



PARENT HANDBOOK 2023

Camp Location and Hours

Adler Day Camp is located at Adler Park

1500 North Milwaukee Ave, Libertyville IL.

Monday - Friday

Before Camp: 7:00 a.m. - 9:00 a.m.

Full Day Camp: 9:00 a.m. - 3:30 p.m.

Monday, June 12 – Friday, August 11

Half-Day Camp: 12:00 p.m. – 3:30 p.m. (Monday – Thursday)

9:00 a.m. - 3:30 p.m. (Fridays)

After Camp: 3:30 p.m. - 5:30 p.m.

Important Phone Numbers

Adler Day Camp Office: 847-680-5267

Call # above for daily camp questions

(Early pick up, late pick up, camper absent)

Recreation Department Office – 847-918-7275

Julie O’Toole Office: 847-247-7651

Email: jludwig@libertyville.com

Mission Statement

The mission of the Libertyville Recreation Department is to supply and promote exceptional parks, facilities, programs, and services that provide personal, social, environmental, and economic benefits to all Libertyville residents.

Contact Information/Parent Agreement/Medication Form

The Contact Information/Parent Agreement must be completed in full, signed, and on file with Adler Day Camp before your child will be allowed to attend camp. Please notify us of any changes, especially daytime phone numbers in case of an emergency involving your child. If you are going to be away from your place of work for the day, please leave a phone number where you can be reached in case you are needed for a medical emergency. If medication is to be given during program hours, a separate Dispense Medication Form must be completed and returned along with medication to the Camp Office.

CAMPER INFORMATION CARD

One card filled out per camper for the summer with a recent picture placed on left side. Cards will be handed out every Monday. Cards must be turned in on Tuesday.

Registration

Weekly registration deadline is 11:59 p.m. on the Thursday before the start of the new week, must register camper in the grade they are entering in the fall 2023. \$25 late fee will take effect 12:00 a.m. Fridays. No phone registration, you can visit the Econnect registration system at <https://apm.activecommunities.com/libertyvilleconnect/Home> , email form to: jludwig@libertyville.com , or stop by Recreation Office's at 870 Country Club Drive (small brown building next to the Riverside Tennis Courts)

What to Bring

Campers should bring the following each day:

A BIG SACK LUNCH (non-refrigerated)

A BACKPACK or BAG TO CARRY

A WATER BOTTLE

SWIMSUIT

A TOWEL

SUNSCREEN (Spray can if possible)

BUG REPELLENT

PLEASE PUT YOUR CHILD'S NAME ON EVERYTHING

Bring a pair of old shoes/water shoes for water play.

For the younger camper send an extra set of clothes for emergency.

Swimming/ Swimming Information Sheet

All campers are required to have the Swimming Information Sheet filed with the camp office before the camper can go swimming at Adler Pool. For the safety of all campers please evaluate your child's swimming ability. All Grade 1 – 8 will go to the swimming pool. Kindergarten Camp will not go to the swimming pool but will have water play at camp. All of Grade 1 campers regardless of swimming ability will be considered Swimmer of limited ability and have a red wristband unless their boxes are checked as Non- Swimmer or DO NOT want my child to participate in Swimming, then they will stay back at camp and not go to Adler Pool.

Slides will ONLY be available to campers 48 inches tall and NO swim test will be given if they are under the height requirement. Diving well and Drop Slide Pools are NOT available for campers.

Full Day Camp (Grade 1 – 8) will swim at Adler Pool on Tuesday, Wednesday, and Thursday (10:00 a.m. -10:45 a.m.)

Half Day Camp will NOT go swim at Adler Pool.

HEALTH POLICIES

We will follow the CDC COVID-19 guidelines. Parents will be asked to complete the Contact Information Parent Agreement form. This form will ask about any allergies your child may have, as well as if your child will need to be given medication during program hours (this includes an inhaler).

If medication is to be given during program hours, a separate Dispense Medication Form must be completed.

It is the responsibility of each parent to ensure that a child is fever-free and not exhibiting any COVID-19 symptoms or any illness before dropping off their child to Summer Camp. If a child is not feeling well, do not bring them to this program. Children who have been out due to illness (not COVID-19) may only return when they are 24-hour symptom free after taking an antibiotic, 24-hours after the last occurrence of diarrhea or vomiting, when fever free for 24-hours without the use of fever reducing medication, or with a note from their doctor stating that it is safe for them to participate in the program. If a child displays signs of illness during Summer Camp, they will be isolated from others and a parent or authorized pick up must come within 30 minutes.

Parents should report any diagnosed case of a communicable disease such as COVID-19, strep throat, ringworm, pinkeye, lice, etc. to Camp Supervisor. If a child is diagnosed with a communicable disease, the child is not allowed to attend Summer Camp for any reason without a doctor's note stating that it is safe for them to do so, or they have completed their quarantine period.

Dress Code

Please send your child in appropriate clothing for active play outdoors. Cotton shorts/shirts are best.

SOCKS AND TENNIS SHOES ARE A MUST

No open-toed or heeled shoes (i.e., sandals, jellies) are to be worn by campers.

Parent Involvement

Parent participation and observation is encouraged. Parents who have a child enrolled in the program may visit anytime during the hours of operation. Parents with special talents, skills, or experiences are encouraged to share with the children.

PARENTS ARE ALWAYS WELCOMED AT ADLER DAY CAMP

Parent / Staff Communication

Constant communication between parents and staff is crucial for the individual needs of the parent and child. A Head Counselor will be assigned to each group for the entire 9 weeks of camp. Emails will be sent out weekly on Friday with the weekly newsletter sharing all the fun activities during that week. A separate email will be sent on Fridays to welcome families to the next week of camp!

Adler Day Camp webpage <https://www.libertyvillerecreation.com> under Programs

ALL Forms, handbook, newsletters, calendar, evaluation etc. will be posted on the webpage for your convenience and to help Adler Day Camp GO GREEN!

Drop Off / Pick Up

If your child will not be attending as scheduled, or will be coming in late, **please call camp by 8:30 a.m. 847-680-5267.** The person dropping off or picking up must be at least 18 years of age. If someone other than a parent or guardian picks up a child, written permission must be given to a staff person before the child will be released. The camp staff should be notified of any early pick-ups prior to 3:30 p.m. This will ensure your child is at the pick-up location on time.

Drop off will be drive thru/curbside. Parent/Guardians will sign each day at drop off that they have assessed their child and that the child is not showing signs of illness. Parents will remain in their vehicle. A staff member will come to your vehicle, at that time the child(ren) may exit the vehicle and walk with a staff member to join their camp group.

Pick-up will be a drive thru; staff will approach your vehicle and ask for names of child(ren) you are picking up. Please remain in your vehicle, if you need to step out of vehicle to help your child, we ask that you wear a face covering when doing so.

LATE FEES

There will be a \$25 late registration fee starting at 12:00 a.m. Fridays for anyone that registers late.

There is a \$10 fee assessed for 15 minutes after the designated pick up each time a parent is late.

This will apply after 3:30 p.m. for Day Camp and after 5:30 p.m. for Extended Camp.

This fee is payable immediately upon the parent's arrival that evening.

What if my Child is Injured

If your child is injured, the staff will take the necessary steps to obtain emergency medical care. One staff will administer emergency first aid, while another staff member attempts to contact a parent or guardian listed on the

Contact Information/Parent Agreement Form.

If we cannot contact the parent or guardian, the following guidelines will apply:

Staff will call 911 and the child will be taken to the emergency room at Advocate Condell Hospital (Libertyville) unless otherwise stated on the Parent Contact form.

Behavior Guidance

Adler Day Camp promotes a positive approach to managing the behavior of all children.

The two primary goals for discipline include:

1. Staff strives to find a solution to the situation.
2. Staff attempts to help the child process feelings, recognize consequences, explore alternative solutions and outcomes and develop internal self-control.

Photographs and Videos

By registering for a program or class, participating in an activity, attending an event, or using Village facilities or properties, you authorize the Village of Libertyville Recreation Department to use photos and video footage for promotion. All footage is property of the Village of Libertyville. Media will be used without granting compensation, prior notice, or permission. Local media/newspapers may also visit our camps to take pictures or write a story.

On-site Entertainment/ Special Events

On-site entertainment programs this summer and special events are all on the 2023 Summer calendar.

Monday, June 12 – First Day of Camp

Friday, June 16 – Kona Ice

Wednesday, June 21 – Harris Kal Production

Weeks of June 26 and July 3 – Bernie's Book Drive

Friday, June 30 – Puppet Show

Tuesday, July 4 – NO CAMP

Wednesday, July 5 – Reptile Show

Wednesday, July 12 – TYE DYE

Thursday, July 13 – TYE DYE

Thursday, July 20 – FOAM PARTY

July 24-28 – Soccer Tournament Week

Friday, July 28 – Kona Ice/ World Cup Champion Game

Friday, August 4 – Adler Idol

Wednesday, August 9 – T-Rexplorers

Friday, August 11 – Last day of Camp