

Dear Parents and Campers,

Welcome to MAX Summer Camp! Your child/ren will have the opportunity to participate in a variety of planned outdoor and indoor activities, crafts, group activities and field trips! A weekly newsletter will go out on Fridays and will include the next week's trips, activities and theme.

Our regular hours will run 9:00-3:00 pm. Early and late care are available for an additional fee. All Campers will need to be registered the Thursday prior to the weekly session they wish to attend. We believe this will strengthen the bond and friendships campers form with our staff and fellow campers and ensures the camper to counselor ratio meets the American Camp Association requirements as well as keeping our staff and campers safe.

Please review the parent handbook for our camp policies, procedures and expectations. A careful reading will answer many questions and help you prepare for your child's time at camp this summer.



**Thank you for choosing Max Camp and we are looking forward to a great summer!**

# MAX Camp

Welcome to the MAX Camp program. This handbook provides parents and guardians with information regarding all of our camp policies and procedures.

## CAMP PHILOSOPHY

The purpose of the MAX Camp is to provide a safe, fun and interactive experience for campers.

## CAMP DESCRIPTION

MAX Camp provides campers with many recreational opportunities throughout the summer. Activities include sports, games, arts and crafts, water play, cooking, off-site field trips and fun "in-house" field trips with exciting entertainment that will visit camp. Each camper will receive a camp t-shirt . All campers will be placed in age appropriate groups for games and activities.

Camp hours are 9:00 a.m. to 3:00 p.m. Before care hours are 8:00 a.m.-9:00 a.m. and After care hours are 3p-6p for an additional fee.

\*\* All campers will need to be dropped off by 9:00am, activities will start promptly.

## Administrative Staff

[708-485-9900](tel:708-485-9900)

[Maxcamp@max-mccook.com](mailto:Maxcamp@max-mccook.com)

Lead MAX Camp Counselor

Lead Counselor for Mini Camp Age group 3.5 -5yrs

708-485-9900

Lead Mini-Camp counselor

[Maxcamp@max-mccook.com](mailto:Maxcamp@max-mccook.com)

\*Lead Counselors will lead, organize, and assist in running all activities age specific to their group.

## **CAMP ESSENTIALS**

Please label everything with child's full name

Please make sure each camper has the following in their bag everyday:

- Sack lunch/Snacks
  - Labeled water bottle
  - Sneakers/socks
  - NO SANDALS PLEASE\*\*
  - Minimum of SPF 25 sunscreen lotion with UVA/UVB
- Hat/sunglasses\*\*
  - Swim gear/towel\*\*
  - Cool weather gear\*\*

\*\*On specified Summer field trip days only

**The following items are not allowed at camp:**

- Toys/trading cards
- Cell Phones
- Electronics (games, iPods, etc.)
- Valuables/money
- Cameras
- Cell phones

### **Lunch/Snacks**

All campers must bring their own lunch and snacks every day. Refrigeration is not available so please send your child with a lunch that will not spoil. Campers are not allowed to purchase food, snacks or drinks from vending machines or lunch cafes.

### **Transportation**

Transportation to and from camp is the responsibility of parents/guardians. Transportation will be provided to/from all "off-site" summer field trips via bus.

### **Counselors**

All camp staff have gone through an interview and background check process to ensure the safety of your camper. Counselors are trained in leading and organizing activities and how to manage camper behaviors. All counselors and MAX staff are also CPR/First Aid/AED certified. The main goal of our staff is to provide a safe, fun, and caring environment for your camper.

### **Child Protection Procedures**

All staff members are mandated to report any suspected child abuse.

### **Our Policies:**

- Staff is prohibited from working one-on-one with campers outside of the MAX Camp (i.e. babysitting).
- Policies exist to ensure that we have a minimum of two staff members supervising campers at all times.
- A buddy system is in place to ensure campers safety.
- Campers are split into groups by age.

**Sign In/Out Procedures:**

An authorized parent or guardian must sign in/out camper. We will not allow a child to leave with someone who is not on the authorized pick-up list.

**Health Policies:****Medications:**

All medications must be given directly to the Camp Coordinator from a parent or guardian in its original bottle. A medication form must be filled out by a parent/guardian with specific details for administering the medication. We do not object to giving prescribed medicine to a camper as long as the camper is well enough to participate in activities and that giving the medicine does not interfere with the daily schedule. Camp is not permitted to give medication to a camper without a med form filled out and medication clearly labeled in original bottle. There are no exceptions.

**Injuries at Camp:**

A camper who receives an injury at camp will be given first aid by a certified staff member and a parent will be notified. Any camper sent home with a serious injury may not return to camp unless approved by a physician. The Camp Coordinator must receive a note from the physician prior to the camper returning.

**Illness at Camp:**

A sick camper cannot do well in a group setting and it is difficult for the staff to give a sick camper the extra attention they may need. If a camper becomes ill during the day a parent will be notified and the camper must be picked up from camp. If camp is on a field trip we will do our best to console the camper, however, a parent may need to pick up the camper at that location.

**Please help keep camp healthy and do not send a sick camper to camp.**

# **CAMPER EXPECTATIONS AND BEHAVIOR MANAGEMENT**

It is the goal of the MAX to provide a healthy, safe, and secure environment for all camp participants. Children who attend the program are expected to follow the behavior expectations and to interact appropriately in a group setting.

## **Behavior Expectations for Campers**

- Campers are responsible for their actions
- Campers keep hands and feet to self
- Respect others and the camp environment
- Be safe

## **Behavior Management Procedures**

When a camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and camp rules.
3. If the behavior continues, staff will remove the child from the activity for “quiet time”.
4. A parent will be notified of the problem.
5. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
6. If the problem still persists, staff will schedule a meeting that includes the parent, camper, MAX Camp Coordinator and the MAX General Manager. One or more incidents of unacceptable behavior may result in the child’s suspension from camp for a designated period of time.
7. If a child’s behavior at any time threatens the immediate safety of that child, other children, or Staff, the parent will be notified and expected to pick up the child immediately.
8. There will be a Zero Tolerance policy regarding verbal or physical threats toward fellow campers or staff.
8. Expulsion from camp will be considered in extreme cases.
9. No refunds will be issued if your child has been removed from the program for disciplinary reasons.

## **The following behaviors are not acceptable and will not be tolerated:**

- Endangering the health and safety of themselves or others
- Swearing
- Leaving camp without permission
- Continuing to disrupt the program
- Damage of property
- Bullying another camper

## **FIELD TRIP RULES (MAX Full DAY CAMP ONLY)\*Ages: 6-12yrs**

1. The MAX will provide a school bus for all field trips. All Camp staff will attend scheduled field trips.
2. To ensure a safe and enjoyable time, it is important that campers follow the rules set by the MAX and the rules of the facility we are visiting.

### **MAX Field Trip Rules:**

- Stay with your assigned group and listen to your leader/counselor
- Keep track of your "buddy"
- Campers are required to wear their Camp t-shirt on all field trips

### **Swimming Field Trips**

All pool trips require a swim test. Swim tests are performed by Certified Lifeguards with supervision of camp director and pool manager.

- Campers are to swim freestyle, (distance varies based on pool).
- Campers must swim without stopping or holding onto edge of pool.
- Lifeguards, pool manager and camp director determine passing status.

If a camper does not want to perform the swim test or does not pass they will be required to wear a wrist band and will be restricted to a certain pool area with a counselor.

All pools offer US. Coast Guard approved life-vests free of charge for campers.

### **Payment Plans**

- All **Payments are due one week in advance.**
- Payment can be made with check payable to Village of McCook, cash or credit card.
- Tax Information: Invoices for tax purposes are by request.
- Field Trip/Transportation/Pool fees are included in the daily camp fee.
- NO refunds will be issued. Space is limited.

### **Before/After Care Policies**

Before Care is offered from 8:00-9:00 a.m.

Late care is offered from 3p-6p

Before/ Late care will need to be determined on your Camper Registration form and be paid weekly along with regular payment.

## MAX SUMMER CAMP

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

Grade Entering in Fall: \_\_\_\_\_ School: \_\_\_\_\_

Home Address/City/Zip: \_\_\_\_\_

Contact #: \_\_\_\_\_ Other #: \_\_\_\_\_

Parent/Guardian(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Would you like to receive emails regarding future camps? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has your child (ren) attended a day camp before? If so which one?

How did you hear about our camp? \_\_\_\_\_

### **Child Health Profile:**

Please list any medical issues we should be aware of:

\_\_\_\_\_

Does your child currently take medication including an inhaler?

\_\_\_\_\_

\*Will you be providing medication/inhaler for camp administration purposes?? YES: \_\_\_\_\_ NO: \_\_\_\_\_

**\* Separate Medical form is required.**

Please list any medication, food or additional allergies your child may have:

\_\_\_\_\_

Please comment if there are any other medical issues that may assist The MAX in facilitating your child's participation in our program:

\_\_\_\_\_

\_\_\_\_\_

## MEDICAL AUTHORIZATION AND RELEASE AGREEMENT

I, \_\_\_\_\_ (**Parent**) the parent/legal guardian of \_\_\_\_\_ (**Camper Name**) (**the "Participant"**), consent to the Participant's participation in the MAX Days Program activities (the "Activities"). In an emergency, I can be reached at the numbers listed below. In the event that I cannot be reached, I authorize the McCook Athletic and Exposition Center Staff to authorize necessary medical emergency treatment for the Participant, and I agree to be financially responsible for any charges associated therewith, including but not limited to ambulance calls.

For and in consideration of the Participant's participation in the Activities, the receipt and sufficiency of which is hereby acknowledged, I, as the parent or legal guardian of the Participant, and on behalf of myself, the Participant and our collective personal representatives, heirs, administrators, assigns and next of kin, hereby release, waive, discharge and covenant not to sue the Village of McCook, McCook Athletic and Exposition Center, and their collective officials (whether elected or appointed), officers, directors, agents, representatives, attorneys, insurers, volunteers, employees, independent contractors, successors, predecessors and any other party in any way related to the foregoing (collectively, the "Released Parties") of and from any claims, suits, damages and liabilities whatsoever, including but not limited to personal injury, property damage, court costs, attorney fees and interest, however caused, even if caused by the negligence of the Released Parties, as a result of the Participant's participation in the Activities.

To the fullest extent permitted by law, I agree to and shall indemnify, hold harmless and defend the Released Parties of and from any loss, liability, claim, judgment, damage or cost incurred, however caused, even if caused by the negligence of MAX staff, arising from or in any way connected with the Participant's participation in the Activities.

I further agree that the Released Parties reserve the right to terminate the participation of the Participant in the Activities for failure to behave and act in a respectable manner. If participation is terminated, no fees will be refunded.

Child's Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## PHOTOGRAPHY, VIDEO AND PROMOTIONAL RELEASE

I, the undersigned, hereby authorize and release The MAX to take and use photographs, video and written comments of or by my child for promotional and informational materials. I understand that MAX Activity Day Camp shall be the owner of any such photographs, video and written comments. I hereby release, discharge and covenant not to sue the Village of McCook, McCook Athletic and Exposition Center and their collective officials (whether elected or appointed), officers, directors, agents, representatives, attorneys, insurers, volunteers, employees, independent contractors, successors, predecessors and any other party in any way related to the foregoing from any and all claims, suits, damages and liabilities associated with the use of such photographs, video and written comments of or by my child.

Child's Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## CHILD SUNSCREEN AUTHORIZATION

McCook Athletic and Exposition Center requires all Campers to wear sunscreen when involved in outdoor activities. In the beginning of the season children are encouraged to wear light weight t-shirts while swimming. If parents feel this is necessary, please provide the t-shirt and inform the MAX staff.

I, the undersigned, give permission for the McCook Athletic and Exposition Center staff to oversee and assist with the use and application of sunscreen by my child.

Child's Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_



## Parent/ Guardian Contact and Medical Information for a Child

Check Sex: Male  Female

Child's Name	Date of Birth	Other, _____
Parent's/Guardian's Name	Parent's/Guardian's Name	
Home Phone	Work Phone	Home Phone
Address	Address	

## Alternative Contacts and Adults Authorized to Pick and/or Drop off (Note: If not listed here will require verbal consent if being picked up and/or dropped off)

Contact Name	Home Phone	Work Phone	Contact Name	Home Phone	Work Phone
Relationship	Address		Relationship	Address	

If your child will be walking or riding a bike home, please check in the next column (Note: They will be released to leave until the end of camp time)

Walk  Bike  Other, \_\_\_\_\_

Circle your child's swimming ability in the following column

Can't Swim   Shallow Water   Deep Water

## Medical Information

Hospital/Clinic Preference

Physician's Name

Phone Number

Insurance Company

Policy Number

Allergies/Special Health Considerations

If you or your emergency contacts cannot be reached in an emergency, and if the judgement of the camp counselor, immediate medical attention is needed, do you authorize responsible MAX Camp staff to send your child (Properly accompanied) to an available hospital or physician? Yes  No

Parent's/Guardian's Signature

Date

I give permission for my child to go on field trips. I release MAX Camp and individuals from liability in case of accident during activities related to MAX Camp, as long as normal safety procedures have been taken.

Parent's/Guardian's Signature

Date