



# Day Camp Parent Guide

## June 3-August 2, 2024

Liberty / Algonquin Lakes / Discovery (Rakow & Sleepy Hollow)

### Our Summer Day Camp Team

#### Recreation Supervisor

Bob Russo, (847) 428-7131 x1204

**Site Coordinator:** The Site Coordinator is on site and responsible for the daily camp organization. The Site Coordinator is responsible for the supervision of all counselors and campers.

**Counselors:** Each counselor has completed our camp training program and is ready to help make your child's summer a memorable and fun experience. We have adults, teachers, college students and high school students working with us this summer. Your first camp newsletter will have more specifics on each of them.

Each site will have CPR certified staff; everyone has passed a criminal background check and has planned a fun-filled summer for the campers!

### Registration

Registration is per week, June 3- August 2.

**The registration deadline for each session will be the Thursday before the camp start date by 12:00 pm.**

Please note: Fees increase \$25 the Tuesday prior to camp week start date (*increase is only to the Camp fee, not to the Camp Care fee*). Save money and register early! Payment plans are available.

#### Refunds/Transfers

Refund or transfer requests must be submitted by 5:00 pm the Wednesday before camp begins. A processing fee will be withheld for each refund request.

### Breakdown of Groups

Each counselor will be responsible for up to 10 campers. The campers will be split into groups based on age. These groups will change periodically during the summer, allowing campers to work with many of the counselors. Within each group, campers will be paired with a buddy. It is important that campers utilize the buddy system.

### Weekly Newsletters

A camp newsletter will be emailed the Friday before the week your camper is scheduled to attend. This newsletter will highlight activities and provide detailed information about the upcoming week. Please read it carefully. Occasionally there will be special activity waivers or special supply requests.

### Swimming Days

Swim dates are tentative with pool schedules and weather conditions. We will utilize the buddy system for campers and counselors will supervise using a rotation system. Any swimmer wanting to go into a deep area of a pool will first have to pass a swim test to be allowed to do so. Campers will wear wristbands based on swim ability. On days transportation is required, the bus will pick-up at 11:45 am and return to camp at approximately 2:45 pm.

#### Tuesdays & Fridays All Camps

Dolphin Cove Family Aquatic Center

### Drop-off & Pick-up Procedures

All campers will need to be signed in and signed out each day by the adult bringing them and picking them up. Authorized pick up person(s) must be listed on the camp registration form at time of enrollment.

### • Discovery Day Camps:

**Sleepy Hollow Center**  
875 Winmoor Dr., Sleepy Hollow

Pick-up and drop-off is at the Sleepy Hollow Center the building which is at the on top of the hill.

**Rakow Center**  
665 Barrington Ave., Carpentersville

Pick-up and drop-off is at the preschool room on the lower level.

### • Algonquin Lakes Camp

**Algonquin Lakes Elementary School**  
1401 Compton Dr., Algonquin

Camp will utilize the main and the gym entrance of the school. Please do not enter through the office at anytime. For late drop-off or early pick-up, please call the camp cell phone for a counselor to let you into the building.

### • Liberty Camp

**Liberty Elementary School**  
6500 Miller Rd., Carpentersville

Pick-up and drop-off will be at the Gym Entrance doors. For late drop-off or early pick-up, please call the camp cell phone for a counselor to let you into the building.

### Medicine

We recognize that campers will, on occasion, require the consumption of prescription and/or non-prescription medications. The Park District has a policy regarding disbursement of medication. A Medication Form can be picked up at either the Rakow Center or Randall Oaks Recreation Center prior to camp and must be filled out completely for all medication.

*Continued on page 2*

## Swim Lessons

Lessons can be added if your child attends Rakow Discovery Day Camp for \$20 per week.

### Discovery Day Camp

**Mondays/Tuesdays/Thursdays**

Rakow Center Indoor Pool • 11:00-11:45 am

*No lessons week 5 and 9.*

Campers must be able to put on and remove their own swim suits. They must follow all pool rules while participating. If a camper is not practicing safe pool behavior, the Site Coordinator, along with the consultation of the Pool Manager, may remove the camper from the pool and possibly remaining lessons.

## Field Trips

Day camp T-shirts are provided to ensure camper safety on field trips. T-shirts are handed out during your camper's first week attending camp. Campers are required to wear day camp T-shirts on field trip days. T-shirts must be in good condition with sleeves intact and should not be covered by outer clothing. A \$10 fee will be charged for replacement shirts.

Money is not needed for any of the field trips. If you choose to send money with your camper, we ask that you send a maximum of \$5. Your camper is responsible for any money sent.

Campers should arrive by 9:15 am each camp day in order to participate in all scheduled activities.

## Communication

All contact information (name, address, phone, emergency contacts, approved pick-up people, etc.) must be kept current with our Registration Desk. Not doing so could jeopardize the safety of your camper in the case of an emergency when we need to contact you.

If you need to contact the site, a direct phone number will be included in the camp newsletter. Please do not contact Sleepy Hollow Elementary School or Algonquin Lakes Elementary School with questions regarding Day Camp. While the Site Coordinator does carry the site cell phone, there may be times when they are unable to answer. Please be sure to leave a message so they can return your call.

## Important Contact #s:

**Rakow Registration Desk** (847) 551-4319

**Randall Oaks Registration Desk** (847) 836-4260

**Billing questions, Greg Gannon** (847) 428-7131 x1000

**Program changes, Bob Russo** (847) 428-7131 x1204

## Campers should bring a backpack with the following each day:

- Lunch-lunches will not be refrigerated
- Refillable Water Bottle
- Sunscreen
- Bug Spray
- Swim Suit & Towel-even on no swim days, as we may do water activities at camp
- A SMILE!

## Three-Strike Policy

To ensure a pleasant and safe environment for all campers, a Three Strike Policy concerning consistent disruptive behavior will be followed.\*

### • First Strike

The camper will be removed from the group. A parent will be called to pick up the camper immediately. Formal warning issued requiring a parent signature.

### • Second Strike

The camper will be removed from the group. A parent will be called to pick up the camper immediately. Formal warning issued requiring a parent signature. Reminder: a third strike will result in dismissal from the program.

### • Third Strike

The camper will be removed from the group. A parent will be called to pick up immediately. Formal warning issued requiring parent signature. The camper will not be allowed to return to camp for the remainder of the summer.

*\*Depending on the severity of the offense, the camper may be removed from the program after any strike.*

## Personal Belongings

Counselors are not responsible for money or personal property brought by the campers. Campers are allowed to play with personal belongings at Before and After Camp Care, but not during Day Camp. Each camper is personally responsible for what they bring to camp.

## Late Pick-Up & Early Drop-Off Charges

To help maintain a reasonable cost to you, please make sure your camper is picked up and dropped off on time.

### Camp Hours:

AM Care 7:00-9:00 am\*\*

Camp 9:00 am-3:00 pm

PM Care 3:00-6:00 pm\*\*

Charges will be as follows: first ten minutes, \$5; each additional minute thereafter, \$1 per minute. Fees must be paid prior to returning to the program.

*\*\*Camper must be pre-enrolled in order to drop off during these hours.*

Field Trips	Liberty & Algonquin Lakes	Discovery
Week 1 - June 5	Urban Air	Bumblebee Play Café
Week 2 - June 12	Funtopia	Jump Zone
Week 3 - June 19	Bowlero	Chuck E. Cheese
Week 4 - June 26	Otter Cove Aquatic Park	Funtopia
Week 5 - July 3*	Santa's Village	Santa's Village
Week 6 - July 10	Adrenaline Monkey	Three Oaks Recreation Area
Week 7 - July 17	Main Event	Epic Air
Week 8 - July 24	Rainbow Falls Waterpark	Stingray Bay Aquatic Center
Week 9 - July 31	Gizmos Fun Factory	The Forge

*\*No camp July 4*