

*Village of Lake Zurich*

# SUMMER DAY CAMP

# CAMP CEDAR

(FORMERLY KNOWN AS TEEN CAMP)

EVERYTHING  
YOU NEED  
TO KNOW

HANDBOOK



Village of Lake Zurich  
Park & Recreation Department  
200 S. Rand Road, Lake Zurich, IL 60047  
847.438.5146 | LakeZurich.org



# CAMP HANDBOOK



## **WELCOME TO CAMP CEDAR**

We are pleased to announce that our Day Camp program is accredited through the American Camp Association. ACA national accreditation is awarded to programs that achieve the highest standards in regards to the safety and well-being of all campers. This accreditation means that our camp has met and excelled in over 300 health, quality and safety standards. The safety and well-being of our campers is of the utmost importance to us, and this accreditation is just one more way of ensuring that we are running the highest quality camp experience possible.

Thank you for choosing the Village of Lake Zurich Park & Recreation for your child's Summer experience! You've given your child a wonderful gift – the opportunity to experience the natural world, learn new skills, make meaningful new friendships and rediscover themselves outside the pressures of the modern world. We're looking forward to a safe and fun Summer that instills confidence in your child and creates wonderful memories. All programs at the Village of Lake Zurich are designed to promote positive values. Specifically, the Park & Recreation Department focuses on four values: caring, honesty, respect and responsibility. Our staff is hired based on their commitment to accept and demonstrate these positive values in their own lives.

## **CAMP PHILOSOPHY**

The Village of Lake Zurich is dedicated to providing our campers with a safe, fun, and active atmosphere in which children can build self-esteem and where they can grow socially, physically, and intellectually. Our camps provide an opportunity to run, play, and experience the outdoors. Daily activities will consist of arts and crafts, nature programs, sports, games, theme days and swimming. Here at the Village of Lake Zurich we promote teambuilding, friendship, and most importantly, a whole lot of FUN!

## **CAMP CEDAR LOCATION**

Paulus Park Chalet (160 S. Rand Rd) | Office Line: 847-438-5146

## **HOURS**

Camp Hours: 9am-3pm | Extended Care: 7-9am & 3-6pm

## **PARK & RECREATION OFFICE**

Jenna Stanonik, Recreation Supervisor  
Phone: 847-719-2462 | Email: Jenna.Stanonik@LakeZurich.org

Paulus Park Office:  
847-438-5146 (x1)

Federal Tax ID number:  
36-6005-961

Guest Services Associates:  
Marisa Boynton & Maddie Brown

General E-mail for questions:  
askparkrec@lakezurich.org

## **STAFF**

The key ingredient to a positive and fun camping experience is our professionally trained and enthusiastic staff. Our staff undergo over 30+ hours of training including (but not limited to) Community CPR/AED/1st Aid, Child Abuse Prevention, Emergency Procedures, Behavior Management, Discipline Policy, Inclusion Training, Program Curriculum, Lesson Planning, Beach Safety, Field Trip Procedures, and Parent Communication.

A majority of our staff are college aged students and education professionals who are passionate about making a positive impact in the lives of every camper who enters our parks. We look for individuals who have had previous experience working with children, and who also are focusing on a concentration in college that pertains to children, childcare, recreation or other relevant majors. Camp Kiddie is supervised by a 1:6 ratio of counselors to campers, Camp Alpine with a 1:8 ratio for the younger elementary grades, a 1:10 ratio for the upper elementary and Camp Cedar follows a 1:10 ratio.

In addition to a Camp Director, who oversees our camps, there is a Head Counselor and an Assistant Head Counselor who run Camp Cedar.

## **INCLUSION REQUEST**

We work closely with the Special Recreation Association of Central Lake County {SRACLC} If you feel an ADA accommodation is needed to support an individual within any of the Village of Lake Zurich programs, please check the ADA box accordingly when filling out the registration page. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Some of the supports available can be, but are not limited to the following: A one-on-one aide, a sign language interpreter, rule modifications or supply adaptation. If you are unsure as to whether or not your child would qualify from assistance with SRACLC, please feel free to reach out to Recreation Supervisor Jenna Stanonik, at 847.719.2462, and you can talk through your concerns. Once paperwork is received with the marked box and parental signatures, Jenna will contact SRACLC as soon as possible to make the proper accommodations. SRA will then directly reach out to the requester for further information.

## **MEDICAL INFORMATION**

Some participants may need to be given medication during camp. In order for the Village of Lake Zurich to be able to dispense medication, these guidelines must be followed:

1. Parent/guardian must sign the Permission to Dispense Medication, Waiver and Release of all Claims forms specifying:
  - a. Type of medication
  - b. Time medication should be administered
  - c. Specific instructions
2. Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted. Your local pharmacy will supply you with an extra container if needed.
3. Send only the exact dosage (plus two extra) that your camper will need during their session.
4. A log will be kept of the medication as it is dispensed. The Village of Lake Zurich staff will secure all medicine.

All medication must be picked up in person upon your child's last day of camp. Medication that has not been picked up will be properly disposed of two weeks after the camp season ends.

## **FEES & PAYMENTS**

All participants in our camps may pay either a \$50 deposit or the full amount per session per child at the time of registration to reserve your child's spot in Summer camp. (The \$50 deposit is applied to your camp fee.) The \$50 deposit is non-refundable.

All camp fees must be paid in full two weeks prior to each camp session. The Village of Lake Zurich Park & Recreation Department will only accept partial payments up until that time.

**A \$25 late fee per child will be charged for payments not received by final due dates.**

## **PAPERWORK**

We are continuing to utilize an online platform for paperwork, CampDoc. All registration forms will be done online prior to the camp season beginning. Once you register with us online or in person, you will receive all documents through CampDoc to be filled out. These will be kept confidentially online with only the Recreation Supervisor and Camp Director having access. All required forms will be completed online. The forms will be sent through CampDoc once you have registered for camp. We will not be accepting paper forms. Forms can be viewed from the Village of Lake Zurich website at lakezurich.org. Your camper will not be allowed to begin camp without all of the forms completely filled out online.

**\*If you have been with us in prior Summers, all of your information is saved online. We just ask that you review and make any updates/adjustments as needed.\***

## **REFUNDS**

Refunds will only be given due to illness, or if your child has been injured. A refund will be given upon proof in the form of a doctor's note.

## **ARRIVAL AND DEPARTURE PROCEDURES**

### **Camp Cedar**

Camp Cedar Campers have the option to sign themselves in and out of camp. When completing the Participant & Emergency Information packet, please sign and date the Self Arrival and Release Permission section of the form if you would like your Camp Cedar Camper to have the ability to sign themselves in/out of camp. All Camp Cedar Campers must be signed out by a parent/guardian, unless you have completed the section of the packet referenced above. Please have your driver's license in hand the first few weeks of camp to verify pick-up. Anyone that is not on your authorized pick-up list will not be able to pick up any child. In the event that you are unable to pick up your child, please call ahead to let us know to authorize a new pick-up person. Unless we have prior parent approval, your child cannot sign themselves out prior to 3pm.

## **PICK-UP/DROP-OFF INFORMATION**

Before care does not begin until 7 a.m. Please do not arrive before that time. Parents who consistently arrive before that time may be charged an additional fee.

Any parent who arrives after 3:00 or 6:00 p.m. (depending on when your child's camp day ends) to pick up their child will be charged a \$5 late fee for every 10 minutes (or portion thereof) that they are late. In the event that a child is not picked up by 3:15 p.m. or 6:15 p.m., the emergency phone numbers will be called and the designated individual will be asked to pick up the child. If staff is unable to reach someone by 6:30 p.m. the police will be contacted and the child will be taken into custody. Frequent or recurring late pick-ups may result in suspension or termination from program.

In the event that your child needs to be picked up early from camp, staff must be notified a minimum of three hours prior to your desired pick-up time in order to have your child ready. Campers who will be dropped off late must let camp staff know one day prior, otherwise parents will escort their child to the camp activities.

## **ABSCENSES**

If your child will not be attending camp on a specific day, please call the office line at 847-438-5146 to let them know. There will be no prorating of fees due to nonattendance.

## **TARDINESS**

The regular camp days begins at 9:00 a.m. each day. Please give camp staff one day's advance notice when your camper will be late. Parents will be responsible for escorting late campers to the group activities. Additionally, concession lunch orders are submitted promptly at 9:30 a.m.

Campers who utilize the camp lunch program and arrive late may not be able to eat the designated lunch. In this case, parents/guardians will be asked to supply their child's lunch for the day.

## **PERSONAL BELONGINGS/TECHNOLOGY**

If you need to reach your child during the day, please call our main line at 847-438-5146 and we will be able to relay any messages necessary. Camp Cedar will have times throughout the day where cellphones may be allowed. However, it will only be during designated times, and closely monitored. If any counselor feels at any time that a cellphone is not being used respectfully, or for questionable use, they have the right to confiscate the cellphone until the parent/guardian comes to pick up. Phones will be confiscated and returned at the end of the day. Other personal belongings such as toys, hand held games, iPods, sports equipments, etc., may not be brought to any of our camps. The staff/Village of Lake Zurich will not be held responsible for the children's personal belongings. If a child needs to contact a parent in an emergency or vice versa, they may use the camp phone. Parents, please call the main office at 847-438-5146 if you need to contact your child.

## ITEMS TO BRING TO CAMP

**All items must be labeled with your camper's name.** If your camper brings a lunch, please note that while lunches will be kept inside, they will not be refrigerated or microwaved. Lunch Punch cards are available at the Paulus Park Barn to purchase.

### DO BRING

- Backpack/Bag
- Lunch / Snacks / Water Bottle
- Spray Sunscreen
- Bathing Suit/Towel
- Closed Toe Shoes

### DO NOT BRING

- Personal Items
- Toys from home
- Electronics
- Flip Flops/Sandals (unless going to be used during swimming)

**The Village of Lake Zurich Park & Recreation staff are not responsible for money brought to camp nor the usage.**

## LUNCH PUNCH CARDS

**Punch Cards are non-refundable and non-transferable. They expire at the end of the day camp season. Lunch purchased from our concessionaire is not available unless your camper participates in the lunch punch program.**

Punch cards can be purchased prior to camp starting at our Paulus Park Barn for \$30 for five lunches. Once camp begins, you can purchase lunch punch cards on site. Punch cards are valid for the entire duration of camp, including post camp. If your child is using a lunch punch for the day, you must put the order in by 9:30am. If you are going to be late for any reason, you must call to let us know they have a punch card for the day. On Field Trip Days Teen Campers cannot utilize the lunch punch cards. The times of the field trips fluctuate and we cannot guarantee we will be on the grounds during the lunch hour. If your child comes without a lunch on a field trip day we will make them a lunch.

## WEATHER

Most activities on rainy days take place inside. On days that we have extremely hot weather, campers will be indoors or remain in sheltered and shaded areas. Please remember to dress your child according to the weather.

Your child will have the opportunity to watch movies during day camp on rainy days. The Village of Lake Zurich requires permission for your child to watch movies of different ratings. Please check the appropriate box on the Participant Emergency Information Packet.

Please note: PG-13 and R-rated movies will not be shown.

## **CAMP ATTIRE**

Campers should wear clothing that is durable and comfortable. Weather permitting, the majority of activities will be held outside, so please be sure to send your camper with a jacket on cool days.

Gym shoes and socks should be worn at all times. Sandals are not permitted. Remember, it is easy to get dirty at camp, so choose clothes carefully.

All campers will be issued one camp t-shirt as part of their registration fee. Camp shirts will be distributed at the start of camp each session. Repeat campers will not receive additional t-shirts, however extra shirts may be purchased for \$10.

Camp Cedar Campers should wear clothing that is appropriate in length. There should not be visible body parts. If a counselor feels that clothing is inappropriate due to length, inappropriate language or innuendos, they will ask the camper to change.

## **BIRTHDAY TREATS**

Due to severe allergies and food restrictions we do not allow edible birthday treats to be brought to camp. If campers would like to bring something to celebrate their birthday, we would love to help them celebrate, but it must be non-edible- such as stickers, bubbles, chalk etc.. Any item that is brought will be put into the campers backpack to be brought home.

## **LOST AND FOUND**

Lost and found items accumulate very quickly. Please label your child's belongings. Socks and underwear are immediately discarded; everything else will be placed in the lost and found section and donated after camp ends. The Village of Lake Zurich is not responsible for any lost or stolen items.

## **SUNSCREEN POLICY**

Due to allergies, Camp Alpine and Camp Cedar cannot provide any type of sunscreen for any camper. Please be aware of the following:

- Apply sunscreen to your camper prior to camp every day including cloudy and overcast days.
- Send labeled (child's name) spray sunscreen with your camper each day.
- Sunscreen is applied a minimum of two times within regular camp hours.
- Assistance with sunscreen will be provided if necessary, however, all parents must sign the sunscreen authorization found in the Participant Emergency Information Packet.

If campers do not have sunscreen, parents will be contacted to send along with camper for the following day. Camp does not have the resources to provide campers without sunscreen with sunscreen every day.

## **SWIMMING**

We will not swim the first two days of each new session of camp. These days will be set aside for learning about water safety, swimming policies and procedures, meeting with the lifeguards and beach managers and ensuring all campers are familiar with the beach area. Camp Cedar Campers will go to the beach and park every day that they are not on a field trip. If Camp Cedar Campers want to use the WIBITS, they will be required to take a swim test by the lifeguard staff to evaluate their swimming abilities.

In the event that we have heavy rain, our campers will not swim the following day in an abundance of caution with water levels.

Campers will go to the beach every day, weather pending and if time allows on Field Trip Days.

Lifeguards will be on duty at all times while our campers swim. All campers are expected to follow the rules and listen to both the lifeguards, as well as camp counselors when in the water. Lifeguards and camp counselors reserve the right to pull any camper out of the water at any time if they feel they are not following proper safety protocols.

## **FIELD TRIPS**

Field trips are a very important part of our camp program. All campers must go on the assigned field trip for the day. We do not have the staffing to allow children to stay behind. Fees for all field trips are included in the camp fee.

Please be aware that field trip buses leave promptly at the scheduled time. Parents will be notified of scheduled dates, destinations and any other important details through the newsletter or special notice.

If your child is in Summer School and a field trip is taking place, it is the parent/guardians choice if they will attend or not. We do not have the staff to stay back on site with the students.

Camp Cedar utilizes school busses through Barrington Transportation for Field Trips.

## **NEWSLETTERS**

Additional information will be provided in our weekly newsletter which will be emailed to parents before the start of each week, as well as handed out during sign-out.

## **SUSPECTED ABUSE OR NEGLECT**

In accordance with the procedures set forth on the Abused and Neglected Child Reporting Act, any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will be notified.



## **ILLNESS AND INJURY**

All staff is certified in CPR/AED and First Aid. In the event of an emergency or illness, camp staff will notify parents/guardians. No refunds will be given for missed time due to an illness unless a doctor's note is provided. Please keep sick campers at home so germs and illnesses do not spread to any other campers or staff. Parents will be notified if their camper has not been feeling well for a period of time. The Village of Lake Zurich is not licensed to provide care for sick children. Therefore, parents or emergency contacts must come as soon as possible, preferably within one hour after being contacted by the staff.

Any child absent from the program due to a serious or contagious illness must notify the Village of Lake Zurich and have a doctor's note to return. Moderate injuries will be communicated to parents once proper first aid procedures have been followed. If the illness or injury occurs late in the day and is moderate, you may be notified at the end of the day. In cases of severe injuries, parent/guardian will be contacted immediately.

Campers must stay out of camp at least 24 hours after vomiting or fever. If they are sent home due to vomiting or fever, they cannot return the next day. This is for the health and safety of your camper as well as the other campers in our programs.

## **SUMMER ATHLETIC CAMPS**

Campers and parents have the ability to register for weekly sports related variety camps during the day. Summer Athletic Camps include but are not limited to archery, dodgeball, capture the flag, classic outdoor games, triathlon training, sand volleyball etc... Camp counselors will escort the campers to and from the Summer Athletic Camps. If a Summer Athletic Camp begins or ends outside of the camp day, it is the parent/guardian's responsibility to pick up or drop off their child. The parent/guardian must notify Day Camp Leadership if they register their camper for a Summer Athletic Camp.

## **WIBITS**

The new wibit system will be for campers in grades 3-7th due to age restrictions with the products. They are only able to utilize the wibits after they have successfully passed a deep water swim test. A life jacket must be worn at all times while the camper is on the wibit system. The wibits will only be utilized when there are lifeguards present and weather permitting. Times of usage may vary throughout the week. All rules and regulations of the wibits must be followed at all times. The lifeguards have the right to ask any camper who is not conducting themselves in a safe and positive manner to remove themselves from the wibit system. It is up to the discretion of the camp counselors if any camper is able to utilize the wibit system based off of behaviors exhibited throughout the day. WIBIT usage is not guaranteed each time Camp Cedar utilizes the beach. It is dependent on staffing, availability of equipment and beach utilization by the public.

## **SAMPLE SCHEDULE**

Please see the next page for a sample schedule. This is a sample schedule for a non-field trip day. On Field Trip days, the schedule will vary. You will receive the days/times of the Field Trips prior to the start of camp.