

River Forest Community Center

8020 Madison St.

River Forest, IL 60305

(708) 771-6159

Parent Handbook

2024

Adventure Camp (2nd-4th grade)

Urban Safari Camp (5th-8th grade)

Camp Dates	Camp Only	AM Care	PM Care	AM & PM Care
Week 1: June 10-June 14	\$210	\$60	\$60	\$90
Week 2: June 17-June 21	\$210	\$60	\$60	\$90
Week 3: June 24-June 28	\$210	\$60	\$60	\$90
Week 4: July 1-July 5 <i>No Camp Thursday, July 4</i>	\$168	\$48	\$48	\$72
Week 5: July 8-July 12	\$210	\$60	\$60	\$90
Week 6: July 15-July 19	\$210	\$60	\$60	\$90
Week 7: July 22-July 26	\$210	\$60	\$60	\$90
Week 8: July 29-Aug 2	\$210	\$60	\$60	\$90
Week 9: Aug 5-Aug 9 (Waitlist after 50 campers)	\$210	\$60	\$60	\$90
Week 10: Aug 12-Aug 16 (Waitlist after 30 campers)	\$210	\$60	\$60	\$90

River Forest Community Center Parent Handbook 2024

Welcome

The River Forest Community Center Camp staff would like to welcome you to our 2024 camps. The Community Center offers two exciting summer day camps with extended care options. Information about the policies and procedures for the camp program is contained in this handbook.

Activities are planned for the camps to promote positive relationships with adults and children outside of the home and to instill self-confidence through a group setting. Each camp is designed to encourage group participation and cooperation through organized games, art and craft activities, team sports, and field trips/swimming (if allowed) with the goal of offering a safe and enjoyable camp experience for all participants.

Attendance

If a camper is ill or will be unable to attend camp, please call the Community Center (708) 771-6159 by 9:00 am to inform the Center of the absence. Since attendance is taken at camp each morning, it is imperative the Center is notified of any absences. If a camper is going to be late or must leave early, a parent/guardian must notify the Camp Director in writing no later than the end of the camp day before the absence.

Camp will begin at 10:00 a.m. each morning and will end at 4:00 p.m. Please do not send your child before 9:50 a.m. Any camper who is dropped off too early or not picked up on time can be subject to an additional charge for extended care fees.

Calendars

The Community Center will have calendars available on a daily basis for campers and parents at the sign-in/sign-out table in the gym. Field trip dates, special events and themes are listed on the calendars and include information about what participants should wear or bring to camp on certain days.

Camp Attire

Campers should wear shorts, T-shirt, socks, and GYM SHOES to camp. **No flip flops or open toed shoes** (except on water days) please. Due to the variety of planned activities, it is likely your child could get sweaty or messy at camp and should wear appropriate clothes. If field trips are scheduled, each camper will receive a camp T-shirt, which must be worn on each field trip or Forest Park pool day (if allowed). Please apply sunscreen prior to sending your child to camp each day. Please do not send money, toys, electronics or jewelry with your child to camp. The River Forest Community Center will not be responsible for lost or stolen items.

Field Trips

The cost of field trips is included in the camp fees. All field trip dates and locations are listed on the camp calendar. Please make sure to check the calendar for items you may need to send with your child on the day of the trip. **Camp T-shirt must be worn on all field trip days.** Since trips are planned months in advance, every effort will be made to go on a scheduled trip. However, in case of inclement weather on a trip day, a decision will be made at 10:00 a.m., by the Camp Director whether to cancel or substitute another trip in place of the planned activity. We do not recommend bringing money on trips unless specifically noted on the calendar. The River Forest Community Center is not responsible for lost or stolen items.

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Camp Fees

PLEASE NOTE: There are NO daily rates for camp

Day/Date: Monday-Friday, 10am-4pm

Week 1: June 10-June 14 = \$210

Week 2: June 17-June 21 = \$210

Week 3: June 24-June 28 = \$210

Week 4: July 1-July 5 (No Camp July 4) = \$168

Week 5: July 8-July 12 = \$210

Week 6: July 15-July 19 = \$210

Week 7: July 22-July 26 = \$210

Week 8: July 29-Aug 2 = \$210

Week 9: Aug 5-Aug 9 (Waitlist after 50 campers) = \$210

Week 10: Aug 12-Aug 16 (Waitlist after 30 campers) = \$210

Weekly Extended Care Rates

<u>Extended Care Options</u>	<u>Age</u>	<u>Days</u>	<u>Time</u>	<u>Fee</u>
Extended Care - AM	2 nd – 8 th grade	M – F	7:00 – 10:00 am	\$60
Extended Care - PM	2 nd – 8 th grade	M – F	4:00 – 6:00 pm	\$60
Extended Care – AM & PM	2 nd – 8 th grade	M – F	Both AM & PM	\$90

Payment Information

1. Full payment for all June weekly sessions is due at the time of registration.
2. Full payment is required at the time of registration for any camper whose first month will start after June.
3. A participant who attends the June sessions and registers for additional sessions will be required to pay a non-refundable deposit of \$50.00 for each additional month the camper will be attending.
4. Full payment for the July weekly sessions is due by June 3rd
5. Full payment for the August weekly sessions is due by July 1st
6. The Community Center does not send out payment reminders. Payments made after the due date will be subject to an additional late fee of \$25.00
7. Continuing participants who do not register for the next month by the end of the first month of camp will be assessed a \$25.00 late registration fee.
8. Payments can be made by cash, check, Visa, MasterCard, Discover or money order
9. Payments by check must be received in the RFCC front office at least two weeks before the start of the month a camper will be attending unless alternate arrangements have been made with the Camp Director.

Early/Late Fees

1. Early Arrival Drop-Off Fee

Adventure Camp & Urban Safari	before 9:50	\$15/day/child
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2. Late Pick Up Fee

Adventure Camp & Urban Safari	after 4:10 pm	\$15/child
	between 6:00 -6:10pm	\$15/child
	after 6:10pm	\$25/child*

Payment of the Early Arrival Drop-Off or Late Pick-up Fee is expected when a camper is dropped off or picked up.

Non-payment of the Early Arrival Drop-Off or Late Pick-up Fee at the time will incur an additional later fee

**The Community Center reserves the right to assess an additional fee for any participant picked up after 6:30*

Refund Policy

- Any participant who cancels 2 weeks prior to the start of a weekly camp session will receive a full refund, less a \$50 cancellation fee.
- Any refund for cancellation later than 2 weeks before the start of a weekly camp session receive a household credit that can be used towards any program offered by the Community Center including future sessions of summer camp, early childhood programs, after school programs, recreation programs, special events, room rentals or birthday parties.
- No refunds for days absent due to vacation, illness, participation in other programs, etc.

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Illness/Infectious Disease

Our summer camp staff strives to provide a safe, healthy environment for all children in our program. Therefore, we cannot allow children who have any of the following symptoms to attend the program until they are symptom free for at least 24 hours: Temperatures of 100.4 degrees or higher, constant coughing, very runny nose (especially if mucous is thick and/or green), diarrhea, rashes or scratching for unknown reasons with or without fever, or red and/or watery eyes that were crusted upon awakening. In addition, all participants are required to follow RFCC/CDC/IDPH Guidelines in response to the Covid-19 Pandemic.

Lunch/Snack (Peanut/Nut FREE)

Campers need to bring a sack lunch and drink each day. Due to allergies, **lunches should not contain peanuts or nut products**. Since a refrigerator is not available at camp, please plan your child's lunch accordingly. On **field trip days** please have the **lunch in a disposable bag with your child's name on it**. While the Community Center encourages the use of recyclable or disposable items as part of its "green initiatives" commitment, it cannot be responsible for lost or misplaced items, including insulated lunch coolers.

Medication Policy

If a camper needs to take medication while at camp, a *Permission to Dispense Medication* form (included as part of the RFCC camp information forms packet) must be completed and returned to the Community Center in order for the medication to be dispensed. All medication must be sent in the original container with the following information on the label: Doctor's name, Patient's name, pharmacy, type of medication, strength, and dosage. Camp staff will complete the log on the medication form.

Discipline Procedures

The Community Center strives to provide children with a pleasant and engaging camp experience. As part of providing a safe and enjoyable camp program for your child, certain procedures and rules have been established and are expected to be followed. On the first day of camp, these procedures and rules will be reviewed with campers. If a camper does not follow the procedures or rules, the counselor for the group will typically talk to the camper as part of an effort to address the behavior or concern before issuing a written warning.

If this approach does not work and disciplinary action needs to be taken, a strike will be issued for each occurrence of inappropriate behavior, and parents/guardians of the child will be notified by phone or written note. If a disciplinary or behavior problem continues after the parents/guardians have been notified, the camper may be subject to additional disciplinary measures, including suspension from the camp.

1. A camper who violates a camp rule will be given a written warning (strike) and parents will be notified.
2. If a camper is issued three strikes, he/she will not be allowed to attend on the next field trip day.
3. If a camper is issued six strikes during a camp month, he/she will be suspended from camp until the next month.
4. Ongoing misbehavior can result in a child being suspended or dismissed from the camp program without a refund being issued.

Suspension from Camp:

1. A child's negative behavior jeopardizes the safety of another participant and/or employee.
2. Tuition is not paid when due.
3. A child is chronically picked up late from the program.
4. A parent, guardian, and/or child conducts himself/herself in a manner that is determined to be detrimental to the program.

RIVER FOREST COMMUNITY CENTER

8020 Madison Street

River Forest, Illinois 60305

www.rfcc.info

Phone (708) 771-6159 Fax (708) 771-8958

Registration begins March 1, 2024

Child's Name: _____

Grade Entering: _____ **Birth Date:** _____ **Age:** _____ **Sex:** _____

T-Shirt Size: (Please Circle One – Full-Day Campers Only):

Children's (XS 2-4) (S 6-8) (M 10-12) (L 14-16) (XL 18-20)

or

Adult's S M L XL

If you register after May 1st you are not guaranteed to get the size specified.

Half Day Camps 2024

Breakfast Club: (\$105) _____

Caregiver & Tots – 15 months – 2 Years
M/W: 9:00 am – 10:00 am

Little Explorers: (\$300) _____

3 & 4 yr olds
Mon-Thurs: 10:15 am – 12:15 pm

Summer Scene:

Summer Scene - 12:00 pm - 4:00 pm @ RFCC (\$695) _____

Summer Scene dates are in alignment with RF summer school start and end dates.

Participants will be picked up from school and will join Adventure Camp or Urban Safari depending on grade level.

Summer Scene Ext Care: ____ AM ____ PM
(**\$180 for AM or PM - \$280 for both**)

Full Day Camps 2024

Adventure Camp: _____ **Urban Safari:** _____

Please Circle Below

Weeks Attending (Please check)	Camp Dates	Camp Only	AM Care	PM Care	AM & PM Care	Weekly Total
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	Totals:					

PARENT/GUARDIAN INFORMATION

Parent/Guardian #1 _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email Address _____

Place of Employment _____

Parent/Guardian #2 _____

Address (if different from above) _____

Home Phone _____ Work Phone _____

Place of Employment _____

Cell Phone _____ Email Address _____

My child lives with: Mother _____ Father _____ Other _____

Is either parent prohibited by court order from access to child? _____
If yes, please attach legal documents.

EMERGENCY INFORMATION

Physician Name _____ Phone _____

Preferred Local Hospital _____

Emergency Contact (if parent is not available)

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

AUTHORIZATION FOR CAMPER TO WALK HOME ALONE

I authorize my child to be released from the River Forest Community Center Summer Camp program by either walking or riding a bike without an adult. I understand that my child will be released at 4:00 p.m. from the camp program.
(This waiver does not apply to Tot Camp or Young Voyagers participants)

Signature of Parent/Guardian _____

AUTHORIZATION TO PICK UP CHILD

List below the name, address and phone number of any adults authorized to pick up your child from the program. Your child will be released ONLY to those people listed below:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

CHILD DEVELOPMENTAL HISTORY

Please complete the following information to help your child's counselors become acquainted with your child and his/her family.

Household family unit (siblings & ages, grandparents, etc.) _____

What are your child's favorite activities? _____

List all known allergies (Asthma, Hayfever, Medications, etc.) _____

Is there any special information about your child that you think might help us care for him/her? Major family changes, past or present? Behavior or personality characteristics?

Specify any physical disabilities/special needs/health problems your child has, including difficulties with speech, hearing, vision or balance _____

Other comments: _____

I certify that the facts in this enrollment form are true and complete to the best of my knowledge and understand that if my child is accepted into the RFCC camp program, false statements on this enrollment can be grounds for dismissal. At the time of application to the program, I received a Parent Handbook and agree to abide by all stated program policies as adopted by the River Forest Community Center.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

GENERAL

The River Forest Community Center does not discriminate on the basis of age, race, religion, gender or ethnic background.

WAIVER/RELEASE

It is acknowledged that I/we are parent(s) or legal guardian(s) of the participant(s) which have been enrolled in this RFCC program and consent for him/her to participate in this designated program. It is understood that, by its very nature, any program involving minors involves some risk to the participants and I/we have read the program description and/or spoken with a representative of the RFCC to understand the risks involved. I/we further understand that it would be impossible to fully specify or articulate every risk. In partial consideration for enrollment in the program, I/we assume all risk and hazards incidental to such participation and do hereby waive, release, absolve the RFCC, its employees, volunteers and agents from any and all claims sustained and/or arising from, connected with or associated with the participation in said program. I/we also agree to indemnify and hold harmless the RFCC, its employees, volunteers and agents from any and all claims sustained and/or arising out of, connected with or associated with participation in said program. This indemnity provision includes the cost of litigation, including reasonable attorney’s fees.

AUTHORIZATION/RELEASE FORM

Please read all sections carefully

I/we authorize the RFCC staff to take emergency measures, which are judged necessary for the care and protection of my child. RFCC staff will first attempt to contact parents/guardians or other person(s) listed on the application as emergency contacts before such measures are taken. I/we will be responsible for the emergency medical charges upon receipt of the statement.

PLEASE NOTE THAT HOSPITALS GENERALLY DO NOT PROVIDE MEDICAL TREATMENT (except in serious emergency cases) UNTIL A PARENT PERSONALLY SIGNS A RELEASE.

Signature of Parent/Guardian _____ Date _____

I/We authorize the RFCC staff to take my child on either walking or bus driven trips/excursions. All trips are under the supervision of the RFCC staff and all health and safety precautions are taken.

Signature of Parent/Guardian _____ Date _____

I/We authorize RFCC Summer Camps, its staff or agents, to take pictures, movies or videos of my child for use in presentations and other reasonable advertising promotions, and educational activities, without compensation.

Signature of Parent/Guardian _____ Date _____

ALL INFORMATION CONTAINED IN THIS ENROLLMENT FORM SHALL BE HANDLED CONFIDENTIALLY.



2024 SUMMER CAMP ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR CREDIT CARD

We are excited to offer the safety, convenience and ease of our Monthly Credit Card Billing Program, a payment processing system that allows secure, on-time summer camp fee payments to be made from your credit card. Please complete the form below to participate in our electronic payment processing program.

I hereby authorize The River Forest Community Center to initiate credit card charges to the below referenced credit card account **(Section A)**. I accept that electronic payments will be initiated according to the **RFCC Summer Camp Payment Schedule**. I am aware that I will be assessed a \$40.00 Credit Card Decline Fee. To properly affect the cancellation of this agreement, I am required to give 10 days written notice.

Customer's Signature

Date

SECTION A (Credit Card - Visa, MasterCard, Discover)

Cardholder Name

Phone #

Cardholder Address

City

State

Zip

Account Number

Expiration Date

CW#

Cardholder Signature

Date

CAMPER INFO SECTION

Child's Name: _____

Camp: Breakfast Club, Little Explorers, Summer Scene, Young Voyagers, Adventure Camp or Urban Safari (circle)

Thank you for your cooperation. All information will be kept confidential.

For Official Use Only

Date Received

Employee Signature