without a Medinah staff member checking them in upon their arrival.

Pick-up time will be between 3:30-4:00pm. A park district staff will be by the designated areas for picking-up your child.

If you are to pick-up your child earlier than 3:30/4:00pm, please call the camp phone.

LATE PICK-UP POLICY

Summer Camp Fun will end promptly at 4:00 PM. Any parent who has not picked up their child by 4:10 PM will be assessed a late fee of \$1.00 per minute thereafter. For example, late pick-up at 4:20pm will result in a \$10.00 fee, etc. While we realize that some parents may find this policy hard to manage, some have taken advantage of this situation in the past. It is not our intent to upset parents. We are confident that you understand the need for this policy.

MEDICAL EMERGENCIES & FIRST AID

In the event of a medical emergency or accident, the head counselor or program supervisor will call 911 and will notify the parents or other emergency contacts. All on-site staff are CPR & first aid certified. Your authorization for program staff to seek emergency medical care and administer first aid to your child is included in the registration agreement.

SICKNESS POLICY

Children should not attend camp if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell).

If a child becomes sick, parents/guardians will be notified and asked to pick-up their child within 30 minutes. **Your child must be symptom free (fever, vomiting, etc.) for 24 hours before returning.** Parents are required to fill out information regarding their child's health, allergies, medication, and other safety and emergency information upon registration for the program.



DISPENSING OF MEDICATION

Whenever possible, medications should be administered by parents or guardians. In some circumstances, the administration of medication cannot be performed by District Staff because of specific and/or complex physician or manufacturer instructions or invasive procedures. If there is a need for the administration of medication during a minor's participation in a District program, the parent/guardian **must**:

1. Complete the **Permission to Dispense Medication/Waiver and Release of All Claims** form and/or the **Use of Inhaler or Auto-Injector Waiver and Release of All Claims and Indemnification** form.
2. Complete and sign a **Medication Dispensing Information** form.
3. Deliver all medication to the program supervisor in the original prescription bottle. The container must clearly state the child's name, medication, dosage, and time of day medication is to be given.
4. Advise the program supervisor in writing of any specific instructions regarding dispensing or storage of the medication.

TOYS, GAMES AND ELECTRONICS

Children are asked not to bring toys or games to the program. Cell phones and other electronic devices are not allowed during program activities. If your child has a cell phone, it is permitted only during drop-off, pick-up, and lunchtime. If a child continues to use electronics during program hours, the device(s) will be collected by the Program Supervisor and securely stored until parent pick-up.

***The Medinah Park District is not responsible for lost or stolen items. ***

Please save the camp phone number so that if an emergency should arise, we may call the contacts listed in the Child Information Form

1 (630) 523-2149

Any additional questions or concerns, feel free to contact
Program Supervisor - Brooks Wogelius
Email: brooks@medinahparks.org
Office: (224) 525-0006



Camper Information Form

Child's Name _____ Birthdate _____

Child's Address _____

Parents Name(s) (First & Last) _____

Sibling(s) Names & Ages _____

Parent Email(s) Please provide the most reliable address so the Program Supervisor can send you important camp information: _____

Does Child Live with Both Parents? _____

Does Child have any Accommodations? (allergies, handicaps, etc.)

Special Interest(s) _____

Child pick up restrictions?

Any Additional Information _____

Does your child require any medication during the day? Yes _____ No _____

*If yes, please briefly describe and contact Program Supervisor to receive a

Medicine Dispensing form:

Is there anything your child's counselors should be aware of that will assist them in providing the most effective camp experience possible?

We will visit aquatic centers throughout the summer. How would you rate your child's swimming ability?

____ Poor ____ Fair ____ Good ____ Excellent

MAXIMUM WATER DEPTH: _____ COMMENTS: _____



Emergency Treatment Release

As a parent or guardian, I hereby authorize a qualified and licensed medical doctor to provide treatment to the following minor in the event of a medical emergency that, in the attending physician's judgment, could threaten the minor's life, cause serious disfigurement, physical harm, or significant discomfort if not treated promptly. This authorization is granted only after reasonable efforts have been made to contact me.

Child's Name _____ Birthdate _____

Relation to Minor _____

This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Signature _____ Date _____
(Parent/Legal Guardian)

Parent Name _____ Phone _____

Parent Name _____ Phone _____

In case of an emergency and we are unable to contact either parent, Please notify:

_____	_____	_____
(Name)	(Relation)	(Phone)

_____	_____	_____
(Name)	(Relation)	(Phone)

Does your child have any health accommodations i.e. allergies, asthma, diabetes, epilepsy, vision/hearing problems? Yes _____ No _____

If so, please explain

Child's Doctor _____

Doctor's Phone _____

Present Medication (if applicable)



Authorization Form

Program Drop off/Pick up

The Medinah Park District is dedicated to ensuring your child's safety at all times. If you are unable to pick up your child at the end of the program, or if a camper needs to be picked up early due to illness, we require your permission to release your child to other individuals.

Only those individuals listed below are authorized to pick up your child. Counselors will not release your child to anyone not on this list. For pickup, these individuals must present a photo ID.

Child's Name(s) _____

Parent's Name(s) _____

I give permission for the following individuals to pick my child(ren) up from the Medinah Park District's Summer Camp Fun 2025 program in my absence:

<u>Name</u>	<u>Phone</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Parent/Guardian Signature: _____

Date:



Camper Expectations & Code of Conduct Agreement

The Medinah Park District reserves the right to suspend, expel, or deny participation in any program, event or facility to any person whose behavior materially interferes with, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

If a child engages in behavior which poses a threat of bodily harm to themselves or others, an immediate meeting with the parent or guardian may be called or, based on the severity of the incident, the individual will be immediately suspended or expelled from the program or facility.

In keeping with our program goals, we encourage fun for all our participants; however, certain rules are necessary to ensure everyone's health, safety and enjoyment. Campers are expected to exhibit appropriate behavior at all times as outlined below.

Campers shall:

- Show respect to all participants and staff
- Refrain from using foul or obscene language
- Refrain from causing bodily harm to participants or staff
- Show respect to equipment, supplies and facilities
- Refrain from disparaging remarks to include comments against an individual's race, ethnic background, religion, physical appearance or disabling condition
- Be able to spend long periods of time outdoors
- Be able to apply sunscreen & bug spray independently
- Let a staff person know when they are not feeling well
- Stay in assigned group and not share personal items
- Not bring items from home
- Complete all tasks associated with using the bathroom independently

If three behavior reports are written up for failure to meet the above agreement, the consequence may lead to removal from program.

By signing below, I agree that my child can fully adhere to all the above listed behaviors and understand the inability to adhere to the listed items and any other rules asked of them, they will be removed from Summer Camp at the Medinah Park District.

(signature of parent/guardian)

(date)