



PARENT HANDBOOK

Flying High Camp Program

Where every child is a STAR!

Last Updated: April 1, 2021

Dear Family,

Welcome to our **Flying High Camp Program!** We are so happy that you decided to spend your day(s) with us!

Attached in this packet you will find:

- ❖ Flying High's Parent Handbook for camp
- ❖ New procedures, protocols and policies
- ❖ Frequently asked questions

If you have any questions please do not hesitate to contact me. My direct email is Erica.P@flyinghighgym.com.

I look forward to spending a wonderful day with you and your child!

Sincerely,
[Erica A. Perez](#)
Camp Director

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www.flyinghighgym.com

Where every child is a STAR!
Flying High Summer Camp

Summer Camp Weeks:

Week 1: 06.07-06.14
Week 2: 06.14-06.18
Week 3: 06.21-06.25
Week 4: 06.28-07.02
Week 5: 07.05-07.09
Week 6: 07.12-07.16
Week 7: 07.19-07.23
Week 8: 07.26-07.30
Week 9: 08.02-08.06
Week 10: 08.09-08.13
Week 11: 08.16-08.20

Daily Options and Pricing:

Pick and choose between whole days, half days, and hourly rates:

Whole Week(s): 9:00am – 4:00pm
\$275 per child/per week

Whole Day(s): 9:00am – 4:00pm
\$60 per child/per day

AM Half Day(s): 9:00am – 11:30am
\$35 per child/per day

PM Half Day(s): 1:30pm – 4:00pm
\$35 per child/per day

Before Care: 8:00am – 9:00am
\$10 per child/per day - No sibling discount

After Care: 4pm-5:30pm (billed in 30-minute increments)
\$5 per ½ hour/per child/per day - No sibling discount

*All campers will be charged a non-refundable annual administration fee of **\$35.00** at time of registration if applicable.

Savings:

Sibling Discounts:
-10% off the 2nd sibling
-15% off the 3rd sibling
-4th sibling is FREE!

Reminders:

- Registration and Payment is due in FULL prior to children attending camp.
- Walk-ins welcome IF capacity has not been reached. FULL payment is due upon registration.

Arrival & Departure

- **Main Entrance Doors Open at 8am.**
- Do not park in neighboring lots. Vehicles may be towed at the owner's expense.
- Each child must be signed in by an authorized adult.
- If the child is **pre-registered**, head upstairs and check-in with the camp staff.
- If the child is a **walk-in**, please check-in with our Front Desk staff first.
- If your child is going to be late or will be absent from camp, please email or call Flying High.
- When you pick up your child, you must check out with the camp staff. A child will only be discharged to parents/guardians or to an authorized pickup person. Please notify the Director when someone other than the parents or guardians will be picking up your child. A refusal may be made to release a child, related or not, to someone who has not been authorized in writing to receive the child. An I.D. may also be required by anyone picking up a child until staff becomes familiar with him/her.
- **Early Drop-offs and Late Pick-Up:** Children who are dropped-off early or picked up late, will be charged per our Before Care/After Care pricing. The balance will be run to the credit card on file.

Refund Policies

If you have registered for camp and can no longer attend, please call the front desk and we will be happy to help you switch your child to a different camp date.

Personal Belongings

We encourage not sending your child with a cell phone/tablet. If your child must bring a cell phone/tablet, we ask that it stays in their bag/cubby at all times.

Children may bring special games, toys, or books to be used during homeroom time. These items must be kept in the child's cubby during other times.

Lost or Stolen Items

Flying High is not responsible for lost, stolen or damaged items. If your child leaves behind or should lose something, please call/email camp director/main office describing the item and we will do our best to locate it. Unclaimed lost and found items are donated to charity at the end of month.

Attire

All children should wear comfortable, athletic clothing (no zippers, buttons or snaps) every day. Girls may wear leotards under their clothes. We will be participating in indoor and outdoor activities on a daily basis. Please make sure your child has athletic shoes with them every day (a pair can be kept in his/her cubby)! All children are required to remove shoes and socks before entering the gym. Jewelry of any kind (except stud earrings) is not to be worn.

Extra Clothing

All families are asked to provide a spare change of clothes to be kept at Flying High and used in case of an accident or emergency. This spare change of clothes should be placed in a bag and the child's name should be clearly written on the bag. This bag will be kept in the child's cubby.

What to Bring Everyday

All children should bring a mask/cloth face covering with them daily.

- All children should either bring a bag lunch that does not require refrigeration or you may purchase a lunch from our [Cosmic Cafe](#).
- All children should bring enough water to last the day as water fountains have been turned off.

Field Trips and Excursions

As more businesses begin to open, we are setting our field trip schedule. Field Trip days will be available as an **optional** add on. More information will be released closer to the start of Summer Camp.

Snack

Flying High will provide a daily snack. Snacks will include Cheez-Its, Goldfish crackers, animal crackers, or pretzels. Parents may also choose to pack a daily snack for their child.

Open Communication and Parent Involvement

Flying High believes that parents & caregivers must work together to create a stable & effective environment for all children. Flying High recognizes that effective partnerships are characterized by clearly defined responsibilities, open communication, understanding, mutual respect & a common goal of always doing what is best for the child.

Child Abuse Reporting

Illinois State Law requires all licensed professionals having reasonable cause to believe a child may be abused or neglected to report the matter immediately to the Illinois Department of Children and Family Services.

Illness Policy

If your child becomes ill while at camp, he/she will be isolated in a supervised area until picked up. Illness at camp includes one or more of the following:

- Fever of 101° F or above vomiting
- Extreme coughing
- Diarrhea
- Lethargy
- Lice

A physician's note clearing the child to return to camp will be required for pink eye, strep throat, rashes or common diseases. In case of a contagious disease, parents are asked to contact Flying High immediately so that a memo can be sent out to the parents of children that may be at risk. Please assist our front desk staff by describing a specific disease or symptom when you call.

Medication Policy

As a general principal, medication shall not be given during camp hours unless it is certified in writing by the attending physician that such medication cannot be administered before or after camp hours.

In instances of exceptions, medication (prescription and over-the-counter) will only be administered with a signed parent/guardian permission slip. All medication must contain the current prescription label and/or must be in the original container. Only the amount of medication listed on the bottle can be administered. Any additional dosages require a physician's note.

All medication must be clearly labeled with the child's name and will be kept out of the reach of children. Children are not allowed to have medication in their possession. Staff members have the right to take medication from the child and contact parents.

Allergies

All allergies must be listed in the Flying High family account under the child's medical tab. Additional medications, such as Epi-pens, inhaler, must be accompanied by current signed orders from a physician. All medication is stored in our camp room, it is the parents' responsibility to ensure that camp's supply is maintained and medications are not expired. If your child (ren) requires an allergen free eating area or specific instructions, please email the camp director before the child (ren) attends camp.

Medical Emergency

In the case of a medical emergency, Flying High reserves the right to obtain prompt services of a physician and hospitalization if needed. Parents may provide a written plan to access the services of a certified practitioner for a child who is exempt from medical care on religious grounds.

Parents will be notified immediately if their child becomes ill or injured while at Flying High. Parents are required to provide at least one other (besides parents/guardians) emergency contact number. Parents should notify Director if emergency contact numbers change.

Safety and Emergency Procedures

Flying High has the following Safety and Emergency procedures in place:

- Tornado Procedure
- Fire Evacuation Procedure
- Power Outage Procedure
- Gym Safety Procedures (including foam pit extraction procedures)
- Cleaning of Bodily Fluids and Blood Born Pathogens
- Injury Procedure (including the use of a travel first-aid kit)
- All staff members are trained in CPR and First-Aid

Emergency Closing Procedures

In the event of an emergency that requires the facility to close, families will be contacted by phone and/or email when possible. All closing is posted immediately on Facebook. Flying High recommends that you “like” our Facebook page in order to stay up-to-date on emergency closings. Flying High reserves, the right to close the facility for reasons including, but not limited to, the following:

- Hazardous weather conditions and the ability for students and/or staff to arrive at the facility safely.
- Building or utility emergencies including power outages and plumbing problems.

If camp is already in session when an emergency arises, families will be contacted at home or work and asked to pick up their child immediately.

Use of Photos, Video, and Audio

Flying High may use your child’s picture or video of your child in marketing publications without compensation to you.

Guidance and Discipline Policy

Flying High’s discipline methods center on positive reinforcement, redirection to a more acceptable behavior, guidance and gentle reminders of behavioral expectations to help children develop self-control and assume responsibility for their actions. If these methods fail, the teacher will utilize logical, age-appropriate consequences (i.e. “Think Breaks”) to resolve the issue at hand.

Flying High is committed to helping children work through behavior issues. However, any child exhibiting behavior that threatens the safety of the child, his/her fellow campers, the environment or a staff member will be immediately removed from the situation so he/she can regain composure before rejoining the group. Families will be notified of any continuous or serious behavior issues and families may be asked to pick up the child.

Discharge Policy

Illinois State Law mandates that any child who, after attempts have been made to meet the child’s individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.