



Day Camp 2026

Parent Manual & Camp Application



Mission Statement

Veterans Park District is committed to enhancing the quality of life of our residents by offering the best in recreational and leisure services.

IMPORTANT NOTES AND CHANGES TO VPD's CAMP PROGRAM:

1. Campers are encouraged to register for all 3 camp sessions | \$25 deposit per session will hold your child's space.
2. Registrations submitted after the start of a session will require a 2-day processing period before your child(ren) can begin camp.
3. Each camp location has a (100 camper max).
4. Action for Children approval letter must be received, reviewed and approved prior to the payment deadlines or Out-of-Pocket payments are required. Reimbursements will occur after reimbursement from the State is received.
5. Full payment is required before the start of each session. Late fees and camper pauses may apply. **pg. 14**
6. All necessary forms, including the Sign-In/Sign-Out procedures and the Before & After Care Policy & Agreement, must be completed and signed before your child(ren) can begin camp. **pg. 9-17**
7. **FREE Lunch Program Information pg. 5**
8. **Behavior Policy: 3-strike system outlined on pg. 11**
9. **Camper Safety & Behavior Agreement pg. 12**
10. **No Firearms Policy pg. 13**
11. **Cell phones must be turned off and stored away, unless pre-approved use has been granted by the Camp Leadership Team and VPD Management. The park district is not responsible for lost or stolen items.**

*The purpose of this Manual is to provide guidelines and inform parents of our recreational day camp programs for children ages 6-12 at VPD. **The Summer Day Camp facilities and program we offer are not licensed or regulated by DCFS.** This Parent Manual supersedes any policies, procedures or guidelines that have come before it. The parent/guardian are held responsible to follow the rules, regulations, and guidelines in this handbook. There will be no exceptions to the rules in this manual. The following rules, regulations and guidelines are for the safety of your child and to ensure that Summer Day Camp program runs efficiently.*

Veterans Park District Summer Day Camp Information

Day Camp locations:

- Bulger Park - 1601 Hirsch Street, Melrose Park
- Grant Park Rec Center - 44 W. Golfview Drive, Northlake

Each camp location has a (100 camper max)

Day Camp Hours:

- 9AM-4PM (Regular Day Camp Hours)
- Before Care: 8:00 A.M. - 9:00 A.M. (additional cost, see below)
- After Care: 4:00 P.M. - 6:00 P.M. (additional cost, see below)

Mini Session Day Camp Fees (for fees, see chart below)

- Resident \$133 Per Session / Nonresident \$150 (1 Week)
- Before Care - \$22 Resident/ \$27 Nonresident (1 Week)
- After Care - \$25 Resident / \$30 Nonresident (1 Week)

Session 1, 2 & 3 Day Camp Fees (for fees, see chart below)

- Resident \$400 Per Session / Nonresident \$450 Per Session (3 Weeks)
- Before Care - \$75 Resident / \$105 Nonresident (3 Weeks)
- After Care - \$150 Resident / \$210 Nonresident (3 Weeks)

A \$25.00 non-refundable deposit is required for each session at the time of registration and is applied to your balance. The remainder of the balance is due in full one week before the first day of each session. No \$25 non-refundable fee is required if paid in full the day of the registration.

***** Action for Children (Financial Aid) applicants must pay all fees until written approval is received guaranteeing payment. Once Action for Children ensures funding, participants will be reimbursed for the amount paid in accordance of their co-pay. *****

Veterans Park District Camp Payment Due Dates

<u>2026</u>	CAMP PAYMENT DUE
Mini Session May 26-29	Monday, May 18
Session 1 June 1-June 19	Tuesday, May 26
Session 2 June 22-July 10	Monday, June 15
Session 3 July 13-July 31	Monday, July 6

Payments must be paid in full before each session, late fees and camper pause apply.

Your Initial Registration Includes:

- Summer Day Camper T-shirts are required to be worn on Field Trip Days. 1 camper shirt will be issued, regardless of the number of sessions in which you are enrolled. (You may purchase an extra shirt for \$15 while supplies last).

Registration Guidelines & Requirements Ages 6-12

- All participants **MUST** be 6 years old before Sept 1, 2026.
- Parent/Guardian should present birth certificate at time of registration for front desk review. **VPD does not need a copy.**
- Initial registration application must be completed in-person by parent or guardian.
- There is a 2-business day processing period before your child(ren) can begin camp.
- Payments can be made over the phone by credit card or in-person by check, cash, or charge.
- Session payments are due in full one week prior to the first day. Late fees & camper pauses apply.
- There are no refunds due to missed days because of illness, vacation, and/or inclement weather.
- There are no refunds for Before or After Care.
- Each camp location has a designated BEFORE and AFTER CARE, CHECK- IN and PICK UP AREA.
- Veterans Park District and its staff are not responsible for the supervision of any child found on park district property before their camp day starts or after they are signed out.

Swim Lessons

We are thrilled to share that Veterans Park District has been awarded the *Step Into Swim Grant* for the third consecutive year! This grant will cover the costs for our Summer Campers to participate in swim lessons completely, free of charge. *Step Into Swim* is a nationwide initiative dedicated to creating safe swimmers. Registration is required and space is limited. **Once filled, interested families can be placed on an interest list.**

Transportation is provided for all campers, and schedules are as follows:

Camp Site	Swim Lesson / Pool Days	Boarding Bus Time
Grant Park	Tuesdays & Fridays	10:50a
Bulger Park	Tuesdays & Fridays	10:50a



Camp Attire

1. Campers are required to have close toed gym shoes and wear socks at all times. PLEASE DO NOT SEND CAMPERS IN SANDALS they will not be allowed to participate in camp activities.
2. Dress your camper(s) for the daily weather conditions: hat, sunglasses, jacket or extra layers for cool days.
3. Remember that it is easy to get dirty at camp. Please dress your child in play clothes.

Items to Bring

1. Reuseable Water Bottle
2. Spray Sunblock & Insect Repellent
3. VPD camp staff highly recommends your child's last name is written on any belongings they bring to camp. Lost items will be donated or discarded after one week.

Note: VPD recommends you apply sunblock and insect repellent before sending your child every day. If you send your camper with sunblock or insect repellent be sure to write your child's first and last name clearly labeled on the bottle. VPD staff is not allowed to apply any sunscreen or insect repellent lotion on campers. If your camper needs to reapply with staff support, it is important that you purchase spray bottles.

Do not to Bring

Campers are not allowed to bring toys from home. This includes music, video game and other electronic devices. If your child has a cell phone it must be turned off and put away. **If any of the above-mentioned electronics are being used during camp hours, it will be documented in a behavior write up at the discretion of the Lead Counselor and Camp Director.** **The Park District and its employees are not responsible for lost or stolen items. Please label all items with your child's name.**

Signing In and Out

SIGNING IN:

- If your child is not registered for Before Care (8-9 A.M.) **Please DO NOT arrive earlier than 8:55 A.M.**
- Your child's assigned camp counselor will sign in your camper(s) during regular camp hours which are from (9 A.M.- 4 P.M.)
- Camp Counselor will sign their name next to your camper's name and the time of drop-off on our attendance sheet after admitting them into the program.

SIGNING OUT:

- Please have photo identification ready when you come to pick up your child(ren).
- Our assigned camp staff will sign and write in the sign-out time next to your camper's name(s).
- Campers are **ONLY** released to the names listed on your Sign Out for Safety form.
- Late pick-up fees apply to all persons you identify on your campers Sign-Out for Safety Sheet.

Sign Out For Safety Form & Mandatory Written Notes

Attendance is taken at the start of the camp day. Camper head counts and roll calls are conducted frequently throughout the camp day. **Under no circumstance are campers allowed to leave the camp area during camp hours. For your child's safety, we ask for your cooperation in stressing this policy to your child. **Campers must be signed out by an authorized person in order to leave. Anyone picking up a child must present photo identification. Those without ID are asked to get it before the camper is released to them.****

It is your responsibility to make sure all persons you authorized to sign-out your camper(s) understand that a photo ID is required at pick-up and that late pick-up fees remain in effect if they forgot to bring their ID. **Please do not feel offended if we request identification from you, as we enforce this policy for the safety and protection of your child. Your child WILL NOT be released to any person not on the Sign Out for Safety Form (form located in application section of this packet). Per your request, VPD can photocopy ID's to keep on file to verify at pick up.**

Under the following circumstances, a written note is required:

- Coming to camp late or leaving camp early
- Staying on camp grounds directly after camp (Veterans Park District staff is not responsible for the supervision of any child staying on camp grounds once they are signed out)
- Walking or riding a bike home from camp (Camper name(s) must be on Sign Out for Safety Form)
- Someone picking up the camper other than persons designated on the Sign-Out for Safety form

Please include your child’s name, the date(s) affected, reason, and the parent/guardian’s signature on all written notes. If requesting that someone other than a designated person pick up your child, you must provide his or her full name, and a contact phone number for that person. The note must be given to your child’s Camp Site Supervisor prior to the start of the camp day. **Children who do not have a written note will not be allowed to leave camp until the parent/guardian can be contacted by the Camp Director to confirm the request verbally.**

Absence

If your child will not be attending camp for any reason you **must** call the Administration Office at (708) 343-5270 by 9:00 AM the day of, at the very latest. Please state your child’s first and last name and camp location.

Electrical Outage/Emergency






In the event of an emergency (i.e. electrical outage), you may be required to pick up your child early. Please have a backup plan in place so that someone can pick up your child during camp hours

Lunch

Option #1

Berkley School District #87 has partnered with us to provide FREE LUNCH this summer. Refer to Lunch Menu for SAMPLE daily lunch menu.

Summer Lunch School Menu

MONDAY	TUE SDAY	WEDNE SDAY	THURSDAY	FRIDAY
Firehouse Sub Sandwich Fresh Fruit/Veg Milk	Ham & Cheese Sandwich Fresh Fruit/Veg Milk	Uncrustable PB&J Fresh Fruit/Veg Milk	Combo Sandwich Fresh Fruit/Veg Milk	Dominos Pizza Fresh Fruit/Veg Milk
				

Option #2

Please send your camper with snacks every day camp is in session. Clearly label your sacked lunch with your camper(s) name. Campers eat lunch around 11 AM daily. On Special Event Days lunch times may vary. VPD microwaves are not used to heat meals for campers. Campers are responsible for keeping their lunches with them and are required to eat at the time their assigned group.

Water is available for campers throughout the day. Each site has a vending machine that also dispenses for bottled water. If you wish to have your child to purchase a bottled drink, you must provide them with the proper change. VPD is not responsible for any lost or stolen money campers may have on them. Staff are not allowed to hold money for any camper. **Vending machines are not to be used by any camper(s) without permission from their camp supervisor.**

Swim Days (Included: Tuesdays & Fridays)

No swim day on the first Tuesday of every session (6/2, 6/23 & 7/14)

Each camp participates in 2 swim days per week at Gouin Pool. Camp staff and Junior Counselors act as support to campers on pool days and will help with supervision and encourage appropriate water games. Your Camper's swim days are noted on the camp calendar. They need to have their swimsuits, towel and sunblock on pool days. **Campers must be able to change in/out swim attire independently.**

Proper swimsuits must be worn. **Cut-offs or shorts are not allowed.** Campers can wear plain white t-shirts over their swimsuit. Goggles without nosepieces are allowed. If your child is not wearing proper swimwear, they will still accompany their camp to the pool, but will not be allowed to swim. **Campers need to be prepared to attend their pool days regardless of weather conditions in the morning.**

Please do not forget sun block. We advise sun block application prior to arrival at camp. **Counselors will remind campers to reapply sun block throughout the day.** Your support in emphasizing this practice with your child is greatly appreciated. **Counselors/Campers are not allowed to apply sun block on any camper other than themselves.** Day Camp's leadership team recommends **spray block instead of lotion.**

Gouin Pool Swim Test

Safety is our top priority at the pool. Prior to entry into the pool all swimmers 15 years and younger will have their swimming ability tested and will be placed into one of two swimming categories designated by band color. This test is facilitated on their first day of swimming at camp.

There are two levels of swim test:

Swimmer GREEN WRISTBAND

Swimmer jumps into water over his/her head and easily returns to the surface, Swim 25 yards unassisted front crawl or breast stroke and without resting while maintaining a positive body position and Tread water 30 sec. Swimmers receive a swim band on all swim days to their assigned category. Any swimmer that seems to have difficulty after receiving a green band, may be retested.

Non-Swimmer RED WRISTBAND

15 years and younger who cannot demonstrate the Green Band skills are required to remain in 3ft.

Field Trips

There is at least one Special Event or Field Trip in each session. These are chaperoned by camp staff only. **It is mandatory that campers wear his/her camp shirt on these dates. It is also mandatory to pack a lunch for your child on these days.** Please remember to give your child at least \$10 for snacks (if applicable).

Camp staff is not responsible for individual camper's money or items brought from home. Buses are unable to wait for campers who are late on field trip days. If your child is not attending a Field Trip do not send him/her to camp that day, please remember to call in his/her absence.

Depending on which session your child/children is/are registered for will determine which Field Trips or Special Events they may attend. All Field Trips and Special Events are included in the session fee. If your child is not registered for that session, they may not attend that session's Field Trip or Special Event. Please understand that there will be **no supervision at their park on Field Trip or Special Event days.**

DCFS Child Abuse and Neglect Policy

All Veterans Park District staff, regardless of position, are mandated DCFS reporters of any suspected child abuse and/or neglect; in accordance with Illinois state law. The day camp program is required to have a written policy indicating compliance with the law. A child is considered neglected if he or she is not provided with adequate food, clothing, medical attention or protection. If any of these conditions are suspected, the day camp staff are required to file a report with DCFS.

It is not the place of staff to determine if a child is or is not being abused and/or neglected, but rather only to report the suspected abuse and/or neglect to the proper authorities. Failure to report any suspected child abuse and/or neglect can result in criminal charges being brought up against the program and any involved staff members. If any staff member observes signs of suspected abuse and/or neglect, the staff person must indicate this in a written observation and immediately report the findings to the administrative staff.

Medical Information

We are naturally concerned about your child's safety. When registering please indicate any special medical problems or allergies your child has, so that camp staff can make the appropriate accommodations if necessary.

1. Illness

If your child is ill or has a fever, we discourage their participation. If a child becomes ill during the program, a parent/guardian will be notified and asked to pick up their child. If the parent is unavailable, the emergency contact person will be called. Your child must be fever free for 24 hours before returning to camp. In case of a contagious disease, please notify Camp Staff immediately. All parents at that site will be notified as soon as possible. **A doctor's note must be given to your child's Camp Director before returning to camp.**

2. Medical Emergencies

If your child is injured and requires more than basic first aid the following actions will be taken.

- Staff will call 911
- The parent or guardian will be contacted
- If the parent/guardian is not available, then the person listed as the emergency contact will be called
- The injured child will be taken by paramedics to the nearest hospital

You will be responsible for the emergency medical charges for all serviced rendered. Your authorization for the program staff to secure emergency medical care and your commitment for payment thereof is part of your registration agreement.

3. Medications

In the event a child must have medications, the parent/guardian should do the following:

- List any and all medications on **page 16** of the Child Information Health History form at the time of registration.
- Have medication in original container, the time and dosage should be legible, put all directions in writing. Place everything in a plastic bag labeled with your child's name.
- Personally give medications to your child's Camp Site Supervisor. Do not place medications in your child's lunch bag or backpack. **Do not rely on your child to hand in medications.** This is your responsibility. All medications are kept in a secure area.
- **Camp staff are not allowed to administer any medication. If your child requires medication during their camp day you should inform the camp director and they will have you complete a medicine dispensing wavier. Daily staff will then be able to hold necessary medications on their person like an Epie Pen or Rescue Inhaler, but your child must be able to administer medication on their own. Other prescribed medications are kept in a designated area such as a locked cabinet or refrigerator depending on specific storage requirements.**
- It is the parent/guardian's responsibility to notify the Camp Director and Camp Supervisor with any changes in medications. If medication is required to be dispensed during camp hours contact the Day Camp Director or Supervisor for more information.

4. First Aid

If a child incurs minor cuts, bumps, bruises, scrapes, etc., the staff will administer basic first aid and complete an accident report. Basic first aid procedure consists of soap, water, Band-Aids and ice packs, etc. All Camp Staff are certified in First Aid/CPR/AED.

Day Camp Contacts and Emails

Gladys Ortega Grant Park Camp Supervisor
gortega@vpdpark.org

Sylvia Diaz -Bulger Park Camp Supervisor
daycamp@vpdpark.org

Greg Stanczyk -Day Camp Director & Assistant Director of Recreation
gstanczyk@vpdpark.org

Carlene Buvak Greifelt, Director of Recreation
cgreifelt@vpdpark.org

Directors can be contacted at (708) 343-5270 if you would like to speak with them.

TO REGISTER YOUR CHILD FOR CAMP PLEASE FILL OUT PAGES 9-17

Keep pages 1- 8 for your reference

Child's Name (Print First & Last): _____

Date of Birth: _____

Day Camp Application



Date of Registration: ___/___/20___

**** If your child is registered after the camp session has started, Veterans Park District Camp policy allows for 2- day processing before participants can begin.**

Family Information

Mother/Guardian Name: _____ Emergency Contact? Yes No

Home Address: _____ City _____ Zip: _____

Phone # _____ Email _____

Employer Name: _____

Work#: _____

Father/Guardian Name: _____ Emergency Contact? Yes No

Home Address: _____ City _____ Zip: _____

Phone # _____ Email _____

Employer Name: _____ Work #: _____

Emergency Care Release

I, _____, parent/guardian have enrolled my child in Veterans Park District Day Camp, and hereby authorize

Dr. _____, my child's physician, or any other physician in his/her group practice, in my behalf to administer Emergency medical assistance to my child during a Park District activity. In the event

Dr. _____ or any physician in his/her group practice in not available, I hereby authorize the Veterans Park District, their employees and agents to provide emergency medical assistance or to arrange for and consent to on my behalf immediate medical treatment by a licensed or certified physician or other medical personnel for my child whenever the authorized Park District personnel believe such emergency medical assistance is necessary to protect the health, safety and welfare of my child.

I provided accurate and all information regarding my child's medical needs and health conditions, therefore I know no reasons why my child should not participate in activities, except as noted above. Child's

Name: _____



Photograph and Video Use Policy

Photographs and video footage are periodically taken by Veterans Park District Staff or contracted photographers of persons, including children, participating in Veterans Park District programs, activities, attending Park District classes and events, or using District facilities or property. It shall be the policy of the Park District that by registering oneself or by registering one's child for a program, class, participating in an activity, attending an event, or using Park District facilities or property, the participant expressly authorizes the Park District to use photographs and video footage of that person(s) for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, the Park District's website and social media (including Facebook, YouTube, Instagram, Twitter, and other social media sites that may be operated or utilized by the District), without additional notice or permission of those persons and without any compensation.

Late Pick up Policy and Fees

It is important that you be on time when picking up your child. If your child is not enrolled in Before/After care your child should be dropped off at 9:00 AM and picked up at 4:00 PM. **Parents who are dropping off early or late picking up their child/children will be charged \$5.00 for the first 15 minutes and \$2.00 for every additional 5 minutes.** These same rates apply to our After Care Program.

Initial _____ 

Field Trip and Special Event Consent

I, _____, give my consent in order for _____ to attend the field trips and special events for the sessions he/she is registered for, under the supervision of the Veterans Park District Summer Day Camp Staff.

Sign Out For Safety

The Sign Out for Safety system will improve the security of the camps during departure times. At registration, all parents will be required to submit a list of people that are permitted to pick up their child. The Camp Counselors will only release children to the people designated on the list. These people will also be required to sign their name at the time of dismissal. If a child is missing from camp without a signature, the local police will be notified. Please inform the people picking up your child (those on your list) about the Sign Out for Safety system. Each Counselor will have a group of campers, which they are responsible for at sign-out time. Those picking up your child should know who the child's counselor is. The counselor will have the sign out sheet. Counselors will not allow any child to leave with someone who is not on the list and/or does not sign the sheet.

Please include parent's names and anyone you think may pick up the child (info on next page) **If you have a court child custody order, a copy of the order must be on file with Veterans Park District in order for our staff to follow it. If no copy is given to the Park District, staff will follow the Sign Out for Safety Sheet on page. 16.**

Initials _____ 

Summer Day Camp Behavior Policy

Summer Day Camp plays a role in communicating to children how to treat their friends with respect as well as adults in helping build social skills. There may be times when children may not behave properly. For example: having difficulties sharing, disrupting activities, speaking disrespectfully to an adult, physical contact, etc. Therefore, our behavior policy is as follows:

FIRST BEHAVIOR INCIDENT: the park Counselors will explain to the child one-on -one why their behavior(s) is/are not accepted then **warn** the child that if the behavior(s) is/are demonstrated again they will have to sit out (One minute per year of age). A write up will be issued if the child receives another timeout or additional warnings that day for inappropriate behaviors

Report #1 will be written, and parent will sign.

SECOND BEHAVIOR INCIDENT: If the child repeats behavior(s) or does not follow the Summer Day Camp rules again, they will be placed on time out (One minute per year). If an inappropriate behavior occurs after the first time out another one will be issued, while camp counselors inform camp leadership team to determine if an early dismissal and/or PAUSE from program participation is approved by the Camp Director.

Report# 2 will be written, parent will sign and a parent with camper meeting will be scheduled with Camp Director or another assigned member of Day Camp's leadership team for the next business day.

THIRD BEHAVIOR INCIDENT: If behavior(s) is/are repeated or child does not follow Summer Day Camp rules after the first time out (One minute per year). If the inappropriate behavior occurs after the first time out, a behavior report will be written and the parent/guardian will be notified of their child's behavior by the Camp Director or another assigned member of the Day Camp Leadership team to make parent/guardian aware the camper is being placed on PAUSE (1-3 camp days).

Report #3 will be written; parent will sign and their child will be placed on PAUSE (1-3 days) which may result in an early dismissal from the program. While child is on PAUSE Camp Director will submit a recommendation for termination, or continuation in the program for the review and approval of VPD's Director of Recreation and Executive Director.

Your child's behavior should be consistent with:

- **Cell phones must be turned off and put away; the park district is not responsible for lost or stolen items**
- Use of appropriate language at all times
- Cooperate with staff and follow directions
- Respect other children and staff, equipment and facilities, and yourself.
- Keep a positive attitude
- Stay within program boundaries
- Absolutely no weapons or harmful materials allowed
- Respect others space by No hitting, pushing, shoving, kicking or spiting

I understand the above behavior policy: _____

Sign and Date

Print Parent/Guardian Name: _____ Child's name: _____

Once the Executive Director provides direction. The Camp Director will schedule FINAL mandatory meeting with the parent/guardian to share the decision made. If the child is allowed to continue a Behavior Plan will be presented in the meeting by Day Camp Director or another assigned member of the Day Camp leadership team. If **terminated** from the Summer Day Camp Program the Camp Director will share the decision made at the discretion of VPD's Executive Director.

*If a child poses a direct threat to the health and safety of other children, staff or him/herself the parent of the child and the local police will be notified immediately. **Termination will be put into immediate effect**, at the discretion of the Director of Recreation and/or Executive Director.



Camper Safety & Behavior Agreement

Thank you for enrolling your child in Veterans Park District Summer Camp. It is our intention to provide your child with a safe and secure environment. We attempt to create a warm, comfortable, and fun atmosphere that will make your child look forward to coming to the camp. In order to ensure the quality of this camp and safety of the campers and staff, each participant must be able to review and agree to our **FIVE FINGER CONTRACT!**

1. Camper must show respect to all participants, staff, Park District patrons, equipment and property.
2. Camper must keep hands, feet, head and other body parts to themselves - fighting, hitting, theft and destruction of property will not be tolerated.
3. Camper must use appropriate language at all times.
4. Camper must be able to follow directions with minimal intervention by staff.
5. Camper must be able to stay with their assigned camp group.

Resolving Problems if the FIVE FINGER CONTRACT guidelines are not followed:

1. Camp Counselor will first attempt to resolve the problem with the camper.
2. Camp Director will be consulted
3. Verbal warning (parent will be notified at pick-up)
4. Time out/activity withheld (parent will be notified at pick-up)
5. Written warning #1 (parent will be contacted to pick-up their child immediately)
6. Written warning #2 (parent will be contacted to pick-up their child immediately and the child will be removed from the camp and will not be eligible to return this season.
7. Dismissal from camp.

Immediate Dismissal

1. Any camper who runs away from the staff will be removed from the camp for the remainder of the program. If staff cannot convince the child to return, the police will be called. The staff is not permitted to chase after children or leave the site.
2. Any camper who harms himself or another will be removed (physical and/or verbal abuse).
3. Any camper who abuses staff will be removed.

Physical Violence is not tolerated in this program. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

Code of Conduct for Parents:

Parents are expected to follow the program rules and treat the staff with respect. All camp issues, comments or concerns should be directed to the Camp Director or the Director of Recreation. A child whose parents verbally abuse staff will be removed from the program. This includes sarcasm, criticism, yelling, screaming and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who appears out of control. I have discussed the rules and consequences of the FIVE FINGER CONTRACT Agreement with my child, and they understand what is expected from them at the camp. No refunds will be given if a participant is removed due to violation of the Park District's FIVE FINGER CONTRACT Policy. Every parent/guardian is required to read the following information to his/her child and sign and return this Give a High 5 Policy Form. (This must be on file prior to the start of the program.)

Participant's Name (Print): _____

Participant's Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Veterans Park District Summer Camp Payment Policy

<u>2026</u>	CAMP PAYMENT DUE
Mini Session May 26-29	Monday, May 18
Session 1 June 1-June 19	Tuesday, May 26
Session 2 June 22-July 10	Monday, June 15
Session 3 July 13-July 31	Monday, July 6

PAYMENT INSTRUCTIONS

- Payments including applicable late fees are due in full before the **first day of each camp session**. The same payment due dates also apply to families receiving assistance from Action for Children.
- Payments can be made in advance, however if a payment is late, a **\$30.00 late fee** will be assessed each day the payment is not made once a session has started and applied to the child(ren)'s household.
- Balance of fees must be paid on or before the payment deadline of each session. Campers whose fees are not paid by the first day of a session will not be permitted to stay at camp. Parents will be required to pick up their child if he or she was dropped off at camp without their session fees being paid in full.
- A child will be placed on **Pause** (see pause procedure below) after **1 DAY** of non-payment.
- No credit is given for school holidays, power outages, vacations taken by families, moving out of the area, weather, or days missed due to illness. There are no payment refunds given for partial attendance. No prorating of camp fees.
- Payments can be made with Cash, Check or Money Order (made out to **Veterans Park District ONLY**). We also accept Visa, MasterCard, AmEx or Discover.
- You may stop in Grant Park or Leoni facilities to pay in person or call to pay over the phone. **It is strongly suggested you call before stopping in as hours and days open vary per location.**

LATE PAYMENTS

A \$30.00 per household late charge will be applied every day the payment has not been made. Please make sure you make payments on or before the due dates and that you receive a receipt.

PAUSE PROCEDURE

A child will be placed on pause after **1 DAY** of non-payment, unless a payment plan is approved by the Summer Day Camp Director and Executive Director. After a child is paused from the program, full payment is required up to the last day the child attended, including any late fees accrued. It is at the discretion of the Summer Day Camp Director and Executive Director to re-instate a child after a Pause procedure has occurred and full payment has been made. Please make sure you receive receipts of all your payments and late fees for your records. There is NO credit given for power outages, vacations taken by families, moving out of the area, weather, or days missed due to illness. There are no payment refunds given for partial attendance.

I do hereby affirm that I have read and understand the Day Camp Payment Policy. I understand that Veterans Park District reserves the right to dismiss a camper / place them on pause and require the parent / guardian to pick up the child from the program if all fees are not paid in full prior to the first day of a session.

Parent / Guardian Signature _____



Date _____

SIGN OUT FOR SAFETY APPROVAL FORM:

The following people have permission to pick up my child:

Name: _____ Relationship _____ Day Phone: _____

Name: _____ Relationship _____ Day Phone: _____

Name: _____ Relationship _____ Day Phone: _____

Name: _____ Relationship _____ Day Phone: _____

***I allow my camper who is 8 years old or older to sign themselves out and leave the park site on their own. (walk, bike, etc). If you provide permission, please write your child's name on Sign Out for Safety Approval Form**

Circle: Yes / No

Medical Information:

Allergies: _____

Dietary Requirements/Medical Needs: _____

Special need or require any accommodations: _____

Current Medications: _____

Physician's Name _____

Physician's Address: _____ Physician's Phone: _____

Please list any information you would like us to know about your child:

Waiver and Release of All Claims

Please read this form carefully and be aware in registering yourself or your minor child/ward for participation in Veterans Park District program(s), you will be waiving and releasing all claims for injuries you or your minor child/ward might sustain arising out of Veterans Park District(s). I recognize and acknowledge that there are certain risks of physical injury to participants in Veterans Park District Program(s) and agree to assume the full risk of any injuries, including death, damages or loss regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with such program(s).

I agree to waive and relinquish all claims I or my minor child/ward may have as result of participating in the program against the Veterans Park District and its officers, agents, servants, and employees. I do hereby fully release and discharge the Veterans Park District and its officers, agents, servants, and employees from any and all claims from injuries including death, damages or loss sustained by me or my minor child/ward arising out of, connected with, or in any way associated with the activities of the program(s).

I further agree to indemnify and defend Veterans Park District and its officers, agents, servants, and employees from any and all claims from injuries including death, damages or loss sustained by me or my minor child/ward arising out of, connected with, or in any way associated with the activities of the program(s).

In the event of an emergency, I authorize Veterans Park District officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my minor child/ward immediate care and agree that I will be responsible for payment of any and all medical services rendered. Registrants and participants also permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary.

I have read and agree to adhere to the policies, procedures, requirements, and provided information found in the above Summer Day Camp Parent Packet & Application, which include: **Registration Guidelines, Child Information, Family Information, Child Health History, Behavior Policy, Camper Safety & Behavior Agreement, Camp Payment Policy, Notification of Injury, Late Policy, Sign Out for Safety, No FireArms Policy and Waiver and Release of All Claims.**

Parent/Guardian Name: _____

Date: _____



Parent/Guardian Signature: _____

VPD Office use only:

3.2.26 GJS

Copy made of this document, and original was filed in office.

Staff : _____ Date: _____

Camp Staff filed and reviewed by: _____ Date: _____