

Camp Prairie View

*Please return the Camper Information Sheets
prior to the first day of camp.*

Parent Information Handbook 2022



Important Camp Prairie View Telephone Numbers

Rachel Jachowske, Recreation Supervisor	847-531-7017
Camp Prairie View Phone	847-909-7109
The Centre of Elgin Front Desk	847-531-7000

For more information or questions, please call Rachel Jachowske, Recreation Supervisor at 847-531-7017 or by email at jachowske_r@cityofelgin.org

Registration

All registrations must be done **PRIOR** to your child attending camp. Registration can be taken at the Centre of Elgin front desk and can also be done online. Front desk hours are Monday-Friday 9:00am to 6:00pm and Saturdays 9:00am to 1:00pm. Children who are not on the camp roster or who do not have proof of registration will be unable to attend camp. In order for our staff to better plan each session, we ask that you register your child at least **a week in advance**. Please note some weeks may fill up so it is recommended to register early. Fees must be paid in full at time of registration. Registrations will not be taken for a camp week that is already in session.

Refunds

Refunds and or credits will not be given for any unused days.

Camp Objectives:

1. To develop a sense of achievement and individual worth through participation in numerous activities.
2. To provide interesting, challenging, and exciting experiences for campers.
3. To improve the physical health and general well being of campers.
4. To provide avenues for increased socialization.
5. To develop cooperation and good sportsmanship while learning new activities and skills.

Camp Locations

Camp Prairie View will be held at Prairie View School, 10N630 Nesler Road in the cafeteria. For Prairie View-Please use the entrance at the south end of the parking lot and do not drive onto the playground. On Tuesdays and Thursdays, they will be transported from the school to Wing Park at 10am and will return by 4pm. While at Wing Park, campers will be participating in activities such as sports and games and swimming. These locations will change on inclement weather days, please see "Inclement Weather" for more details.

Inclement Weather

Camp continues rain or shine! Be sure your camper dresses according to the weather. On Tuesdays and Thursdays during inclement weather, camp may remain at Prairie View Elementary School or go swimming at The Centre of Elgin. Please remember to pack your child's swim suit and towel in the event that the weather clears and transportation can be provided to The Centre, to swim indoors.

Absenteeism

If your child needs to leave camp early or arrive late one day, **PLEASE CALL YOUR CAMP DIRECTLY AND NOTIFY THEM OF THE ABSENCE.**

Sick Policy

Parents are expected to pick up their child(ren) **immediately** should they become ill during program hours. If the parent is not available, someone on the approved pick-up list should be available. **Children should be fever free for 24 hours prior to returning to camp.**

Camp Dates/Fees

Camp will run in weekly sessions. You may register for one or all of the sessions however, payment is due for each session upon registration. Camp weekly fees are \$215 for residents and \$230 for non-residents per week. Camp fees are each one (1) week session. Registration deadlines are a week prior to the start of each new session or sooner if the camp fills up. Register early as sometimes the weeks do fill up. Registrations must be done prior to the start of each week of camp.



<u>Session #</u>	<u>Dates</u>	<u>Reg. Deadline</u>	<u>Field Trip</u>
304301-01	June 6 - June 10	6/1	Main Event
304301-02	June 13 – June 17	6/8	Santa’s Village
304301-03	June 20 – June 24	6/15	Brookfield Zoo
304301-04	June 27 – July 1	6/22	Urban Air
304301-05*	July 5 – July 8	6/29	Magic Waters
304301-06	July 11 – July 15	7/6	MEGA Gymnastics/ Movie
304301-07	July 18 – July 22	7/13	Safari Land
304301-08	July 25 – July 29	7/20	Mystic Waters
304301-09	August 1- August 5	7/27	Funway

*No camp will be held on Monday, July 4th

Field Trips

Summer Camp at The Centre, Centre Sports Camp, and Camp Prairie View will be tentatively scheduled for the field trips listed above. **Field trip schedule is subject to change.** Field trip info sheets will be emailed out each week and will also be on the hand at Camp Prairie View. It will include the location of the field trip, arrival and departure times, lunch procedures (some field trips include lunch), and any additional items or information that will be needed . Field trips are scheduled on Wednesdays. On field trip days, please have your child at camp no later than 9:00 a.m. unless otherwise notified. **Campers MUST wear their camp t-shirt on all field trips – NO EXCEPTIONS!** **If your child does not have their camp shirt – you will be required to purchase another shirt for \$10.** It is very important that your child understands that good behavior is expected when riding the bus. All general admission fees are paid in full by The City of Elgin. **Normally no extra money is to be brought on the field trip days. There will be one or two field trips we will allow extra money but it will be the responsibility of the child.**

Camp Hours:

All sessions of Camp Prairie View are held at Prairie View Elementary School. Camp hours are 7:00am to 6:00pm. Sample Weekly activity schedule is as follows:

Mondays	At Prairie View (PV) All Day*
Tuesdays	At PV/Wing Park*. Visit Wing Park between 10:00am and 4:00pm. Swim at Wing Park Pool from 12:00pm to 3:00pm
Wednesdays	Field Trip Day
Thursdays	At PV/Wing Park*. Swim at Wing Park Pool from 12:00pm to 3:00pm
Fridays	At Prairie View All Day*

*On Days that we are at the school all day or half day, activities will include arts/crafts, outside time, sports, special events, and games. Activities are planned around the weekly theme.

Camp Arrival/Dismissal

Parents must bring their children into the school and sign their child **In and Out** of the program with the Camp staff. Siblings are not allowed to sign out unless they are 18 years of age. If a sibling is 16 or 17, the parent or guardian will need to provide a letter stating that it is okay for them to pick up the child. **All parents, relatives, and friends should be prepared to show a PHOTO ID upon signing their child/ren out of the program.** Late fees will be applied to all campers who are picked up after 6:00p.m. The late fee will be \$5 per child for 1-10 minutes late and an additional \$1 per minute per child for any time after 10 minutes. Late fees are to be paid by **check only** at the time the child is picked up or before they return to camp. **In the event that it is unavoidable to pick up timely, please call the Camp Prairie View Phone at 847-909-7109 as soon as possible to inform us of the situation.** If parents are more than 45 minutes late and we have not been contacted, the police will be notified. **Repeated late pick-ups (5 or more) throughout the summer may result in suspension or removal from the program.**

Campers may arrive between 7:00am and 9:00am. All organized camp activities will begin at 9:00am. On field trip days, campers may need to arrive earlier/stay later than their normal times, not to exceed regular camp hours of 7:00am-6:00pm.

Camp Attire

Campers will receive one camp t-shirt per summer. This may be worn any day but is **required on field trip days**. We ask that parents mark their **child's name on the tag inside**. For your child's safety and enjoyment, please dress them in play clothes and appropriate shoes (no flip flops or Crocs). Gym/tennis shoes must be properly equipped with laces and tied at all times. We have found that flip flops and Crocs can fall off or cause children to lose their footing while playing games; therefore, campers wearing inappropriate footwear will sit out of all physical activities and a note will be sent home.

What to bring to camp

We suggest a gym bag or backpack for camper's daily equipment. Please make sure everything your child brings is clearly marked with their name, address and phone number.

1. Sack lunch with drink and snacks for the day. Snack time is given twice a day. (AM&PM)
2. Water bottle and Sunscreen (Spray Sunscreen works best)
3. Swimsuit, towel, and drawstring bag on swim days (Tuesdays & Thursdays)
4. **Normally no extra money is to be brought on the field trip days. There will be one or two field trips we will allow extra money but it will be the responsibility of the child.** (Counselors will not be responsible for money or any other possession)

Electronic Items/Personal Items

Electronic items such as cell phones, ipads, hand held video games, and music players are not allowed at camp. Staff is not responsible for loss or theft of personal items. We ask that children leave all personal toys at home as they often cause conflict with the other children and often get misplaced.

Lunches

Campers must provide their own sack lunch, snacks and drink. Refrigeration is not available so please pack appropriately. Please do your best to pack a healthy lunch and snacks for your child.

Swim Days

Camp Prairie View will swim at Wing Park Aquatic Facility on Tuesdays and Thursdays ...weather permitting. Campers should bring their swimming suit, towel, sunscreen and a bag to put wet clothes in for return back to camp. For their safety, campers who wish to swim in the deep water must take a swim test. This will help the staff determine if your child will be allowed to swim there. Children failing to pass the swim test will be restricted to swim in water no deeper than chest high. Campers will be allowed to retest at a later time if they do not pass.

Discipline

To ensure an enjoyable and safe program, the City of Elgin has developed a Code of Behavior which progresses from verbal reprimand to possible removal of the child from the program. Depending on the severity of the behavior, these steps may not be followed in order. We feel these guidelines are fair and appropriate for the program.

Code of Behavior

1. **Oral Reprimand**: The camper is spoken to by the counselor and asked to sit out of the activity.
2. **Written Letter of Warning**: If the camper's action or behavior continues, this is noted in writing and a behavior letter is sent home to the parents.
3. **Dismissal from Camp**: After previous warnings, Camp Supervisor will talk with the parents about dismissal. The final step is only necessary to ensure the well being of other campers. Depending on the severity of the behavior, children may be dismissed from camp without any previous oral or written warnings. Participants will not receive a refund for days missed due to disciplinary reasons.

Prescription Drug Policy

If your child should require a prescription drug while at camp, the following must be followed: The prescription must be in a bottle marked with the child's name, doctor's name, date, directions for administering the medication, the prescription number, drug store or pharmacy.

Non-Prescription Drug Policy

Any non-prescription drugs that must be taken while at camp will be administered **only with written Doctor's permission**. The non-prescription drug must be labeled with child's name and dated on the bottle. Please ask your doctor to write instructions on a prescription pad and sign it if we are to give non-prescription medication at camp.

Anti-Bullying Policy

Bullying is when one or more people exclude, tease, gossip, hit, kick or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of emails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Camp Prairie View, bullying is inexcusable and we have a firm policy against all types of bullying. We want to make sure that every child has a safe and fun experience at camp where they can learn skills and build relationships. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.