

Summer Day Camp



Parent Guide Manual 2021

Summer Day Camp 2021

Welcome to the Park District of Forest Park Summer Day Camp Program. We are happy that you chose our program for your child this summer. The following information will help answer any questions you may have regarding Summer Day Camp. If at any time you have any questions, please do not hesitate to call the Day Camp Staff or Danette Krajewski, Recreation Supervisor.

Park District of Forest Park Summer Day Camp Goals

1. Each participant receives meaningful, enjoyable and satisfying leisure time activities in a camp atmosphere.
2. Each participant learns how to work and play as a member of a group without sacrificing individuality.
3. Each participant enhances personal growth, emphasizing confidence-building, high self-esteem, and acceptance within a group, independence and resourcefulness.
4. Each participant develops healthy habits, a sense of fair play and respect for equipment and property.
5. Each participant develops an appreciation for the environment.

IMPORTANT SUMMER DAY CAMP INFORMATION

SESSIONS

There will be 10 regular sessions of summer camp, each 1 week long. The dates for each will be as follow:

Session Dates

- Session 1: June 7 - June 11
- Session 2: June 14 - June 18
- Session 3: June 21 - June 25
- Session 4: June 28 - July 2
- Session 5: July 6 - July 9 (no camp July 5)
- Session 6: July 12 - July 16
- Session 7: July 19 - July 23
- Session 8: July 26 - July 30
- Session 9: Aug 2 - Aug 6
- Session 10: Aug 9 - Aug 13

Regular Day Camp Hours are 7:30am-6:00pm. \$140Resident/\$220 Non-resident

FIELD TRIPS 2021

Field trips are still being determined for our 2021 camps.

PHONE NUMBERS TO KNOW

Day Camp/Ryan Vilanova	(708) 771-7381
Administrative Office	(708) 366-7500
Danette Krajewski	(708) 366-7500 ext. 113

PAYMENT

Payment is due at the time of initial registration. Camp fees are NOT prorated. No refunds or credits will be issued for missed days.

REGISTRATION DEADLINES

All registrations will be processed at the Park District's Administrative Office. All children, both new and returning families, must be fully registered by the Friday before **each** session begins. To be considered fully registered, all paperwork must be complete and fees must be paid in full. A \$10.00 administrative fee will be charged to anyone wishing to complete registration after the deadline.

EMERGENCY FORMS

Each participant must have an emergency form on file with the Summer Day Camp Director. A form is attached to this guide. *This form must be completed at the time of registration.*

If there is ever a change that needs to be made to your child's emergency information, please let us know immediately. It is important that this information be as current as possible.

RETURNED CHECKS

There will be a \$25.00 charge for any returned checks. After **TWO** returned checks, your check writing privileges with the Park District will be revoked.

ATTENDANCE

If your child will not be attending camp, we would appreciate a call at 708-771-7381. Please leave a message on our voicemail if you call before or after hours. No refunds will be given for missed days or vacation.

CAMPER RELEASE FORM

In the back of this guide, you will find a form that you must fill out regarding who is authorized to pick up your child from camp. Please list ALL names and phone numbers on the lines provided. If the information you provide to us changes please notify us in writing immediately. **Your child will not be released to anyone whose name is not included on the form (parents excluded) and identification will be required.** Also if there is anyone who IS NOT permitted to pick up your child please

list them on this form and label it clearly. This form must be completed at the time of registration.

DROP OFF AND PICK UP

Summer Day Camp will be held at the Day Camp Building (Building 4), located behind the tennis courts. The Day Camp staff is on duty approximately 5 minutes before the start of camp. Please do not drop off your child any earlier. Each child must be signed in by a parent when he/she arrives at camp. At the end of camp children will not be released to anyone but their parents unless we have received a phone call or note from the parent. The only other people who will be allowed to pick up campers are those people listed on the "Camper Release Form" provided in this guide. Please do not be offended if the staff asks for identification; they are only looking out for your child's safety. Parents must sign their child out at the end of the day.

A late fee of \$1.00 for every minute will be charged if you are late in picking up your child. If you know you are going to be late, please call us at Day Camp to let us know. Excessive late pick-ups may be the cause for your child's dismissal from Summer Day Camp.

In the interest of the safety of our children, we must ask that parents observe the traffic signs posted in the Park when dropping off and picking up children. Please **do not enter the Park from Hannah Avenue**; Sansone Drive is a **one-way** street exiting the Park. Also please note that stop signs are posted both on Ken Stange Drive and Sansone Drive. Failure to observe posted signs may result in you being ticketed.

MAILBOXES

Each family will have a "mailbox" where staff will place written communications for parents. The mailboxes are actually hanging file folders and will be arranged alphabetically by campers' last names. Mailboxes will be located on the counter next to the sign-out. *Please be sure to check your mailbox daily for important messages and announcements.*

HEALTH

If your child is sick please do not send them to camp. In the case of any communicable disease (Chicken Pox, Lice, etc.) please contact the Camp Director immediately for the health and safety of others. We will notify all parents of any communicable diseases.

MEDICATION

If your child is on medication, it is preferable that doses be taken before and/or after camp; however, we realize that this is not always possible. If your child requires medication while at Camp, the Park District adheres to a specific policy and a form

authorizing the dispensing of medication is **required**. Please ask the Summer Day Camp Director for this form or request it from the office staff when registering. Absolutely no medication, including over-the-counter medications, is allowed at Day Camp unless the required paperwork is submitted.

SPECIAL NEEDS

The Park District of Forest Park Summer Day Camp will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. The Park District of Forest Park Summer Day Camp will make reasonable accommodations to enable participation by any individual with a disability who meets the essential eligibility requirement for Summer Day Camp. If your child will require any special accommodations, notify us at the time of registration or contact Danette Krajewski, Recreation Supervisor at least two weeks before the session begins so that special arrangements can be made.

DISCIPLINE

In order to provide a safe and fun Summer Day Camp for your child, certain rules have been established. On the first day of camp, campers learn the rules and are responsible for following them. Summer Day Camp will also follow the Positive Behavior Interventions & Support System in conjunction with the Forest Park Public School District 91, the Community Center, The Forest Park Public Library, The Forest Park Police Department and the Village of Forest Park. This program supports positive behavior and consists of several levels to encourage and teach appropriate and positive behavior in your child's environment.

If a child is disruptive to the camp, however, a warning and a time-out will be given. Parents will be notified of any behavior problems in person or by phone. A Behavior Code of Conduct and an example "Behavior Report" form are attached to this guide. Please be aware that the issuance of five "Behavior Reports" will result in your child's dismissal from camp *without refund*.

WHAT TO BRING

Please bring these items to camp every day and put your child's name on all of their belongings.

- Bagged lunch (unless participating in our lunch program)
- Daily snack
- Spray on sunscreen
- Water bottle
- A smile 😊

Unless otherwise noted, campers should bring lunch. If your child is not enrolled in the free lunch program, he/she must bring a non-perishable lunch every day. If your child is enrolled in swim lessons or plans to go to free swim from 12:30 pm -3:00 pm,

he/she should also bring a swimsuit, towel, and sunscreen with them on a daily basis.

Please see field trip permission slips, session schedules and other notes for additional items which may need to be brought on certain days. Please have your child dress appropriately for an active day. This is day camp, children are supposed to get dirty.

All belongings that are brought to camp must fit in a bag.

PERSONAL BELONGINGS

Children will be assigned an area in which to keep their belongings. **Please label all your campers belongings.** Each Day Camper is provided with a Day Camp bag and we ask that you pack your child's belongings accordingly. Their belongings for the day must fit in this bag. Because space is at a premium, we ask that you do not send big, bulky backpacks with your child. Remember, the only things your child really needs to bring are swimming supplies and a lunch, if needed. Games and toys from home are not necessary. In fact, we prefer that you leave them at home so they do not get lost or broken. **The Park District of Forest Park will not accept responsibility for lost or damaged personal items.**

WHAT NOT TO BRING

- Cell phones: Camp is a place for developing independence, social interaction and play. Cell phones directly interfere with these goals, if we see a cell phone out we will confiscate it until the parent picks it up.
- Game-boys, iPods, etc.
- Expensive toys or other items of value
- Any unauthorized medications: all medicine, including over-the-counter medications, must be registered with camp administrative staff. This will ensure that your child receives proper dosages at correct times. Please be sure to complete a Medication Dispensing Information form and ask for a copy of the Park District's Dispensing of Medication Procedures. These forms are available through the Administration Office or you may request them from Day Camp staff.

LUNCH

The Park District participates in a free lunch program through the State of Illinois. We will be providing healthy lunches with milk as a beverage to those who elect to participate in the program. If you sign your child up for this program, please be aware that they will be served lunch every day even if they have brought their own. If you decide not to participate in this program your child must bring lunch every day. Due to lack of space, lunches from home cannot be refrigerated. If you will be providing lunch for your child, please be sure to include a beverage and please make sure the lunch is labeled with your child's name. **Due to the recent number of participants that are severely allergic to peanut products we ask that you please refrain from sending children to camp with food containing peanut products.**

****Civil Rights Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or

3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

SOMETHING TO LOOK FOR

At the beginning of each session a schedule will be sent home with your child. The schedule will inform parents of upcoming events such as field trips or special events, as well as, the activities planned for the following week. Please pay special attention to the schedules, as they will make you aware of any extra things your child may need to bring to camp on certain days.

SWIMMING LESSONS

All campers who register for swimming lessons will attend swimming lessons each morning for the first two weeks of the session. Please be sure your child is prepared with a swimsuit and towel daily for their lessons. We also highly recommend that they bring spray sunscreen. Staff will be available to assist children in putting on sunscreen. If there is a day you would not like your child to participate in swim lessons, please write a note to their group counselors that morning so it can be put

on file.

PLEASE NOTE: We will not attend swim lessons on rainy or cold (69° or below) days.

SUN AND WATER SAFETY

Please apply sunscreen to your child prior to their arrival at camp. Encourage your child to continue applying sunscreen throughout the camp day. We will monitor sunscreen application at regular intervals throughout the day. If your child has a tendency to get sunburns, let the staff know and be sure to send any special sunscreen your child may need.

Campers will swim regularly at the Park's pool and may take field trips to other water parks. All swimming will occur with lifeguards present for the duration of the swim period. Additionally, we provide camp staff to monitor swimming areas during swim time.

SAFETY POLICY

Our policies have been created in the best interests of all children enrolled in camp programs. Although all active recreational programs carry an inherent risk, adherence to the following rules by staff, parents and children alike will provide the safest environment for your child;

- Campers will be supervised at all times.
- Campers will be escorted to and from camp each day by a parent or authorized adult.
- Telephones are for adult use only. Campers may only use phones under supervision and with permission of an adult.
- All staff are trained in emergency and evacuation procedures.
- All staff are trained in emergency first aid and CPR procedures.
- Reports are completed for any accident or incident occurring during camp hours. Parents will be asked to sign or initial these forms at pick-up. If an accident or incident requires immediate attention, parents will be contacted at the time of the incident.
- Our camps are frequently guests in public places. In addition to park rules, we must abide by all rules and policies established by the organization we are visiting.
- Staff members are required by law to notify camp administration of suspected child abuse or neglect.

LIBRARY PARTNERSHIP

The Park District of Forest Park and the Forest Park Library have partnered up this summer to provide additional programming for our Summer Day Camp participants.

IMPORTANT INFORMATION ABOUT GROUPS & COUNSELORS

Prior to the start of each session, The Day Camp children will be divided into groups based on their age and grade they will enter in school in August. Each group will have approximately 20 children and 2 counselors. The purpose of these groups is to provide children with the best possible Day Camp experience by keeping them with other children their own age. It is important for your child to cooperate with their counselors and fellow campers at all times. Please discuss this with your child prior to the start of camp.

Since the group counselors will be responsible for the campers in their group, we ask that you speak with them directly regarding any special arrangements, sunscreen instructions, etc. If there is an emergency or a problem with a counselor, please contact Ryan Vilanova, Day Camp Director or Danette Krajewski, Recreation Supervisor immediately.

CONTRACT

On the last page of this manual is a contract which should be signed by both you and your child after you have read this guide. The contract states that you have read and understand all of the material in the Parent's Guide and have explained to your child any rules they need to know.

Thank you for taking the time to read this guide. We provide this information to help ensure that your child has an enjoyable summer experience full of wonderful memories.

EPACT

The Park District is working with ePACTNetwork to enhance participant safety in our programs. ePACT will eventually replace paper forms, making it easier for you to share critical information with us, ensuring you can update information at anytime @epactnetwork.com. Once your camper is registered you will receive an email asking you to create an account and update your information.

Due to Covid-19 these are a few changes we have made for the safety of our campers and staff.

1. All campers must bring two masks to camp. Masks will be worn indoors and when transitioning during outdoor activities.
2. Camp Hours are: 7:30am – 6:00pm
3. Please label any belongings, everything left behind not labeled will have to be disposed of.
4. Snacks and lunches should also be in a disposable container and should be free of nuts.
5. Sunscreen should be applied before you bring your child to camp, if you would like us to reapply throughout the day send labeled SPRAY ON sunscreen.
6. You will receive an email asking you to update or create an ePACT account. This information is for emergency purposes. If you have not completed and submitted this information your child will not be allowed to attend camp until this has been done.
7. We will have a drive-thru pick up/drop off. Located in the Roos parking lot on Hannah. Please stay in your car, a camp staff will come to you. For pick-up please have your ID ready.
8. The drop-off will include a “symptom checker”. Campers who are experiencing any symptoms listed on the checklist will not be allowed to attend camp.

Thank you for registering we are looking forward to seeing you on June 7, 2021

If you have any additions questions please email:

daycampreg@pdofp.org

or call (708) 366-7500 x113

**THE BEHAVIOR CODE OF CONDUCT
PARK DISTRICT OF FOREST PARK
KAMP KIDDIE/DAY CAMP/FUNCAMP PROGRAM**

In keeping with our program goals, we encourage fun for all of our participants however, certain rules are necessary to ensure everyone's safety and enjoyment. For this reason the Park District's Kamp Kiddie/Day Camp/FunCamp programs have adopted the following rules and procedures.

BEHAVIOR

Participants are expected to exhibit appropriate behavior at all times.

RULES

- 1.) Show respect to all participants and staff.
- 2.) Refrain from using foul language.
- 3.) Refrain from causing bodily harm.
- 4.) Show respect to equipment, supplies and facilities.
- 5.) Think safety first and follow instructions.
- 6.) Physical violence will not be tolerated.
- 7.) Ball playing will not be permitted indoors.
- 8.) Running will not be permitted indoors.
- 9.) Children will stay in front of the counter at all times unless instructed otherwise by a staff member.

DISCIPLINE

A caring positive approach will be used regarding discipline. Park District of Forest Park staff will review rules and explain consequences at the beginning of each new program. Each situation that arises will be evaluated on its own merit.

PROCEDURES

- 1) If there is a conflict between two campers, neither one should resort to physical violence, but if one does, the other is to report it to a counselor immediately, they should never fight back. Once it is reported, the counselor will handle the situation; campers should not take these matters into their own hands. If the second camper does resort to physical violence rather than report the situation to a counselor, he/she will suffer the same consequences as the instigator, which will more often than not be a behavior report.
- 2) Time-outs are generally 5 minutes*, not 2-5 minutes.
- 3) After 3 time-outs in one day, or a seriously inappropriate action has been made by a child, a Behavior Report will be written up which will be given to the parent to be signed immediately. The parent may request a copy of the Behavior Report if desired and will receive it the following day.

PLEASE NOTE: If there is an extreme behavior problem (ex: physical violence or excessive disruptive behavior), parents will be contacted by the Kamp Kiddie/DayCamp/FunCamp/Teen Camp staff or Recreation Supervisor and will be required to pick up their child from camp immediately. **The Park District reserves the right to dismiss a participant whose behavior endangers his/her own safety or the safety of others.**

- 4) After the child's 4th behavior report his/her parents will be contacted by the full-time program supervisor.
- 5) FIVE behavior reports are grounds for dismissal from Kamp Kiddie/DayCamp/FunCamp
NO EXCEPTIONS will be made

Park District of Forest Park
Behavior Report
Remote Learning Camp

Participant's Name: _____

Offense Level

Please check those that apply:

- Defiance of authority
- Disrespectful/abusive language
- Hitting, rough or physical abuse
- Throwing objects
- Continuous disruptive behavior
- Other: _____

Description of Incident:

Completed by: _____ (Staff) Date: _____

Parent Signature: _____ Date: _____

Park District of Forest Park Summer Day Camp

Summer School Pick-up/Drop-off Request

If your child will need transportation to and/or from summer school please fill out this form. Transportation will be provided to and from School District #91 Forest Park Public Schools only.

CHILD'S NAME:

WILL YOUR CHILD NEED TO BE DROPPED OFF AND PICKED UP?

_____ DROPPED OFF Time: _____

_____ PICKED UP Time: _____

PLEASE NOTE: When one becomes available to you, please provide a schedule/calendar of days in session to the Day Camp Director

**Park District of Forest Park
2021 Summer Day Camp
Information and Emergency Form**

***Please attach a
recent photo of your
child***

Please PRINT all information NEATLY.

Camper's Name (first and last): _____

Address: _____

Birth Date: ___/___/___ Age: ___ Home Phone: (___) _____

Grade in School as of Aug. 2021: _____

Mother's Name: _____ Mother's Work Phone: _____

Mother's Cell Phone: _____ Mother's E-mail address: _____

Father's Name: _____ Father's Work Phone: _____

Father's Cell Phone: _____ Father's E-Mail address: _____

Alternate phone or pager: (___) _____ To whom does this
belong? _____

DOES YOUR CHILD HAVE ANY MEDICAL OR PHYSICAL DISABILITIES? Yes ___ No ___

If yes, please explain:

Allergies: _____

Medication: _____

(Medication WILL NOT be administered by the staff, but it can be held in a safe place and given to the child to be taken by themselves. A "Medication Dispensing" Form must be completed for any child who needs to take medication while participating in a Park District program. Please ask the registration clerk for the form and copy of procedures.)

EMERGENCY CONTACT IF THE PARENTS CANNOT BE REACHED:

Name: _____ Relation: _____

Address: _____ Phone: (___) _____

I hereby authorize the Park District Staff to arrange for medical care for my child, _____

_____. My child also has permission to go on short walks off the premises and field trips during Camp sessions. I understand that he/she will be supervised and safety rules will be enforced.

Parent Signature

Date

PLEASE BE SURE TO UPDATE ANY INFORMATION PROVIDED ON THIS FORM AS SOON AS IT CHANGES. IT IS VERY IMPORTANT THAT OUR RECORDS ARE AS CURRENT AS POSSIBLE IN CASE OF EMERGENCY. *This form must be completed at the time of registration.

Park District of Forest Park Camper Release Form

My child _____ may be picked up from The Park District of Forest Park Day Camp program by the following people if I am unable to pick him/her up.

Please print each person's name, phone number and relationship to the child.

1. Name: _____ Phone #: _____

Relationship to child: _____

2. Name: _____ Phone #: _____

Relationship to child: _____

3. Name: _____ Phone #: _____

Relationship to child: _____

4. Name: _____ Phone #: _____

Relationship to child: _____

DO NOT RELEASE MY CHILD TO THE FOLLOWING INDIVIDUALS:

1. _____

2. _____

Parent's signature

Date

PARK DISTRICT OF FOREST PARK
KAMP KIDDIE /DAY CAMP/FUNCAMP/ CONTRACT

I _____ have read and understand all of the information presented to me in the Kamp Kiddie /Day Camp/FunCamp Parent's Guide. I have also gone over it with my child _____ and he/she fully understands it as well. In addition, we will accept all consequences that may result from behavior problems or other problems encountered at Kamp Kiddie/Day Camp/FunCamp.

Parent/Guardian Signature

Parent/Guardian Signature

Child's Signature

Date

**Park District of Forest Park Kamp Kiddie and Summer Day Camp Unplugged
Field Trip Permission Slip 2021**

**All field trips will be chaperoned by the Park District of Forest Park Staff.
Transportation will be by walking, Park District vehicles or by chartered bus.**

My child _____ has my permission to go to the designated field trip(s) scheduled and on trips to the Forest Park Library with the Park District of Forest Park Kamp Kiddie/Summer Day Camp.

Per the Day Camp and Kamp Kiddie Parent Manuals, the trips are **mandatory** and are included in the cost of camp; however, a separate waiver must be signed for children to go on the trips. All children and staff will attend all field trips. No refunds will be given for missed field trips.

Important Information

The Park District of Forest Park is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District of Forest Park continually strives to reduce risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for the above-listed programs/activities must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs. You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is disabled in any way, or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational programs/activities are intended to challenge and engage the physical, mental, and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational program/activity. Understandably, not all hazards are dangers and injuries due to inclement weather, slipping, falling, poor skills level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating and all other circumstances inherent to indoor and outdoor recreational programs/activities exist. In this regard, it must be recognized that it is impossible for the Park District of Forest Park to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in registering yourself or your minor child/ward for participation in the above-identified programs/activities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with said programs/activities (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damage or loss, regardless of severity, that my minor child/ward of I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me and my child/ward) as a result of participating in these programs/activities against the Park District of Forest Park, including its officials, agents, volunteers and employees (herein collectively referred to as "Park District of Forest Park")

I do hereby fully release and forever discharge the Park District of Forest Park from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my child/ward and arising out of, connected with, or in any way associated with these programs/activities.

I have read and fully understand the above Important Information, Warning of Risk, and Waiver and Release of All Claims. If registering on-line or by facsimile, signature shall substitute for and have the same legal effect as an original signature. Participation will be denied if the signature of adult participant or parent/guardian and date are not on this waiver.

Participant or Parent/Guardian Signature

Date

**Park District of Forest Park
Day Camp Automatic Payment Plan**

The Park District is offering an Auto Pay Plan to allow for weekly processing of Day camp fees with a debit or credit card.

- Participants must complete registration form committing to sessions in which participation is desired, as well as all other required paperwork. First week must be paid at registration.
- Participants must provide **complete** debit or credit card information for weekly processing as well as a phone number and email address for payer contact if required.
- Weekly payment will be processed each **Friday** for the following week.
- Receipts will be provided to parents on Fridays. Parents will be notified of any declined transactions and must make alternate payment by cash, credit card or debit card on Friday. Payments made after Friday will be assessed a \$15.00 late fee.

- *In order to change credit/debit cards, parents must complete a new debit/credit card information form.*
- ***Any changes to original registration (cancellation of week, transfer from one week to another, etc.) must be provided in writing and will be subject to availability. Changes and cancellations will be assessed a \$35.00 fee for each occurrence if made after May 15, 2021.***
- Any charged-back transactions will be subject to a \$25.00 returned check fee.
- Only swim lesson fees may be incorporated into the Day Camp AutoPay Program. No other programs are eligible for the Auto Pay Program.
- Any late pick-up fees must be paid in cash when due at pick-up and will not be included in the payment plan.
- Second and third child discounts will apply and will be reflected in total fees charged.

If you wish to participate in the Auto Pay Program, please provide **all** information below and attach this form to your registration.

Participant Name(s): _____

Name on Debit/Credit Card: _____

Address, City & Zip Code (for card statement): _____

Phone: _____ Email Address: _____

___Discover ___Visa ___Master Card ___AmEx Expiration Date: _____ V-code: _____

CardNumber: _____

I authorize the Park District of Forest Park to process weekly transactions in payment of Day camp fees for sessions as indicated on the attached registration. I understand that transactions will be processed on Thursday of each week for the following week. I agree that I will be responsible for all sessions indicated on registration regardless of attendance. I understand and agree to the above listed terms and conditions.

Cardholder's Signature: _____

PARK DISTRICT OF FOREST PARK
SUMMER CAMP *FREE* LUNCH PROGRAM

The Park District is now offering a free lunch program through the State of Illinois. We will be providing healthy lunches with milk as a beverage to those who elect to participate in the program. If you sign your child up for this program, please be aware that they will be served lunch every day even if they have brought their own.

Please complete the form below indicating whether or not your child will participate.

Child's
name _____

_____ YES, I would like my child to participate in the free lunch program.

_____ NO, my child will not participate in the free lunch program. I understand that I will need to send a non-perishable lunch with a beverage to camp with my child each day (except for the end-of-session pool party) and that there is no refrigeration available for home-provided lunches.

Parent Signature _____

Date: _____

This election will remain in effect for each session of DayCamp unless a new form is completed to change it.