

# MAX Camp

Welcome to the MAX Camp program. This handbook provides parents and guardians with information regarding all of our camp policies and procedures. **Please print out the sunscreen, photography and medical authorization forms located at the end of this handbook and bring them with your child on the first day of camp.**

## 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 Administrative Staff

Erica Padilla, Camp Director

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

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

## CAMP HOURS

### Spring Break Camp

**Dates:** March 27-31, 2017

**Hours:** Mon-Fri 8am-4pm

**Up Policy:** If your camper is picked up after 4:10pm a \$15 late fee will apply.

*Extended Spring Break Camp Hours:*

Mon-Fri 4-6:00 pm

**Late pick-up policy:** If your camper is picked up after 6:10p a \$15 late fee will apply.

### Summer Camp

**Dates:** June 5-August 11, 2017

**Hours:** Mon-Fri 8:30 am-3:00pm Late Pick-

Late pick-up policy: If your camper is picked up 3:10 pm a \$15 late fee will apply.

*Extended Summer Camp Hours:*

Mon-Fri 3:00-6:00 pm

**Late pick up policy:** If your camper is picked up after 6:10 p.m. a \$15 late fee will apply

### Mini-Camp (Spring & Summer Camp)

Hours: Mon-Fri 9:00 am-12:00 pm

**Payment:**

- Payments are due one week before your camper is scheduled to attend camp.
- Payments can be made with Check Payable to Village of McCook, cash or credit card.
- Tax Information: Invoices for tax purposes are by request and will be fulfilled in after camp.
- Field Trip/Transportation/Pool fees are included in the daily camp fee.
- Refunds: No refunds will be issued. Space is limited.

**Flex Pass(For Summer Camp only)**

- A Flex pass must be purchased if you would like to send your camper daily or a few times a week. Instead of signing up for sessions.
- One Flex pass must be purchased per camper.
- Flex Passes are non-refundable, non-transferable and cannot be used for other camps.
- You may purchase as many Flex passes as you'd like.
- Campers must be signed up 48 hours before scheduled date.

**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

### **Lunch/Snacks**

All campers must bring their own lunch and two 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. Due to allergies/food restrictions campers are not allowed to share food.

### **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 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.

If your child will be going home with another adult a written email, note or phone call is required.

### **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 (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.

**Before/After Care Policies:**

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

## 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: \_\_\_\_\_ Date: \_\_\_\_\_

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## PHOTOGRAPHY, VIDEO AND PROMOTIONAL RELEASE

I, the undersigned, hereby authorize and release MAX Activity Day Camp 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: \_\_\_\_\_ Date: \_\_\_\_\_

# MEDICAL AUTHORIZATION AND RELEASE

## AGREEMENT

I, \_\_\_\_\_ (*Print your first and last name*), the parent/legal guardian of \_\_\_\_\_ (*Print child's first and last name*) (the "Participant"), consent to the Participant's participation in the MAX Summer Camp 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.

I \_\_\_\_\_ have reviewed and understand the Max Camp Parent Handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_