

# SRSNLC INFORMATION



## MEET THE STAFF

### LINDENHURST PARK DISTRICT

Lippert Community Center  
2200 E. Grass Lake Rd. | Lindenhurst, IL 60046  
847-356-6011 phone | 847-356-6063 fax  
Katie Kozuch – Program Supervisor | 847-356-6011 ext. 108  
kkozuch@lindenhurstparks.org



### ROUND LAKE AREA PARK DISTRICT

Robert W. Rolek Community Center  
814 Hart Road | Round Lake, IL 60073  
847-546-8558 phone | 847-740-8180 fax  
Jessica Jeffery-Findley – Program Manager | 847-740-9828  
jjeffery@rlapd.org  
Jenny Simpson – Program Supervisor | 847-740-9828  
jenny\_simpson@rlapd.org



### WAUKEGAN PARK DISTRICT

Upton Park/Douglas House  
2000 Belvidere Street | Waukegan, IL 60085  
847-360-4760 phone | 847-662-2577 fax  
Julie Schneider, CTRS, CPRP, CPP,  
SRSNLC Safety Coordinator – Manager | 847-360-4762  
jschneider@waukeganparks.org  
Kari Robinson, CTRS, CPRP, CPP – Rec. Supervisor | 847-360-4763  
krobinson@waukeganparks.org  
Maria Owens – Rec. Specialist | 847-360-4764  
mowens@waukeganparks.org  
Registration Attendent | 847-782-3300



### ZION PARK DISTRICT

Leisure Center  
2400 Dowie Memorial Dr. | Zion, IL 60099  
847-746-5500 phone | 847-746-5506 fax  
\*After hours 1-847-746-5500 ext. 446  
Teresa Hayhurst – Program Director  
thayhurst@zionparkdistrict.org



## Mission Statement

It is the MISSION of SRSNLC to educate our citizens to become responsible, productive, healthy, and contributing members of our society by preparing them through recreation with a dynamic and caring environment, which excites them and invites them to participate.

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## Contact Us:

Please be aware that you can use the Illinois Relay Center to contact us during our office hours. To use the service, call 1-800-526-0844 (TDD ONLY) or 1-800-526-0857 (Voice). If, due to a visual impairment, you need our brochure or other documents in an alternate format, please contact our office.

## Full Access For All - ADA

The Special Recreation Services of Lindenhurst, Round Lake, Waukegan, and Zion advocates for full participation under the Americans with Disabilities Act (ADA) which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities. Every attempt at reasonable accommodation will be made so that individuals may participate in a desired program.

SRSNLC and your local park districts are committed to meeting your unique, individual leisure needs. Please call us if we can assist you at any time.

# SRSNLC POLICIES

## Program Cancellations

SRSNLC attempts to hold programs whenever possible. However, inclement weather occasionally makes it difficult for staff and participants to travel to program locations. SRSNLC cancellation policies are as follows:

1. Staff look at all circumstances **one hour** prior to the starting time of the program or transportation route to determine if it should be cancelled.
2. If the program is cancelled, program staff attempt to reach all participants by phone to inform them of the cancellation. **You will only be called if the program is cancelled.**
3. SRSNLC attempts to extend programs to make up any missed dates.
4. SRSNLC sends out a letter informing all participants whether the program has been extended.
5. Registration deadlines must be adhered to. If there are not the required minimum participants by the date listed, the program must be cancelled due to reservation requirements. Full refunds will be given.

## Cancellation by Registrants

A 20% cancellation charge and/or programming expenses will be assessed for all refund requests made before the first meeting date of the program. No refund is given once the first class has met unless a doctor's request is presented to SRSNLC, which will then allow a prorated refund.

## SRSNLC Resident & Non-Resident Policy RESIDENT

1. Includes those residing in Lindenhurst, Round Lake, Waukegan, and Zion Park Districts.
2. Registrants from any of the above listed Park Districts qualify for a resident rate and are welcome to register through their home district.

Residents of SRSNLC include those in the Round Lake, Lindenhurst, Waukegan, and Zion Park Districts. Non-Residents residing in communities having active park districts or recreation departments will pay an additional 50% fee for all programs. Call the local SRSNLC office to see if this affects you.

### LATE PICK UP FEE:

Participants are to be picked up promptly at the end of a program. A \$1.00 per minute late fee will be assessed for late pick-ups. Late fees are due prior to attending the next program. Please refer to your day camp manual for camp specific late fee policies.

## Transportation

SRSNLC has implemented these transportation procedures to ensure participants ride safely in our vehicles:

1. All passengers must be sitting in seats or wheelchairs with belts securely fastened. The driver will not proceed until all seat belts are fastened.
2. All wheelchairs must have brakes that are in good working order and can stop the chair from moving.
3. Drivers will assist participants to and from their homes, but driveways and walks must be clear of debris and obstacles.
4. Staff are responsible for determining whether or not a participant can be transported safely. If it is determined that it would be dangerous to transport a participant, the driver may refuse to transport that participant.
5. Participants riding in Amigo-type wheelchairs must transfer into a van seat and must use a seat belt.
6. Participants unable to be in a house alone should have someone meet the vehicle at the designated time of return. SRSNLC cannot wait more than 10 minutes due to the demanding transportation schedule.
7. SRSNLC reserves the right to refuse to transport participants. Please realize that these policies have been developed to ensure the safety of everyone riding SRSNLC vehicles. Your cooperation is greatly appreciated.
8. SRSNLC transports in-district participants only.
9. Late registrants may not have transportation during the first week of programs due to routing changes. Participants are notified if a problem occurs.
10. Departure times are set and abided by. If changes occur, participants are notified by phone. Return times may vary because of traffic and/or weather conditions. However, all is done to return on time.

## Overnight Trip Policies

All participants must submit a complete Overnight Trip Form, Medication Dispensing Release Form, a copy of a valid government issued identification card, and a copy of his/her current medical insurance card one week prior to departure date. Please note that sleeping arrangements will be determined upon our arrival to destination. Participants may or may not share a double/queen/king size bed. Staff may or may not be in the same room as your adult participant. Trips are designed for adults with special needs that can function with minimal assistance. **Overnight trip registrations require preapproval by the SRSNLC Program Manager.**

**Refund Policy:** *No refunds are given unless . . .*

1. The trip is cancelled by the park district.
2. The person desiring a refund finds a replacement.
3. The district has a waiting list for the trip.

# SRSNLC GENERAL INFORMATION

## Wellness Guidelines

### Participation Guidelines When Illness Occurs

In consideration of the other participants and staff, to prevent the spread of contagious illnesses, participants must refrain from attending programs when any of the following conditions exist:

1. Fever of 100 degrees or higher.
2. Vomiting within the last 24 hours.
3. Persistent diarrhea in conjunction with other symptoms.
4. Contagious rash or a rash of unknown origin.
5. Persistent cough and/or cold symptoms.
6. "Pink Eye" (conjunctivitis) or discharge from the eye.
7. Symptoms of mumps, measles, chicken pox, strep throat, flu, impetigo, Coxsackie virus, head lice, mites, and ringworm.
8. Runny nose with yellow or green discharge WHICH INDICATES INFECTION.
9. Fatigue, due to illness, that will hinder participation and enjoyment in the program.

Please notify the SRSNLC office if the participant contracts any contagious illness that will affect his/her attendance at the program. Participants should return to programs at the doctor's recommendation, or, if not under a doctor's care, when the symptoms have clearly passed.

### Spanish Interpreters Available

If you need to contact us about program information, Spanish interpreters are available at:  
Waukegan office (847) 360-4789 after 4pm  
Round Lake office (847) 546-8558.  
Zion office (847) 746-5500 after 12pm

Si necesita ponerse en contacto con nosotros para pedir información sobre nuestros programas en español, tenemos traductores disponibles en la oficina de Waukegan al (847) 360-4789 la oficina de Round Lake al (847) 546-8558, y la oficina de Zion al (847) 746-5500.

|   |   |
|---|---|
| LINDENHURST<br>PARK DISTRICT:                         | Monday - Friday<br>9:00am - 5:00pm  |
| ROUND LAKE<br>PARK DISTRICT:                          | Mon.-Fri. – 8:30am - 7:30pm<br>Saturday – 9:00am - 12:00noon                          |
| FIELD HOUSE SPORTS<br>AND FITNESS CENTER<br>WAUKEGAN: | Mon.-Fri. – 5:00am - 9:00pm<br>Saturday – 7:00am - 5:00pm<br>Sunday – 7:00am - 5:00pm |
| ZION<br>LEISURE CENTER:                               | Mon.-Fri. – 9:00am - 6:00pm<br>Saturday – 8:00am - 2:00pm                             |

Please detach the Registration Form and complete in detail. The full registration fee is due before the registration deadline. Call your local office for alternate payment plans. Register in person or mail the registration with check or money order payable to your local Park District. Complete the attached Annual Information Form in the winter season only unless this is a new registration or information has changed.

## Medication Distribution

Parents and guardians are asked to dispense medication on their own, outside of program hours, if at all possible. **Staff are not able to dispense all types of medications. All requests will be reviewed on a case by case basis.** Please contact your local office for approval for any medication requests at least one week prior to the start of the program. If a medication is approved to be dispensed by district staff, a *Permission to Dispense Medication* form must be completed. In all cases, medication dispensing can only be administered, changed, or modified by completing a *Permission to Dispense Medication* form.

**All athletes *MUST* sign  
Sportsmanship Contract**

# SRSNLC CODE OF CONDUCT

## Behavior Expectations

SRSNLC promotes the concept of “equal fun for everyone.” However, certain rules have been established to ensure the safety and enjoyment of all people. The following guidelines have been developed to help make SRSNLC programs safe and enjoyable for all participants. SRSNLC participants are expected to demonstrate appropriate behavior during programs. The basic behavior code of conduct insists that participants shall:

1. Show respect to all participants and staff, and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, other participants, or staff.
4. Show respect to equipment, supplies, and facilities.

A positive approach will be utilized regarding discipline. Individual behavior management plans may be developed on the advice of parents, staff or other professionals. If inappropriate behavior occurs, prompt resolution will be sought, specific to each individual situation. **SRSNLC reserves the right to dismiss a participant whose behavior endangers the safety of him/her self or others.**

## Consequences of Unacceptable Behavior

Participants may be subject to any of the following actions for unacceptable behavior. Below is a guideline for progressive discipline; however, the progression may be accelerated or slowed based on the severity and frequency of the unacceptable behavior.

| Unacceptable Behavior   | Warning                             | Time Out                            | Conference<br>Loss of Privileges    | Suspension                          | Expulsion                           |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Improper use of materials or equipment.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Disrespect of participants, staff, or the public.                               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Objectionable gestures; profane, vulgar or objectionable language.              |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fighting  |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Damage or destruction of Park District property or property of others.          |                                     |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Theft   |                                     |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Smoking; possession or use of alcohol or illegal drugs.                         |                                     |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Harassment or abuse of fellow participants or staff                             |                                     |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Possession of weapons   |                                     |                                     |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other acts which may be determined to be unacceptable by the program supervisor |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

For issues that are not major we may issue a participant progress report. This is in no way a behavioral warning; it is simply to inform you of something that may have happened during a program. For example, a participant may soil their pants. We will issue a progress report to inform the parent/guardian of the incident and how it was handled.

# FACILITY DIRECTORY

## LINDENHURST FACILITIES

|                                |  |
|--------------------------------|--|
| Forest View Park.....          | 513 Forest View Drive, Lindenhurst       |
| Heritage Trails Park.....      | 2400 Independence Boulevard, Lindenhurst |
| Lippert Community Center ..... | 2200 East Grass Lake Road, Lindenhurst   |
| Mallard Ridge Park .....       | 110 Robincrest Lane, Lindenhurst         |
| Millennium Park .....          | 201 Country Place Lane, Lindenhurst      |

## ROUND LAKE FACILITIES

|  |  |
|--|--|
| Indian Hill Elementary / Park District Gym .....               | 1920 Lotus Drive, Round Lake Heights     |
| Kristof's Entertainment Center .....                           | 421 Rollins Road, Round Lake Beach       |
| Renwood Golf Course.....                                       | 701 E. Shorewood Road, Round Lake Beach  |
| Robert W. Rolek Community Center.....                          | 814 Hart Road, Round Lake                |
| Round Lake Area Park District Teen Center / Youth Center ..... | 2071 N. Orchard Lane, Round Lake Beach   |
| Round Lake Area Park District Site II (Dell House) .....       | 2041 N. Orchard Lane, Round Lake Beach   |
| Round Lake Area Park District Sports Center.....               | 2004 N. Municipal Way, Round Lake Beach  |
| Park School.....   | 400 W. Townline Road, Round Lake         |
| Washington Street Tennis Courts .....                          | 22415 East Washington Street, Round Lake |

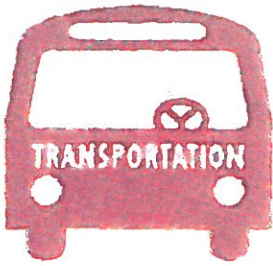
## WAUKEGAN FACILITIES

|  |                                  |
|--|----------------------------------|
| Belvidere Recreation Center/Park Place Senior Center ..... | 412 South Lewis Street, Waukegan |
| Douglas House.....   | 732 N. Genesee Street, Waukegan  |
| Jane Addams Center.....                                    | 95 Jack Benny Drive, Waukegan    |
| The Field House Sports & Fitness Center .....              | 800 N. Baldwin Avenue, Waukegan  |
| Bevier Center.....   | 2255 W. Yorkhouse Road, Waukegan |
| Brunswick Zone .....                                       | 631 Lakehurst Road, Waukegan     |
| Howard E. Ganster Pool.....                                | 416 S. Lewis Avenue, Waukegan    |

## ZION FACILITIES

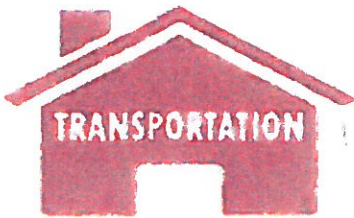
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|----------------------------------|---------------------------------|
| Shiloh Center .....              | Emmaus and 27th Street, Zion    |
| Zion Leisure Center.....         | 2400 Dowie Memorial Drive, Zion |
| Hermon Park Center .....         | 2700 29th Street, Zion          |
| Pinsters Bowl & Bar .....        | 1646 Sheridan Road, Zion        |
| Port Shiloh .....                | 1523 Shiloh Blvd., Zion         |
| Shepherds Crook Golf Course..... | 351 Greenbay Road, Zion         |
| Shiloh Golf Course .....         | 2300 Bethesda, Zion             |

# PROGRAM GUIDE KEY



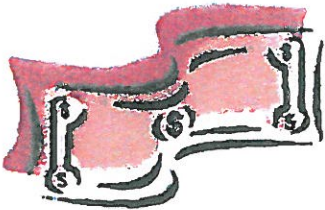
## **BUS – Door to Door**

Programs with this symbol offer door to door transportation with additional fee.



## **HOUSE – Transportation Home Only**

Programs with this symbol offer transportation home only.



## **DOLLAR BILL – Bring Spending Money**

Programs with this symbol require additional money be brought for the purchase of a meal or souvenirs.

**TRANSPORTATION: To be eligible for transportation, you must live in Waukegan and be a Waukegan Park District Resident.**