



**ROBERT CROWN COMMUNITY CENTER**  
**2019 Day Camp**  
**Parent Handbook**

**Fun Factory**  
**Kid City**  
**Tween Scene**  
**Counselor-In-Training**  
**Summer Safari (OFF SITE)**

**Robert Crown Center**  
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# Welcome Parents/Guardians!

The Robert Crown Summer Day Camp team welcomes you and your child(ren) to our summer programs! We're glad you've decided to spend your summer with us. Our goal is to provide campers with a safe, fun and positive experience while teaching them life skills. We will accomplish this by pairing campers with energetic and well-trained counselors that will lead them through a wide variety of activities. Our staff is trained to keep campers safe, encourage effort, respect, inclusion, teamwork and to appreciate diversity. Whether you're a new or returning family, we are excited to welcome you to the 2019 day camp programs!

## About This Handbook

The parent handbook is for you to keep and refer to for the duration of the Summer Camp Program. This manual contains pertinent information regarding session dates, policies, rules, childcare services and more that will help make camp an enjoyable experience for you and your child. Familiarizing yourself with this material will help you to take advantage of all that our program has to offer, as well as assist us in effectively operating our camp.

## **CAMPS, SESSIONS, DATES AND TIMES**

### **Fun Factory/Kid City/Tween Scene**

Session 1: June 11<sup>th</sup> -July 5<sup>th</sup>                      M-F    7:30am-6pm or 9am-4pm      4 weeks

Session 2: July 8<sup>th</sup> -August 2<sup>nd</sup>                      M-F    7:30am-6pm or 9am-4pm      4 weeks

### **Summer Safari (OFF-SITE)**

Session 1: June 11<sup>th</sup> -July 5<sup>th</sup>                      M-F    7:30am-6pm or 9am-5pm      4 weeks

Session 2: July 8<sup>th</sup> -August 2<sup>nd</sup>                      M-F    7:30am-6pm or 9am-5pm      4 weeks

### **Counselor in Training**

Session 1: June 11<sup>th</sup> – July 5<sup>th</sup>                      M-F    9am-4pm                              4 weeks

**All camps will be closed Thursday, July 4<sup>th</sup> in observance of Independence Day.**

## **FORMS**

Everyone must complete the online ePACT account for each participant. The health and emergency contact information you provide on the forms will help ensure that appropriate procedures are followed in the event of any health or emergency situation regarding your child. The Allergy Action Form and Medication Authorization Form are only required if your child has allergies or requires medication to be taken at camp. Please be aware that children may not attend field trips or participate in activities if the forms are not completed and on file.

## **SPECIAL ACCOMMODATIONS**

If your child requires support with medication, behavior management or physical assistance it is the responsibility of the parent/guardian to contact Ryan Dollins at [rdollins@cityofevanston.org](mailto:rdollins@cityofevanston.org) to make any accommodations.

## **WHAT TO BRING**

### ***PLEASE LABEL EVERYTHING!***

- Campers should come dressed in comfortable active wear.
- Campers should bring a bag/backpack to hold all belongings for the day.
- Younger campers should bring a complete change of clothes.
- Campers are required to wear gym shoes or closed-toe shoes with a back and socks every day. On beach days they are permitted to bring flip-flops to wear in the sand, but still must bring their gym shoes for the day's other activities.
- Campers are also encouraged to bring a labeled water bottle each day to help ensure proper hydration.
- T-Shirts: All campers receive a camp T-shirt during the session of camp they are attending. The first shirt is free. In the event that the camp shirt must be replaced, additional shirts may be available for \$10.00 each. On field trips, campers must wear their camp T-shirts. If that cannot be found, they can wear a T-shirt that is the same color. This will help our staff keep track of our campers.
- On ice skating days, children might wish to wear leggings or sweat pants and gloves on the ice.

- On swimming days campers should bring sunscreen, labeled with their name, swim suit, towel and a plastic bag for their wet items. If you would like us to apply sunscreen please indicate that on your child's information form.

*\*Please leave electronics, toys or any valuables at home. They can be a distraction and can lead to behavior problems or disappointment if the item is lost, stolen or damaged. We are not liable for anything that may happen to these items.\**

## **LUNCH**

We do not provide lunch however, there is a free lunch program available at both onsite and offsite camps that your child is more than welcome to take advantage of. If your child has allergies or other food restrictions we highly suggest packing them a nut-free lunch. If your child does not like what is being served for the day you will want to pack them a lunch, we do not have alternate lunch options available. Everyone is required to bring a sack lunch on big field trips days. Free lunch menus will be available online, via e-mail or as a hard copy in the main office at Robert Crown.

## **MISSION/GOALS**

Our mission is to create a safe, nurturing environment where children can build friendships, explore new interests and explore, learn, create and gain life skills. We will be setting goals for the end of each session and using teamwork to accomplish them.

## **CODE OF CONDUCT**

All participants are expected to adhere to the following codes of conduct as well as the respective rules of any off-site facilities we use.

**The following rules are posted in the Robert Crown Center.**

### **Robert Crown Center Code of Conduct**

- 1) Rough play and running are prohibited except where appropriate.
- 2) Loitering in the lobby or corridors is not permitted.

- 3) Loud, abusive, or profane language is not permitted.
- 4) After the completion of activities in the center, milling around inside or outside the building is not permitted.
- 5) Failure to respond to reasonable requests made by the staff related to participant conduct will result in periods of restriction from the use of the center.
- 6) Courtesy is contagious. Please respect feelings and interests of other people.
- 7) Littering of the center and grounds makes the facility unsightly. Please pick up after yourself and others when necessary.

**In addition to the posted code of conduct we have added a few more.**

- 8) Damage to property and equipment is not permitted.
- 9) Disrespecting a staff member is not permitted.
- 10) Leaving the group or grounds is not permitted.
- 11) Stealing is not permitted.
- 12) Fighting is not permitted.
- 13) Bullying and Teasing is not permitted.

## **DISCIPLINE**

Our summer program is structured to provide a safe, supportive, fun and positive environment. We allow many avenues for creativity, freedom of choice and new experiences. Our summer camp staff will assist children with conflict resolution. For minor infractions to the rules an initial warning is given for inappropriate behavior including an explanation for the existence of the rule, with an emphasis on safety. Safety-related rule infractions impose more immediate consequences. If these rules are broken, parents will be involved as allies in reinforcing safe behavior. Children who present a danger to themselves and others will not be permitted to attend camp. A pattern of misbehavior or bullying will result in expulsion from the summer camp program. On the next page we have listed our general discipline procedures. If your child has special needs or needs accommodations it's very important to let us know prior to your campers first day of camp because we also have a behavior management plan for special cases which can be found using the Behavior Management Plan link.

## **DISCIPLINE PROCEDURES**

When a participant's behavior begins to interfere with the rights of others, the following guidelines should be followed:

- (1) A Verbal Warning explaining what the participant is doing that is inappropriate and how to correct it.
- (2) A Supervised Time-Out from the program for a designated amount of time, as determined by the staff/program leader. The type of time-out may vary according to the situation:
  - (a) Observational time-out from sidelines of activity
  - (b) Exclusion time-out away from activity but within view of activity
  - (c) Seclusion time-out away from the activity with staff supervision
- (3) Suspension from the program for a designated time period to be determined by staff. Staff should consider the severity of actions, the length of the program/activity, any past behavior issues, willingness to improve inappropriate behavior, etc.
- (4) Dismissal from the program/activity. If inappropriate behavior persists or the behavior completely disrupts the program/activity, removal from the program may be necessary. The Parks and Recreation Department reserves the right to dismiss a participant whose behavior compromises the program's offerings or whose behavior endangers his own or her own safety or the safety of others.

## **HEALTH AND SAFETY**

First aid for minor cuts and abrasions will be provided. The Evanston Recreation Division does not carry hospitalization insurance for program participants, so your family's individual health care policy must cover all of your medical needs. In the event of a severe medical emergency, staff will contact 911, and immediately contact parents.

## **MEDICATION**

If your child requires medication or uses an inhaler, please complete the Medication portion of ePACT and notify your child's counselor and the program Assistant Director. Medication should be brought to camp in the original container (labeled with the expiration date

and the child's name) and given to the Camp Director. If your child has food allergies, please complete the Allergy portion of ePACT AND fill out the medical portion. A copy of the form will be kept with your child's medication. All medication must be labeled with your child's name and in the original container, with the expiration date clearly evident.

### **ILLNESS POLICY**

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. If you are keeping your child home due to illness, please contact the camp and let the staff know of your child's absence. When your child has a fever (fever of 100.1) or vomiting/diarrhea, please make sure they remain at home for 24 hours. They may return when they are fever free for 24 hours without medication. If we discover a contagious illness such as Louse (lice), Dermatophytosis (ring worm), Conjunctivitis (pink eye) and have not already been given a doctor's note/cleared of being contagious, we will send the camper home for the safety of the other campers and camp staff. We may require a physician's release for any medical or health condition. If your child becomes ill while at the center, you will be asked to pick up your child as soon as possible. This is for the well-being and comfort of your child, other campers, and staff. We want to provide a safe and healthy environment for all participants.

### **SIGN IN/PICK UP/DROP OFF POLICY**

Robert Crown Community Center requires that all children are to be properly signed in by an adult and turned over to a Robert Crown staff person. This helps ensure the safety of your child. The Robert Crown Center does not and **will not assume responsibility for children that arrive before the start time at any location or children that are not properly signed in.** If parents bring their child before the start time of their camp, we will ask that you bring your child back at the correct time. If a child is left at the center before the start time of camp, the family will be billed for that day of morning care. If instances of early drop offs continue, parents will be offered the option of enrolling their child in before care or the child will be removed from

camp. “Safety First” Pick-up/Drop-off is enforced during the entire summer camp program. Parents, guardians or responsible listed parties must sign campers in and out every day. Campers will not be released to any individual who is not listed as an authorized pick-up person. In the event that a camper must be picked up by someone who is not listed on the emergency contact form, email the summer camp director with the name of the authorized party, and the dates and times of authorization. Please inform any individual coming to pick up your camper that they must bring a photo ID for identification purposes. Campers may not sign themselves out without written permission from the appropriate guardian(s).

## **LATE ARRIVALS**

If your child will be arriving late due to his/her involvement in other programs/activities or appointments, it will be your responsibility to find your campers group. Please keep in mind that our campers often leave the facility for various activities and therefore a child arriving late may have to wait with the guardian for the camp to return before being reunited with his or her group. Alternate activities are not provided. We highly encourage your child to be dropped off on time and if something does come up to connect with a Director to find out what would be the best time and place for a late arrival.

## **ABSENCES**

If your child is not going to be attending camp on a particular day, please e-mail your child's camp assistant director as early as possible. Email information can be found on page 13. If your child is not present for daily attendance consistently without notification, a call may be made to your home or office to confirm that your child will not be attending camp.

## **EXTENDED CHILD CARE**

Extended childcare services are available for summer camp participants each morning from 7:30am - 9:00 am and each evening from 4:00pm – 6pm at on site Crown camps. Off-site camps offer extended services from 7:30am-9am and each evening from 5pm – 6pm. The fees and procedure for childcare are detailed on the Pre OR Post Care Form, available by e-mail or in the main office. Our After Care Camp has a more relaxed

children’s choice structure. We offer such activities as a reading and writing room, board games and table toys, dance, free play and gym games.

## **LATE PICK UP POLICY**

All on site programs end promptly at 4:00pm or 6:00pm. Off-site programs end promptly at 5:00pm or 6:00pm. For all children not picked up by the end of their scheduled program, regular or extended hours, the following late policy will be in effect:

- We offer a 5 minute grace period
- If you arrive more than 5 minutes late, you will be charged \$10.00 for the first 15 minutes, \$1.00 per minute for each minute thereafter.

On Site Regular Programs	Off Site Regular Programs
4:00-4:05PM: Grace Period	5:00-5:05PM: Grace Period
4:06-4:20PM: \$10	5:05-5:20PM: \$10
4:21PM on \$10 + \$1 per minute	5:21PM on \$10 + \$1 per minute
Extended Care PM	Extended Care PM
6:00-6:05: Grace Period	6:00-6:05: Grace Period
6:06-6:20PM: \$10	6:06-6:20PM: \$10
6:21PM on \$10 + \$1 per minute	6:21PM on \$10 + \$1 per minute

- If you are running late, please notify the camp and attempt to make alternate pick-up arrangements. This does not excuse you from late fees.
- After your third late fee please note that you may be asked to withdraw your child from camp.
- If you happen to be late, this will be documented and the late fees will automatically be applied to your account.
- **Extreme No Contact Late Cases:** If we do not receive contact by 6:20PM, once ALL programs have ended, we will begin attempting to contact you and those listed on the information form. If we are unable to make contact with you or those listed on the form, after 6:30PM we will contact the Evanston Police Department for assistance.

## **WEEKLY ACTIVITIES**

Please familiarize yourself with your child's daily schedule so that you can make sure they are prepared to enjoy these trips. Please remember that all campers must bring or wear a pair of gym shoes every day.

### **ENRICHMENT ROTATIONS: Arts and Crafts, Science and Dance**

Experienced instructors will teach Art, Science and Dance classes for all age groups. They are all scheduled at least once a week. Campers will use a wide variety of supplies to create works of art to take home. Campers may be asked to collect items for use in art projects. Self-directed crafts should be taken home each day. Campers will learn and complete different activities that relate each subject as well. Art work and projects will be displayed at the end of the 8 week session.

### **D.I.M.E. DANCE**

Every week starting in the second week of camp, Crown camps will be taking a walking fieldtrip to the D.I.M.E (Dance Is My Everything) dance studio at 1914 Main Street, Evanston IL. This studio is run by dance instructor Marcus Brown who teaches at multiple Evanston and neighboring community centers and schools. Offsite camps will meet Mr. Marcus in the gymnasium of their location for dance classes.

### **SPORTS AND GAMES**

Both the gymnasium and outdoor play fields are used for sports and games. Children participate in a wide variety of sports including kickball, soccer, basketball, flag football, volleyball and badminton, parachute play and field games. For all campers, focus is on game rules, fairness, cooperative and mutual respect. Each morning will begin with a few minutes of morning exercise and group activities in the field.

### **BOWLING**

Campers will go bowling once a session. Campers will have the opportunity to learn how to bowl at Classic Bowl on Waukegan Rd., in Morton Grove. Children must wear socks to the bowling alley. Children without socks will not be permitted to bowl.



### **SKATING**

Campers are scheduled to skate once a week. Either hockey skates or figure skates are available. On skating days, campers should bring warmer clothing than usual (i.e. long pants or

leggings, sweat shirts or jackets, and gloves or mittens). Again, socks are necessary for participation. Rental skates are available at no extra charge; however, campers may bring their own skates if they choose. In the event that personal skates are brought to camp, children are asked to keep them in the main office when they are not in use.

### **SWIMMING, POOL AND BEACH DAYS**

Swimming sessions at the ETHS pool are only scheduled for Crown onsite camps which are Fun Factory, Kid City and Tween Scene. Visits to the beach are scheduled for both on-site and off-site campers weekly. We will walk or take the bus to the ETHS pool depending on weather conditions. On these days, campers should bring a swimsuit, towel, extra bag for wet clothes and bathing cap (if needed). A sun visor and sun block are also recommended for beach days, we will not put any sunscreen on any campers unless written consent is provided or if the child brings their own labeled sunscreen. Sandals may be worn to the beach, but gym shoes must be worn upon your child's return to camp.

### **FIELD TRIPS**

Every week, campers take field trips to places of interest. Field trips are typically scheduled for every Friday. On Field Trip days, children are **required** to wear their camp T-shirt and **encouraged** to bring a sack lunch. Please ensure your child arrives on time on field trip days, if they have a prior commitment you can drop them off at the fieldtrip location once we are there.



### **WALKING FIELD TRIPS**

Campers will also take walking fieldtrips to local parks and sometimes the ETHS swimming pool. Counselor will be staggered between the kids and there will be stop signs at the front and end of the lines. Some of the local parks will be James Park, Penny Park and Fire Engine Park. Please be sure to check the monthly calendars for specific parks, locations, dates and times.

### **THEME DAYS AND SPECIAL EVENTS**

When field trips are not scheduled, the summer camp counselors schedule theme days or special events. Whether it is a field trip, slumber party or camp show, parents will be informed before the event occurs if any items need to be brought from home.

## "Who Do I Contact and When?"

We value your feedback and are happy to answer any questions and assist you in any way we can. Your input is crucial to the success of our program. Below, you will find guidance on who to contact with questions, comments, concerns, and suggestions:

**Assistant Director:** The majority of your communication will likely be with the assistant director of your child's camp. The assistant director is on the camp site and field trips at all times. If your child is going to be absent, late, or picked up early, the assistant director is the person to contact to let them know. If you have questions about the camp schedule, field trip destinations, or what your camper should or should not bring to camp, please contact the assistant director for your child's camp.

**Fun Factory:** Karen Reynosa

[kreynosa@cityofevanston.org](mailto:kreynosa@cityofevanston.org)

**Kid City:** Josh Montgomery

[jmontgomery@cityofevanston.org](mailto:jmontgomery@cityofevanston.org)

**Tween Scene:** Angela Zachery

[azachery@cityofevanston.org](mailto:azachery@cityofevanston.org)

**Summer Safari:** Tiffany Woodson, Megan Lindeman and Maliq Banks

[twoodson@cityofevanston.org](mailto:twoodson@cityofevanston.org)

**CIT:** Wayne Zachery

[wzachery@cityofevanston.org](mailto:wzachery@cityofevanston.org)

Morning Care: Christopher Medard

After Care: Chris Dillon

**Camp Director:** The camp director serves as a mentor and supervisor of the assistant camp directors at various locations throughout the summer. The camp director ensures that staff follows camp schedules, fulfills job responsibilities, and adheres to safety requirements. The camp director also oversees the development of camp itineraries, creates schedules, and leads staff meetings for assigned day camp programs while considering the Parks and Recreation

Department's rules and safety. The camp director is the person to contact if you have questions about the camp programs that are offered, should you have questions about what camp is the best fit for your child. Amber Woodson – [awoodson@cityofevanston.org](mailto:awoodson@cityofevanston.org) – 847.866.5949

**Program Coordinator:** The program coordinator oversees the child care and education programs at Robert Crown Community Center. If you have questions, concerns, or comments that pertain to the overall quality of child care and education programs, you should contact the program coordinator. Tiffany Caston – [tcaston@cityofevanston.org](mailto:tcaston@cityofevanston.org) – 847-448-8167

**Customer Service:** If you have questions about enrollment, your bill, payments or would like to withdraw from a particular camp or program please contact the front office at 847-448-8258.