

SUMMER ADVENTURE CAMP



CAMP MANUAL

Welcome to Summer Adventure Camp at Rush Copley Healthplex!

We are excited to share some of the weekly themes, activities and games we have planned for your child/ren to enjoy a safe and healthy camp experience. Campers will get a chance to learn some new skills, stay active, get outside, be creative and meet new friends. In this manual, you will find information you need prior to the start of camp, including our camp health guidelines, registration information, behavior guidelines and basic information. Reading this information is a requirement to complete our Camper Profile Packet. If you have any questions, please contact me at (630) 692-5739.

We look forward to meeting you and your camper.

Sincerely,

Jemma Weisler,

Childcare Supervisor

(630) 692-5739 • Jemma_Weisler@rush.edu



Rush Copley Healthplex Fitness Center

Summer Camp Health Guidelines

GENERAL HEALTH

- Campers should not attend if they are showing signs of illness, such as fevers, sore throats, coughing.
- Campers should be fever free for 24 hours before returning to camp. If at any time during the camp day a camper shows signs of illness, parents will be contacted.
- Frequent hand washing will be practiced throughout the day.

DISINFECTING/CLEANING PROCEDURES

- Cleaning and disinfecting of all areas will be done after areas have been used.
- Hand sanitizer will be available to participants as well as camp designated restrooms for hand washing.
- Camper's personal belongings (backpacks) will be placed in designated camp group areas.

STAFFING AND ATTENDANCE

- Our camp counselor to camper ratios are 1:10.



About the Camp

Rush Copley Healthplex camps foster the physical, emotional and social well-being of our participants. We promote achievement, character building, experiential learning, and independence that lead to lifelong, healthy living through all of our programming. We provide learning and skill development through engaging and structured activities that look and feel like play experiences. Rush Copley Healthplex camps give campers skills that will last a lifetime.

Camp Staff

Rush Copley Healthplex Summer Camp staff are trained in activity planning, principles of supervision, behavior management, CPR/First Aid, water safety and rock climbing.

Registration Policy

Our goal is to accommodate as many families as possible. Rush Copley Healthplex reserves the right to adjust camp location based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program. Special needs accommodations can be made to assist your child, depending on current program staffing and dynamics. Please notify us as soon as possible to secure the appropriate accommodations.

All registrations must be completed, submitted and paid in full prior to sign in. Staff may ask for proof of payment and completed Camper Profile Packet. A 48-hour notice is required for Before and/or After Care.

Summer Camp Registration:

- Day of registration will not be accepted. The cut off to sign up for a camp week is on the Friday prior by noon if spots are available.

Registration Procedure

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status/balance dues and Rush Copley Healthplex's ability to meet any special needs the participant may have.

To register for camp, please register online at **rhealthplex.com** or call the main desk at (630) 978-6280.

Payment will be taken at time of registration. The Camper Profile Packet and any other forms will be emailed to you once your child is registered. **Forms are available online at rhealthplex.com.** If you have any problems registering for summer camp, please call Jemma Weisler at (630) 692-5739.

Nonmember Camp Enrollment Guidelines

Use of Rush Copley Healthplex is limited to scheduled camp hours only. Camp enrollment does not qualify for any type of member rate on other programs and/or premium services offered at the Healthplex.

Refund Policy

Rush Copley Healthplex Summer Adventure Camp sessions are non-refundable. Refunds for camp sessions will only be given for medical reasons with a note from a health care provider. Refunds or credits will not be given for vacation, illness, extracurricular activities, disciplinary reasons or other temporary childcare arrangements.

Emergency and Release Form

Only authorized individuals listed on the participant's Camper Profile Packet will be permitted to sign a child out. Any adult (parents included) must be prepared to show a valid, state issued, photo ID when picking up a child. Minimum qualifying age for an authorized individual is 18.

Change of Information

If a parent needs to change any pertinent information, such as phone number, address, member status or add someone to the authorized pick up list, a Change of Information Form must be completed. These forms are available at the Healthplex. Parents/guardians are responsible for informing staff of any changes to primary custody, restraining orders or any other situations or changes that may affect the participant.

Drop Off Policy

Although staff may arrive at the Healthplex prior to the program start time, they are not permitted to accept participants before the scheduled start time. Children must be accompanied by a parent or authorized adult and they must sign their child (ren) in on the sign in/out form each day. Camp drop off will happen at the Court C doors on Basketball Court B.

Pick Up Policy

Pickup will be located at the Court C doors on Basketball Court B desk for all regular camp and after care hours, unless otherwise noted. Please use the main Healthplex entrance door #1 or door #2 (open 8 a.m. to 12 p.m. Monday through Saturday and 4 to 8 p.m. Monday-Thursday only). Participants must be signed out from camp by a parent or authorized adult. No child will be released to an individual whose name does not appear on their Camper Profile Packet form and under no circumstances is a child allowed to leave the program unescorted. Staff may ask to see a photo ID of anyone picking up a child, including parents. If someone is going to pick up a child who is not on the list and it is a one time occurrence; you must contact the childcare supervisor. If a parent needs to add someone to the "Emergency/Pick up Information" section of their child's Camper Profile Packet, a Change of Information Form must be completed. In the event that you will not be able to pick up your child by the program end time, please notify Rush Copley Healthplex immediately at (630) 978-6280.

Late Pick up Fee

Pick up time will be strictly enforced. If the parent is unable to pick up their child by the program end time, it is the parent's responsibility to make other arrangements. A late fee of \$25 will be assessed if a child is picked up after the program end time. Camp staff will try to contact the parent and any other emergency listings for up to one hour after the camp pick up time. If a parent has not made contact or is unable to be contacted after 60 minutes staff will notify the local police authorities who will handle the situation further. A late payment will be processed before your next camp session begins. If unpaid, your child will not be permitted to participate in the next session. If late pick up becomes a habit, your child may be dismissed from the program.

Illness and Injury Policy

If a child becomes ill during the program, a parent/guardian will be notified and asked to pick up the child as quickly as possible. If a child has a fever, chills or vomiting, they must be picked up immediately. If a parent is unable to pick them up, the emergency contacts will be called. Children must be symptom free for 24 hours before they can return to camp.

A camper that has been sent home can return to camp when:

- They have been fever free and symptom free for 24 hours.

If a camper has a serious injury during camp, paramedics (911) will be called to handle the serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

Notification of Medical Attention

For any minor injury/illness, we will only administer basic first aid such as Band-Aid or ice pack and you will be notified when you arrive at pick up.

In the event an injury/illness requires more attention, we will administer first aid and contact the parent/guardian or the emergency contacts if the parent/guardian is unreachable. An incident report will also be completed.

Medical Treatment Policy

Your child's well-being is our main concern. The medical portion of the emergency form must be completed. Please list all conditions that may affect your child during camp hours, i.e. asthma, allergies, (bee stings, peanuts, craft items, etc.), appropriate use of inhalers and any information you feel is important. Camp staff are not medically trained. Medications cannot be administered to the child. In the case of emergency, camp staff can administer an EpiPen, inhaler or diabetes medication. All camp staff members are trained in basic first aid and CPR and will take appropriate action when necessary. If emergency services personnel are deemed necessary by staff, the expense will be the responsibility of the child's parent/guardian.

Dispensing Medication

Camp staff and general Healthplex staff cannot administer any medication under any circumstance other than in an emergency situation that calls for EpiPen, inhaler or diabetic medication. All over-the-counter medication (including cough drops and pain relievers) and any prescription medication must be administered to the child by a parent/guardian.

General Safety Rules and Policies

Children should wear gym shoes every day to allow full participation in the activities. Only Rush Copley Healthplex staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed in camp during program hours. No electronics, iPods, iPads, cell phones or handheld games will be allowed. No clothing that depicts violence or inappropriate themes will be allowed.



Personal belongings and toys from home are not allowed. Staff and the Healthplex will not be responsible for lost or stolen items and reserve the right to restrict or confiscate inappropriate toys.

Behavior Guidelines and Code of Conduct

The following policies have been established for the safety of participants and staff. These rules apply to all participants and their parents/guardians.

No bullying, verbal or physical abuse, threatening or obscene gestures/language, disrespectful behavior or physical violence will be tolerated. All threats and threatening behavior will be taken seriously and reported appropriately. Participants must show respect to all staff, participants, property, equipment and facility space. Participants may not place themselves or others in dangerous situations through actions or behavior. No weapons or items that may be used as weapons may be brought to the program. Participants may not leave the program area without permission. Participants are responsible for their actions and belongings (bags, jackets, items brought from home with permission, etc.). No refunds will be issued for suspensions.

Code of Conduct

- Keep hands and feet to self.
- Talk to others (campers and staff) with respect.
- Listen attentively when spoken to.
- Treat all Rush Copley Healthplex material and property with care.
- Be safe while having fun.

Discipline Policy Expectations for Campers

It is our philosophy to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and leading by example.

Camp discipline will be handled in the following manner.

1st Offense — Verbal warning (depending on the severity, several warnings may be given)

2nd Offense — A behavior report will be filled out and filed with the childcare supervisor and the parents/guardian. The parents/guardians will be required to sign the report, which will remain in the participant's file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warning, for serious infractions.)

3rd Offense — Suspension: The participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The parent/guardian will be notified by the childcare supervisor. Upon return from a suspension, if behavior continues, the childcare supervisor may permanently suspend a participant from the Rush Copley Healthplex camp program. Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report.

There will be no refunds for days missed due to disciplinary actions. At Rush Copley Healthplex Summer Adventure Camp, we have a Zero Tolerance to Violence policy. A participant that is physically or verbally abusive to another participant, volunteer or Healthplex staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Healthplex staff or any participant will be tolerated. All threats and threatening behavior will be taken seriously and will result in an immediate suspension and possible dismissal.

Field Trip Information

NATURE HIKES

Weather permitting, camp will follow the Waubonsie Creek Trail on the Rush Copley campus and walk one-mile to Waubonsie Lake Park for outdoor activities.

FIELD TRIPS BY BUS

Campers will be transported to and from off-site field trip destinations via First Student Bus Services. Camp staff is trained in bus safety and emergency procedures.

IN-HOUSE FIELD TRIPS

These field trips will include guest speakers or on-site visits for campers and will be supervised by camp staff.

Weather

Camp will be held rain or shine. In cases of extreme heat, staff will take proper precautions ensuring frequent water breaks, shade, limited physical activity and may relocate any and all outside activities to an inside air conditioned location. Campers may be exposed to sun and bugs. Campers should come to the Healthplex already sprayed with sunscreen and/or bug spray because we will be going outside daily. Campers will re-apply sunscreen and bug spray throughout their time outside as needed. For weather-related camp updates, please call the Healthplex at (630) 978-6280.

Weekly Updates/Special Reminders

Throughout camp, updates will be sent via email to inform you of the week's activities and if campers need to bring anything specific to camp on certain days. Special reminders may be sent home with the campers as well.



Rush Copley Healthplex Photo/Video Disclaimer

All participants have completed the Photo/Video Consent during the registration process to permit photos and/or video of their child(ren) during Rush Copley Healthplex Summer Adventure Camp activities. To opt out, please contact Child Care Supervisor.

What to Bring to Camp

Please bring the following items to camp daily: a labeled backpack, insulated lunch bag and two healthy snacks (one for the morning and one for the afternoon), swimsuit, towel, swim goggles, change of clothes, sunscreen, bug spray in a zip-lock bag, labeled refillable water bottle, a light jacket or hoodie and a book to read.

LUNCH AND TWO SNACKS

Please pack a peanut-free healthy lunch in an insulated lunch bag or paper bag as well as two healthy snacks each day. Camp is a peanut-free zone and no food with peanuts or traces of nuts are allowed in camp. All campers need to bring a water bottle each day. **Please make sure their lunch and/or snack(s) and drink are clearly marked with their name.**

ATTIRE

Campers should wear socks and gym shoes every day. For safety reasons, open-toed shoes and bare feet are not allowed. Campers participate in a variety of games and activities, please be sure to send children in play/athletic clothes. All campers must be able to change in and out of their clothes on their own. Staff is not able to assist in any way other than with verbal cues. **Be sure to label all of your child's belongings.**

SUNSCREEN/BUG SPRAY

During the warmer months, all campers are required to supply their own bottle of sunscreen and/or bug spray in a zip-lock bag, due to potential or allergic reactions. Please mark their name on the bottle. Reapplication reminders will occur at several points throughout the day to ensure protection while outside. Staff members will only be able to assist with spray-on sunscreen and bug spray.

Contact Information

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Registration Desk

(630) 978-6280

Rush Copley Healthplex Website:

rhealthplex.com



Rush Copley Healthplex Fitness Center