



**Northbrook
Park District**

**Adventure
Campus**



**2019-2020
Registration Packet**

Adventure Campus Registration Packet 2019-2020

The Northbrook Park District partners with School Districts #27, #30 and #31 to offer extended care—Adventure Campus—during the school year for children in grades K-5. The Adventure Campus program provides supervised activities for children before and after classes at their schools. Children can attend one through five days per week.

Program Objectives

- Create a sense of achievement in each child by positively engaging them in activities
- Provide care for school-age children to compliment and enrich their regular school day
- Provide an environment where socialization and creativity are encouraged
- Improve the general well-being of all students

2019-2020 Program Improvements

The Northbrook Park District has made changes to the Adventure Campus program to enhance your child's experience. These include:

- Increased supply and quality of gym equipment, board games and activities
- Pre-planned and pre-ordered arts and craft activities
- Fresh fruits and vegetables served twice per week
- Pre-booked enrichment opportunities
- Weekly staff on-site meetings
- Increased Site Director certification requirements

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In-Person Registration Required

Complete the Registration Form and Program Waiver and Release at the back of this packet. Registration is available in person starting February 11 at the Leisure Center, 3323 Walters Avenue or the Northbrook Sports Center, 1730 Pfingsten Road.

Adventure Campus Important Dates

Monday, February 11 through Monday, April 8	Registration opens! Returning Families* register at either Park District Registration Office for 3, 4 or 5 days. Returning Families registering for 3, 4 or 5 days per week are guaranteed placement. The program's first monthly payment is due at registration and is non-refundable. Schedule changes will not be accepted until after September 3. Note that due to the demand of the program, schedule changes are not guaranteed. New Families** drop off your Registration Form at either Park District Registration office. Registration Forms due. Returning and New Families must turn in Registration Forms by April 8 at 8pm.
Week of April 15	New Families Registration Forms will be randomly processed, starting with 5-day interest as the priority. If additional spots are available, registration for 4-day interest will be randomly processed, then 3-day. New Families will be notified of enrollment status through e-mail. Enrollment is based on availability.
Monday, April 22	Open registration for 3, 4, or 5 days. Enrollment is based on availability at each site.
Monday, July 15	Registration for 1- and 2-day options begins. Enrollment is based on availability at each site. Schedule changes will not be accepted until after September 3. Schedule changes are not guaranteed.
Week of July 15	Enrolled participant paperwork emailed to families. Deadline to return paperwork is August 16.
Friday, August 2	Registration closes at 5pm. Registration Forms can still be submitted after this time and depending on site capacity, registration will begin again on September 3.
Monday, August 5	Parent Orientation Night – Encouraged for all enrolled families at the Leisure Center at 7pm. The presentation will cover the Parent Handbook, alternate programming options for School's Out Fun and allow time for questions.
Thursday, August 15	Site Director Meet & Greet – 7-8:30pm at your child's site. Come meet the Site Director and see the Adventure Campus room before the school year begins! Parents and children are encouraged to attend. This is a drop-in event.
Friday, August 16	Deadline for all enrolled participant paperwork.
Tuesday, September 3	Registration re-opens – based on availability. Schedule changes accepted based on site capacity for a \$25 service fee per child.

***Returning Families** – Families with a child enrolled in Adventure Campus for AM and/or PM in the 2018-2019 school year as of January 1, 2019. A currently enrolled child's sibling is eligible to be enrolled at this time.

****New Families** – Families who are not enrolled in Adventure Campus for AM and/ or PM in the 2018-2019 school year.

Adventure Campus Sites and Times

District #27		
Hickory Point	7am-8:15am	3:05pm-6:30pm
Shabonee	7am-8:30am	3:10pm-6:30pm
District #30		
Wescott	none	3:10pm-6:30pm
Willowbrook	none	3:10pm-6:30pm
District #31		
Winkelman	7am-8am	2:45pm-6:30pm

Kindergarten students who attend Willowbrook can choose Wescott as their Adventure Campus site. All other students must attend school at the Adventure Campus site chosen.

Number of Days Per Week

Families are required to choose a 1, 2, 3, 4 or 5 day option on the registration form included in this packet. Families must commit to the same days/schedule each week. **Returning Families** are guaranteed their spot in the program through April 8 for 3, 4 or 5 days. **New Families** registration will be randomly processed, starting with 5-day interest as the priority. If additional spots are available, registration for 4-day interest will be randomly processed, then 3-day, 1- and 2-day options will be available for all families starting July 15. Enrollment is based on availability at each site.

Adventure Campus Daily Fees

Our fee structure allows you to pay for the days you register for! There are no flat-rates or annual fees. Register for 5 days a week for the best value.

The applicable rate will be applied in the event of days off from school. Example: Your child is registered for 5 days a week but there is a holiday on Monday—the fee charged for that week will be \$8.75/\$16.75 per day.

Daily Fees		
# of Days Per Week	AM Fee	PM Fee
5 Days	\$8.50/day – Best Value!	\$16.50/day – Best Value!
4 Days	\$8.75/day	\$16.75/day
3 Days	\$9.00/day	\$17.00/day
2 Days	\$9.25/day	\$17.25/day
1 Day	\$9.50/day	\$17.50/day

Schedule Changes

Changing days your child is attending or the number of days per week are accepted after September 3 based on availability and a service fee of \$25 for each change will be applied. Reducing schedules will not result in a refund for months already paid. Reducing schedules that are accepted after September 3 will adjust future payments and will not go into effect until the week of September 9. Call the Leisure Center at 847-291-2995 to submit a request.

School's Out Programs

When students have full-days off from school, the Park District has several programming options available to you (an additional fee applies). More information for the School's Out Fun offerings will be available at the Parent Orientation Night on August 5.

No Program Days

Adventure Campus will not be in session and no alternate programming will be available on the following dates:

September 2 – Labor Day

November 27-29 – Thanksgiving Break

December 24 – Christmas Eve

December 25 – Christmas Day

December 31 – New Years Eve

January 1, 2020 – New Years Day

May 25, 2020 – Memorial Day

Early Dismissal – District #30 Only

The daily fees include early dismissals at District #30. On Early Dismissal Days, fees cover care for your child from the time of the early release through 6:30pm. Pick up begins at 3pm at your child's site. Inform your Site Director if your child will not be attending the Early Dismissal Day. Children must be enrolled for the specific day of the week to be eligible for care.

Payments

The program's first monthly payment is due at time of registration and is non-refundable; all other payments are due 30 days before that month begins. Example: August payment is due when you register; September payment will be automatically charged in the beginning of August. Families are responsible for keeping a current credit card on file through their online account. A schedule of charges will be provided to you at time of registration. If you prefer to pay with a different payment method, payments must be received before automatic payments are processed. Delinquent accounts may result in dismissal from the program.

New Families who drop off their registration packet between February 11 and April 8 will be notified of enrollment through email the week of April 15. Included in the email will be instructions on how to finalize registration and make a payment on-line or in person.

Note: August payment must be received by May 15 to complete your registration and participate in the program. August payment is non-refundable.

Withdrawing from the Program

Withdrawals are subject to an administrative fee of 10% of the remaining balance owed to the program.

Future payments will be stopped and refunds will not be issued. All withdrawal requests must be made prior to an automatic payment.

Participants with Special Needs/NSSRA

Inform the Park District about any medical condition or special needs that requires staff attention. If a child has an Aide or Companion during the school day, the Park District recommends the same for Adventure Campus participation. The Park District works closely with Northern Suburban Special Recreation Association (NSSRA) to ensure students with special needs receive proper attention. If you wish to discuss support options, contact NSSRA Liaison Nancy Eschker at 847-291-2995.

Adventure Campus Frequently Asked Questions

What does a typical day look like at Adventure Campus?

The program is run at a 10:1 child to staff ratio and is structured in groups based on school grade. Upon arrival to the Adventure Campus room, the children will sit with their grades and attendance is taken. The Site Director will have announcements informing the participants of the daily activity plan. Children will receive a nut-free snack and have time to complete their homework. Gym games, indoor and outdoor activities and arts and crafts are all pre-planned based on a weekly theme. Participants rotate to the different activities throughout the day with their grade level.

How are the staff trained?

Counselors, Assistant Site Directors and Site Directors go through extensive training prior to the beginning of the school year. Training topics include safety, child accountability, supervision, first aid, bullying, appropriate discipline, emergency situations and customer service. All staff attend an annual Risk Management training and are CPR and AED certified. All staff are required to attend monthly trainings throughout the school year. In addition, the staff are mandated reporters and are trained in concussion recognition.

What snacks do you offer?

Adventure Campus is a nut-free environment. Examples of snacks offered at the program include fresh fruit and vegetables, apple sauce, yogurt, fruit snacks, Goldfish crackers, string cheese, Cheez-It crackers, freeze-dried fruit and fruit cups. Each site provides a snack calendar for the week to keep the children informed on when the snacks will be served. Children may bring snacks from home if the snacks are nut-free.

What if my child won't be attending for the day?

You must contact both the school and the Adventure Campus Site Director. The Site Director can be contacted by the phone number and email provided to you in August. You can also notify the Site Director in person in regard to a future absence (i.e. my child will not be attending this Friday, they will be taking the bus home).

Can someone else pick up my child from the program?

All authorized pick-up names must be listed on your child's Participant Information Form or Pick-Up Plan Form, which will be emailed to registered participants on July 15. If someone else will pick up a child, we cannot accept verbal authorization. However, written authorization is accepted using any of the following methods: handwritten note, email, text message or Pick-Up Plan Form. The authorized pick-up person must present a photo ID at the time of pick-up.

What if my child has an allergy or needs medication?

Parents must fill out the Permission to Dispense Medication Form and/or the Allergy Action Plan, which will be emailed to registered participants on July 15. Once received, the parent will provide the Site Director with the medication, which will then be kept on-site in a medication lock box. Adventure Campus must have their own supply of a child's medication due to the unique program hours. Medication from the school is not available to Adventure Campus.

Registration and Billing

How do automatic payments work?

All families are required to provide a credit card and agree to a monthly payment plan, or pay the balance in full. Payments will be automatically processed for the next month of service 30 days prior. A schedule of automatic payments will be provided to you at time of registration.

Example: September fees are charged in the beginning of August.

How can I change the number of days and which days my child will attend the program?

Approval depends on availability and is subject to a \$25 service fee. Any changes to billing must be made before the month that is being changed is billed. There are no prorations. You can contact the Leisure Center to indicate a change of days or withdrawal from the program.

Example: October schedule changes must be made before the October payment is withdrawn at the beginning of September. Schedule changes can only occur on a monthly basis.

If I need to switch days for just one week, how is that handled?

Due to the demand of the program, schedule changes must occur on a monthly basis as we do not accommodate drop-in days. You can contact the Leisure Center to indicate a change of days request. Approval depends on availability. Each change is subject to a \$25 service fee.

Days Off from School, Half Days and School Closings

What are Early Dismissal Days?

Early Dismissal Days are when District #30 has a half day of school. Adventure Campus fees include care for those days at the Adventure Campus site. Please refer to your specific Adventure Campus school calendar (dates subject to change). Children must be enrolled for the specific day of the week to be eligible for care.

What is School's Out Fun?

School's Out Fun are days when a school is closed for a full day of school. (i.e. extended holiday breaks, federal or religious holidays). The Park District offers field trips from the Leisure Center for an additional fee and requires separate registration (dates are subject to change).

Trips run from 9am-3pm and the fee is \$55. Extended care is available (7-9am and/or 3-6:30pm) at an additional cost. Registration is available at nbparks.org or any Registration Office. Registration will close one week prior to the date. Trip locations are shown online at nbparks.org and on flyers that are distributed at your site and sent out via email.

Alternate programming is available for Winter Break, Spring Break and select days off from school. Programming options include Winter and Spring Break Escapes, Multi-Sports Camp, Hockey Camp and Skate & Dance Camp. Registration information can be found in the Park District's program guide or at nbparks.org.

What happens if the school closes due to inclement weather?

We follow the school schedule. If the school is canceled due to inclement weather or other circumstances, Adventure Campus will be canceled. If a school cancels mid-day, there will be no PM care. If a school has a late start, there will be no AM care.

Are there holidays that programing is not available?

Adventure Campus and School's Out Fun are not offered on certain days. See page 5 for dates.



**We welcome your suggestions as we assist your child in learning,
gaining self-confidence, making new friends and having fun!**

**Thank you for choosing the Northbrook Park District.
We look forward to serving you and your family.**

For questions regarding this program, call 847-291-2995.

NORTHBROOK PARK DISTRICT

Program Waiver and Release

Important Information

The Northbrook Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The District continually strives to reduce such 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 this program/activity 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 adequately skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or has recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Warning of Risk

Recreational 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 activity. All hazards and dangers cannot be foreseen. Depending on the particular activity, certain risks, dangers and injuries may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and other risks inherent to the particular activity. In this regard, it is impossible for the District to guarantee absolute safety.

Photo/Video Policy

The District takes photos and video of participants in classes, during special events and in the parks. By signing the waiver, you are giving permission to the District to use these photos and video in District publications and on the District website and social media outlets. All photos and video are the property of the District.

Assumption of Risk and Waiver and Release of All Claims

Please read this form carefully and be aware that in signing up and participating in this program/activity, 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 this program/activity (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or 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 or my child/ward) as a result of participating in this program/activity against the District, including its officials, agents, volunteers and employees.

☐ I have read and fully understand the above important information, warning of risk, photo/video policy, assumption of risk and waiver and release of all claims. If registering online or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature (check box).

Participant's Name (Please Print) _____

Participant's Signature _____ Date _____

If Under 18, Parent/Guardian Signature _____ Date _____

PARTICIPATION WILL BE DENIED if the signature of adult participant or parent/guardian for minor and date are not on this waiver. Note: The Northbrook Park District does not carry medical or accident insurance for its participants. We suggest you look at your own insurance policy to be sure you are adequately covered. The District assumes no responsibility for personal injuries or loss of personal property.





Your Hometown Summer Camps!

**CHOOSE YOUR ADVENTURE &
SIGN UP TODAY @ NBPARKS.ORG
QUESTIONS? CALL 847-291-2993**



NORTHBROOK PARK DISTRICT SUMMER CAMPS

FIND OUT MORE AT NBPARKS.ORG/CAMPS

CAMP	AGE	DATES
YOU ARE MY SUNSHINE	2-3	6/17-7/12 & 7/15-8/8
CAMP SUNSHINE	3-5	WEEKLY 6/17-8/9
DANCING ADVENTURES	3-5	WEEKLY 6/18-8/8
KALEIDOSCOPE KIDS	5-7	WEEKLY 6/17-8/9
LIMELIGHTERS WORKSHOP	5-7	6/18-7/13 & 7/16-8/10
LITTLE CHAMPIONS	5-7	WEEKLY 6/17-8/9
HOCKEY TRAINING ACADEMY	5-12	7/9-8/10
SUMMER WARM-UP	5-13	6/5-6/7, 6/10-6/14
SUMMER KICKOFF SPORTS CAMP	5-13	6/10-6/14
AWESOME AUGUST	5-13	8/12-8/16, 8/19-8/23 & 8/26-8/30
GOLF CAMP LEVELS 1-4	5-14	WEEKLY 6/10-8/16
SKATE AND DANCE CAMP	5-14	6/17-7/12 & 7/15-8/9
BEYOND THE BELL	6-12	SUMMER SCHOOL EXTENSION
SPORTS MANIA CAMP	8-10	WEEKLY 6/17-8/9
SURVIVAL CAMP	8-10	WEEKLY 6/17-8/9
ARTISTIC ADVENTURES	8-13	6/17-7/12 & WEEKLY 7/15-8/9
THEATRE ARTS WORKSHOP	8-13	6/17-7/12 & 7/15-8/9
ZOMBIE CAMP	8-13	8/12-8/16
ATHLETIC ADVENTURES	11-13	WEEKLY 6/17-8/9
CAMP TRAILBLAZERS	11-13	WEEKLY 6/17-8/9
JUNIOR COUNSELOR APPRENTICE PROGRAM	14-15	6/17-7/12 & 7/15-8/9

**NEED HELP CHOOSING A CAMP?
CALL 847-291-2993!**