Camp Information

Resident Registration Information

Camp Registration Day
Camp registration day is February 1, 2020, 8am–Noon; online and in-person at the Levy Senior Center only. No phone registrations will be allowed at this time. Registrations will be taken on a first-come, first-serve basis. This process will fairly allocate slots in camps which have high demand. The camp registration day is for Evanston residents only (zip codes 60201 and 60202). Proof of residency is required. After Noon on February 1, you will not be able to register for additional camps or wait lists until Monday, February 3 at 10am. Pre- and Post-care registration will begin at 10am on March 3, 2020.

Online Registration
You must have an active email address to register online. To request an account, click on the “Need an account?” link at cityofevanston.org/register.

Online registrations for residents will begin on February 1, 2020 from 8am–Noon. All camp transactions must be completed by Noon.

For online registrations, simply follow these easy steps:
• Existing online accounts: Plan ahead, check that your account is accessible 48 hour prior to registration day.
• New online accounts: Accounts must be created 24 hours prior to registration day.
• Use the “*+” icon by each camp section to select all of your choices.
• After all selections have been made, click on the “add to cart” button on the bottom left corner of the screen.
• Select the corresponding camp(s) for your child(ren) and click “continue”.
• A review of your shopping cart will appear, click “proceed to checkout”.
• Select payment method, enter the payment amount (must pay minimum amount due) and click “continue”.
• Enter payment information and “submit payment”.
• A receipt will automatically be emailed.

Your child(ren) must meet all requirements to enroll in the camps listed in the 2020 Summer Camp Guide. Exceptions to any requirement cannot be made online. If you need an exception for camp, you must register in-person.

Please note that registrations will be taken in-person simultaneously at the Levy Senior Center. Each camp will have a small number of slots reserved for in-person registrations only.

In-Person Registration
For in-person registration, simply follow these easy steps:
• Arrive at the Levy Senior Center, 300 Dodge Ave., on February 1, 2020 from 8am–Noon.
• Upon entry, each person will receive a number on a first-come, first-serve basis.
• Residents will be directed to the gym where they will receive registration forms and have the opportunity to consult with staff on camp options.
• Use the registration form to compile the first and second choice of camp selections for your child(ren).
• Numbers will be called in groups to proceed to the registration desk to enroll in camp and proof of residency will be required at this time.
• Staff will complete your registration with a $25 deposit per section.
• A receipt will be provided upon completion confirming your camp selections.

Nonresident Registration Information
Registration for nonresidents begins at 10am on Monday, February 10, 2020. At that time, nonresidents may register for camps online at cityofevanston.org/register, at all the recreation centers and by phone. A $25 deposit per camp section is due at enrollment.

Camp Policies

Toilet Training
All campers must be toilet trained before beginning a City of Evanston camp program.

Wait List
Wait lists for camp sections will only become available after the initial registration day, beginning on Monday, February 3, 2020 at 10am for residents only. Wait list registrations can be taken in-person at all community centers, over the phone and online. There is no fee required to be on a wait list(s).

Registration Cut-off
In order to have safe, adequate staffing levels on the first day of camp, registration will close the Thursday before each session starts.

Camp slots are non-transferable; if your child receives a slot, you cannot give this slot to another person, including family members.

Transfer Policy
You may request that your child transfer from one City of Evanston camp to a new registration in another City of Evanston camp. Contact the center hosting the camp to initiate a transfer to a new selection.

Please allow time for the requests to be processed. Do not bring your child to the “new” camp until you are contacted the transfer has been approved and finalized.

Transfers are made based on availability in the new camp. Program fees vary. If the camp you are transferring into has a higher fee, you must pay the difference before the transfer will be approved. If the camp you are transferring into has a lower fee, a refund will be issued. Camp deposits or camp balance payments are not transferable to non-camp programs.

The department reserves the right to accommodate or deny transfers on a case-by-case basis.

Deposit Policy
A $25 deposit is required for each camp section at the time of your child(ren) enrollment.

Deposits are never refunded but may be transferred in compliance with the transfer policy. There are no payment plans or fee assistance available for deposits.

Refunds
We offer refunds on a case by case basis for documented situations preventing your child from participating in camp successfully. All such requests for a refund must be submitted in writing to the Program Coordinator that is responsible for overseeing your camp. Refunds may be adjusted or pro rated based on the circumstances and your child’s attendance in camp. Deposits are never refundable.

Final Payment/Payment Plans
May 5, 2020 is the balance due date for all camp fees (see “Ways to Pay” below).

Payment plan options may be available after a review of special circumstances on a case-by-case basis. Payment plans are made through the community center overseeing the camp. If the camp is held at a park or school, please call the program coordinator of your camp to assist you. If you have not arranged a payment plan or paid the balance due by May 5, 2020, we reserve the right to cancel your child’s reserved space(s) and you will forfeit your camp deposit(s).

Households with a previous balance are required to pay in full to all outstanding balances prior to starting camp.

If enrolling in a camp after May 5, 2020 and need a payment plan, please contact the Program Coordinator of the camp for assistance. Camp sections must be paid for before your child begins camp.
Fee Assistance/ Scholarships

Fee assistance (scholarship) is available to qualifying Evanston residents based on family size and total family income.

Fee assistance applications are available at community centers and the Lorraine H. Morton Civic Center, 2100 Ridge Ave. and online at cityofevanston.org/recreationscholarship.

Fee assistance is valid for one year.

Some families receive camp payment assistance from a third party agency. The City of Evanston Parks, Recreation and Community Services Department will work with families receiving camp payment assistance from a third party agency, providing the following guidelines are followed:

• The paperwork process must begin by May 5, 2020; please contact the camp’s program coordinator by that date.
• Verification of third party fund availability for camp participation before camp begins.
• The entire camp balance is the responsibility of the guardian the event assistance is denied.

General Information

Drop-off and Pick-up

Please be aware that camps have sign-in and sign-out procedures that must be followed. Parents, custodians or guardians are responsible for promptly picking up children when the program ends. If a child is picked up more than five minutes late, you will be assessed a late fee of $5 per child for the first 15 minutes and $1/min after that time.

Camp Start Date and Summer School

Schedules were set assuming School District #65’s school year will end before Friday, June 5, 2020. If the school year is extended and the starting date of our camps changes, we will contact parents/guardians in May. If your child is required to attend summer school, please contact the program coordinator of the camp.

Quality Assurance

We strive to provide the highest-quality programs. We’re confident that all participants will enjoy them. However, if you are not satisfied, we welcome suggestions and ideas that you think will help us improve our programs.

Ways to Pay

Online at cityofevanston.org/register, by phone, mail or in person with a major credit card, check, money order or cash (in person only).

Updated Information

Information may change after the guide is printed in December. Camp locations are expected to be confirmed after School District #65 determines their needs. For updates, including confirmed camp sites, please call 311 or visit cityofevanston.org/summercamp.

Parent Manuals

Parent manuals for camps beginning in June will be sent in May. Manuals will contain all camp information including camp policies, codes of conduct, camp specific information, activity schedules and more.

Health, Safety and ADA

Information/Emergency Contact Form

Participants in City of Evanston camp programs are required to have an information/emergency form on file prior to the first day of camp. The Parks, Recreation and Community Services Department has teamed up with ePACT to improve the health and safety of children enrolled in our camp programs this summer. ePACT is one of the leading secure electronic health record systems for campers. Instead of filling out paper forms, you will enter health/emergency contact information through the encrypted online system. Campers will not be allowed to participate in camp until their health form is submitted. Instructions and registration information will be sent via email after registration.

Health, Contact Information and Code of Conduct

If your child is ill, do not send him/her to camp. First aid for minor cuts or abrasions is available. Please refer to our sick policy in the Parent Manual for full details.

The City of Evanston doesn’t carry hospitalization insurance for program participants; your family’s individual health care policy must cover all your medical needs.

Before camp starts, camps will include the City of Evanston’s Code of Conduct policy as part of the parent packet. It will be implemented if a child’s behavior begins to interfere with the rights of others.

Special Needs, Medications and Americans with Disabilities Act (ADA)

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

The City of Evanston welcomes the participation of all individuals in our programs, including those with disabilities. We are fully committed to complying with the ADA and providing reasonable accommodations to facilitate participation in our programs. The sooner we know about your special situation, the more time we have to make reasonable accommodations to improve your child’s recreational experience with us!

At the time of registration, it is the responsibility of a parent/guardian to contact our Inclusion Coordinator to make arrangements for any accommodations. Those registering closer to the start of camp must contact our Inclusion Coordinator no later than 2 weeks before camp starts; otherwise, camp attendance may be delayed.

Questions: please contact Ryan Dollins at rdollins@cityofevanston.org; 847-424-5496 (voice); 847-448-8064 (TTY) or 800-526-0857 (IL Relay Center voice transmission).

Pre and Post camp Care

Pre and Post care assists parents by offering a safe environment for their children beyond normal camp hours. Each Pre and Post care site offers children access to various recreational activities and equipment so children can relax and play. This is not an extension of the camp curriculum; activities might include playground time and board games. Pre and Post care service is available for campers registered in specific camps.

Información Importante

Información de inscripción ¿Habla Español?

Pólizas y plazos para los campamentos de verano están publicados en español en el sitio cityofevanston.org/summercamps.

Las copias impresas estarán disponibles en los cuatro centros comunitarios. Para asistencia, llame al número 847-448-4311.