

**CHAMPAIGN-URBANA SPECIAL RECREATION  
2019 DAY CAMP PROGRAM**



**PARENT HANDBOOK**

CUSR  
1311 West Church Street  
Champaign IL 61821  
217-239-1152  
[www.cuspecialrecreation.com](http://www.cuspecialrecreation.com)

## **WELCOME**

### **CUSR Day Camp Program**

We're looking forward to an exciting program filled with opportunities for fun, learning, and growth. This manual applies to all Champaign-Urbana Special Recreation (CUSR) summer camp programs and should enable you to become more familiar with our policies and procedures. Please read through this manual and keep it for your future reference.

CUSR offers a wide variety of programs throughout the year. These programs include sports, arts, games, cooking, swimming, field trips, and much more. More information about specific programs can be found in the CUSR brochure, which is released three times per year. If you know someone who would like access to the brochure, they can download it at [www.cuspecialrecreation.com](http://www.cuspecialrecreation.com) or call the Hays Recreation Center at 217-239-1152 for more information.

We will be very happy to answer any questions you may have.

#### **CUSR Summer Day Camp**

Hays Recreation Center  
1311 West Church Street  
Champaign IL 61821  
217-239-1152

#### **CAMP SITES**

##### **For Kids Only Summer Camp**

Bottenfield Elementary School  
1801 S. Prospect Ave  
Champaign, IL 61820  
217-722-0602 (camp cell phone)

##### **Camp Spirit**

Bottenfield Elementary School  
1801 S. Prospect Ave  
Champaign, IL 61820  
217-722-5149 (camp cell phone)

## TABLE OF CONTENTS

Activities . . . . .	4
Wait List . . . . .	4
Parent Notification . . . . .	4
Maintaining Children’s Records . . . . .	4
Information Updates . . . . .	4
Inclusion Requests . . . . .	4
Environmental/Medical Accommodation Requirements & Procedures . . . . .	4
Non-Acceptance . . . . .	4
Payment . . . . .	5
Refunds . . . . .	5
Tax Information . . . . .	5
Check-in/Check-Out Procedure . . . . .	5
Medication . . . . .	5
Clothing . . . . .	6
Personal Need Items . . . . .	6
Food/Meals . . . . .	6
Safety . . . . .	6
Accidents . . . . .	6
Injury and First Aid . . . . .	6
Participant Illness . . . . .	7
Inclement Weather Plan . . . . .	7
Lightening and Thunder Guidelines . . . . .	7
Tornado and Severe Thunderstorm Plan . . . . .	7
Temperature Guidelines . . . . .	7
Fire Plan . . . . .	7
Suspected Abuse or Neglect . . . . .	7
Photographs . . . . .	7
Behavior Code of Conduct . . . . .	8
CPI Trained Staff . . . . .	8
Frequently Asked Questions . . . . .	9
Policy on Behavior Management . . . . .	10
Youth Conduct Report Guidelines . . . . .	11
Permission to Use Diving Boards . . . . .	12
Policy on Applying Sunblock . . . . .	13
Permission to Apply Sunblock . . . . .	13
Policy on Releasing Participants . . . . .	14
Late Participant Pick-Up Policy . . . . .	15
Procedures for Dispensing Medication . . . . .	16
Policy on Dispensing Medication . . . . .	17
Permission to Dispense Medication and Waiver and Release of All Claims . . . . .	17
Instructions for Dispensing Medication . . . . .	18
Medication Log . . . . .	19
Day Camper Information Reference Sheet . . . . .	20
Participant Information Form . . . . .	21
Behavior Management Techniques . . . . .	22

## ACTIVITIES

Everyone is required to preregister for each program. Registration forms are available anywhere you can register for Champaign Park District programs (Bresnan Meeting Center, Springer Cultural Center, Leonhard Recreation Center, Hays Recreation Center and the Douglass Community Center). You can also register for programs at [www.champaignparkdistrict.com](http://www.champaignparkdistrict.com).

Every parent/guardian needs to make sure they have filled out the registration form and signed the waiver on the back of the registration form. **Please list another person staff can contact during camp hours in case of an emergency if the primary person cannot be located.** The registration form must be filled out completely. The forms can then be dropped off anywhere you can register for Champaign Park District programs (Bresnan Meeting Center, Springer Cultural Center, Leonhard Recreation Center, Hays Recreation Center, and the Douglass Community Center).

## WAIT LIST

If the program is full, additional registrations will go on a wait list. If a space opens up in the program, participants on the wait list will be contacted to see if they still want to attend the program. Generally, participants are taken off the wait list and added to the program on a first come basis.

## PARENT NOTIFICATION

The Champaign Park District is not licensed or regulated by DCFS. The Champaign Park District runs background checks on all staff, provides staff trainings, and complies with all CCRS mandated Child Development Trainings including the mandated reporter training through DCFS. The Champaign Park District complies with an intensive risk management program. We are audited regularly by PDRMA, a risk management agency. Staff at the district are current in CPR/First Aid Certifications provided by certified trainers. The district complies with the Illinois Department of Public Health, Fire Safety Standards of the Illinois State Fire Marshal and the health and safety standards of Illinois State Board of Education.

## MAINTAINING CHILDREN'S RECORDS

We require updated children's forms at the beginning of our programs. The children's personal records are maintained by the supervisor of our programs. The personal records are kept in a locked office space during the duration of the program. The forms are dated and stored at our main facility and shredded after 7 years.

## INFORMATION UPDATES

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the camp director or the CUSR staff person listed on page 2.

## INCLUSION REQUEST PROCEDURE

If an ADA accommodation is needed to support an individual within any Champaign or Urbana Park District program, a box should be marked at time of registration. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Some of the supports available can be, but are not limited to a 1:1 aide, sign language interpreter, rule modification or supply adaptation. If this box is missed the parents can contact the Program Coordinator as soon as possible. They will in turn contact Champaign-Urbana Special Recreation (CUSR) and a review of the request will occur. An accommodation can take 1-2 weeks.

## ENVIRONMENTAL/MEDICAL ACCOMMODATION REQUIREMENTS & PROCEDURES

Special accommodations include conditions that require emergency medications. This can include but is not limited to Diabetes or severe allergies of which these conditions require insulin or an Epi-pen. CUSR must be notified in advance of any conditions that can affect an individual and the proper medical protocols must be followed as explained in this handbook. If the request along with all needed documentation is not presented to CUSR in a timely manner, participation within the program can be delayed or denied.

Submit a completed Permission to Dispense Medication waiver as well as a medical plan on physician letterhead from the current calendar year. CUSR will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important to ensure participation. Any medical plan submitted the first day of the camp session will be reviewed immediately by staff to determine participation. Parents will not be allowed to leave children at the program until approval is granted and plans for the accommodation are in place.

## NON-ACCEPTANCE

A participant may not be accepted into the program if:

1. Parent/guardian or self-guardian participant fails to return or fully complete the registration form.
2. Payment is not made by the start of the program session. Future registration will not be allowed until payment is made.
3. Behavior of the participant is harmful to self or others according to our behavior policy.

## PAYMENT

1. The balance for each session is due before the next season begins. If payment is not received by the time stated, your child will not be able to register for any future programs.
2. Cash, check, money order, Visa, and MasterCard are accepted for payment of all programs at designated sites. If paying by check, please have your driver's license number on the check.
3. There will be a \$25.00 charge for all NSF checks. If checks are returned, payment will need to be in the form of cash or money order.
4. For residents of Champaign or Urbana who are unable to participate in recreation programs due to economic hardship, CUSR offers scholarships to reduce certain fees and charges. Scholarship applications are not guaranteed and are based on available funds, program registration, and choice of program location. Early applications are given priority. Please apply 3 to 4 weeks before the program's start date. Applications are available at Hays Recreation Center and can be mailed upon request. Need is the primary criteria upon which scholarship applicants are considered. Scholarships will not be granted for transportation and certain programs designated in program guide.

## REFUNDS

All camps have a \$10.00 non-refundable deposit on every session. Cancellations must be made at least one week prior to the start of the program in order to receive a refund, minus the \$10.00 non-refundable deposit. In cases where the minimum number of registrants is not received for a program, CUSR will cancel the program. Full refunds will be issued to all registrants.

## TAX INFORMATION

Our program costs may be partially deductible on your income taxes as a credit for childcare. The CUSR tax identification number is 37-6000474. CUSR **does not** provide individual childcare financial records, so please **keep your own receipts for your records for tax purposes.**

## CHECK-IN/CHECK-OUT PROCEDURE

A parent/guardian is required to check-in their child prior to the start of each day. If the child is being transported by bus to camp, CUSR staff will be responsible for checking them in. A parent/guardian is required to sign the check-out sheet prior to leaving camp each day. If someone other than a parent/guardian is going to pick your child up, you must communicate with the Camp Director at least 24 hours prior to the day of pick up

## MEDICATION

Some participants may need to be given medication during the program. In order for CUSR to be able to dispense medication, these guidelines must be followed:

1. Parent/guardian must sign the *Permission to Dispense Medication and Waiver and Release of All Claims* and complete the *Instructions for Dispensing Medication* form specifying:
  - a. Type of medication
  - b. Time medication should be administered
  - c. Specific instructions
2. Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted.
3. Send the designated amount that will be dispensed by staff. A log will be kept of the medication as it is dispensed. CUSR staff will secure all medicine.

*If participant is self-medicating, staff must be notified of this so they are aware in case of an emergency.*

## CLOTHING

All participants should dress appropriately for the weather and the activities scheduled for their program. All campers should wear tennis shoes while at camp. No skirts are allowed. Campers are expected to wear appropriate swim wear. Swimsuits allowed include swim trunks for boys and one piece or standard two piece suits for girls. No string bikinis allowed please. Please bring an extra set of clothes in case of accidents that may occur during the course of each program. If specific clothing or equipment is needed for the program, participant/guardian will be notified.

*Campers must bring a swim suit, towel, flip-flops/water shoes and sun block every day.*

## PERSONAL NEED ITEMS

Any additional personal need items should be labeled and provided daily when necessary. Example items are: sunscreen, bug spray, sanitary pads, special needs items, wipes, adaptive eating utensils. Participants who lack bladder and/or bowel control will need to have adequate changes of clothes each day. If diapers are needed, we require an adequate supply of disposable diapers provided daily. The parent or guardian will be responsible for any expenses CUSR occurs to deal with personal hygiene issues.

## FOOD / MEALS

Campers should bring a sack lunch, an afternoon snack, and additional water on each day of camp.

**Nut-Free Camp** – In order to keep camp safe and enjoyable for all the campers, the Park District is enforcing a **Nut-Free Camp**. You may ask: “What does that mean to me”? For the camp season, **NO CAMPER** is allowed to have any food items that contain directly or indirectly peanuts, peanut product, or other tree nuts. This means there is no food sharing at lunch or snack time. There is also no bringing in of any food items to share with the camp; for example: cupcakes for a birthday celebration. At certain times, especially after lunch and snack, all campers will be expected to wash their hands before going back to camp activities. Day Camp Directors and Leaders will ensure that all food activities are free of any nut or nut product.

## SAFETY

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each staff member is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated. Designated staff members are trained in general first aid and certified in CPR.

## ACCIDENTS

If a participant has an accident serious enough to require professional medical attention, CUSR staff will contact the parent(s) or guardian(s). If the parent(s) or guardian(s) cannot be reached, the designated emergency resources listed on the registration form will be called. If it is necessary for the participant to go to the hospital, the parent(s) may transport the participant, or an ambulance will be called at parent/guardian expense. In very severe circumstances, 911 will be called and parent(s) or guardian(s) notified after the 911 call. If staff is unable to reach any adult responsible for the participant or if time is critical, an ambulance will be called and the participant will be taken to the hospital. A staff member will accompany the participant to the hospital. CUSR staff will continue to try contacting the parent(s) or guardian(s).

## INJURY AND FIRST AID

Should an injury occur at a program site:

1. Depending on the severity (abrasions, cuts, etc.) first aid will be provided by staff. This must be completed before the participant can return to the program.
2. If the injury is severe, paramedics will be immediately notified and staff will take the necessary precautions and address the medical situations as needed.
3. If blood is visible on any part of the participant's clothing, that part of the clothing must be removed and replaced with clean clothing. A participant will not be allowed to return to the program with blood on his/her clothes. You will be asked to bring clean clothes or pick them up. Staff will take extra precautions to minimize the spread of germs. Proper hand-washing techniques will be used when dealing with any bodily fluid (saliva, mucus membranes, urine, etc.).

## **PARTICIPANT ILLNESS**

Do not send your participant to his/her program if he/she is sick or has been exposed to a communicable disease. If a participant becomes ill, staff will use their best judgement and attempt to isolate the participant from the rest of the participants. Attempts to notify the parent(s) or guardian(s) will be made by CUSR staff. If parent(s) or guardian(s) are unreachable, the emergency resources listed on the registration form will be called. Participants will be sent home for, but not limited to, the following:

- Chickenpox
- Conjunctivitis (pink eye)
- Diarrhea
- Fever
- Head lice and scabies
- Hepatitis A virus
- Mouth sores with inability to control saliva
- Mumps
- Ringworm
- Skin rash
- Sore throat due to strep (streptococcal pharyngitis)
- Tuberculosis
- Vomiting
- Whooping cough (pertussis)

**Your IMMEDIATE response is required.** CUSR follows the recommendations and guidelines of the Public Health Department. Kids that are sent home for a illness may be asked to supply a doctor's note or a medical release form on official letterhead before returning to camp.

## **INCLEMENT WEATHER PLAN**

Programs may be cancelled due to inclement weather or unusable facilities. Staff will contact participants in advance whenever possible. If the program gets cancelled after it has begun, the parent or guardian will be contacted to inform them where to pick up the participant.

## **LIGHTNING AND THUNDER GUIDELINES**

If lightning is seen or thunder is heard, outdoor activities shall be suspended for 10 minutes. Employees and participants are required to seek shelter. All activities will stay suspended until 10 minutes after the last flash of lightning or sound of thunder.

## **TORNADO AND SEVERE THUNDERSTORM PLAN**

The site disaster plan will be followed.

## **TEMPERATURE GUIDELINES**

In the event of extreme heat, programs will be restructured appropriately to protect campers from temperature conditions

## **FIRE PLAN**

1. All persons will be led from the facilities according to the site fire plan.
2. All groups will meet at a secure location a safe distance away from the building and attendance will be taken.
3. The fire department will be called.
4. Parent(s)/guardian(s) will be called.

## **SUSPECTED ABUSE OR NEGLECT**

The Illinois Abused and Neglected Child Reporting Act mandates any CUSR staff having reasonable cause to believe that a child, known to them in their professional capacity, might be abused or neglected, shall immediately report the matter to their supervisor and the Department of Child and Family Services (DCFS).

## **PHOTOGRAPHS**

The Park District/CUSR occasionally takes photographs or video of participants for promoting/advertising our programs, services, events, activities, and facilities in our brochures, website or agency social media, and other promotional avenues. By registering for, participating in or attending Park District/CUSR programs, events, or other activities, the participant (or parent/guardian of a minor participant) irrevocably agrees to the use and distribution by the Park District/CUSR of his or her image (or of his minor child/ward) in photographs, video recordings, and any other electronic reproductions of such programs, events and activities for any purpose without inspection or approval and without compensation, rights to royalties or any other consideration now and in the future.

## **BEHAVIOR CODE OF CONDUCT**

All participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or activity sponsored by CUSR. This includes participation in programs that may or may not require an admission fee, such as spectating at athletic events, concerts, or attending special events. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs such as day camps, athletic leagues, and aquatic facilities.

Participants shall:

1. Show respect to all participants, spectators, and staff. Will also show respect for program rules and equipment.
2. Take direction from CUSR staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, spectators, or CUSR staff.
5. Refrain from damaging equipment, supplies, and facilities.

Guidelines are utilized consistently by staff for recommendations on proper discipline to poor conduct. A copy of the *Conduct Report Guidelines* is attached to this handbook.

## **CPI TRAINED STAFF**

Designated program staff are trained in non-violent crisis prevention techniques. To maximize the safety of all participants, staff may use verbal and non-verbal techniques to de-escalate a participant or situation. Physical intervention is used as a last resort to ensure safety. When physical intervention techniques are used, a parent/guardian will be contacted, and depending on the severity of the action, police may be contacted as well. Depending on the severity and/or frequency of physical intervention, participation may be suspended.

The following expectation is set for First Degree, Second Degree, and Third Degree behaviors along with restraints. After a participant has been restrained for aggressive behavior towards themselves or others and shows that they have calmed down and come back to rationality, that participant will be allowed to join the group again. If the participant cannot show rationality or if that participant needs to be restrained again within 10 minutes of the first restraint, the parents/guardians will be called and they will have a given time frame to pick up or make arrangements for the pick-up of their child. Every attempt to contact the parents/guardians will be made. If the parents/guardians cannot be reached the emergency contacts will be called. The rationality of the participants will be based on an observation by the staff member who knows the participant and the program leader or a full-time CUSR staff.

There will be a time frame stated for expected parent response to have their child picked up from camp within the phone call. If the child is not picked up within the stated time frame the parent will be assessed a monetary fee due within the week of the incident or the participant will be suspended the next week until payment is received.



## FREQUENTLY ASKED QUESTIONS

1. *Do I need to check my child in to camp? Can my child walk to camp?*

Parents/guardians are required to check their child in on the first day of a camp session. Each session is one week long Monday-Friday. If your child does not start camp on the first day of session you will need to check him/her in on the first day that they attend. Children are allowed to check themselves in for the remaining days of that camp session provided that the parent/guardian has filled out the waiver/form included in the Participant Information Packet and turned it in to the camp director.

2. *My child has a serious environmental allergy and carries an "epipen." What do I need to do?*

Please refer to the Environmental/Medical Accommodation Requirements & Procedures" section of this handbook. Self-administered actions need advance notice, a signed waiver and non-expired medication. Actions that require staff to administer require the above as well as a medical plan submitted in advance for approval.

3. *Our family is going on vacation and my child will miss a few days of camp. Do I get a refund for the days that I will miss?*

No. Sessions are paid in full and refunds will not be issued for vacation, child illness, etc. Refunds will only be offered if you cancel your registration 5 days in advance or the Park District cancels the session. There is a \$10 non-refundable deposit if registration is canceled. If a child participates any days of a session you will be charged the entire week amount. No shows are still charged.

4. *What happens if the weather is bad?*

Poor weather conditions may adjust curriculum and lesson plans, but will not cancel camp sessions. Changes to activities or locations will be shared with parents/guardians as soon as possible. If the weather is severe, proper Park District procedures will be followed.

5. *I haven't paid my balance for day camp. Will my child still be allowed to participate?*

Balances for camp sessions must be paid two weeks in advance. Failure to pay a balance will keep a child from participating and could result in a drop from the session no longer securing enrollment. (Note - you will still owe the full amount) Registration can be canceled up to 5 days before camp session begins.

6. *How do I cancel my child's camp registration?*

You must cancel your child's registration properly using the three options below.

1. In person with the staff at the front desk of the Hays Recreation Center.
2. Over the phone with the staff at the front desk of the Hays Recreation Center.

7. *I work across town and it is possible that I will be a few minutes late to pick up my child. Is that a problem?*

We ask that parents/guardians do everything possible to remain punctual on pick-up of their child. In the case that you are late, CUSR will charge a late fee of \$1.00 for every minute. Late Fee balances must be paid in full before future registration or participation. Habitual tardiness is grounds for dismissal from the program.

8. *Will my child be swimming? If so, will I need to send them with anything?*

Yes. Each camp has designated days that they will attend the pool. During hot temperatures, camp directors may choose to add additional pool time. Parents/guardians are required to send appropriate items with their child each day including; swimsuit, sunscreen, towel, flip-flops or water shoes, etc. Failure to do so will prevent your child from participating.

9. *My child is very sensitive to sun. Do I need to provide sunscreen?*

Yes. The children will be in the sun or at the pool often and sunscreen is the responsibility of the parent/guardian. If your child's sensitivity is severe where adverse reactions occur, or medical attention is needed, you must request assistance in advance. Please be sure to sign the permission to apply sunscreen waiver found in your Participant Information Handbook.

10. *What happens if my child is injured?*

Minor accidents will be treated by staff and parents/guardians will be notified at end-of-the-day pick up. There are designated first-aid/CPR responders in each group. If the accident is severe enough to require professional attention, 9-1-1 and the parents/guardians will be notified. If you cannot be reached the designated emergency resources will be notified. If it is severe enough to go to the hospital, parents/guardians can transport if available otherwise an ambulance will be called. All expenses are the direct responsibility of the parent/guardian.

11. *What should I do if my child is sick? Can they still attend camp?*

We ask that the parents/guardians do not send their child to camp if they are sick. Children with fevers, vomiting or diarrhea will not be admitted. In cases of illness, parents/guardians will be informed and arrangements made to have the child picked up from camp. Campers must be free of symptoms/on medication for treatment for 24 hours before they are eligible to return to camp.



## POLICY ON BEHAVIOR MANAGEMENT

### CUSR Day Camp Program

**In order to provide a safe and enjoyable experience for all participants, Champaign-Urbana Special Recreation has developed a set of expectations for all campers. All campers will be treated fairly based on individual aptitude. Behavior guidelines are as follows:**

1. No camper will endanger him/herself or other participants or staff.
2. Campers will use respectful, appropriate language towards staff and other campers.
3. All participants will respect their leaders, camp rules, other campers and equipment.
4. All campers will keep their hands, feet and objects to themselves.

Consequences for inappropriate behavior are:

1. *First Offense:* Camper will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/Guardian will be notified at pickup.
2. *Second Offense:* Camper will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. After being removed from the group, parents will also be notified and asked to pick their camper up within 30 minutes of the incident. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense.
3. *Third Offense:* The camper's parent/guardian will be called for immediate pickup, and the camper will be suspended from camp for up to 3 days, without refund. When the camper is picked up, the Day Camp Director and Program Supervisor will meet with the parent/guardian, discuss the incident and consequence, and revisit the ramifications of a fourth offense. (\*If camper is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the camper will be released into the custody of the Champaign Police Department.)
4. *Fourth Offense:* The camper's parent/guardian will be called for immediate pickup, and the camper will be suspended from camp for up to 5 days without refund. When the camper is picked up, the Day Camp Director and Program Supervisor will meet with the parent/guardian, discuss the incident and consequence, and revisit the ramifications of a fourth offense. (\*If camper is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the camper will be released into the custody of the Champaign Police Department.)
5. *Fifth Offense:* The camper's parent/guardian will be called for immediate pickup, and the camper will be suspended from that camp temporarily but indefinitely suspended, without a refund for that particular session. If the camper is registered for any subsequent camps during the summer, the parent/guardian will be refunded their deposit/fees for those camps and the camper will not be allowed to participate in any day camp program at CUSR. When the camper is picked up, the Day Camp Director and Program Supervisor will meet with the parent/guardian, discuss the incident and the temporarily but indefinite suspension. (\*If camper is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the camper will be released into the custody of the Champaign Police Department.)

**Please note:** *In cases of inappropriate behavior deemed extreme by staff, campers may be suspended or dropped from the camp immediately, regardless of the number of previous offenses.*

### PARENT/GUARDIAN'S AGREEMENT TO POLICY ON BEHAVIOR MANAGEMENT

I have read and fully understand the *Policy on Behavior Management* above, and I agree to the terms of the policies.

Name of Child attending (please print) \_\_\_\_\_

Name of Camp Site \_\_\_\_\_

Name of Parent or Guardian (please print) \_\_\_\_\_

**X** \_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_ Date

- Directors and Supervisors should be immediately notified for all third degree behaviors; then the immediate contact with the camper’s parent/guardian to inform them of their child’s behavior.
- Each Camper will face the consequences upon their behaviors. However, each individual behavior will be addressed on a case-by-case basis with consideration of individual disabilities, medical issues, safety of participants and/or staff, disruption to the program and other such pragmatic considerations.
- Management reserves the right to supersede all degree levels and respond correctly based on severity of conduct
- LEADERS, if unsure the severity of an action please consult the Director and/or Assistant Director or Supervisor to correctly handle the situation.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>FIRST DEGREE</b></p>	<p><i>Actions taken in response to first degree behaviors are primarily the responsibility of the leaders. Leaders are to complete Conduct Report and turn into Director/Supervisor that day.</i></p> <p>Consequence: “Internal” Ex: Short period of activity exclusion (time out)</p> <ul style="list-style-type: none"> <li>• “Cooling off”</li> <li>• Given a chore to help leaders</li> </ul> <p><i>*When campers reach (2) first offense reports, the Director and/or Assistant Directors will notify/speak with the parent/guardian of the camper.</i></p>	<p><b>First Degree Behaviors may include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Purposely distracting the group (not listening/behaving)</li> <li>• Inappropriate language/remarks</li> <li>• Pushing and/or shoving (minor)</li> <li>• Refusal to follow instruction</li> <li>• “Talking back”</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>SECOND DEGREE</b></p>	<p><i>Actions taken in response to second degree behaviors are the responsibility of the Leader to report the action and the Director/Assistant Directors or Supervisor to speak with the parents/guardians.</i></p> <ul style="list-style-type: none"> <li>• Fill out Conduct Report</li> <li>• Inform Director/Assist Directors or Supervisor</li> <li>• Director/Assistant Director will call and notify parents.</li> </ul> <p>Consequence: includes consequence of First Degree, but parents are always informed.</p>	<p><b>Second Degree Behaviors may include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Persistent first degree behaviors (listening, following instruction, etc.)</li> <li>• Fighting, “provoking”, spitting</li> <li>• Bullying or acts of aggression and violence</li> <li>• Excessive inappropriate language or remarks directed to other campers/ leaders</li> <li>• Running off/ leaving the group</li> <li>• Intimidation/threats to other campers</li> <li>• Inappropriate physical contact (pushing, tripping, etc.)</li> <li>• Direct/blatant disrespect to leaders</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>THIRD DEGREE</b></p>	<p><i>Actions taken in response to third degree behaviors are at the immediate responsibility of Director/Supervisor. Coordinator/Manager will also be involved in actions.</i></p> <ul style="list-style-type: none"> <li>• Remove camper from group &amp; bring to Director and/or Assistant Directors.</li> <li>• Complete Conduct Report.</li> <li>• Director will call and inform parents to come pick up their campers</li> </ul> <p>Consequence: Camper will be suspended for the day <i>*Repeated Third Degree reports to lead to multiple day suspensions</i></p>	<p><b>Third Degree Behaviors may include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Severe or repeated physical aggression</li> <li>• Physical contact to the face and/or neck</li> <li>• Abuse and/or harassment: verbal, physical, sexual, and emotional</li> <li>• Sexual misconduct</li> <li>• Destruction of property</li> <li>• Endangerment of themselves, other campers, staff or volunteers</li> </ul>



**PERMISSION TO USE DIVING BOARDS  
AND WATER SLIDES**  
CUSR Day Camp Program

Parent or Guardian,

Signing this form means you feel your child is capable of diving or jumping off the boards and then swimming to the edge. All participants will be tested on the first day of swimming. If they do not pass the swimming test, they will not be allowed to go off the boards or down the water slides.

I give my child (please print name) \_\_\_\_\_  
permission to use the diving boards and water slides during the CUSR Summer Day Camp Program.

*\*Signing this form means you feel your child is capable of diving or jumping off the boards and then swimming to the edge and going down the waterslide and making it to the side of the pool.*

**X** \_\_\_\_\_  
Signature of Parent or Guardian Date



## POLICY ON APPLYING SUNBLOCK

### CUSR Day Camp Program

1. Any parent or guardian who wishes to have sunblock applied to their child must fill out a *Permission to Apply Sunblock* form and return it to the Day Camp Director. Day Camp Staff will not apply sunblock to those children whose parents have not completed and returned the *Permission to Apply Sunblock* form.
2. All sunblock to be applied must be waterproof sunblock that is SPF 30 or above.
3. Parents are responsible for providing sunblock. Bottles should be labeled with the child's first and last name. Sunblock will only be applied to the child whose name appears on the bottle.
4. Sunblock will be applied in the presence of other staff and participants prior to departure to the pool or field trip.
5. Staff will only apply sunblock to a participant's exposed face, back, arms and legs.
6. Upon completion of application, the bottle of sunblock will be returned to the child. CUSR will not be responsible for lost bottles of sunblock.

## PERMISSION TO APPLY SUNBLOCK

### CUSR Day Camp Program

I request that my child (please print name) \_\_\_\_\_

have sunblock applied by CUSR Day Camp staff. I have read and understand the *Policy on Applying Sunblock* and will provide a labeled bottle of sunblock for my child to use while at camp. I agree that CUSR is not responsible if my child gets sunburned even after receiving an application of sunblock.

**X** \_\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_ Date



**POLICY ON RELEASING PARTICIPANTS**

**CUSR Summer Day Camps**

For the safety and welfare of the child under the supervision of the staff at CUSR, the following policy shall be generally adhered to

“A child who leaves the premises of the site of the CUSR Day Camp Program must be released to an adult, member of the family, or some other person whom the parent or guardian has so indicated.”

An exception to the above policy can be made with written notice from a parent or guardian. Prior notification of new person is required. As a safety measure, if staff do not recognize nor have the person on a list of approved individuals, a call to the parent will be made prior to camp staff releasing the participant.

Please list the names of individuals who we may release your child to in the space provided below.

Name	Relationship	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**X** \_\_\_\_\_  
 Signature of Parent or Guardian Date



## LATE PARTICIPANT PICK-UP POLICY

### CUSR Day Camp Program

In order to be fair to our participants and staff, the Champaign Park District has enacted a late pick-up policy. *Each time a participant is not picked by designated ending time, a \$1.00 per minute fee will be charged.* Registration for other programs will not be accepted until all outstanding late fees are paid. The late fee is due within three days. Payments can be made in person at the camp site or by mail to the Bresnan Meeting Center. Failure to pay late pick-up fees could result in your child's suspension from camp. *Note: The Park District shall make every reasonable effort to contact persons authorized by you to pick up your child. If we are unable to arrange pick-up within 30 minutes, we will request the assistance of the Champaign Police Department.*

**X** \_\_\_\_\_

Signature of Parent or Guardian

Date



## PROCEDURES FOR DISPENSING MEDICATION

### CUSR Day Camp Program

#### PARENTAL PROCEDURES AND RESPONSIBILITIES

The parent/guardian must:

1. Complete the *Permission to Dispense Medication Waiver and Release of All Claims* form.
2. Complete and sign the *Instructions for Dispensing Medication* form.
3. Deliver all medication to designated staff member in the original prescription bottle which includes the participant's name, medication, dosage, and time of day medication is to be given.
4. Changes in medication must be submitted to the CUSR in writing, including specific instructions for medication.

I understand that it is my responsibility to give the medication directly to CUSR Directors/Assistant Directors with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform CUSR of any changes in the dispensing of medication.

#### STAFF MEDICATION DISPENSING PROCEDURES

CUSR program staff *must*:

1. Ensure that the *Permission to Dispense Medication Waiver and Release of All Claims* form and the *Instructions for Dispensing Medication* form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication.
2. Ensure that medication is delivered only to authorized CUSR staff (e.g., Day Camp Director).
3. It is also the responsibility of the authorized CUSR staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. *It is extremely important that stored medication be out of reach from other patrons, particularly children.*
4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized CUSR program staff.
5. Day Camp Directors responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained CUSR program staff will be allowed to dispense medication.
7. CUSR program staff responsible for dispensing medication will fully complete the medication information contained on the *Medication Log* form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into a designated site and kept in a permanent file for at least three years at the conclusion of the program.





# POLICY ON DISPENSING MEDICATION

## CUSR Day Camp Program

CUSR will not dispense medication to a minor child or other participants until the *Permission to Dispense Medication Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form have been completed by a parent or guardian. CUSR's internal procedures on dispensing medication are available for review.

### PERMISSION TO DISPENSE MEDICATION

#### Waiver and Release of All Claims

I, (please print your name) \_\_\_\_\_, the Parent/Guardian of

(please print name of child attending) \_\_\_\_\_

give permission to CUSR staff to administer to my child the medication(s) listed below. I understand that it is my responsibility to give the medication directly to CUSR staff with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform CUSR of any changes in the dispensing of medication.

**Name of Program** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Participant** \_\_\_\_\_

**Name of Medicine** \_\_\_\_\_

**Complete Dosage Instructions** \_\_\_\_\_

**Name of Program** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Participant** \_\_\_\_\_

**Name of Medicine** \_\_\_\_\_

**Complete Dosage Instructions** \_\_\_\_\_

In all cases the prescribed dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to CUSR to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of CUSR administering medication to my minor child, I do hereby fully release or discharge CUSR and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

**X** \_\_\_\_\_  
Signature of Parent or Guardian Date



# INSTRUCTIONS FOR DISPENSING MEDICATION

## CUSR Day Camp Program

THIS FORM MUST BE COMPLETED FOR EACH PROGRAM SESSION OR WHEN MEDICATION CHANGES.

**Name of Program** \_\_\_\_\_

**Name of Participant** \_\_\_\_\_ **Age** \_\_\_\_\_

**Address** \_\_\_\_\_

**Name of Parent/Guardian** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Other Phone** \_\_\_\_\_

**Name of Parent/Guardian** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Other Phone** \_\_\_\_\_

**Name of Doctor** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of Medication** \_\_\_\_\_ **Dose** \_\_\_\_\_ **Time** \_\_\_\_\_

**Dispensing and Storage Instructions** \_\_\_\_\_

**Possible Side Effects** \_\_\_\_\_

**Name of Medication** \_\_\_\_\_ **Dose** \_\_\_\_\_ **Time** \_\_\_\_\_

**Dispensing and Storage Instructions** \_\_\_\_\_

**Possible Side Effects** \_\_\_\_\_

**Name of Medication** \_\_\_\_\_ **Dose** \_\_\_\_\_ **Time** \_\_\_\_\_

**Dispensing and Storage Instructions** \_\_\_\_\_

**Possible Side Effects** \_\_\_\_\_

**Other Considerations** (nervousness, change in temperament, etc.) \_\_\_\_\_

\_\_\_\_\_

I understand that it is my responsibility to give the medication directly to CUSR staff with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform CUSR of any changes in the dispensing of medication.

**X** \_\_\_\_\_  
Signature of Parent or Guardian Date

# EXAMPLE



## MEDICATION LOG

CUSR

Year \_\_\_\_\_

Name of Participant \_\_\_\_\_ Program \_\_\_\_\_ Session \_\_\_\_\_

Name of Medication (only one medication per chart) \_\_\_\_\_ Dosage \_\_\_\_\_

Date										
Time Administered										
Staff Initials										

Name of Participant \_\_\_\_\_ Program \_\_\_\_\_ Session \_\_\_\_\_

Name of Medication (only one medication per chart) \_\_\_\_\_ Dosage \_\_\_\_\_

Date										
Time Administered										
Staff Initials										

Name of Participant \_\_\_\_\_ Program \_\_\_\_\_ Session \_\_\_\_\_

Name of Medication (only one medication per chart) \_\_\_\_\_ Dosage \_\_\_\_\_

Date										
Time Administered										
Staff Initials										

# EXAMPLE

DAY CAMPER INFORMATION REFERENCE SHEET



CUSR Day Camp Program

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

PERMISSION SLIPS:

- Water Slides/Diving Boards
- Instructions for Dispensing Medication
- Sunblock

OTHER:

- Policy on Behavior Management
- Policy on Dispensing Medications
- Policy on Releasing Participants
- Late Participant Pick-up Policy

OTHER INFORMATION:

- Allergies \_\_\_\_\_
- Diet Restriction \_\_\_\_\_
- Accommodations \_\_\_\_\_
- Medications \_\_\_\_\_

CONDUCT REPORTS:

- First Offense      Date: \_\_\_\_\_      Director Initials: \_\_\_\_\_
- Second Offense      Date: \_\_\_\_\_      Director Initials: \_\_\_\_\_
- Third Offense      Date: \_\_\_\_\_      Director Initials: \_\_\_\_\_
- Fourth Offense      Date: \_\_\_\_\_      Director Initials: \_\_\_\_\_
- Fifth Offense      Date: \_\_\_\_\_      Director Initials: \_\_\_\_\_



## PARTICIPANT INFORMATION FORM

### CUSR Day Camp Program

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Disability/Diagnosis: \_\_\_\_\_

1. Things that I'm good at/like to do: \_\_\_\_\_  
\_\_\_\_\_

2. Things that I'm not so good at/don't like to do: \_\_\_\_\_  
\_\_\_\_\_

3. I communicate by using: \_\_\_\_\_  
\_\_\_\_\_

4. Things that make me happy are: \_\_\_\_\_  
\_\_\_\_\_

5. Things that make me sad or mad are: \_\_\_\_\_  
\_\_\_\_\_

6. You can tell I'm frustrated/upset when I: \_\_\_\_\_  
\_\_\_\_\_

7. Things you can do to help me calm down: \_\_\_\_\_  
\_\_\_\_\_

8. Behavior management techniques that work for me: \_\_\_\_\_  
\_\_\_\_\_

9. My goals for the program are: \_\_\_\_\_  
\_\_\_\_\_

***Additional Information:*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BEHAVIOR MANAGEMENT TECHNIQUES



### CUSR Day Camp Program

In assisting any park district in developing and implementing a behavior management strategy, CUSR shares and often recommends the below identified behavior techniques. Understandably, each situation must be addressed on a case-by-case basis and both park district and CUSR staff must be free to exercise judgment and discretion. With this in mind, below is a list of the most commonly used behavior management techniques.

**Positive Reinforcement**—verbal praise will be used when appropriate behaviors are witnessed with the hope that the praise will encourage more of the same behavior.

**Planned Ignoring**—much behavior is performed for the main purpose of gaining attention, even if that attention is negative. Often, this type of behavior will subside if it is ignored. This is ineffective with any behavior that is unduly disruptive and/or compromises the safety of the child or others.

**Signal Interference**—a variety of signals can communicate a feeling of disapproval and control (i.e. eye contact, wave of a finger, tapping, or coughing). This technique works best when used as soon as the behavior begins.

**Proximity Control**—physical closeness can provide a child with a sense of security and a protection against anxiety. An adult is a great source of protection and strength, and physical proximity may help the child control his/her impulses.

**Interest Boosting**—if a child's interest in an activity is declining, or s/he is showing signs of boredom or restlessness, it may be helpful for the program leader to show an interest in that child. The leader may ask the child about things of interest to the child.

**Tension Release through Humor**—a funny comment or “joking around” can defuse a tense situation or stop a behavior. Staff is careful to not be sarcastic.

**Redirection**—this technique attempts to redirect an individual's attention to a more appropriate task, activity, or conversation. Staff may also ask the individual for assistance as a means of redirecting focus.

**Restructuring**—this technique involves changing plans or location. Staff may modify an activity to help the individual experience success without fundamentally altering the activity or program.

**Support from Routine**—individuals may become anxious without a set routine. A visual schedule of the program's activities may help alleviate some anxiety.

**Direct Appeal**—this technique is most effective when the child is comfortable with a staff member. Direct statements are used such as: “You seem angry with me”; or “Your friends will be angry with you if you continue to act out and interrupt their game.”

**Limiting Space and Tools**—it may be very difficult for the teacher/leader to compete with certain objects such as balloons, games, etc. When removing an object a child is obsessed with or overly focused on, the staff member will show an interest in the object and politely ask to see it. Once the teacher/leader has the object, s/he will let the child know that it will be returned when s/he can handle it.

**Incentives/Consequences**—individualized behavior plans may be developed in order to help participants be successful within the program. Behavior plans may include visual aids such as points or sticker charts. Not all participants require visual aids. Sometimes, a verbal “check in” is effective. At designated check-in times, the staff and participant review progress toward goals for success in the program. At designated times, if the participant is achieving goals, rewards are earned. If progress is not made, a consequence is received. Incentives and consequences must be attainable and developed with input from staff, parents, and participant

**“Break” from Activity**—when a participant's behavior has reached a point where the behavior is too disruptive and/or inappropriate, and other techniques are not working, removing the child from the area for a few minutes is often appropriate. This is done not as a punishment, but as a means to remove the participant from the stimulating or triggering environment, to deescalate a difficult situation, and allow a quieter space to refocus energy and attention. Breaks may include such things as going outside to get some fresh air or walking to the drinking fountain for a drink.

## BEHAVIOR MANAGEMENT TECHNIQUES

(continued)



### CUSR Day Camp Program

**Crisis Prevention Intervention (CPI)**-Designated program staff are trained in non-violent crisis prevention techniques. To maximize the safety of all participants, staff may use verbal and non-verbal techniques to de-escalate a participant or situation. Physical intervention is used as a last resort to ensure safety. When physical intervention techniques are used, a parent/guardian will be contacted, and depending on the severity of the action, police may be contacted as well. Depending on the severity and/or frequency of physical intervention, participation may be suspended.

After a participant has been restrained for aggressive behavior towards themselves or others and shows that they have calmed down and come back to rationality, that participant will be allowed to join the group again. If the participant cannot show rationality or if that participant needs to be restrained again within 10 minutes of the first restraint, the parents/guardians will be called and they will have a given time frame to pick up or make arrangements for the pick-up of their child. Every attempt to contact the parents/guardians will be made. If the parents/guardians cannot be reached the emergency contacts will be called. The rationality of the participants will be based on an observation by the staff member who knows the participant and the program leader or a full-time CUSR staff.

There will be a time frame stated for expected parent response to have their child picked up from camp within the phone call. If the child is not picked up within the stated time frame the parent will be assessed a monetary fee due within the week of the incident or the participant will be suspended the next week until payment is received.

When these techniques are not successful in managing behavior(s), the park district, CUSR, and parents/guardians may be asked to meet so that we may collectively explore and discuss alternative measures to assist the participant in meeting behavior expectations. In limited circumstances, participation may be temporarily suspended pending the ability to convene and explore other options.

### PARENT/GUARDIAN'S AGREEMENT TO POLICY ON BEHAVIOR MANAGEMENT

I have read and fully understand the CUSR Policy on Behavior Management above, and I agree to the terms of the policies.

Name of Child attending (please print) \_\_\_\_\_

Name of Camp Site \_\_\_\_\_

Name of Parent or Guardian (please print) \_\_\_\_\_

**X** \_\_\_\_\_

Signature of Parent or Guardian

Date