

## Winter Break Camps

Coordinated by:

City of Evanston Parks Recreation and Community Services Dept and  
Chandler-Newberger Community Center  
1028 Central Street, Evanston, IL. 60201  
847-448-8252

December 2019

Dear Parents:

It's almost time for our 2019 winter break camps to begin! We are very excited as lots of learning, creating, experimenting and fun await your camper!

We thank you for enrolling your child/children in our winter break camps. We look forward to meeting you and your child. If you have any questions, please contact us at 847-448-8252.

*Michelle Tompkins*

*Kathryn Dolan*

Program Manager

Camp Director

### Specific Camp Information

- Ages of Camp: 3-5 years (must turn 3 by December 23)
- Camp meets in the Blue Room at the Chandler-Newberger Center located at 1028 Central Street in Evanston. Chandler-Newberger is located off of Central Street just west of the Purple line el station. We are across the street from Fire Station #3 on the south end of the parking lot.
- A permit is required to park in our lot; you may obtain a permit from the Chandler-Newberger office for drop off and pick up if necessary. However, there is also a 15-minute loading zone on Lincoln Street and in the parking lot where you can park for drop-off and pick up.
- Camp will run from 9am-11am

"Un" Birthday Winter Camp                      December 23, December 26-27

\*no camp Tuesday, December 24 or Wednesday, December 25

Winter Enrichment Academy                      December 30, January 2-3

\*no camp Tuesday, December 30 or Wednesday, January 1

**For child care purposes: The City of Evanston tax ID number is 36-600-5870**

**If you have any questions before or during camp please talk with the Camp Director or call Michelle at 847-448-8252. Thank you!**

# Winter Break Camp--Policies and Procedures

Chandler-Newberger Community Center

(847) 448-8252

## **General Information:**

Our winter break camps are for preschoolers aged 3, 4 and 5 years. Our size is limited to 12 campers for the "Un" Birthday Camp and 22 campers for the Winter Enrichment Academy. We will have 3 staff for our "Un" Birthday Camp and 5 staff for the Winter Enrichment Academy. Each week campers will enjoy a variety of activities related to our theme, indoors and outdoors so please dress your camper accordingly. We may also have a special guest, so make sure to check your calendars. We do **not** offer pre-, post-, or lunch supervision for this program.

## **Camp Location and Phone Number:**

Camp will be held primarily in the Blue Room at the Chandler-Newberger Community Center. Campers may use the gym or go outside (weather permitting) for some activities. Drop-off and pick up will be in the Blue Room.

The phone number to the Chandler-Newberger Community Center is (847) 448-8252

## **Drop-off/Pick-up and Parking Procedures:**

When dropping off or picking up your child/children:

- Drop-off after 8:55 a.m.
- Pick-up at 11 a.m.
- Parents/Guardians will be asked to always sign your child in and out.

## **Late Pick-up Policy**

Parents please pick your child/children up on time; parents, custodians, or guardians who pick up their child/children more than 5 minutes late from a Parks and Recreation division program will be charged a \$10.00/per 15-minute late fee.

## **Personal Items:**

- We recommend that all campers leave toys, equipment, etc. at home as we cannot guarantee that these items will return home.
- It is recommended that campers bring a small back pack to camp - remember to label it with your child's name.
- If you would like to leave a change of clothes at camp for your child, please make sure all clothing items are labeled with your child's name. Place them in a clear Ziplock baggie labeled with your child's name.

### Safety Measures:

- The Camp Director is trained in CPR.
- Children will be counted frequently during the day.
- Children will be signed in and out by only those individuals listed on the information sheet. *If someone other than an individual listed on that sheet will be picking up your child, please share this information with the Camp Director.*

### Snacks:

- Campers will have a snack every camp day.
- Campers are encouraged to bring a water bottle to camp—please don't forget to label with your camper's name!
- Campers should bring their own snack each day—we will not have camp snacks available so please send a snack with your child in their backpack.
- We ask you please no not send snacks with any type of nuts or peanut butter in them or snacks high in sugar.

**If your child has special dietary concerns please contact Michelle at 847-448-8681 prior to the first day of camp!**

### Clothing-Don't forget to label!

- Children should wear comfortable clothes they can play in.
- A sweater, sweatshirt or light jacket is a good idea in case the building is cold.
- Please bring clothing appropriate for outdoor play.
- Please make sure you send your child in close-toed shoes.

### Special Needs:

Does your child have any special accommodations to allow him/her full participation? Examples are medication, behavior management and physical assistance.

If you answered "yes", please contact Ryan at 847-424-5496. It is the responsibility of the parent/guardian to notify him to make arrangements for any accommodation.

Camp attendance will be delayed if you contact him less than 10 days before the start of camp. Accommodations will not be made the first day of camp if notification has not been made within the proper time frame

Michelle Tompkins is the Program Coordinator for the winter break camps. She can be reached at 847-448-8681 or [mtompkins@cityofevanston.org](mailto:mtompkins@cityofevanston.org), however she will be out of town December 22-29. In her absence please speak with the Camp Director or call the Chandler-Newberger Center at 847-448-8252 with any concerns. They can direct you to someone who can assist you.

Happy Holidays!