

Camp Information

Resident Registration Information

Camp Registration Day

- Camp registration day is February 11, 2023, beginning at 8am.
- Registration is online only.
- Online registration support will be available over the phone from 8am-12pm by calling 311.
- No phone registrations will be allowed at this time.
- Registrations will be taken on a first-come, first-serve basis.
- Wait-list spots will be available immediately once a camp has filled.
- The camp registration day is for Evanston residents only (zip codes 60201 and 60202).
- You must have an existing online registration account to register.

Online Registration

To request an account, click on the “Need an account?” link at cityofevanston.org/register. Your child must meet all requirements to enroll in camps listed in the Summer Camp Guide. Exceptions cannot be made online.

Online registrations steps:

- Existing online accounts: Plan ahead, check that your account is accessible 48 hour prior to registration day.
- New online accounts: Accounts must be created 24 hours prior to registration day.
- Use the “+” icon by each camp section to select all of your choices.
- After all selections have been made, click on the “add to cart” button on the bottom left corner of the screen.
- Select the corresponding camp(s) for your child(ren) and click “continue”.
- A review of your shopping cart will appear, click “proceed to checkout”.
- Select payment method, enter the payment amount (must pay minimum amount due) and click “continue”.
- Enter payment information and “submit payment”.
- A receipt will automatically be emailed.

Nonresident Registration Information

Registration for nonresidents begins at 10am on Monday, February 20, 2023. At that time, nonresidents may register for camps online at cityofevanston.org/register, at all the recreation centers and by phone. A \$25 deposit per camp section is due at enrollment.

Camp Policies

Toilet Training

All campers must be toilet trained before beginning a City of Evanston camp program.

Wait List

Wait lists for camp sections will become available once a camp has filled. There is no fee required to be on a wait list.

Registration Cut-off

In order to have safe, adequate staffing on the first day of camp, registration will close the 24 hours before each session starts. If a registration is taken after camp starts the participant will not be able to attend for 24 hours after the registration takes place and the emergency form is completed.

Deposit Policy

A \$25 deposit is required for each camp section at the time of your child(ren) enrollment. No payment plans or fee assistance available for deposits.

Transfer Policy

You may request that your child transfer from one City of Evanston camp to a new registration in another City of Evanston camp. Contact the center hosting the camp to initiate a transfer to a new selection.

Do not bring your child to the “new” camp until you are contacted the transfer has been finalized.

If the camp transferred to has a higher fee, you must pay the difference. If the camp transferred to has a lower fee, a refund will be issued. Camp deposits and camp balance payments are not transferable to non-camp programs.

Refunds

Refunds are offered for documented situations preventing your child from participating in camp successfully. All such requests for a refund must be submitted in writing to the Program Coordinator that is responsible for overseeing your camp. Deposits are never refundable. For details please visit cityofevanston.org/camprefunds

Final Payment & Payment Plans

May 3, 2023 is the balance due date for all camp fees (see “Ways to Pay” below).

Payment plans are made through the community center overs-seeing each camp. If the camp is held at a park or school, please call the program coordinator of your camp to assist you.

If you have not arranged a payment plan or paid the balance due by May 3, 2023, we reserve the right to cancel your child’s reserved space(s) and you will forfeit your camp deposit(s).

Households with a previous balance are required to pay in full to all outstanding balances prior to starting camp.

Emergency Contact Form

Participants in City of Evanston camp programs are required to have an information/emergency form on file prior to the first day of camp. Campers will not be allowed to participate in camp until their health form is submitted. Instructions and registration information will be sent via email after registration from ePAC one of the leading secure electronic health record systems.

Health and Code of Conduct

First aid for minor cuts or abrasions is available. Please refer to our sick policy in the Parent Manual for full details.

The City of Evanston doesn’t carry hospitalization insurance for program participants; your family’s individual health care policy must cover all your medical needs.

Before camp starts, camps will include the City of Evanston’s Code of Conduct policy as part of the parent packet. It will be implemented if a child’s behavior begins to interfere with the rights of others.

Fee Assistance/Scholarships

Fee assistance is available to qualifying Evanston residents based on family size and total family income.

Fee assistance applications are available at cityofevanston.org/recreationscholarship.

Fee assistance is valid for one year.

The Parks, and Recreation Department accepts payment assistance from a third party agency, providing the following guidelines are followed.

- The paperwork process must begin by May 3, 2023; please contact the camp’s program coordinator by that date.
- Verification of third party fund availability for participation before camp begins.
- The entire camp balance is the responsibility of the guardian the event assistance is denied.

General Information

Drop-off and Pick-up

All camps have a sign-in and sign-out procedure that must be followed. Guardians are responsible for picking up children when the program ends. If a child is picked up more than five minutes late, you will be assessed a late fee of \$5 per child for the first 15 minutes and \$1/min after that time.

Pre and Post camp Care

Pre- and Post-care registration will begin at 10am on March 14, 2023. Each Pre and Post care site offers children access to various recreational activities, this is not an extension of the camp curriculum. Pre and Post care service is available for campers registered in specific camps.

Ways to Pay

Online at cityofevanston.org/register, by phone, or in person with a major credit card. Check, money order or cash (in person only starting February 13th).

Updated Information

Information may change after the guide is printed in December. For updates, including confirmed camp sites, please call 311.

Parent Manuals

Manuals will contain all camp information including camp policies, codes of conduct, camp specific information, activity schedules and more.

¿Habla Español?

Pólicas y plazos para los campamentos de verano estan publicados en el sitio cityofevanston.org/summercamps. Para asistencia, llame al número 847-448-4311.

Inclusion Services Policies & Procedures

Goals of Evanston Inclusion Services

- To provide opportunities for individuals with disabilities to participate safely and successfully alongside peers in the City of Evanston's Parks & Recreation programming.
- To provide access to the goals, benefits, and overall experience that all participants in the program receive through reasonable, least restrictive accommodations which do not fundamentally change the recreation program.
- To facilitate understanding, collaboration, and connections within all Parks & Recreation programming and within the community.

Receiving Inclusion Services

Requests for Inclusion Services can be initiated by Parks and Recreation staff or participant and/or guardian(s).

Parks and Recreation staff must request Inclusion Services by completing the following steps:

- Staff communicates with the participant/guardian to inform them of any concerns related to safety and successful participation in the program. Staff informs participant/guardian that they will be contacting the Inclusion Coordinator for support.
- Staff contacts the Inclusion Coordinator to communicate concerns.
- Inclusion Coordinator schedules an observation of participant at program.
- After observation, Inclusion Coordinator provides an observation summary to the staff requesting assistance, which will include a determination about any support/accommodations needed.
- The staff provides this summary to other applicable staff in the program and to participant/guardian.
- If it is determined that accommodations are needed, the Inclusion Coordinator contacts the participant/guardian to complete an Inclusion Assessment.
- Inclusion Coordinator provides tools to program staff for accommodations as needed.
- If it is determined that an Inclusion staff is needed, the Inclusion Coordinator begins the process of assigning/hiring and training an Inclusion Aide.
- In the case that an Inclusion Aide is not available, the participant will be placed on the Inclusion waitlist.
- Program fees paid will be prorated as needed based on any missed days after the initial observation.

- If an Inclusion Aide is not found by the end of the program season, all fees will be credited back to the participant/guardian.

Participant and/or guardian must request Inclusion Services by completing the following steps:

- Participant/guardian are encouraged to contact the Inclusion Coordinator as soon as possible once determining what program(s) the participant would like to attend.
- Once registered, the participant/guardian completes an Inclusion Assessment with the Inclusion Coordinator to determine any accommodations needed for safe and successful participation in the program.
- Inclusion Coordinator communicates with program staff and prepares tools as needed for any accommodations for the program.
- If it is determined that an Inclusion Aide is needed, the Inclusion Coordinator begins the process of assigning/hiring and training an Inclusion Aide.
- In the case that an Inclusion Aide is not available, the participant will be placed on the Inclusion waitlist.
- Program fees paid will be prorated as needed based on any missed days of the program due to an Inclusion Aide not being available.
- If an Inclusion Aide is not found by the end of the program season, all fees will be credited back to the participant/guardian.

Accommodations Provided Through Inclusion Services

Following guidance from the ADA (Americans with Disabilities Act), any accommodations provided for safe and successful participation in a Parks & Recreation program will be reasonable, least restrictive, and will not fundamentally change the program.

Accommodations and levels of support needed will be determined on a case-by-case basis and may include:

Minimum support

Training and education for program staff	Adapted equipment and/or tools for program staff	Check-ins and visits from Inclusion Coordinator throughout the program
Modifications to program structure or routine	Inclusion Aide added to the program	

Maximum support

Inclusion Services will be re-evaluated as necessary with consistent communication between the Inclusion Coordinator, participant/guardian, Parks & Recreation program staff, and Inclusion Aide, if applicable. An increase in support will be adjusted based on the needs of the participant as determined by the Inclusion Coordinator.

Inclusion Aide Assignments

Inclusion Aides are trained to provide support as needed to help Parks & Recreation staff include the participant in programs. This training includes adapting activities, behavior management, disability awareness, incorporating visual and sensory tools, and other participant-specific tasks as needed, such as assistance with personal care (i.e. changing clothes, eating, toileting, etc.) mobility, or communication.

While every effort will be made, the determination of maximum support and the need for an Inclusion Aide does not guarantee that an Inclusion Aide will be available. Needs will be considered on a first-come, first-served basis and Aides will be assigned based on availability as well as skill level required. Due to the high volume of Inclusion Aides needed citywide, the same Inclusion Aide cannot be guaranteed from program to program. Inclusion Aides will not be provided for programs which do not require pre-registration (e.g., drop-in camp, open gym, and family programs.)

Attendance

- If an assigned Inclusion Aide is unable to work due to an emergency or illness, every effort will be made to place an appropriate and available substitute with the participant. If a substitute is unavailable, the participant will be unable to attend the program until an Inclusion Aide is available. Applicable program fees will be prorated until an Inclusion Aide is available.
- If a participant is going to be absent, the participant/guardian must contact the Inclusion Coordinator and Parks & Recreation program staff/designee as soon as possible.
- If the participant is absent three times during a single program, the Inclusion Aide will be removed and re-assigned to a participant on the Inclusion waitlist. This results in immediate discontinuation of participation for this participant for the remainder of the program.

Code of Conduct Policies

- Every effort will be made to provide opportunities for a participant with a disability to safely and successfully participate in Parks & Recreation programming. Receiving Inclusion Services does not exempt a participant from the City of Evanston's Parks & Recreation Code of Conduct as well as program rules and consequences. The modifications/accommodations are provided to assist the participant in following the rules. They do not, however, exempt the participant from following the rules.
- If a participant is unable to comply with these rules, even with accommodations in place, they may be subject to disciplinary procedures including discussions with guardians, suspension, or removal from the program if behaviors are deemed unsafe for the participant, peers, staff, and/or program environment.
- Please note an acknowledgment form must be submitted to the Inclusion Coordinator before Inclusion Services are initiated.