



# **PARENT HANDBOOK**

## **Flying High Camp Program**

Where every child is a STAR!

Last Updated: January 30, 2024

Dear Camp Family,

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

If you have any questions, please do not hesitate to contact me. My direct email is:  
[Erica.P@flyinghighgym.com](mailto:Erica.P@flyinghighgym.com).

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

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

Flying High Sports & Rec Center  
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Countryside, IL 60525  
708.352.3099 ext. 16  
[www.flyinghighgym.com](http://www.flyinghighgym.com)

## **Where every child is a STAR! Flying High Summer Camp**

Registration needs to be completed prior to a child attending camp.  
FULL payment is due upon registration.  
Walk-ins are welcome IF capacity has not been reached.

### **Flexible Camp Options:**

Whole Day(s): 9am - 4pm  
AM Half Day(s) 9am - 11:30am  
PM Half Day(s) 1:30pm - 4pm  
Before Care: 8am - 9am  
After Care: 4pm - 5:30pm  
Field Trip Add-On Option, Summer Only

### **Savings:**

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

### **Refund Policies**

- While we do not offer refunds for Camp, with a one day advanced notice, we are happy to transfer your camp day to a new day. That is never a problem! We pride ourselves on our flexibility and want you to have the best experience possible!
- We do not offer credits or refunds for day of cancellations.
- Due to nature of scheduling and registering for Field Trips, **all field trips costs are non-refundable.**

## **Arrival & Departure**

- Main Entrance Doors Open at 8am. Final Pick-up at 5:30pm.
- Do not park in neighboring lots. Vehicles may be towed at the owner's expense.
- If the child is a walk-in, please check-in with our Front Desk staff first.
- Each child must be signed in by an authorized adult.
- 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.

## **What To Bring Every Day**

- Please label all personal items your child will be bringing into our facility with their name.
- All children should wear comfortable, athletic clothing (no zippers, buttons or snaps) every day. Girls may wear leotards under their clothes. 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.
- We will be participating in indoor and outdoor activities. Outdoor activities (*Summer Camp only*) may include water play. Please send appropriate clothing and shoes. It is also highly recommended to send water shoes and a beach towel if your child will be participating in the water play.
- 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 a bottle of water to stay hydrated. If they do not have one, they are able to use our water fountains.
- 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.
- 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.
- 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,

## **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.

## **Snack Time**

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 & 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 & 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 & contact parents.

## **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.

## **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.

## **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 parents will receive a text regarding any emergency closings. Flying High recommends that you “like” our social media pages in order to stay up-to-date on important information. 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.