



**Ela Township**  
**Winter Break Camp**  
**2023-2024**

**CAMPER**  
**&**  
**PARENT**  
**HANDBOOK**

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

# Welcome to the Ela Township Youth Winter Break 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.

## Camp Dates

December 26—29  
January 2—5  
January 8

## Camp Hours

8:30 a.m.—4:30 p.m.

## Camp Location

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

## Important Information

### Overview

The Winter Break Camp is offered to youth in grades K-5 within Ela Township. Children will engage in daily activities such as games and crafts, making new friends, field trips, and more! The goal of the Winter Break Camp is to provide children with a safe and exciting environment where they enjoy themselves and make lasting memories.

### Drop-Off/Pick-up

All campers must be dropped off and picked up at their designated camp site, Winter Break Camp designated camp site is the Ela Township Community Center. Campers must be signed in and out by an authorized adult (parent/guardian, babysitter adult, etc.). Registration forms will have an authorized pick-up list, which can be updated at anytime. Parents, emergency contacts, and authorized pick-ups advised by you will be allowed to pick-up unless otherwise stated by you.

Please be sure to have a photo ID with you during pick-up. Counselors will be checking IDs with the authorized pick up list. You may be asked to provide an ID multiple times. Please be sure that you are not coming to the camp if you are feeling ill. If a camper has tested positive for COVID-19, they will not be able to reenter camp until fever has been gone for at least 24 hours, other symptoms have improved, and they have finished all guidelines recommended by the CDC. Siblings may be asked to leave camp as well.

### 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. Camp begins at 8:30am. All campers must arrive prior to 9:30 a.m. in order to attend that day. Campers will not be allowed to arrive after this time, unless you get approval from the Youth Coordinator, or the Community Programs Directors. If campers do not arrive on time, they will not be able to attend camp that day. If your camper needs to leave before 3:30, please send a note informing the Camp Counselor or Youth Coordinator of the time you will be picking up your camper. 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 for each minute you are late. Consistently late pick-ups may be accompanied with warnings, which could lead to the dismissal from Ela Township's Camp.

### Communication to Campers

The Youth Department has two site phones, (847) 833—9229, and (847) 344—1738, that they use while at camp, these are used for communication to and from parents. Feel free to text or call these numbers during camp hours if you need to get information to your camper or a counselor. We understand that some campers may have their own personal phones, however, we do like to limit our electronic use at camp.

### Weather

Parents will be notified when we are changing locations due to weather. For Winter Break Camp, some field trip locations would be the only change in location due to weather. Please send campers with appropriate outdoor attire, as we do try to get outside.

### Field Trips

A special feature of Winter Break Camp is going on field trips. Some of 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. Waivers may also be required for some field trip locations.

## Lunch & Snack

It is the parent's responsibility to pack a lunch and snack for their child every day. We do have the opportunity to allow campers to have a snack twice a day. We also highly encourage packing a water bottle. Ela Township does not provide bottled water or snacks. However, we do have an accessible water fountain.

## 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. Please be sure you are not packing peanuts on field trip days to the USGTC.

## Clothing

The campers may have time outside, so please dress the campers according to the weather for that day. The campers must wear *GYM SHOES* to camp, along with a set of comfortable clothes. Please label all articles of clothing with family name. Winter clothing (boots, snowpants, hats, gloves, coat, etc..) is encouraged, and can be packed along with their belongings.

## Personal Belongings

Personal items should be left at home as they can get lost, stolen, or broken. Ela Township is not responsible for any lost or damaged items.

## Cell Phones

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

## Money

Any money that a student brings is not the responsibility of the staff. If a child has any money with them, please be sure they know to keep it in their backpacks, and that it is labeled.

## Medication

Ela Township Youth staff is not authorized to administer daily 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.

## 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 Community Center 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.

## Refund Policy

In order to receive a full refund for a day of camp, you must cancel your scheduled camp day 14 days before the day of camp. For example, the Tuesday, December 26 camp day must be canceled before or on Tuesday, December 12. There is no guarantee for a refund for cancellation within the 14-day period.

## 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.*

## 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.

## **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 (participant'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.

## **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.

All information in this packet is subject to change, participants will be notified to any changes made in this packet.

# Camp Philosophy

“To provide a positive camp experience which promotes personal and social development through creative winter 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 winter break filled with growth and awesome experiences!*