

GENERAL INFORMATION

Payment Plan

Register now to spread your payments out at no additional cost!

The Glenview Park District is happy to offer a convenient payment plan for select summer camps. All camps with fees at or above \$200 are eligible for payment plans with a deposit. There is no extra cost for choosing the payment plan, but you must provide us with a credit card at the time of registration.

Here's how it works:

Calculating your installments	Each payment plan option requires a \$75 deposit. This deposit is subtracted from the total camp fee and the remaining balance will be broken into three equal installment payments.
Automatic Charges	Three installment payments will be automatically charged to your credit card on the first of each month beginning on April 1.
Payment Plan Deadline	March 15 is the last day to register with a deposit and take advantage of the payment plan program.
<i>Payment is due in full for all registrations received on or after March 16.</i>	

Early Bird Discounts

Plan ahead and save! **Register your camper by March 15 and save 10% on your camp fees.** Discount is available for residents and non-residents as long as registration is completed by March 15. **Note:** For those who take advantage of the early bird discount but transfer to another camp after March 15, the early bird discount for the new camp does not apply.

Required Online Emergency Forms

Every camper registered must have emergency forms completely filled out. Glenview Park District partners with *campdoc.com*, an electronic health record system for camps, that helps us consolidate and integrate important camper information into a centralized and secure location. Their system will give our Camp Supervisors and Directors instant access to required emergency forms. The security, confidentiality and privacy of your camper's personal information will always be protected. Only select Glenview Park District staff will have access to camper information, and the *campdoc.com* site is secure, encrypted and password protected.

How it works:

- Immediately after you register for camps, set *register@campdoc.com* as a 'safe sender,' to avoid accidental delivery to junk and spam folders. This is very important!
- You will receive a "Welcome Email" from *campdoc.com* with information about how to complete your camper's health information. (Welcome email may take as long as two weeks to receive)
- FOR RETURNING *CAMPDOC.COM* CAMPERS – all you need to do is log in and update any information that needs updating. There is no need to complete all the information over again!
- FOR NEW *CAMPDOC.COM* USERS – Click the link in the email to set a password for your *campdoc.com* account.
- Follow the instructions and complete all information for your camper. Alerts will appear for any missing required information.
- Upload any required documents to your *campdoc.com* account.
- Return to *campdoc.com* at any time to make changes/updates to your camper's health information before camp begins.
- If changes are made within one week of camp starting or after camps start, contact the Glenview Park District so your Camp Director knows to look for this updated information.

GOOD THINGS TO KNOW

No Nuts/Food Allergies

All park district camps have been designated NUT SAFE. These practices are being implemented due to the rapid increase in serious nut allergies experienced by children in our programs today. We are requesting your cooperation in partnering with us to ensure a safe environment for children with nut allergies. If a camper comes to camp with a nut product, parents will be issued a reminder that nut products are not allowed in camp. If the same camper brings a nut product a second time, the camper will be dismissed from camp for the remainder of the summer without a refund. Peanut replacement products such as soy butter will not be allowed because camp staff will not be able to distinguish the difference between the nut and nut free product.

Our Doors Open Early

We open our doors 10 minutes prior to the start of camp to begin signing campers in. This allows more time for activities and more time to get siblings to other camp locations on time.

Camp Staff and Training

A qualified adult director supervises each camp. Counselors at each camp are mature and enthusiastic college and high school students. All camp staff complete an extensive training program that includes supervision and safety techniques, pool safety, activity development and first aid.

Swimming at Camp

Swimming activities vary per camp and are specified in each camp description. **All campers attending a camp that includes swimming will undergo a swim proficiency evaluation to ensure their safety.** Park District issued life vests will be worn if a camper does not meet proficiency standards. Pool passes are not necessary for campers to enjoy our pools during camp hours as all of our campers are admitted as part of the camp. To utilize park district pools after camp hours or on weekends, pay the daily fee or purchase a seasonal pool pass. For information on purchasing an indoor or outdoor pool pass, stop by Park Center, 2400 Chestnut Ave. or see our spring brochure.

On-Time Camper Pick Up Procedure

It is important to pick your campers up on time at the end of the day. By the end of camp, campers are ready to go home, staff have other commitments and schools need to lock up for the day. To help ensure on-time pick up, the following procedure has been put in place:

- First time late – a reminder about the proper pick up time will be given to the individual picking up the camper
- Second time late – Once pick-up is 10 minutes late, parent is charged \$15 and \$1 for each additional minute. At the 30-minute mark, the fee increases to \$5 per minute
- Fee will be charged that same day.

Information Requests

Information regarding campers enrolled in park district camps is confidential. For your family's safety, staff is not allowed to release phone numbers and addresses of other campers.

Change in Camp Locations

Though we do our best to secure camp locations in advance, occasionally we must relocate a camp due to last minute needs from the public schools or insufficient enrollment numbers necessitating consolidation of sections. If this should occur, you will always be given the choice of a full refund or a transfer to an alternate available camp.

Safety & ADA Assistance

Although the park district does not require children to have a medical examination to attend camp, your pre-camp emergency forms inform us of any special medical needs, including allergies and emergency details. As added protection for our campers, all of our camps are nut-safe. If your child needs accommodations in accordance with the American with Disabilities Act, contact us as soon as possible to ensure a successful experience for your child. If you would like more information on inclusion, please contact Joe Pollina, Assistant Director of Recreation at 244-521-2552. Individuals with T.D.D.'s can call 1-800-526-0844, and the Illinois Relay Center will transmit the message to the park district.

Financial Assistance

The park district believes in making programs available for all children in Glenview. If you are in need of financial assistance in order to participate, please stop by Park Center, 2400 Chestnut Ave., and pick up a Leishership application today or download the form from glenviewparks.org/district-forms. Assistance will be granted to families who qualify based upon need and availability of funds. This financial assistance program is available to Glenview Park District residents only.

Payments & Deposits

Camps costing \$200 or greater may be paid in full or you may elect to participate in the Payment Plan option as described on page 2 of this brochure if registered by March 15. *Camps costing \$199 or less must be paid in full at the time of registration.* Deposits and balances due may be paid with cash, check, Visa/MasterCard or Discover card. If you elect to pay a deposit, you must provide us at the time of registration with a Visa, MasterCard or Discover card account number. **Electing the Payment Plan option by March 15 automatically enrolls payer into a monthly payment plan. Payments are equally distributed and charged to the designated credit card the 1st of every month beginning April 1. Payment in full is due for all registrations received on or after March 16. Checks should be made payable to Glenview Park District.**

Early Bird Discounts

Residents or non-residents who complete their registration for summer camps by March 15 will automatically save 10% on their camp fee. Beginning March 16, all camp fees increase by 10%. **Note:** For those who take advantage of the early bird discount but transfer to another camp after March 15, the early bird discount for the new camp does not apply.

Emergency Closings & Cancellations

The Glenview Park District endeavors to keep its facilities and programs operating whenever possible. There are times, however, when weather, road conditions or facility malfunctions dictate that programs and/or services must be canceled or temporarily postponed or entire facilities closed. In such cases, the Glenview Park District reserves the right to close a particular facility, cancel a program or modify activities based on specific criteria which can be found on the park district website, glenviewparks.org, in the Park District Policies section.

The Glenview Park District will make every attempt to communicate any closing or cancellation via the park district Rainout Hotline Service, the website glenviewparks.org, the park district Cancellation Hotline 847-724-3337 and the metropolitan Chicago Emergency Closing Center.