

# Ela Township Shooting Stars Summer Camp

## 2023



# CAMPER & PARENT HANDBOOK

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## Welcome To The Ela Township Shooting Stars Summer Camp Program

This book should be used as a guideline to answer your questions about the camp program. If you have additional questions, please call the Ela Township Youth Department at 847-438-9160.

### Ela Township Shooting Stars Summer Camp

Shooting Stars is a summer camp program offered to the youth in our township. Children engage in daily activities such as games and crafts, make new friends, and go on weekly field trips. The goal of Shooting Stars is to provide children with a safe and exciting environment where they enjoy themselves and make lasting memories. This camp will follow all guidelines recommended by the CDC in regards to Covid-19.

#### Camp Dates

June 5—August 9

Shooting Stars Summer Camp is a 10—week long summer camp. Participants will need to sign up for each week they would like to attend.

\*Week 3 has 4 days (No camp June 19)

\*Week 5 has 3 days (No camp July 4 or July 5)

\*Week 10 has 3 days (Camp only Monday until Wednesday)

#### Camp Hours

8:30am - 4:30pm

#### Camp Location

Knox Park 1155 E. Route 22, Lake Zurich, IL

#### For extreme or bad weather days:

Ela Township Community Center 380 Surryse Rd. Lake Zurich, IL 60047

\*Parents will be notified about any location changes

#### Camp Pricing

\$125.00 per week, per participant

\*\$100.00 per child for week 3

\*\$75.00 per child for week 5 and week 10

A \$50.00 registration fee is due at the time of registration. One registration fee per family.

Camp payment is due 3 weeks before the start of camp.

#### Contacts

Ela Township Community Center  
847-438-9160

Ela Township Youth Department  
847-438-9160  
youth@elatownship.org

Ela Township Youth Department Site Phones  
847-833-9229  
847-344-1738

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## **Drop-Off/Pick-up**

All campers must be dropped off and picked up at their designated camp site. Camp begins at 8:30am. We will not accept any campers before this time. Please be sure to arrive by 9:30am. Some days, campers will not be allowed to arrive after this time. Please notify counselors or the Youth Coordinator if you will be arriving late. If your camper needs to leave before 3:30, please send a note informing the camp counselor or coordinator of the time you will be picking up your camper. Campers must be signed in and out by an authorized adult (parent/guardian, baby sitter adult, etc.). Please be sure that you are not coming to camp if you are feeling ill.

## **Sign-In/Sign-Out**

When dropping off or picking up your camper, you must sign the attendance sheet, and fill in the time of day. The camper will not be accepted into the program or released without an authorized adult. Please be sure to bring an ID during pickup, you may be asked to provide it.

## **Late Pick-Up**

Campers who are not picked up by 4:30 p.m. will be charged an additional \$5.00 for the first 15 minutes. At 4:45 there is an additional \$1.00 charge per minute campers are still not picked up.

## **Absences/Refunds**

To receive a refund for a camp week, participants must give notice 2 weeks or 14 days before the start of the week they are canceling. Days that participants do not attend during active weeks they are signed up for will not be refunded or prorated.

## **Lunch & Snack**

It is the parents' responsibility to pack a lunch and snack with beverage for their child everyday. We also encourage packing a water bottle, since the majority of the time will be spent outside. Vending machines will not be accessible to campers during camp. Ela Township does not provide water bottles or snacks. We do have the opportunity to allow campers to have a snack twice a day.

## **Nut Allergies**

There will be designated tables for campers that have a nut allergy. Campers that have a lunch or snack that contains nuts, will not be allowed to sit at these tables while they are eating. If a camper has a lunch that contains nuts, they will be asked to wash hands after they finish lunch, and before any other activities occur.

## **Weather**

Parents will be notified when we are changing locations due to weather. Our location will change from Knox Park to the Ela Township Community Center 380 Surryse Rd. Lake Zurich, IL 60047.

## **Field Trips**

A special feature of day camp is going on field trips. These trips will be conducted away from Ela Township, necessitating a bus ride. As a result, campers need to be at camp by the designated time; otherwise, they may miss the trip and not be accepted to camp that day. No exceptions. Campers will be given a Camp t-shirt to be worn on these days. Campers will be told which field trip day to wear their camp shirts.

## **Swimming/Water Days**

Swim days will be scheduled field trips to either Paulus Park beach, or to a waterpark. We also do have water days at Knox Park, please be sure to pack a bathing suit and towel on these days.

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## **Clothing**

The campers are predominantly outside on a daily basis, so please dress the campers according to the weather for that day. The campers must bring GYM SHOES to camp, along with a set of comfortable clothes. Please label all articles of clothing with family name.

## **Personal/Acceptable Belongings**

Personal items should be left at home as they can get lost, stolen, or broken. Any items brought in must have prior approval by the Youth Coordinator. Ela Township is not responsible for any lost or damaged items. It is helpful to label items with your campers name or a family name.

Acceptable belongings include: water bottle, snack, lunch, spray sunscreen, bug spray, medication, backpack, bathing suit, towel, sandals, and closed toed shoes. Closed toed shoes must be brought to camp each day.

Money for field trips is the responsibility of your camper. Campers will be notified when they are able to use additional money on the field trips we are attending. Please make sure that all money is in a labeled bag or wallet, and kept in campers backpacks until it is time to leave for the field trip. Counselors are not responsible for holding onto camper's money. If there are certain items (candy, food, toys, etc...) you would not like your child to spend their money on at a field trip, please let us know.

## **Sunscreen/ Bug Spray**

Please make sure you are sending camper with spray sunscreen. Counselors are only able to help apply spray sunscreen to campers. Campers will be given reminders to apply sunscreen throughout the day. Once during morning small groups, once after lunch, and once after afternoon snack. Please let us know if you would like your child to have more reminders.

## **Lost & Found Items**

We try our best to get everyone's belongings back to them at the end of the day. However, we know this is extremely difficult, and we do have to start a lost and found each year. The summer camp lost & found will be located at the Knox Park pavilion. Items will be held onto for 2 weeks after camp ends, and then donated after that time. Ela Township is not responsible for any lost or stolen items.

## **Cell Phones**

Cell phones will not be allowed at camp. Phones will be confiscated and given to parents at the end of the day. Youth staff will have designated site phones if communication is necessary.

## **Getting a Message to Your Camper**

If a situation arises and you need to get a message to your camper, please call one of the designated site phones for the camp. A counselor or coordinator can be reached at **847-344-1738** or **847-833-9229**.

## **Communication**

Please feel free to contact the Ela Township Youth Department during business hours with any concerns, suggestions, or comments regarding the program. Parent and child input is **always** welcome. The Ela Township phone number is 847-438-9160. Messages for the director or coordinators may be left during business hours, or email [youth@elatownship.org](mailto:youth@elatownship.org) or [susand@elatownship.org](mailto:susand@elatownship.org) with any questions, comments, or concerns.

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## **Medication**

Ela Township Youth staff is not authorized to administer medication to your child. Any daily medication should be given to your child prior to arriving at camp.

## **Insurance**

Ela Township does not provide insurance coverage for participants. Parents should check their individual insurance policy for coverage.

## **Staff**

We believe a majority of creating a great summer experience starts with our staff. Before camp starts, our staff will attend a training week. All of our Shooting Stars Summer Camp staff are CPR, First Aid, and AED certified. Ela Township discourages staff of working with or for participants of Ela Township's programs after hours. Camp staff is not endorsed, nor insured by the Ela Township outside of the working hours.

## **Emergency Care**

In the event your camper becomes ill or is injured while attending day camp, staff will take the following actions:

1. The parent will be contacted to come and pick up the camper. If the parent(s) cannot be reached, the emergency phone number(s) on the registration form will be called.
2. Basic first aid will be applied to minor injuries, and the parent will be contacted if necessary.
3. For more serious injuries, the staff will call the local paramedics. A staff member will remain with the camper at all times. Parents will be contacted immediately.

*Note: Be sure we have at least two updated emergency contact phone numbers on file.*

## **Registration, Allergies, and Medical History**

Please make sure registration forms are up to date, and kept up to date. Staff uses information on the registration form in case of an emergency. Information such as phone numbers, allergies, and medical history that can result in a medical emergency during camp is very important to keep updated. Please let camp leadership know of any changes that need to be changed or added to your registration.

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## **Reporting Communicable Disease**

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to camp. For the safety and well-being of participants and staff, parents/ participants must notify Ela Township at 847-438-9160 of the situation at the time of diagnosis.

Participants will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to camp.

### ***Head Lice***

The participants must be NIT FREE in order to return to the program. Before being admitted back to the program, the participant will be checked by a trained staff member.

### ***Conjunctivitis (Pink Eye)***

Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours after treatment begins.

***Viral conjunctivitis*** requires a doctor's release stating the participant does not have bacterial conjunctivitis.

### ***Chicken Pox***

Participants with chicken pox may return to the program when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash.

### ***Streptococcal***

Sore Throat Participant may return to the program 24 hours after treatment begins, providing there has been no fever for 24 hours and antibiotics will continue for 10 days.

### ***Fever***

Participants must be fever free for 24 hours before returning to camp.

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## Behavior

Children are expected to exhibit appropriate behavior at all times. The following guidelines have been established to ensure the day camp program is safe and enjoyable for all participants.

1. Show respect to all day camp participants and staff.
2. Treat others as you would like to be treated.
3. Refrain from using profanities and/or derogatory language/ nonverbal expressions.
4. Physical aggression toward all participants and/or staff is prohibited.
5. Do not destroy or damage equipment and supplies.
6. Participants are expected to do as they are asked, upon the first request.
7. Play Hard. Play Fair. Have Fun.

## Discipline

In the event participants do not adhere to the established rules and guidelines, the following disciplinary procedures will be followed. Ela Township reserves the right to bypass one or all steps listed below based on the severity of the infraction.

- **1st warning** - Timeout and /or loss of privilege (i.e.: craft, gym, games, etc.)
- **2nd warning** - A child will receive only one verbal warning and /or timeout per day. A behavior ticket will automatically accompany the second warning and/or timeout.
- Any child who receives three behavior tickets within a two-week time period, or by supervisor's discretion, will receive an immediate one-day suspension from the program.
- If a child receives two more additional behavior tickets during the remainder of the program, an immediate three-day suspension from the program will be applied.
- After a child receives a three-day suspension, the next behavior ticket will result in expulsion from the program for the remainder of the camp session.
- Any child expelled from the program may not be eligible to participate in the following session of camp. Each case will be handled on an individual basis.
- Immediate suspension or expulsion from day camp will result from severe disregard of the rules including, but not limited to physical, aggressive behavior to others, damaging property, or theft.

## Parent Code of Conduct

- Any parent/guardian who displays any of the following behaviors, including, but not limited to: physical abuse, shaking, grabbing, hitting, pushing, verbal abuse including inappropriate language or threats to a child, family, or staff; or is in possession or under the influence of alcohol or illegal substance will be asked to leave the premises and may no longer be allowed on site.
- If staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified.
- The staff's first responsibility is the safety of the children.

# Camp Philosophy

“To provide a positive camp experience which promotes personal and social development through creative summer activities.”



All camp staff are certified in CPR and basic First Aid to ensure the safety of your children.

*Let's make this a safe, fun summer filled with growth and awesome experiences!*