

# 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 – Recreation Program Manager | 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 ext. 5092  
jjeffery@rlapd.org  
Jenny Simpson – Program Supervisor | 847-740-9828 ext. 5093  
jenny\_simpson@rlapd.org  
Justine Galvin – T.O.D.A.Y Club Coordinator | 847-740-9828 ext. 5140  
todayclub1@gmail.com


### 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

### 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.

### 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.

### Table of Contents

SRSNLC Information.....	2
SRSNLC Policies.....	3
Lindenhurst - Seasonal Programs.....	4-7
Lindenhurst - Athletes & Fans.....	7
Lindenhurst - Vacation Time & Special Events.....	8
Round Lake - Adults.....	9-10
Round Lake - Special Events.....	10
Round Lake - Early Childhood.....	11
Round Lake - In House Fun.....	11-12
Round Lake - Overnight Trip.....	12
Round Lake - On the Town.....	13
Round Lake - Sports & Fitness.....	14
Waukegan - Arts & Crafts and Day Program.....	15
Waukegan - Socials & Outings.....	16-17
Waukegan - Just for Kids & Teens.....	17-18
Waukegan - Inclusive & Family.....	19
Waukegan - Vacation Trips.....	19
Waukegan - Sports, Fitness & Aquatics.....	20-21
Waukegan - Summer Day Camps.....	22
Zion - Sports & Fitness and Fun Eats.....	23
Zion - Out-N-About.....	24
Zion - In-House Fun and Vacation Time.....	25
Zion - Special Events and Day Camp.....	26
SRSNLC General Information.....	27
SRSNLC Seizure Questionnaire.....	28
Application for Participation in Special Olympics.....	29-30
SRSNLC Registration Form.....	31
SRSNLC Code of Conduct.....	32
SRSNLC Annual Information Form.....	33-34
SRSNLC Facility Directory.....	35

### 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.

# 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 & Aquatics 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

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



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

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

# 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, Cocksackie 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 PARK DISTRICT:	Monday - Friday 9:00am - 5:00pm
ROUND LAKE PARK DISTRICT:	Mon.-Fri. - 8:30am - 7:30pm Saturday - 9:00am - 12:00noon
FIELD HOUSE SPORTS AND FITNESS CENTER WAUKEGAN:	Mon.-Fri. - 5:00am - 10:00pm Saturday - 7:00am - 7:00pm Sunday - 7:00am - 7:00pm
ZION LEISURE CENTER:	Mon.-Fri. - 9:00am - 6:00pm 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 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. 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

Residents of SRSNLC include those in the Round Lake, Lindenhurst, Waukegan, and Zion Park Districts. Residents from any of the above listed Park Districts qualify for the resident rate in all districts. However, participants **MUST** register with the district offering the program. 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.

## 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.

### 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.**

# 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 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.

# SRSNLC ATHLETE-SPORTSMANSHIP CONTRACT

## General Information

*The following Sportsmanship Contract is to be signed by all SRSNLC - Athletes for all Special Olympic sport seasons.*

*The Sportsmanship Contract is a code of conduct that all athletes must follow while participating in all Special Olympic sports. This contract must be signed and dated by the athlete*

*and returned to the coach at the beginning of EACH sport season. The athlete will not be allowed to compete/participate until the contract is signed. Coaches will document any violations of the contract on a tracking form for each athlete.*

## SRSNLC Athlete - SPORTSMANSHIP CONTRACT

*The Sportsmanship Contract is an agreement of sportsmanlike conduct that athletes will follow while participating in SRSNLC Special Olympics. Please take a moment to review this form, sign it and return to your coach. This contract is in place to ensure that all athletes are treated with respect and so that they feel like an important part of the team.*

1. I will respect others, including my teammates, coaches, and opponents. This means I will treat others the way I would want to be treated.
2. I will encourage my teammates on the court, on the bench, and on the van/bus. I will encourage them with kind words and cheer on my team on the court, on the bench, and on the van/bus.
3. I will listen when the coaches speak and will not question their coaching decisions (i.e. player positions). This means I will pay attention when a coach is speaking or explaining directions. I will ask a coach if I have any questions.
4. I will try my best while on the court, giving 100% at all times. This means I will pay attention and take the game/practice seriously (i.e. no goofing off).
5. I will trust in my teammates and my own playing abilities on and off the court. This means that I will not talk bad about their playing abilities or yell at them if they have a "bad game" or "bad play."
6. I will tell the coaches if I hear or see unsportsman-like conduct from other teammates. I will not be considered a "tattle teller" if I do this. I must be honest when telling the coaches about what I have seen or heard.
7. I will return my entire uniform within two weeks of the end of the sports season. Failure to do so will result in a fine of \$60 per uniform and potential suspension from future SRSNLC programs.

### "Positives" of following this contract are as follows:

- Team has better chance of winning
- You and your team will have more fun

### The consequences for not following contract are as follows:

1. If any unsportsman-like conduct is seen/reported during a game, on the van/bus or at practice, the athlete will receive a warning and a brief time out.
2. If unsportsman-like conduct is seen/reported for a 2<sup>nd</sup> time during a game, practice or van/bus ride, the athlete will be benched for the rest of the game (or half of the next game he/she is present at, if during a practice or on bus).
3. If unsportsman-like conduct is seen/reported for a 3<sup>rd</sup> time in a game, practice or on the van/bus, the athlete will be benched for the entire next game he/she is present at. The athlete will be encouraged to cheer on the team, but is otherwise expected to sit in silence.
4. If the athlete continues to show unsportsman-like conduct after the 1st game suspension, he/she will continue to be suspended from play until the undesired conduct has stopped.
5. If the athlete is suspended from more than 3 games, he/she will be suspended for the rest of the Season.
6. If several athletes do not follow the Sportsmanship Contract, the coaches have the authority and right to forfeit games and tournaments.

*I agree to follow the above Sportsmanship Contract.*

Athlete's Signature: \_\_\_\_\_

Date \_\_\_\_\_