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*Please Note: Not all of the information in this handbook may pertain to your child’s camp. This handbook is designed to be an overview of all of the Park District’s Summer Camps.*
ACA Accreditation

The Park District of Oak Park is proud to be accredited by the American Camps Association (ACA). This nationally recognized program, developed exclusively for the camp industry, focuses on program quality, health, and safety issues. It also requires us to review every facet of our day camp operations on an annual basis and go through a reaccreditation process every three years. We have voluntarily submitted to this independent audit by camp experts and have earned this mark of distinction. Staff to camper ratio is 1:6 for campers ages 3-5, 1:8 for campers ages 6-8, and 1:10 for campers ages 9-13.

Our Goal

Summer Camps:
To create a safe and nurturing environment that stimulates development, where children can express themselves, build friendships, try new things, grow, and enhance their natural enthusiasm for learning, exploring, and creating.

Park District of Oak Park Mission:
In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.
Preparing for Your Day at Camp

- Bring a reusable water bottle to help keep your camper hydrated throughout their active day.
- Please apply sunscreen to your camper before leaving home. Pack additional sunscreen so that it may be reapplied by campers throughout the day.
- Dress campers in comfortable clothing that can get dirty. Make sure that they are wearing shoes that the camper can participate in a variety of activities in; gym shoes are highly recommended.
- For full day camps, please pack a healthy lunch and snack marked with your camper’s name. Do not send mayonnaise or milk-based products as refrigeration is not available. We recommend sending your child’s lunch in an insulated lunch box with a reusable ice pack due to the lack of access to refrigeration. Due to potential allergies, please do not send peanut-based products (including peanut butter) or any other tree-nut based products.
- Any additional special items will be communicated on your child’s weekly schedule or in additional newsletters per campsite.
- Please leave all toys, electronic equipment (including cell phones), and any other valuable items at home. They only serve as a distraction that can lead to behavior problems or disappointment if the item is lost, stolen, or damaged.
- Campers that attend extended camp are encouraged to bring a snack for the afternoon.
- What to pack each day: 2 Snacks (for full-day camps), shirt/towel, sunscreen, water bottle, and a lunch. Please label all belongings.

Rink Camps

- Hockey players must wear full equipment on the ice. Players can come with equipment on or put it on at the rink if they are able to do so without assistance.
- Figure skaters should dress for cold weather. Even with warm weather outside, the inside of the rink will still be cold.
- Don’t forget to send your child with his/her skates. If your camper needs skates, there are rental skates available.

Registration Deadlines & Forms

So that staff can be adequately prepared for the first day of each camp session, all campers must be registered and have submitted a Participant Emergency Form by 5pm on the Thursday before each camp session. Staff is unable to accept registration on-site. Please be aware that your child will not be allowed into camp unless he/she is pre-registered and has a Participant Emergency Form on file. All registration information can be found on our website at www.pdop.org. The link to the online Emergency Form will be emailed to you prior to the first day of camp, using the email address we have on file in our registration software.
Refund Policy

In the event that you need to cancel a camp, please contact Customer Service immediately at (708) 725-2000. In order to receive a refund minus the cancellation fee, the space must be filled by another child. There will be a $50 cancellation fee charged for all camp refunds except for Virtual Camps which will be a $25 cancellation fee.

Receipts

Receipts are available on your family’s registration/household account. Receipts can also be emailed or printed during payment of program fees at the Administrative Office. Annual childcare statements can also be printed through your online registration account. The Park District of Oak Park’s Tax ID Number is 36-6006028.

In case of a separation or divorce, the custodial parent is responsible to make payments on time, and will receive all bills and tax statements.
Appropriate Clothing

Campers will be very active during camp. As a result, they should wear appropriate clothing that will enable them to participate in these activities – including closed-toed shoes. Please do not send your child to camp in flip flops or sandals. Please make sure that your child’s clothing does not contain any offensive wording or pictures. Parents will be contacted to bring an alternate set of clothes for their child if their clothing is deemed inappropriate.

General Weekly Schedule

These schedules are just a general sample – each week will have its own unique games, activities, trips, and fun!

7A-6P Camps

7:00 – Sign in and small activities
8:00 – Rules & Expectations
8:30 – Ice Breaker/Getting to Know You Games
9:00 – Group Games/Snack
9:45 – Group Games
11:15 – Craft/Themed Activity
11:45 – Lunch
12:15 – Camp Game
1:00 – Arts & Crafts
1:45 – Group Game
2:30 – Outdoor Games
3:00 – Staff transition
3:15 – Introductions and Ice Breakers
3:45 – Organized Games
5:00 – End of day cool down
6:00 – Sign Out

8A-6P Camps

8:00 – Sign in/Rules & Expectations
8:30 – Ice Breaker/Getting to Know You Games
9:00 – Group Games/Snack
9:45 – Group Games
11:15 – Craft/Themed Activity
11:45 – Lunch
12:15 – Camp Game
1:00 – Arts & Crafts
1:45 – Group Game
2:30 – Outdoor Games
3:00 – Staff transition
3:15 – Introductions and Ice Breakers
3:45 – Organized Games
5:00 – End of day cool down
6:00 – Sign Out

8A-3P Camps

8:00 – Sign in/Rules & Expectations
8:30 – Ice Breaker/Getting to Know You Games
9:00 – Group Games/Snack
9:45 – Group Games
11:15 – Craft/Themed Activity
11:45 – Lunch
12:15 – Camp Game
1:00 – Arts & Crafts
1:45 – Group Game
2:30 – Outdoor Games
3:00 – Sign Out

3-5 year old Camp

8:00 – Arrival/Organized Free Play
8:15 – Welcome- Circle/Story/Song time
8:45 – Weekly Themed Center Rotation/Snack
10:00 – Large Motor Movement/Game
10:30 – Group Craft
10:45 – Clean up and Goodbyes
11:00 – Sign out

4-6 year Old Camp

12:30 – Arrival/Organized Free Play
12:45 – Welcome- Circle/Story/Song time
1:15 – Weekly Themed Center Rotation/Snack
2:30 – Large Motor Movement/Game
3:00 – Group Craft
3:15 – Clean up and Goodbyes
3:30 – Sign out
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<thead>
<tr>
<th>Camp</th>
<th>Address</th>
<th>Program Supervisor</th>
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</thead>
<tbody>
<tr>
<td>Preschool: Ages 3-5 and 4-6, Grades 4-6 @ Stevenson</td>
<td>49 Lake St, Oak Park, IL 60302</td>
<td>Barb Grooms (708) 725-2108, <a href="mailto:Barb.Grooms@pdop.org">Barb.Grooms@pdop.org</a></td>
</tr>
<tr>
<td>K-1, 2-3 @ Austin Garden</td>
<td>167 Forest Ave, Oak Park, IL 60302</td>
<td>Genevieve Garcia (708) 725-2155, <a href="mailto:Genevieve.Garcia@pdop.org">Genevieve.Garcia@pdop.org</a></td>
</tr>
<tr>
<td>K-1, 2-3, 4-6 @ RCRC</td>
<td>415 Lake St, Oak Park, IL 60302</td>
<td>Bryce Miller (708) 725-2314, <a href="mailto:Bryce.Miller@pdop.org">Bryce.Miller@pdop.org</a></td>
</tr>
<tr>
<td>K-1, 2-3, 4-6 @ Carroll</td>
<td>1125 S Kenilworth Ave, Oak Park, IL 60304</td>
<td>Joe Lilly (708) 725-2102, <a href="mailto:Joe.Lilly@pdop.org">Joe.Lilly@pdop.org</a></td>
</tr>
<tr>
<td>4-6 @ Field</td>
<td>935 Woodbine Ave, Oak Park, IL 60302</td>
<td>Joe Lilly (708) 725-2102, <a href="mailto:Joe.Lilly@pdop.org">Joe.Lilly@pdop.org</a></td>
</tr>
<tr>
<td>Teen Scene @ Cheney</td>
<td>220 N Euclid Ave, Oak Park, IL 60302</td>
<td>Susan Crane (708) 725-2500, <a href="mailto:Susan.Crane@pdop.org">Susan.Crane@pdop.org</a></td>
</tr>
<tr>
<td>K-1, 2-3 @ Fox</td>
<td>624 S Oak Park Ave, Oak Park, IL 60304</td>
<td>Mike Loszach (708) 725-2110, <a href="mailto:Mike.Loszach@pdop.org">Mike.Loszach@pdop.org</a></td>
</tr>
<tr>
<td>K-1, 2-3 @ GRC</td>
<td>21 Lake St, Oak Park, IL 60302</td>
<td>Jamie Lapke (708) 725-2276, <a href="mailto:Jamie.Lapke@pdop.org">Jamie.Lapke@pdop.org</a></td>
</tr>
<tr>
<td>K-1 @ Andersen</td>
<td>824 Hayes Ave, Oak Park, IL 60302</td>
<td>Kayla Knazze (708) 426-3969, <a href="mailto:Kayla.Knazze@pdop.org">Kayla.Knazze@pdop.org</a></td>
</tr>
<tr>
<td>2-3, 4-6 @ Barrie</td>
<td>1011 S Lombard Ave, Oak Park, IL 60304</td>
<td>Chad Drufke (708) 725-2109, <a href="mailto:Chad.Drufke@pdop.org">Chad.Drufke@pdop.org</a></td>
</tr>
<tr>
<td>2-3, 4-6 @ Longfellow</td>
<td>610 S Ridgeland Ave, Oak Park, IL 60304</td>
<td>Pedro Flores (708) 725-2104, <a href="mailto:Pedro.Flores@pdop.org">Pedro.Flores@pdop.org</a></td>
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<tr>
<td>SCAW @ Dole</td>
<td>255 Augusta St, Oak Park, IL 60302</td>
<td>Megan Ulczak (708) 725-2106, <a href="mailto:Megan.Ulczak@pdop.org">Megan.Ulczak@pdop.org</a></td>
</tr>
<tr>
<td>Chess &amp; Lego @ 218</td>
<td>218 Madison St, Oak Park, IL 60302</td>
<td>Megan Ulczak (708) 725-2106, <a href="mailto:Megan.Ulczak@pdop.org">Megan.Ulczak@pdop.org</a></td>
</tr>
<tr>
<td>K-1 @ Conservatory</td>
<td>615 Garfield St, Oak Park, IL 60304</td>
<td>Keith Kerrigan (708) 725-2277, <a href="mailto:keith.kerrigan@pdop.org">keith.kerrigan@pdop.org</a></td>
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Who Do I Contact and When?

**Site Supervisor** – The majority of your communication will likely be with your child’s camp site supervisor. The site supervisor is on the camp site at all times and has the site phone with them throughout the day. If your child is going to be absent, late, or picked up early the site supervisor is the person to contact to let them know. If you have any questions about the camp schedule, field trip destinations, or what your camper should or should not bring to camp, please contact the Site Supervisor. See the previous page for contact information per site.

**Camp Coordinator** – The Camp Coordinator serves as a mentor and supervisor of site supervisors and counselors at various locations throughout the summer. The Coordinator ensures that staff follows camp schedules, fulfills job responsibilities, and adheres to safety requirements. The Coordinator oversees the development of camp itineraries, creates schedules, and leads staff meetings for assigned Day Camp programs while considering Park District rules and safety.

**Program Supervisor** – The program supervisor is the Park District’s full-time staff member who oversees that particular camp. If you have any questions or comments that pertain to the overall quality of that particular camp, you should contact the Program Supervisor. The Program Supervisor also has a better understanding of all of the different camps that the Park District offers, should you have questions about what camp is the best fit for your son or daughter.

**Customer Service** – If you would like to withdraw from a particular camp or program, please contact Customer Service at (708) 725-2000. Please remember to give two weeks advance notice should you request a refund from the Park District. Our two registration locations are Ridgeland Common Recreation Complex (415 Lake St.) and the Gymnastics Recreation Center (21 Lake St.)
Sign In/Sign Out Procedures

All campers must be signed in at the beginning of the camp day and signed out at the end of the program. Children will only be released to individuals who have been given permission to pick up that child on the emergency form. The Park District must receive written notification from the parents of any additions or changes to this list. In the event of an unreported absence from camp, camp supervisors will call home after the first hour of camp.

Please bring your ID with you when signing out your child. Individuals will be asked to show their ID when picking up a child to ensure that they have been given permission to do so on that child’s emergency form. We do this to ensure the safety of all of our participants. Campers that are 12 years or older may be granted permission by their parent or guardian to sign themselves in and out. For children that are 10 or 11 years old, we highly recommend that they are signed out by a parent or guardian. We do not provide crossing guards and children will not be leaving in large numbers to walk home. If a parent feels their 10 or 11 year old can sign themselves out, written notification must be provided in advance (they will have the option to do this on their child’s emergency form). Children under 10 years of age must be signed in and out by a parent/guardian. If you have a special request, please connect with the Program Supervisor.

On occasion you may decide that you would like to add somebody to your child’s authorized pickup list. There are a few different ways to do this:

1. Turn in a signed hand-written note to your child’s site supervisor granting us permission to release your child to that individual.
2. Email permission to the program supervisor.

All authorizations must be received in writing.

If the program staff has any questions about an individual’s authorization to pick up your child, you will be contacted before your child is released.

While we will always attempt to follow parental wishes, the Park District cannot stop a parent from picking up their child unless there is a restraining order in place. Please provide the Program Supervisor with any confidential custody information.

Sign-In Parents/Guardians will not be allowed in the facility. All parents/guardians must wear masks and participate in our drive through drop off (or walk up in drive through area). Additionally, parents/guardians should be prepared to answer health screening questions at drop-off.

Sign-Out Parents/Guardians must social distance in line outside of facility. Please have a photo ID ready, staff will asking to confirm individual is on designated pickup list. Upon sign-out, please wait outside the facility, staff will help participants gather belongings and lead them to their designated pick-up adult.
Late Pick-up Policy

Please be aware of what time your child’s camp ends. If you are late, please call your child’s Site Supervisor on the program cell phone to notify them of your arrival time. If you are stuck in traffic or unable to pick up your child for any reason, please contact one of the authorized adults listed on your child’s emergency form.

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<th>Late Pick-Up Fee:</th>
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<td>After the program ends there is a late fee of $10.00/child for each fifteen (15) minute period is assessed:</td>
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<tr>
<td><strong>1-15 minutes late</strong></td>
<td><strong>$10.00</strong></td>
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<td><strong>16-30 minutes late</strong></td>
<td><strong>$20.00</strong></td>
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<td><strong>31-45 minutes late</strong></td>
<td><strong>$30.00</strong></td>
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<tr>
<td><strong>46+ minutes late</strong></td>
<td><strong>$40.00</strong></td>
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Program Staff cannot accept late fees. All parents picking up their child late will be required to sign a late payment form and will be billed accordingly through the registration office.

If we have no contact from a parent 15 minutes after camp ends, a responsible party from your emergency form will be contacted to pick up your child. If we are unable to make contact with anyone who can pick up your child 30 minutes after camp ends, we will contact the Oak Park Police Department for assistance. If you are late and there is no one at the camp site, first contact the individuals listed on your emergency form to see if they have your child.

**After three late pick-ups of 30 minutes or more, the Park District will dismiss the child from the program. This policy is enforced for the entire summer for all program locations.**

**Flex Pick-Up**

To accommodate parents that have children enrolled in multiple PDOP camps throughout town, we offer flex pick-up from 3-3:30. Please alert your child’s site supervisor on the first day of each week if you are planning on utilizing the flex pickup option.
Health Care Policies

Our camps are not licensed for the care of sick children. For the benefit of everyone attending our camps, we require that any campers suspected of having (or have been diagnosed as having) a contagious illness stay home from camp. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

- **Temperature of 100.4 degrees:** A child who is ill with a fever may not be at camp, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hours before returning, and can only return if there has been no fever for 24 hours and they continue to take antibiotics for 10 days.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until all blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Conjunctivitis - Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return 24 hours after treatment begins, or until the active infection passes completely.
- **Viral Conjunctivitis:** A child may return once the Program Supervisor receives a doctor’s release stating that the child does not have bacterial conjunctivitis.
- **Head Lice:** A child must remain at home until nit free.
- **Contagious Infestations or Infections:** Need prompt treatment to prevent the spread to others. If your child should come down with a contagious infection, other parents will be notified; names will be kept confidential. In these situations a doctor’s clearance note is required prior to your child’s return to camp.

Make sure you have a plan in place in case your child gets sick while at camp. If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the well-being and comfort of your child and the other campers and staff.

It is the parent’s responsibility to verify their child’s daily health is adequate before bringing him or her to camp. A child who shows signs of illness should be kept at home for the benefit of all. If your child is exposed to a communicable disease, you must notify the Program Supervisor immediately for the protection of the students and staff.

If your child will not attend camp due to an illness, please call the camp Cell Phone and leave a message for your child’s Site Supervisor. Please give your name, your child’s name (first and last) and the date(s) they will be absent.

If a child becomes ill or injured while on the site, their parent will be notified immediately. Staff will call the emergency contacts listed on your child’s emergency information form if staff is not able to reach a parent or guardian directly. In case of a severe injury or illness that may require care from a health care professional, program staff will first contact emergency services to provide immediate care for your child on-site or transport him or her to a local hospital.

In severe and unique cases, the Park District of Oak Park may request that a child take an intermission from participation, until a doctor’s release is provided stating that the child's condition is safe to return for both the participant and staff.

A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping your child off. Thank you for your cooperation in helping us to provide a safe and healthy environment for all participants!
COVID-19 Response

**Face Covering Guidelines** Based on the information that PDOP currently has (CDC, ACA, IPDH) it is our plan that campers will not be required to wear face coverings outdoors. Additionally, based on this information, children may or may not be required to wear face coverings indoors, depending on the activity and the ability to maintain a 6’ social distance. We will require children to wear a face covering at drop-off.

**If a child or counselor in their camp group is diagnosed with COVID-19.** Camps are designed with Illinois Department of Public Health (IDPH) and Center of Disease Control (CDC) guidance to minimize the risk of spreading COVID-19. Children and staff will be asked to wear face coverings when inside and unable to maintain a 6 foot distance from others. In the event a person in your child’s camp group is diagnosed with COVID-19, we will notify you so you can be alert for any symptoms your child may exhibit. The risk should be minimized with the structure of wearing face coverings and maintaining distance whenever possible. Please note that “close contact” is defined as being in contact with an infected individual within 6 feet for more than 15 minutes without a mask.

If a staff member or child is diagnosed with COVID-19, the interior of the camp location will be thoroughly cleaned and disinfected prior to anyone being able to utilize the space. The Park Districts has classrooms reserved with D97, should we need to temporarily relocate a camp group.

We ask that all families to keep your child home, if they exhibit any symptoms or have been exposed to someone outside of camp that has been diagnosed with COVID-19. We will continue to monitor the information from both IDPH as well as CDC, and will adjust our practices if necessary, based on information from these two organizations.

**Sign-In** Parents/Guardians will not be allowed in the facility. All parents/guardians must wear masks and participate in our drive through drop off (or walk up in drive through area). Additionally, parents/guardians should be prepared to answer health screening questions at drop-off.

**Sign-Out** Parents/Guardians must social distance in line outside of facility. Please have a photo ID ready, staff will asking to confirm individual is on designated pickup list. Upon sign-out, please wait outside the facility, staff will help participants gather belongings and lead them to their designated pick-up adult.
Dispensing Medication

If your child requires medication during the time they are in our care, please notify the Park District as soon as possible. Before any medication (prescription and non-prescription) may be given to the camp staff, a medication dispensing form must be completed; these are available through your child’s Site Supervisor or online at www.pdop.org/camps.

Both prescription and non-prescription medicines must be in their original container and clearly marked with the child’s first and last name, medication name, doctor’s name, dosage and other specific directions. Parents must bring medication directly to the Site Supervisor at the program location; please verbally review all instructions and any other special considerations with your child’s Site Supervisor at this time.

All medications will be kept with your child’s counselor in their safety backpack. Our staff is not authorized to directly administer any medications. If needed, a staff member will verbally assist your child with taking their medication.

Food Allergies

If a child has special dietary needs due to medication, allergies, illness, or special circumstances, you must note this in his/her emergency form. A list of food allergies will be posted in the Park District facility’s kitchen and in the binders of our camp staff, so our staff can ensure proper food distribution. If your child attends a camp where snacks provided and they can’t enjoy the snacks due to multiple food allergies or dietary restrictions, parents are welcome to provide snacks and a container specifically for your child. We are a nut restricted facility. Please do not send your child with peanut or tree nut products for lunch or snack.

Outdoor Play

Our camps are committed to providing recreational opportunities for children, both indoors and outside! We will go outside to enjoy the playground or play organized games when weather permits. If your child is not able to participate in outdoor activities for medical purposes, a doctor’s note is required. Our program is not equipped to provide one-on-one care.

Child Abuse Prevention

All Park District of Oak Park summer camp employees are Illinois Department of Children & Family Services Mandated Reporters. All employees have completed the DCFS online mandated reporter training.
Participant Code of Conduct

We want our camps to be a great experience for everyone involved. In order for this to happen, everyone needs to play a role in creating a positive and safe environment. The Park District and Camp Staff appreciate your cooperation and understanding of these rules:

- Showing respect to all participants, staff, equipment and facilities
- Behaving in a way that results in only appropriate, kind, and positive interactions with others
- Leaving any unnecessary items at home that may cause a distraction at the program, including toys, cell phones, electronics, or items that appear to look like weapons
- Refrain from causing bodily harm to self, other campers, or staff
- Take direction from staff
- Refrain from chewing gum

Consequences for not following the rules listed or any other rules developed for the specific camp locations will be shared with the participants. In order for this to be successful, the Park District asks for parents’ support in enforcing these guidelines.

Staff will address each incident with the participant (and parent if the situation requires) in a positive and fair manner meant to help teach participants how to make better choices. In instances where re-direction and a reminder of the rules is not effective, staff will follow the following discipline procedures:

- 1st infraction: Verbal Warning
- 2nd infraction: Time-Out/loss of privilege, parent notification
- 3rd infraction: Behavior Management Report filled out (signed by parent & camper)*
- 4th infraction: Suspension or dismissal from all Park District Camps

*Behavior management reports may be completed for the following:
- Fighting, teasing, or using inappropriate language toward other campers
- Damaging property or equipment
- Damaging property of other campers
- Disrespecting or disobeying Camp or Park District Staff
- Leaving designated group or grounds without permission
- Stealing
- Gang Association (participant will be dismissed from the program)

The Program Supervisor, Camp Coordinator, and Site Supervisor will interpret these rules. A child may advance through the levels of the Discipline Procedures, or may jump to a higher level dependent upon the severity of the behavior. Special needs of children will be taken into account when evaluating child’s behavior.

The Park District reserves the right to dismiss a participant whose behavior endangers the well-being of themselves or the program and no refunds are issued in these circumstances.

Behavior Contracts
In certain situations, when deemed appropriate by the Park District staff, the camper and his parent will be asked to agree to and sign a behavior contract. This contract will clearly lay out our behavior expectations and guidelines in an effort to make our camps a positive experience for all of our participants.
Parent Conferences

If a student consistently displays unacceptable behavior during camp, parents may be asked to attend a conference with the Site Supervisor, Camp Coordinator, and/or the Program Supervisor. Parents may also request a conference to discuss concerns or poor behavior. Please feel free to ask questions at any time.

We believe that open communication between parents and staff is essential to your child's success and happiness.

Inclusion

The Park District of Oak Park (PDOP) and West Suburban Special Recreation Association (WSSRA) work together to provide support to children who enroll in PDOP programs and who have a disability. If you think your child may need additional support, due to disability, please keep reading to become familiar with the PDOP Inclusion process.

1. At the time of registration, please note the request for additional support
   a. If you register with the paper form, look for the box that says: "In accordance with the Americans with Disabilities Act, describe any accommodation needed for your enjoyment of the programs above:"
   b. If you use the PDOP’s online registration system, please make a note of your request in the “comments” section at checkout.
2. PDOP has worked with WSSRA to provide additional training to our staff to support participants with special needs.

Who is eligible for Inclusion Services?
Any individual who has a disability and registers for a Park District of Oak Park program.