

2023-2024

CHARLESTON PARKS AND RECREATION

GRADES K-6TH CHILD

**CARE & CAMPS  
PROGRAMS  
HANDBOOK**



**SUMMER  
DAY  
CAMP**



**AFTER  
SCHOOL  
CLUB**



**DAYS  
OFF  
CLUB**



**SPRING &  
WINTER  
BREAK  
CAMP**

**OFFICE**

📍 CITY HALL, 520 JACKSON AVE, CHARLESTON, IL 61920

**ONLINE AND CONTACT**

Charlestonillinois.org | 217-345-6897 | recsup@co.coles.il.us

**FIND US AND FOLLOW**



**CHARLESTON PARKS AND  
RECREATION DEPARTMENT**

**Recreation Staff**

Diane Ratliff – Director of Recreation  
Hannah Dowling– Athletic Supervisor  
and Interim Recreation Supervisor  
Lori Henderson– Tourism & Special  
Events Supervisor  
Brooke Hoene – Business Manager

**Recreation Board Members**

Ken Baker - Commissioner  
Bill Moore - Commissioner  
Donnagene Quivey – Commissioner  
Tina Held- Commissioner



Dear Parents/Guardians,

Our Child Care Programs and Camps designed to meet the needs of children from kindergarten through sixth grade. The program is designed to provide a safe, fun, and nurturing environment for students by guiding them through various recreational and educational activities.

This Parent Handbook is provided to familiarize parents/guardians with the practices and policies that are used at all of Child Care Programs including Summer Day Camp, After School Club, Days Off Club, Spring Break and Winter Break Camp Programs. Please be sure to read it carefully and thoroughly. This manual explains many details of the program that may not ordinarily be discussed.

We sincerely believe communication between the staff, parents, and CPRD is vital. If you have any questions, concerns, or suggestions, please feel free to call us at the Charleston Parks & Recreation Department.

Thank you for joining our programs. We look forward to meeting you and your child(ren)!

Respectfully,

Parks & Recreation Staff

## PAYMENT SCHEDULE

Payments for programs are due the Friday before the start of the week of camp/program that your camper/child will be attending. After School Club payments are due on the first of the month before the child attends.

## PROGRAM PHILOSOPHY

Our programs are committed to providing an environment that is safe, fun, nurturing, and stimulates curiosity and new knowledge. Through the program, children learn to use leisure time to the best of their ability. The program provides summer day care and recreation at a minimal cost to parents/guardians through a wide range of planned activities to meet the interest and skill levels of all the children.

## PROGRAM INFORMATION

### Day Camp

7:00am until 5:30pm, Monday through Friday. Unfortunately, we are unable to provide the program on national holidays such as Memorial Day and Independence Day.

### After School Club

School Dismissal until 5:30pm, Monday through Friday. Unfortunately, we are unable to provide the program on school holidays or on snow days or “remote learning days”.

### Days Off Club

7:00am until 5:30pm, at Carl Sandburg on days listed in our Rec. Dept. Publication when Charleston CUSD #1 is not in session.

### Winter Break Camp

7:00am until 5:30pm, at Carl Sandburg on days listed in our Rec. Dept. Publication when Charleston CUSD #1 is not in session and is Winter Break.

### Spring Break Camp

7:00am until 5:30pm, at Carl Sandburg on days listed in our Rec. Dept. Publication when Charleston CUSD #1 is not in session and is Spring Break.

## DAY CAMP SITE LOCATIONS

On clear weather days Day Camp is held at Morton Park unless otherwise noted. In event of bad weather camp will be moved inside or may start at an inside location. Location Jefferson Elementary. Monday, Wednesday, and Friday afternoons we swim at the Charleston Rotary Community Aquatic Center unless otherwise noted on the Day Camp Calendar.

### Morton Park, West Pavilion

1215 Division Street  
Charleston, IL 61920  
(217) 345-4812

### Charleston Rotary Pool

920 17<sup>th</sup> Street  
Charleston, IL 61920  
(217) 345-3233

### Jefferson Elementary

801 Jefferson Ave  
Charleston, IL 61920  
\*Day Camp Phone:  
217-508-6263\*

### City Hall

520 Jackson Street  
Charleston, IL 61920  
(217) 345-6897

## DAY CAMP CONTACT INFORMATION

Charleston Parks & Recreation Department  
520 Jackson Ave.  
Charleston, IL 61920  
\*Office: 217-345-6897\*

\*Day Camp Phone: 217-508-6263\*

\*For your ease of use, please program these numbers into your cell phone\*

**AFTER SCHOOL CLUB SITE LOCATIONS & PROGRAM INFORMATION**

The Charleston Parks and Recreation Department hires, trains, and supervises the (Before/After School Club) staff and is responsible for the program as a whole. The Unit #1 School District houses the ASC sites and provides the custodial services. After School Club operates from dismissal time at each school until 5:30 p.m. on days when school is in session and on scheduled early dismissal days. Unfortunately, we are unable to provide the program on unscheduled early dismissal days, snow days or remote learning days. If your child has any special medical needs, please provide detailed information in the “Participant Information Packet” and follow up phone with a call to the Recreation Supervisor.

<p><b>Ashmore Elementary School*</b>                  After School Club only, students are bused to Carl Sandburg.                  313 S. Ohio St.                  Ashmore, IL 61912                  217-349-3000                  Students are transported to Carl Sandburg for After School Club</p>	<p><b>Carl Sandburg Elementary School</b>  <b>After School Club</b>                  1924 Reynolds Dr.                  Charleston, IL 61920                  217-639-4000</p>	<p><b>Jefferson Elementary School</b>  <b>After School Club</b>                  801 Jefferson St.                  Charleston, IL 61920                  217-639-7000</p>	<p><b>Mark Twain Elementary School*</b>  <b>After School Club</b>                  1021 13<sup>th</sup> St.                  Charleston, IL 61920                  217-639-8000                  Students are transported to Carl Sandburg for After School Club</p>
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**AFTER SCHOOL CLUB SITE LOCATION**

Charleston Parks & Recreation Department 520 Jackson Ave.  
 Charleston, IL 61920  
 Office: 217-345-6897  
 Fax: 217-348-8514  
 ASC Phone at Carl Sandburg: 217-508-6263 ----- ASC Phone at Jefferson: 217-295-9560

<p><b>Carl Sandburg Elementary School</b>  <b>After School Club</b>                  1924 Reynolds Dr.                  Charleston, IL 61920                  ASC Phone at Carl Sandburg: 217-508-6263</p>
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**DAYS OFF CLUB**

7:00am until 5:30pm, at Carl Sandburg on days listed in our Rec. Dept. Publication when Charleston CUSD #1 is not in session.

<p><b>Carl Sandburg Elementary School</b>  <b>After School Club</b>                  1924 Reynolds Dr.                  Charleston, IL 61920                  ASC Phone at Carl Sandburg: 217-508-6263</p>
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**WINTER BREAK CAMP**

7:00am until 5:30pm, at Carl Sandburg on days listed in our Rec. Dept. Publication when Charleston CUSD #1 is not in session. and is on Winter Break.

<p><b>Carl Sandburg Elementary School</b>  <b>After School Club</b>                  1924 Reynolds Dr.                  Charleston, IL 61920                  ASC Phone at Carl Sandburg: 217-508-6263</p>
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**SPRING BREAK CAMP**

7:00am until 5:30pm, at Carl Sandburg on days listed in our Rec. Dept. Publication when Charleston CUSD #1 is not in session. is on Winter Break.

## **ENROLLMENT & ADMISSION**

Enrollment is on a first-come, first-served basis open to any child entering grades kindergarten through sixth, provided the program can meet the needs of the child. If the program is full, additional registrants will be placed on a waiting list. Parents/guardians need to fill out a Participant Information Packet and Program Waiver for each child. These completed items, plus one-week tuition, will constitute registration and must be returned to the Charleston Parks & Recreation Department.

## **INFORMATION UPDATES**

If at any time the participant or parent/guardians telephone number, address, or other pertinent information changes, please notify the appropriate staff immediately.

## **STATEMENT OF NON-DISCRIMINATION**

Enrollment in the program shall be granted without discrimination with regard to sex, race, color, creed, or sexual orientation.

## **NON-ACCEPTANCE**

A participant may not be accepted into the program if:

- Parent/guardian fails to return or fully complete the registration forms.
- Parent/guardian has a previous overdue balance on their account at the Charleston Parks & Rec. Dept. for any program.
- Minimum payment is not made at the time of registration or by the due date listed for the corresponding week(s) of Day Camp.
- If Child(ren) have received 4 or more conduct reports in a year of programs Summer Camp to the end of After School Club
- Campers/child(ren) enrolling for the first time in Day Camp starting as of 5/28/2019 must be toilet trained and able to dress independently; those who do not meet this standard will not be eligible for participation.
- Campers/child(ren) must meet the age requirements set forth by CUSD #1 for entering kindergarten and not to exceed grade level for entering sixth grade for the 2023-2024 school year.
- Campers or parents who do not comply with the Code of Conduct for all Childcare Programs

## **CODE OF CONDUCT**

All participants are expected to exhibit appropriate behavior at all times while participating or attending any program or activity sponsored by the Charleston Parks and Recreation Department. This includes participation in Day Camp or any program/facility we attend. The following guidelines are designed to provide safe and enjoyable activities for all participants.

Participants shall:

1. Show respect to all participants and program staff/supervisors.
2. Follow directions from program staff/supervisors.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, or program staff/supervisors.
5. Refrain from damaging equipment, supplies, and facilities.

The Illinois State Police "No Firearms" signs are posted at the entrances in all buildings utilized by our Camp / Care Programs. We expect this policy to be followed at all times.

## **BULLYING, INTIMIDATION, AND HARASSMENT POLICY**

For purposes of all Camp/Care Programs, bullying, intimidation, and harassment refers to any severe or pervasive physical or verbal act of conduct directed toward another person that has or can be reasonably predicted to have one or more of the following effects on the student's physical, mental, or emotional health:

1. Placing the student in reasonable fear of harm to their person or property.
2. Causing a detrimental effect on the student's physical, mental, or emotional health.
3. Interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by Charleston Parks and Recreation Department.

Bullying, intimidation, and/or harassment may take various forms, including, but not limited to: threats, stalking, physical violence, sexual harassment, theft, public humiliation, electronic harassment, destruction of property, or retaliation for asserting or alleging an act of bullying.

## BEHAVIOR AND DISCIPLINE

Bullying, intimidation, or harassment on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, or religion will not be permitted at any of our Camp/Care Programs. Physical or mental disability, order of protection status, status of being homeless, parental status, or any other distinguishing characteristic is also prohibited during the following:

1. While at any Camp/Care Program vehicle or means of transportation.
2. While participating in field trips and other activities.
3. While at any other Parks and Recreation program, activity, or facility.

If bullying, intimidation, or harassment is perceived by or reported to a staff member, staff will intervene immediately. Parents/guardians of both parties will be notified and informed of the situation. A conduct report will be completed for the aggressor, as well as a corrective course of action developed in collaboration with parents/guardian

## DISCIPLINE POLICY AND SUSPENSIONS

All participants shall abide by program site policies and school rules. If a child is misbehaving, the staff will step in and remove the child from the situation or redirect their focus. In most circumstances, a simple warning curbs behavior problems; however, if a specific action continues to be a disruption, the following steps may be taken by Day Camp staff:

- First verbal warning
- Second verbal warning
- First time-out and camper and Staff complete a Time Out Work Sheet
- Second time-out and Staff complete a Time Out Work Sheet
- Conduct report issued to camper and discussion with parent/guardian about behavior or indecent

Note: Staff may combine or vary discipline measures based on the severity of the transgression. If, after taking these steps, the child's behavior is still inappropriate, a conduct report will be given to the guardian to notify him/her of the behavior exhibited. After three conduct reports the camper will be suspended from Camp/Care Programs for five day period. Suspension from the program must start at least one day following the third conduct report. Upon the campers return to the program, if a negative behavior or incident occurs with the camper and they received a conduct report based on the discipline policy outlined above they will be suspended from **all\_Camp/Care programs for the school calendar year (summer camp to the end of after school club)**. Therefore they will be eligible to re-enroll in any type of Camp/Care Programs program at the start of Summer Camp following the suspension. The Recreation Supervisor reserves the right to dismiss a child from re-enrolling again from any Camp/Care Program. No refund will be issued for those days already paid for during the time of suspension. Should a child be removed from the program until the next Summer Day Camp start date and pre-payment has taken place a refund will be issued.

Bullying, Intimidation, and Harassment Policy adapted from the Charleston Unit School District #1 Board of Education Policies.

## ATTENDANCE POLICIES & ABSENCES

- **NO** – Drop Offs without prior registration will take place.
  - For any Camp/Care Programs with a schedule daily options, guardians must enroll child(ren) prior to the week starting with completed payment.
- Should a child have enrolled in a scheduled daily option for any Camp/Care Program and for whatever reason needs to withdraw, guardians should contact the CPRD office, text or call site cell phone for that program, or contact the Recreation Supervisor by e-mail prior to the program starting for the day if their child will not be in attendance.
  - If a parent does not make an attempted call or contact, a refund cannot be granted or guaranteed. We understand that different circumstances may come up therefore all refunds are at the discretion of the Recreation Supervisor.
- In order to help plan activities, field trips, supplies, and staffing, notification is mandatory if your child will not be attending any Camp/Care Program.
  - Consistent failure of notification of absences may result in not being able to enroll in future camps and care programs

## SIGNING IN/OUT

When a child arrives at any Care/Camp Program, a **parent/guardian must initial** next to their name on the Sign In/Out sheet. When picking up their child, the parent/guardian must also sign out their child by initialing and indicating time of pick-up on the Sign In/Out sheet. The staff will not release a child to an individual who is not listed in your child's information packet. Staff have the right to ask for picture I.D. if they are unsure. If you need to send an individual to pick up your child who is not listed on the information forms, you must call the Charleston Parks and Recreation Department to inform the Recreation Supervisor.

## UNCLAIMED CHILD

If a participant is at the site beyond 5:45 p.m. and Day Camp Staff is unable to reach a parent/guardian, the emergency phone numbers will be called and the designated individual will be asked to come pick up the child. If we are unable to reach anyone at the emergency numbers by 6:00p.m., the Charleston Police Department will be called to pick up your child from the program. Should a participant be removed from the site, a notice will be left for the parent/guardian. Please note that the program staff cannot transport any participants home after the program has ended.

## WITHDRAWAL POLICIES

If you wish to withdraw your child from the program, notification must be made by e-mail or telephone to the Recreation Supervisor. Fees will not be pro-rated for participants withdrawing in the middle of the week. In order to ensure a refund, scheduled days must be cancelled at least one business day before the desired cancellation date. We are understanding that illness or other family emergencies may arise not allowing for a guardian to cancel a day prior of a scheduled day. We ask that you adhere to the Attendance and Absence policy list above.

## VENDING MACHINE PURCHASES

Vending machines at the pool and park will be off limits to campers. Parents and guardians should pack additional snacks and drinks for their campers in their lunch or book bag.

## DAY CAMP ENROLLMENT OPTIONS

In order to accommodate as many parent/guardian needs as possible, Day Camp offers a variety of different enrollment options and fees. Please review our Payment Schedule to determine due dates. You are responsible for your weekly balance, as we do not send reminders.

ENROLLMENT TYPE	TIMES
DAY CAMP	7:00AM-3:30PM
POST CAMP	3:30PM-5:30PM
SCHEDULED DAILY	7:00AM-5:30PM

## PAYMENT & FEE INFORMATION

Children will only be registered for Camp/Care Programs once payment is received or a payment plan is set up.

## AUTO DRAFT PAYMENTS

Payments can be set up to manually draft from any debit or credit card.

## LATE FEES

Follow the chart listed for payment amount and due dates. There will be a \$10.00 per week late fee charged for payments made after the indicated billing date. Failure to make timely payments will jeopardize your child's space in the program. Your child will be suspended from the program until proper payment has been made.

## INSUFFICIENT FUNDS

**There will be a \$25.00 charge for all returned checks.** Only cash or money order will then be accepted as payment.

## METHOD OF PAYMENT

The following forms of payment are accepted: cash, check, or credit card (MasterCard or Visa). Payments may be made in person, by mail, or by phone. When mailing enrollment fees, please note on the envelope, "Attn: Day/Camp After School Club". **All payments must include the child's name. Please do not leave payments with staff onsite at any Camp/Care Program**

Payments can be made Monday - Friday 9:00am-5:00pm at:

Charleston Parks and Recreation Department  
520 Jackson Ave. Charleston, IL 61920

## **CCR&R**

Should a guardian need financial assistance we do accept Camp/Care Resource and Referral payments as a DCFS license exempt Camp/ Care Recreational Program. Those who are applying for the assistance and wish to enroll their child in programs while the approval process is taking place are responsible for payments weekly until approved. Upon approval, depending on co-pay, refund or credit will be applied to the account for overpayment based on approval start date. As a DCFL license exempt site, all staff must pass a background check and fingerprinting prior to hiring.

## **FIELD TRIP FEES AND SNACK MONEY**

Our programs take field trips throughout the year to places of interest in the Charleston and the surrounding area. We ask that **you do not send additional money with** your child(ren) as it can be easily lost, stolen or misplaced during the day. In the event that a program stops for ice cream treat or snack, CPRD will cover the cost of the snack items that are purchased for the entire group.

## **HEALTH AND SAFETY MEDICATION**

In the event a child needs medication administered while at Day Camp, parents must do the following:

- A. Communicate the need to the Recreation Supervisor.
- B. Complete a "Permission to Give Medication" form.
- C. Put all directions in writing on the designated form.
- D. Medication will only be accepted if given to staff each day in ORIGINAL labeled container.
  - a. Medication should not be stored in a camper's book bag or lunch box.
- E. Give medication to the Day Camp staff directly
- F. Only one dose should be given to Day Camp staff each morning.
- G. Fever reducing medication will not be administered by Day Camp Staff

If your child has any special medical needs, please provide detailed information in the "Participant Information Packet" and follow up with a phone call to the Recreation Supervisor.

## **COVID-19 HEALTH AND SAFETY INFORMATION**

All guidance given from IDPH and CDC will be followed for the duration of camp and may be ever-changing as additional health and safety guidance becomes available. All guidelines are expected to be followed by parents and campers:

- Your child will not to be sent to camp with any type of illness symptoms, please refer to CDC and IDPH website for COVID-19 Symptoms and other illness
- Children must be symptom free without medication for 24 hours before turning to any Camp/Care program.
- If a child presents illness symptoms while at camp parents will be called for pick up from any Camp/Care program

Additionally campers and camp overall will see enhanced cleaning and sanitizing efforts. Campers will be expected to have enhanced hygienic and handwashing practices.

## **MEDICAL EMERGENCIES**

If a child is injured and requires more than basic first aid, staff will first call 911 and then notify parents/guardians (or emergency contacts) of the injured child. When the paramedics arrive, the injured child will be transported to the hospital. Parents/Guardians will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Charleston Parks and Recreation Department employees are not permitted to transport injured parties in the Charleston Parks and Recreation Department vehicles or private automobiles.

## **FOOD INFORMATION**

### **DAY CAMP/SPRING BREAK CAMP/WINTER BREAK CAMP**

Please make sure your child has a sack lunch, two snacks, and plenty to drink every day. Lunchtime is at 11:30am and we frequently have one snack in the morning and one in the afternoon. Campers will not have access to a vending machine, so please pack lunches and drinks accordingly. If you wish to send snacks for the whole group, please speak with program staff first. If your child has any dietary restrictions or allergies, please indicate so in the "Participant Information Packet" and speak with program staff.

### **AFTER SCHOOL CLUB**

A light snack will be provided daily for the After School Club students. If you wish to send snacks for the whole group, please speak with program staff first. If your child/children has any dietary restrictions or allergies, please indicate so in the "Participant Information Packet" and speak with program staff.



## PHOTOGRAPH POLICY

Frequently, the Charleston Parks and Recreation Department takes photographs of campers enjoying programs, special events, or parks and facilities. These photographs are for the Charleston Parks and Recreation Department publications and recreation brochures. They are used at the Charleston Parks and Recreation Department's discretion and become its sole property. If you do not want your child to be photographed, please indicate so in the "Participant Information Packet".

## SUSPECTED ABUSE OR NEGLECT

As recreational personnel, all staff are mandated reporters. In accordance with the procedures set forth in The Illinois Abused and Neglected Child Reporting Act, any staff 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 and to the Department of Child and Family Services (DCFS).

## RELEASE OF INFORMATION

Information about a child or his/her family will not be released to anyone other than Rec. Department staff at any time unless prior permission is given in writing to the Recreation Supervisor.

## CLOTHING

Summer Day Camp is held outside at Morton Park throughout the summer. Please make sure your child is dressed appropriately. It is often slightly chilly in the morning underneath the pavilion, so please either dress your child in layers or send a light sweater. To decrease injuries, please do not send your child in open toed shoes (these are only admissible when at the pool). **Tennis shoes are required.**

### Spring Break Service Camp

We ask that you send your child in clothes daily that they don't mind getting dirty or paint on them. During this camp we spend our time outside so please make sure your child is dressed appropriately. Please do not send your child in open toed shoes . **Tennis shoes are required**

## RAIN & LIGHTNING

If light rain showers appear, Day Camp will remain at Morton Park and will stay under the pavilion. For severe weather while we are at the park (thunder, lightning, etc.), Day Camp will move to an inside location. Location Jefferson Elementary.

## SUN & HEAT

As stated above, Day Camp is held outside throughout the summer. Please send sunscreen with your child. Campers should apply sunscreen before arriving at camp. Day Camp staff are only able to administer spray sunscreen. On hot days, your child can bring extra clothes, a bathing suit, and/or a towel as we often play water games. Please notify staff if you would prefer your child not to get wet on a particular day. Unfortunately, at this time, the Charleston Parks & Recreation Department does not have access to a large air conditioned indoor facility. If outside, we will continue to play water games and make extra field trips to the swimming pool.

## ACTIVITIES

The Day Camp activity schedule is planned to provide a variety of recreational opportunities that include: sports, arts/crafts, games, reading, guest speakers, field trips, and free time. During free time, children are urged to pursue their favorite activity or spend time on the playground equipment. Theme weeks will be set and activities are geared towards that week's theme. We ask campers do NOT bring electronic games or toys. Charleston Parks and Recreation Department and Day Camp Staff are not responsible for any lost, stolen or damaged personal items.



### POOL DAY

Pool Days are Monday, Wednesday and Friday unless otherwise indicated. On pool days, we travel to the Rotary Community Aquatic Center in the Recreation Department van between 12:15 and 12:45. You will still need to pick your child up at your scheduled time. (This is 3:30pm or earlier for Day Campers; 5:30pm or earlier for Post Campers.) Pick up is at the North Parking Lot. Please come to the gate and a staff member will unlock it and let you in. We typically have one or two snack/rest breaks while at the pool. Campers should not bring money to the pool for purchase of snacks from the vending machines. The vending machines are off limits to the campers.

### SUNSCREEN

Campers should have sunscreen in their book bag for day camp; please write your child's first and last name on the sunscreen bottle. Day Camp Staff will only be able to administer spray sunscreen to campers. Day Camp Staff will administer sunscreen to campers before entering the pool. Day Camp Staff will assist in reapplying sunscreen at the break and snack time. If your child needs to have sunscreen reapplied more frequently or burns easily, please make Day Camp Staff and the Recreation Supervisor aware of this need. We encourage campers needing extra sun protection consider wearing a swim shirt to reduce sun exposure at the pool.

### POOL TEST

Campers with parental permission to swim in the areas listed below will be required to complete a swim test administered by aquatic staff at the Charleston Rotary Pool. Campers must pass the administered swim test in order to swim in the areas checked below. If campers are not able to complete the swim test, parents/guardians will be notified and their camper will be restricted to the zero-depth pool during Day Camp. Campers may retest throughout the camp season as swimming skills improve. Swim tests will only be conducted after parent/guardian or permission to administer a swim re-test.

### COMMUNICATION

#### DAY CAMP PHONE

The Day Camp cell phone can be called to let camp staff know of absences, alternative pick up arrangements, and to deliver important messages to your child. Please keep conversations to a minimum so the phone will be available for emergency situations.

**If you are unaware of our location, please call the Day Camp phone! (217) 508-6263**

### ALERTS AND UPDATES

**See attached page for the Bloomz App to keep informed with camp updates.**



# CHARLESTON PARKS AND RECREATION DAY CAMP 2023 EMERGENCY AND REGISTRATION

DAY CAMP FEES	
DAY CAMP 7:00AM-3:30PM	\$135
POST CAMP 3:30AM-5:30PM	\$35

Please check the boxes below that correspond with your child's attendance for Day Camp. You can add weeks at any time. In order to receive a refund, cancellations need to be made the Friday before the week starts you are cancelling by calling Charleston Parks and Recreation Department.

SAMPLE WEEK	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12
SAMPLE WEEK	5/30-6/1	6/5-6/9	6/12-6/16	6/19-6/23	6/26-6/30	7/3-7/7	7/10-7/14	7/17-7/21	7/24-7/28	7/31-8/4	8/7-8/11	8/14-8/16
MON X	MON NO CAMP	MON	MON	MON	MON	MON	MON	MON	MON	MON	MON	MON
TUES X	TUES	TUES	TUES	TUES	TUES	TUES NO CAMP	TUES	TUES	TUES	TUES	TUES	TUES
WED X	WED	WED	WED	WED	WED	WED	WED	WED	WED	WED	WED	WED
THURS X	THURS	THURS	THURS	THURS	THURS	THURS	THURS	THURS	THURS	THURS	THURS	THURS NO CAMP
FRIDAY X	FRI	FRI	FRI	FRI	FRI	FRI	FRI	FRI	FRI	FRI	FRI	FRI NO CAMP
Total: Day Camp \$135 Post Camp \$35	Total:	Total:	Total:	Total:	Total:	Total:	Total:	Total:	Total:	Total:	Total:	Total:

## CHILD

Child's School (2023-2024) \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Name \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address (Street, City, Zip) \_\_\_\_\_

Birth date \_\_\_\_\_ Age \_\_\_\_\_ Circle one: Male Female

## MOTHER/GUARDIAN

Name \_\_\_\_\_ Address (Street, City, Zip) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Employer \_\_\_\_\_ E-mail \_\_\_\_\_

## FATHER/GUARDIAN

Name \_\_\_\_\_ Address (Street, City, Zip) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Employer \_\_\_\_\_ E-mail \_\_\_\_\_

Do both parents have custody: Yes No If not, who is the custodial parent/guardian? \_\_\_\_\_

Is there a problem with either parent visiting, talking with, or picking up the child? Circle one: Yes No

Please explain: \_\_\_\_\_

If yes, we must have a copy of the court ordered custody and visitation. Date Received \_\_\_\_\_

**HEALTH SCREENINGS/PROTOCOLS** – By signing below I agree to screen my camper at home for any illness before signing in at camp. In the event that my child presents with symptoms I understand that my camper will need to be symptom free without medication for 24 before returning to camp. In the event that my camper comes in close contact with someone who is ill or becomes ill themselves, I understand it is my responsibly to notify the Charleston Recreation Department.

Parent Signature \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

**MEDICAL CONCERNS/MEDICATIONS** -- If your child has medication that may need to be administered by CPRD staff or medication that may be self-administered (including asthma inhalers), a Permission to Dispense Medication Form must be completed. Is your child on medication?

Circle one: Yes No

Please list Medications \_\_\_\_\_

Who administers it and when? \_\_\_\_\_

**FEARS/MISCELLANEOUS INFORMATION** :( Allergies, seizures, diet restrictions, chronic illness, serious health problem or fears) please explain: \_\_\_\_\_

Is there anything else we should know about your child (concerns, behavior issues, etc.) in order to provide a successful after school club/camp experience? \_\_\_\_\_

May we have permission to use photographs of your child for publicity purposes? Circle one: Yes No

**AUTHORIZED CONTACT & RELEASE** - Parents/Guardians listed with custody have authorization to pick up the participant. Please list siblings, parents without custody, relatives, or friends who are also authorized to pick-up your child. All individuals must present a photo ID in order for your child to be released into their custody. Person(s) other than the parent/guardian to contact in case of an emergency (include someone in the area). Your child will be released only to the following persons in addition to the parent/guardian:

**Authorized Pick-up List:**

Name: _____	Relation to Child: _____
Home Phone: _____	Additional Phone (cell, work, etc.): _____

Name: _____	Relation to Child: _____
Home Phone: _____	Additional Phone (cell, work, etc.): _____

Name: _____	Relation to Child: _____
Home Phone: _____	Additional Phone (cell, work, etc.): _____

Name: _____	Relation to Child: _____
Home Phone: _____	Additional Phone (cell, work, etc.): _____

**Please list anyone who is NOT authorized to pick up your child:**

Name: _____	Relation to Child: _____
Name: _____	Relation to Child: _____

**PLEASE REPRINT THE CHILD'S NAME**

Child's Name \_\_\_\_\_

Wavier and Permission Forms

Permission for Pool Days

I give permission for \_\_\_\_\_ to: (please check all that apply)

Child's Name

Swim in the Zero-depth pool while at the Rotary Community Aquatic Center with Day Camp.

**Campers with parental permission to swim in the areas listed below will be required to complete a swim test administered by aquatic staff at the Charleston Rotary Pool. Campers must pass the administered swim test in order to swim in the areas checked below. If campers are not able to complete the swim test, parents/guardians will be notified and their camper will be restricted to the zero-depth pool during Day Camp. Campers may retest throughout the camp season as swimming skills improve. Swim tests will only be conducted after parent/guardian permission to administer a swim re-test.**

Swim in the main pool (3.5-5.5 feet) while at the Rotary Community Aquatic Center with Day Camp.

Use the waterslide (exits into 4.0 feet water) while at the Rotary Community Aquatic Center with Day Camp.

Use the diving board and swim in the deep end while at the Rotary Community Aquatic Center with Day Camp.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PERMISSION FOR GOING ON TRIPS & EXCURSIONS AND USING PUBLIC PARKS AND FACILITIES—**

I hereby give consent for the Charleston Parks & Recreation Department to provide transportation for my child, (please print name), with the understanding that such trips are under the supervision of authorized Charleston Parks & Recreation Department staff and that all possible precautions are taken to ensure the health and safety of my child.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HANDBOOK -- I will review with my child and I agree to abide by all policies listed in Care & Camps Programs Handbook. Please pick up a copy of the 2023-2024 Handbook if you have not received one yet.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Payment	\$	Payment Schedule :		
		Draft Dates:		
Payment Type	Cash	Check # _____	Visa _____ Expiration __/__/__ CODE: ___	MC _____ Expiration __/__/__ CODE: ___

Please read this form carefully and be aware that in registering yourself or your minor child/ward for participation in the above program(s), you will be waiving and releasing all claims for injuries and contagious disease you or your child/ward might sustain arising out of the above program(s).

"I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s) and I agree to assume the full risk of any such injuries, damages or loss regardless of severity which I or my child/ward may sustain as a result of participation in any activities connected or associated with any such program(s). I waive and relinquish all claims I or my child/ward may have against the Charleston Parks and Recreation Department and its officers, agents, servants and employees as a result of participation in any of the above program(s). I hereby fully release and discharge the Charleston Parks and Recreation Department and its officers, agents, servants and employees from any and all claims from injuries, contagious disease, damage or loss which I or my child/ward may have or which may accrue to me or my child/ward in any of the above program(s). I further agree to indemnify and hold harmless and defend the Charleston Parks and Recreation Department and its officers, agents, servants and employees from any and all claims resulting from injuries, contagious disease, damages and losses sustained by me or my child/ward, and arising out, connected with, or in way associated with the activities of any of the program(s). For value received, the receipt and sufficiency of which is acknowledged, I consent to being the subject of photographs taken by or on behalf of Charleston Parks and Recreation Department, and further consent to the publication, copyright, sale, or any other use of such photographs, regardless of their form or content, for publicity, advertising, trade or any other lawful purpose whatsoever. I further release the Charleston Parks and Recreation Department, together with its officers, employees, agents, and assigns, from any and all claims for damages for libel, slander, invasion of privacy or any other claim based on the use of said photographs regardless of their form or content."

"I have read and fully understand the above program details and waiver and release all claims."

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date