



Dear Parents and Campers,

Welcome to MAX Camp! Your child/ren will have the opportunity to participate in a variety of planned indoor activities, crafts, and field trips!

Our regular hours will run 9:00 am.-4:00 pm. Early and late care are available for an additional fee. All Campers will need to be registered the Friday prior to the week of Camp. 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 break.



**Thank you for choosing MAX Camp and we are looking forward to a great break camp!**

# MAX Camp

Welcome to the MAX Camp program. This handbook provides parents and guardians with information regarding all 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, and arts and crafts. All campers will be placed in age appropriate groups for games and activities.

Camp hours are 9:00 a.m. to 4:00 p.m. Before care hours are 8a-9a and After care hours are 4p-6p for an additional fee.

\*\* All campers will need to be dropped off by 9:00am, activities will start promptly at 9:10am.

## Administrative Staff

### Maddie Martino

708-854-2819

maddiem@max-mccook.com

Camp Director

### Erika Tobolski

708-854-2825

Lead Camp counselor

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

*\*\*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/Mandated Reporter. 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 staff are not alone with a child.
- 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 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.
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 (SUMMER CAMP ONLY)**

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 at the end of the session.
- 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 8a-9a and is \$30/week

Late care is offered from 3p-6p and is \$75/week

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

**MAX Camp Parent Handbook  
Acknowledgement Form**



I have received, read, understand, and agree to abide by the standards set forth by the McCook Athletic & Exposition Camp Program.

\_\_\_\_\_

Date

\_\_\_\_\_

Camper's Name (Print)

\_\_\_\_\_

Guardian's name (Print)

\_\_\_\_\_

Guardian's Signature