



Parent Manual 2024

Heritage Center
1S325 Ardmore Ave.
Oakbrook Terrace, IL 60181
Ph: 630-627-6100
Fax: 630-627-6180



Philosophy

The Oakbrook Terrace Park District is committed to providing a variety of summer camps that support the needs and priorities of the child and family. Our camp programs are designed to provide a safe, secure and enriching environment in which children can grow socially, physically and emotionally. Through supervised activities, children can explore such areas as arts, nature, games and sports.

Super Star Summer Camp

Super Star Summer Camp is for children going into kindergarten through sixth grade. Each week will include fun weekly themes, games, arts & crafts, outdoor play, and water days. Super Star Summer Camp will meet at Heritage Park Monday through Friday. Please remember to bring sunscreen, a water bottle, and a lunch everyday. On Tuesday and Thursday, please send campers with their swimsuit and a towel for water day. All registered campers will receive a camp t-shirt.

Schedule

Location: Heritage Park

Camp Days: M-F

Regular Camp Hours: 8:30am-3:30pm

Water Days: Tuesday & Thursday

Camp Runs: Jun 3-Aug 9

Contact and Registration Information

Heritage Center

1S325 Ardmore Ave, Oakbrook Terrace, IL 60181

P: 630-627-6100

Fax: 630-627-6180

For Camp information, questions and concerns contact
Mary Swade, Recreation and Fitness Manager
mary@obtpd.org

For registration and payment questions contact
Alesha Reed, Rentals & Customer Experience Supervisor
info@obtpd.org



Registration

Participants must pre-register to attend camp by paying in full or signing up for a payment plan. Payment must be received before coming to camp. Registration is not taken without payment and is not guaranteed as some seeks fill up.

Cancellations

All cancellations MUST be done in person at the Heritage Center. There is a \$5 fee per week, per child for all cancellations and transfers.

Early Bird Pricing

By registering your child by May 1st, you will receive \$10 off each week you register for.

Dropping off an Unregistered Camper

If your camper is dropped off at camp without being registered, the Park District will notify the Police Department. It is a liability for the Park District to have children in our programs who are not properly registered.

Arrival and Departure

All children must be dropped off and picked up at Heritage Park Monday-Friday. Children can be dropped off at 8:30am. There is a dollar per minute late fee after 3:30pm for regular camp hours. If a child has been left 30 minutes past their pick-up time, with no contact with parent or guardian, the Park District notifies the Police Department. For security reasons, we ask that all children be signed in and out by an authorized adult. Authorization forms are included in the parent packet. Any person who is picking up your child must be on this list. Please make sure that you are picking up and dropping off your child curbside. Please let the counselors know in writing if someone new will be picking up your child. Identification will be required when staff is not familiar with an individual picking up your child. Please have your identification card available at pick up. If your child is going to be late for camp, notify the Park District. Camp does not wait for your child. You are responsible for locating your child's group and signing them in. If you are picking up your child early, you are responsible for locating them in our facilities and parks.

Vacation, Extended Absences and Sick Days

The Park District does not offer refunds or prorations for campers who miss camp due to vacation, extended absences or sick days. If you are planning a vacation or extended absence, you are required to continue to make payments in order for your camper to stay enrolled in camp. If you choose to not make payments, your camper's enrollment will be forfeited.

Illness, Communicable Diseases & Medication

Everyone shares in the responsibility for reducing exposure and spreading communicable disease. Our illness policy requires children to be clear of any symptoms/illness for at least 24 hours before returning to our programs.

Our regulations state that if your child has any of the following symptoms, they cannot remain in our program:

- Fever over 100 degrees
- Diarrhea
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin/eye lesions/rashes that are severe, weeping/puss filled
- Stiff neck and headache
- Difficulty breathing or wheezing
- Complaints of severe pain
- Excessive nasal discharge

If your child shows any of the above signs, he/she is separated and you will be notified. It is your responsibility to pick up your child immediately or arrange for another person on your pick up list to pick up your child. These policies are put in place for the health of all participants and staff in the program. If your child has had any symptoms within the past 24 hours please withhold them from the program for an additional 24-48 hours.

Children with head lice may not return to the program until the scalp is free from all traces of lice and nits.

If your child is ill or has a communicable disease, please notify us so that we may inform staff and other parents to watch for symptoms.

Medication

If your child is required to take prescription medicine while at the program the staff will administer it. The medication must be given to the Camp Director in the original, properly labeled container. The label must include the date the prescription was filled, child's name, physician's name, drug name and dosage, and instructions on when and how to give the medication. A Medication Release Form must also be filled out and on file before any medication can be given.

Behavior Management

Our goal is to have all children enjoy their time in our programs while feeling safe and secure, to learn appropriate social skills and to develop problem-solving skills. We strive to create an atmosphere of mutual respect between adults and children, as we believe that is the foundation for development of positive social interaction skills.

Code of Conduct

- Show respect to all
- Assure safety for everyone
- Share resources, staff time and other materials
- Assist children in using appropriate language to resolve conflict and express emotions
- Build concepts of mutual respect, cooperation and the sensitivity to the needs of others

General Rules for Safety

(There are specific rules that all children are expected to follow. The counselors go over these rules to reinforce expectations.)

- Children must walk while indoors
- Children must use inside voices while in the building
- Children must listen when the staff gives instructions
- Children must follow all directions given
- Children must use equipment carefully and appropriately
- Children must keep hands, mouth and feet to themselves

Staff Response to Negative Behavior

- The staff will take all necessary steps to ensure safety to all of the participants.
- The staff always try to redirect negative behavior into positive alternative activities.
- If necessary, the child is removed from an activity when behavior is undesired and redirection has failed.
- After the situation is calmer, the staff will discuss with the child acceptable and unacceptable behaviors.
- When negative behaviors are consistently clear, consistent consequences are used. However, the parents are fully involved in planning and discussing the actions.

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Consequences for not following expectations are implemented; this may include redirection, verbal corrections and loss of privileges. The next step is time outs to provide the child a chance to regain control. As a last resort, behavior reports may be written. If a child receives three reports, they will have a one day suspension from camp with no refund. If the system in place by the program is not working for a specific child, staff and parents are to work together to create a plan designed for the success of the child.

We expect the parents to be an active participant in the behavior management of their child. In behavior situations where the child is physical with others or not cooperating with staff, we may call parents/guardians to pick up their child. The parent/guardian are expected to arrange for immediate pick up.

Our staff puts safety of the children first. Since safety is a primary concern, Oakbrook Terrace Park District has established immediate pick-up procedures for the following behaviors:

- Biting self or others
- Hitting or injuring self or others
- Spitting on others
- Additional behaviors considered to be unacceptable in a group setting are evaluated on a case by case scenario

The Oakbrook Terrace Park District reserves the right to suspend or dismiss a child from the program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parent(s)/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents may not be involved in disciplining any child other than their own. Failure to comply with our policies and procedures may result in suspension for as few as one day or as much as the remainder of the summer. If a child is removed from the program, no refund or proration is given. If a child is completely removed from the program they are unable to participate in any Park District programs for one year from the date they were removed.

Emergency Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. Additionally, plans have been developed for fire and tornado procedures. If a child is injured in the program, we take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe we will call 911 without hesitation. The parent/guardian also authorizes the Park District and its employees to consent to medical treatment. Staff are trained in First Aid and CPR as well as bloodborne pathogens. By registering your child for the program, you have released the Oakbrook Terrace Park District from all liability which may arise from the child's participation in the program.

Confidentiality

Information about health or ability of a child or a family status is considered confidential. Such information is only shared with the staff as it is necessary to meet the needs of the child. If necessary, family information will be shared with the Department of Children and Family Services (DCFS).

Accident Reporting

Staff will fill out an accident report for all accidents, no matter how minor an accident may seem. If something happens throughout the day for which we do not need to contact the parent/guardian immediately, we will advise the parent/guardian at pick-up time. All accident reports are reviewed by the Safety Committee.

Recognizing and Reporting Child Abuse

All Oakbrook Terrace Park District staff are considered mandated reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Children and Family Services (DCFS). Oakbrook Terrace Park District works with DCFS and families as appropriate to ensure the health and safety of children in the program. When a report is made, Oakbrook Terrace Park District continues to work with and support the child and family. The report is treated confidentially.

Inclusion of All Children

Oakbrook Terrace Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all children. Inclusion of different abilities within the program enriches the experience of all the children. If your child needs special accommodations or a leisure buddy, please speak with the Recreation and Fitness Manager at 630-627-6100 or via email at mary@obtpd.org.

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Oakbrook Terrace Park District is a diverse community of families representing a wide range of ethnic, cultural and geographical backgrounds. Children, parents and staff each arrive with unique traditions and beliefs. It is the goal of the Park District staff to respond with sensitivity to diverse backgrounds and actively encourage a broad understanding and acceptance of diversity.

Daily Activities

Each camper is placed in an age-appropriate group with no more than 12 campers. To easily identify the groups, each group is given a name. The counselor leads the campers through outdoor activities, arts and crafts, lunch and all camp special events. This is an outdoor based camp—camp will be outside during the day, weather permitting. Please send your child dressed for the weather and in clothes that can get messy. From time to time, campers participate in art projects that can get messy. All campers should wear gym shoes to camp.

Lunch and Snack

Please provide your camper with lunch every day of camp. Campers do not have access to refrigerators or microwaves. Please plan accordingly. Lunch is at 11:00am. Please make sure they have a lunch at this time. **We do not provide lunch or snack except when notified.** If your child does not have a lunch, you are called and asked to bring one.

Sunscreen

Please apply sunscreen on your child prior to attending camp. If your child requires additional sunscreen, please provide only spray sunscreen. The Oakbrook Terrace Park District staff cannot apply lotion sunscreen. Campers will be outside all day, weather permitting.

Personal Items

We strongly suggest that children leave their personal items at home. This includes: toy guns/weapons, stuffed animals/dolls, expensive personal items, candy and gum. The staff will make every attempt to return belongings to the appropriate person. If you are missing an item, please check the lost and found. At the end of each month, the lost and found items are donated to a local charity. Please make sure any items that come to camp with your child are clearly labeled with their name; this includes clothing and backpacks. The Oakbrook Terrace Park District is not responsible for lost, damaged or stolen items.

Electronic Devices

There are NO electronic devices allowed at camp. This includes: cell phones, game systems, tablets and other devices. Please leave these items at home as they are expensive and something could happen to them. Any child who does not follow this rule results in the device taken away and given back to the parent/guardian at the end of the day. Items will be securely locked. The Oakbrook Terrace Park District is not responsible for lost, damaged or stolen items.

Photo Policy

Say cheese! You may be photographed while at the Oakbrook Terrace Park District. The Park District may use photographs or participants in District publicity without permission or compensation. If you do not want your child to be photographed, please indicate that on the registration paperwork.

Addressing Your Concerns

The staff is here for you and is more than willing to help with any concerns that may arise. If you have a question about something unique to camp, please start with the counselors or Camp Director. If there are questions about administrative procedures or general camp info, please contact the Recreation and Fitness Manager at 630-627-6100 or via email at mary@obtpd.org.

Receipt Request for Tax Purposes

It is your responsibility to hold onto your receipts. The Park District does not send out a year-end statement or send out receipts at the end of the year. You receive a receipt at the time of registration via email. If you wish to receive a paper copy of your receipt, please let the Rentals and Customer Service Supervisor know at the time of registration. **If you need to request receipts, it is \$5 per receipt requested. You also need to provide the Park District with 7 business days to process your request.**

PG Movie Permission

As a part of the Super Star Summer Camp mission, our goal is to provide a safe place for your child to have an active, rewarding summer filled with memories that will last a lifetime. While the majority of our activities will take place outside, on occasion, participants may watch a movie in our theater. Movies will only be shown once a week, or as a relevant part of an activity. Movies will be restricted for your child based on your permission below.

I _____ give my child _____ permission to watch G or PG movies in the cases indicated above.

**** Without this form your child will not be able to watch G or PG movies**

**Oakbrook Terrace Park District
Super Star Summer Camp
BEHAVIOR GUIDELINES**

From time to time, the Park District has had the challenge of dealing with youngsters registered for programs whose excitement level and enthusiasm were beyond the capabilities of our staff. For our camp programs the child is given three warnings all summer. All are documented and the parent/guardian will be notified. In event of the third warning, the child will be removed from the program.

No refunds will be given. The Park District has made every effort to hire capable staff for our camp programs, but there are occasions when, for the good of the entire camp, the Park District must insist the parents remove unmanageable children from the program. Your cooperation as a parent is greatly appreciated and your understanding allows the Oakbrook Terrace Park District to better serve all youth. In order to maintain a safe and enjoyable environment, a strict discipline policy has been adopted. The following policies are designed to preserve a healthy program experience for all concerned.

The following infractions constitute utilization of the discipline system:

1. Harming one's self such as but not limited to:
 - A. Leaving designed grounds without permission
 - B. Leaving designed group without permission
 - C. Physical damage to self
 - D. Showing disrespect to other participants and staff
2. Harming others such as but not limited to:
 - A. Fighting
 - B. Throwing objects at or near others
 - C. Hitting or kicking others
 - D. Extreme verbal use
 - E. Profanity
 - F. Other aggressive behavior
3. Damage to property:
 - A. Vandalism
 - B. Tantrums resulting in damage to property
 - C. Breaking, damaging or destroying property
 - D. Theft: Taking any item that does not belong to the child

NOTE: Parent/guardian of program participants is responsible for ANY damages caused by their child
4. Others:
 - A. Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products (matches and lighters)
 - B. Any threat of bodily harm to others
 - C. Fighting with anybody
 - D. Bringing any weapons to camp
 - E. Any proven or confessed theft

Depending on the degree of the offense, a program participant may be permanently dismissed from the program following the first, second or third offense. **There will be NO REFUNDS for missed days due to disciplinary infractions.** Your signature indicates you have read the above material and understand it fully. Please return this with all other information for our files.

Parent of Guardian Signature

Date

Participant's Signature (Super Star Summer Camp)

Date



Authorized Pick Up Form
(Please fill out forms for each child)

Participant: _____
(LAST NAME) (FIRST NAME)

Address: _____
(PARTICIPANT'S PRIMARY RESIDENCE) (CITY) (STATE) (ZIP)

(DOB) (AGE AS OF 6/1) (GENDER)

Parent/Guardian #1: _____

(CELL) (WORK) (EMAIL)

Parent/Guardian #2: _____

(CELL) (WORK) (EMAIL)

Adults Authorized to pick up my child/ Emergency Contacts other than Parent/Guardians

	Name	Relationship	Home Phone	Cell Phone
1 .				
2 .				
3 .				
4 .				
5 .				
6 .				

UNAUTHORIZED PICK UP: People who **CANNOT** pick up your child. (Additional documents may be required.)

1. _____
(name) (relationship)

2. _____
(name) (relationship)



Health Information Form
(Please fill out forms for each child)

Participant: _____
(LAST NAME) (FIRST NAME)

Please describe your child's current health conditions requiring medical attention, treatment, or special restrictions or considerations _____

Does your child take any medications? _____

Does your child have any allergies including food? Y N If so, please list _____

Reaction to allergy/management of allergy _____

Are there any activities your child should be exempt from for health reasons? Y N

Description _____

Please list any past medical treatments _____

WAIVER & RELEASE OF ALL CLAIMS

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Oakbrook Terrace Park District administering medication to my minor child, I do hereby fully release or discharge the Oakbrook Terrace Park District, and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

Signature of Parent or Guardian

Date



Medication Dispensing Information

This form must be completed for each program session or when medication changes.

BACKGROUND INFORMATION:

Participant's Name: _____ Age: _____

Address: _____

Parent's/Guardian's Name(s) _____

Daytime Phone: _____ Other Phone: _____

Program Name: _____

Doctor's Name: _____ Phone: _____

1. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

2. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

3. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

OTHER INFORMATION: _____

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

Signature of Parent or Guardian

Date

**Permission to Dispense Medication
Medication
*Waiver and Release of All Claims***

The Oakbrook Terrace Park District will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

NAME OF PROGRAM: _____ **DATE:** _____

I _____ the parent/guardian of _____
(Print Name) (Print Name)

give permission to the staff of the Oakbrook Terrace Park District

to administer to my child _____
(Name of Medication)

I understand it is my responsibility to give the medication directly to the program staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

PARTICIPANT'S NAME: _____

NAME OF MEDICINE AND COMPLETE DOSAGE INSTRUCTIONS:

In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Oakbrook Terrace Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care.

I agree to be responsible for payment of any and all medical services rendered.



**WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR**

WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 *et seq.*, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Oakbrook Terrace Park District

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the Oakbrook Terrace Park District, including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Oakbrook Terrace Park District.

I further agree to protect, indemnify, save, defend and hold harmless the Oakbrook Terrace Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Oakbrook Terrace Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Oakbrook Terrace Park District.

I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

PLEASE PRINT

Participant's Name

Date

Parent/Guardian's Signature

PARTICIPATION WILL BE DENIED
If the signature of parent/guardian and date are not on this waiver.



Parental Consent Form 2024
Summer Camp (Please fill out forms for
each child)

Participant: _____
(LAST NAME) (FIRST NAME)

Emergency Care: In the event my child becomes sick or injured, I authorize the Oakbrook Terrace Park District to seek emergency medical treatment. I understand that the emergency responders will take my child to the nearest or most appropriate treatment facility. Additionally, I acknowledge that I am responsible for the resulting medical bills.

Signature of parent or guardian: _____
(Date)

Photo Release: I give consent for my child to be photographed in the Super Star Summer Camp program, Park District events, or other related activities. These photographs may be used for brochure or newspaper advertising, or other promotional materials.

Signature of parent or guardian: _____
(Date)

Parent Manual: I have received, read, and understand my parent manual from the Oakbrook Terrace Park District Super Star Summer Camp program.

Signature of parent or guardian: _____
(Date)

Pesticide Policy: Whenever possible, the Park District does all lawn pesticides when there are no programs taking place. If a pesticide application coincides with programming, staff will be made aware so programming locations can be adjusted accordingly.

Signature of parent or guardian: _____
(Date)