

LINCOLNWOOD PARKS & RECREATION BOARD MEETING  
Tuesday, January 14, 2014, 7:00 pm  
Village Hall-Council Chambers

**AGENDA**

- I. Call to Order
- II. Approval of Minutes of October, 2013 meeting minutes
- III. Old Business
  - A. Request to hold Lincolnwood Fest, 2014
  - B. Report on Drake Park playground renovation
  - C. Discussion regarding the 2013 Turkey Trot
  - D. Report on Department Staffing
  - E. Presentation of 2013 Camp Report
- IV. New Business
  - A. Discussion regarding smoking in parks
- V. Chairperson's Report
- VI. Commissioners' Reports
- VII. Director's Report
- VIII. Staff Reports
- IX. Audience Participation
- X. Adjournment

Posted: January 10, 2014



**Lincolnwood Park and Recreation Board Meeting**  
Lincolnwood Village Hall – Council Chambers  
October 8, 2013  
DRAFT MINUTES

**CALL TO ORDER**

The meeting was called to order at 7:00 P.M.

**PRESENT AT MEETING**

Park Board Members: Demerise Gratch, Sarah Hardin, Gail Ito, Art Lovering, Jennifer Spino, Laura Tomacic

Parks and Recreation Department Staff: Katie Smith, Andrew Thurman, Jan Wu

Village Board Liaison: Trustee Craig Klatzko

Audience: None

**APPROVAL OF MINUTES**

On motion, Tomacic/Spino to approve the meeting minutes of the September 10, 2013 meeting. 6-0, motion passed.

**AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC**

None

**OLD BUSINESS**

**A. Accreditation Update**

**Wu** – Needed a score of 440 points to pass. We received 470.0813. Evaluated on the following areas: Legal – Needed to pass with a perfect score, which we did, General Management – 99.10875, Finance and Business Operations – 92.62979, Facilities – 89.37879, Personnel – 88.96396, Recreation Services – 100. Certain sections mandated a score of a “2” or higher to pass. We were deficient in the ADA requirement. We have 30 days to submit documentation to satisfy the requirement. Jan Hincapie will attend a breakfast on November 25 when the accreditation committee reports to the accreditation review board their recommendation. The official announcement should be made immediately following.

**B. 2013 Aquatics Report**

**Thurman** – Presented overview of 2013 pool season. Three managers worked well. Weather was a challenge resulting in lower attendance than previous years. The stroke clinic that was part of the swim team was extremely successful. Concession stand experienced several mechanical issues that involved the ice machine, AC and freezers. Instituted a boot camp for new guards to further test their readiness for the position. Would like to hire a more consistent maintenance worker next year.

**Ito** – How do you think you’ll fill the maintenance position?

**Thurman** – Will work with Public Works to find someone with experience working at a public or private pool. Received complaints about the cleanliness of the locker rooms. Would be nice to have a female on the maintenance staff to be able to go into the female locker room periodically during the day to clean. Recommend increasing non-resident membership fees by 2% and decrease business passes from 100 to 50 passes sold for the season. Will also highlight pool closures due to staffing in the summer brochure to reduce complaints.

**Ito** – Did you use social media to communicate closures?

**Thurman** – Yes, we did.

**Hardin** – Sometimes complaints increase when you give people more information.

**Gratch** – Have you talked to Skokie about dates for pool and camp?

**Thurman** – No, not yet.

**Hardin** – Did you like having three managers?

**Thurman** – It worked out well because they were able to split responsibilities. Would prefer to have at least two next summer.

**C. 2014 Meeting Dates**

On motion, Ito/Tomacic recommend approval of the 2014 Park and Recreation Board meeting dates as presented. 6-0 motion passed.

**NEW BUSINESS**

**A. Rossi Park Fence/Dog Run**

Residents complained that people were using the vacated alley for a dog run. The Village has not removed the fence. Homeowners bordering the park have their own fences up. Neighbors were invited to this meeting to voice their support or objection to removing the fence. We have not received any complaints in the office. Staff will direct Public Works to remove the fence.

**B. ADA Project Update, Review and Approval**

Updated plan was included in the board packet for your review and discussed at the 6:30 P.M. public input meeting.

On motion, Lovering/Tomacic to approve updated ADA Assessment with Five-Year Transition Plan, 6-0 motion passed.

**C. Drake Park Playground Bid Approval**

Design was presented at the September meeting. Elanar Construction, Inc. was the lowest bidder. We have not worked with them in the past but their references spoke highly of their work.

On motion, Ito/Tomacic to recommend adoption of a resolution to award a bid for the purchase and installation of playground equipment, pour-in-place surface and woodchips at Drake Park in the amount of \$79,880 to Elanar Construction, Inc. 6-0, motion passed.

**D. Drake Park Playground Surplus Declaration**

The Village requires the surplus of large items. This is the first time we are requesting that a playground be designated as surplus.

On motion, Hardin/Spiro to recommend the approval of an ordinance authorizing the disposition and donation of personal property owned by the Village. 6-0, motion passed.

**E. Kids Around the World Contract Approval**

As discussed at the September meeting, Kids Around the World will remove and then donate the Drake Park playground. Visit their website to for more information.

On motion, Lovering/Tomacic to recommend the adoption of a resolution to authorize the Village Manager to sign an agreement to donate the Drake Park playground equipment to Kids Around the World, a not-for-profit organization that will disassemble, remove and transport the equipment to be reinstalled in another country. 6-0, motion passed.

**CHAIRPERSON’S REPORT** – None

**COMMISSIONERS’ REPORTS** - None

**DIRECTOR’S REPORT**

As noted in report.

**STAFF REPORTS**

**A. SUPERINTENDENT OF RECREATION – JAN WU**

208 registered for the Turkey Trot. Active registration incentive going out shortly.

**B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN**

As noted in report.

**C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH**

The day camp program is officially ACA accredited!

**ADJOURNMENT**

On motion, Tomacic/Hardin to adjourn the meeting at 7:50 P.M.

Park Board Minutes prepared by: Jan Wu, Superintendent of Recreation

Park and Recreation Board President:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



## MEMORANDUM

**TO:** Jan Hincapie, Director of Parks and Recreation  
**FROM:** Katie Smith Gamroth, Superintendent of Recreation  
**DATE:** November 12, 2013  
**SUBJECT:** 2013 Summer Camp Annual Report

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2013 was another successful day camp season. This report provides an overview of the Summer Day Camp program including:

- Program Specifics
- Improvements and Accomplishments
- American Camping Association
- Financial Comparison – 2012 vs. 2013
- Revenue/Participant Comparison – 2012 vs. 2013
- Staffing Overview
- Parent Feedback
- 2014 Proposed Goals and Recommendations
- Items for Discussion

### Program Specifics

During the nine week summer camp season the day camp program welcomed a total of 1,130 campers; 583 full session participants and 547 Pick-a-Week participants. The camp season broke down into two, four-week sessions of camp and one final week before school started. Session I was held June 17 – July 12; Session II was held July 15 – August 9. To finish out the summer, The Last Hurrah was held August 11 – August 15.

Nine general recreation camps were offered, with eight of the nine running. The new Leader-in-Training (LIT) program offered for campers ages 13-15 did not meet the enrollment minimum, therefore it was canceled. The eight camps that ran welcomed campers as young as three years of age in Prairie Dogs up to Grade 9 in Adventure Camp. Camps were much more centralized this year with five camps calling Proesel Park home. Prairie Dogs, (three to four year olds) were stationed at the Community Center and Camp 74 (campers also enrolled in District 74 summer school) was held at Todd Hall.

Residents and non-residents were able to register for all camps, with priority registration and an early discounted fee given to Lincolnwood residents. All camps participated in field trips, welcomed onsite entertainers and enjoyed pizza and specialty dessert days. Swim and tennis lessons were two specialized activities that were offered; six of our camps were able to register for additional swim and five camps had optional tennis lessons.

### Improvements and Accomplishments

At the end of the 2012 summer day camp program, the management team met and discussed areas of success in 2012 and ways to improve in 2013. The following program enhancements were implemented in 2013:

- Discontinued “Movie in the Park” and held Camp Family Picnic instead
- Used Shutterfly to upload and share camp photos
- Purchased tie dye T-shirts with Lincolnwood Summer Day Camp logo for all camps
- Offered a junior counselor program (LIT)
- Changed tennis lesson times to better fit in camp schedules
- Offer tennis lessons to Little Lincolns campers
- Continued with co-supervisors at the larger camps
- Continued with one week-long staff training
- Scheduled field trips on Tuesdays and Thursdays utilizing the daily bus, reducing field trip bus costs
- Utilized Village cotton candy and snow cone machines for specialty dessert days
- Successfully completed ACA accreditation

### The American Camping Association

The American Camp Association (ACA) is a community of camp professionals dedicated to ensuring the high quality of camp programs. The ACA community of camps promotes active participation, caring relationships, and focus on the emotional, social, spiritual and physical growth of the individual. As a leading authority in youth development, ACA works to preserve, promote, and improve the camp experience.

The purpose of the ACA accreditation program is to educate camp owners and directors in the administration of key aspects of camp operation, particularly those related to program quality and the health and safety of campers and staff. The ACA standards identify practices considered basic to a quality camp experience. Accredited camps are responsible not only to meet the state and local laws, but have voluntarily chosen to also meet those requirements defined by the standards. Those requirements include:

- *Site and food service standards*; including safe playgrounds and fire and law enforcement protection.
- *Transportation standards*; including driver qualifications and training, vehicle maintenance, safety procedures and the availability of emergency transportation.
- *Health and wellness standards*; availability of first-aid equipment and personnel, and the use of recommended treatment procedures.
- *Operational management standard*; including safety regulations, emergency procedures, and risk-management planning.
- *Human resources standards*; including qualifications, screening, staff training, and supervision of camp staff.
- *Program standards*; including procedures for conduction general activities, aquatics, trip and travel and activity-leadership qualifications.

An overall score of 80% is needed to become accredited, and on July 29, 2013 the Lincolnwood Summer Day Camp program successfully passed all six accreditation sections with a 98.7% overall score. The following is a score breakdown by section:

<i>Section</i>	<i>Site &amp; Food</i>	<i>Transportation</i>	<i>Health &amp; Wellness</i>	<i>Operations</i>	<i>Human Resources</i>	<i>Program Standards</i>
<i>Score</i>	100%	100%	91%	100%	100%	100%

The reason for the 91% in the Health and Wellness section is that the day camp program does not have a registered nurse on staff. As our mentor and the visitors both mentioned it is very common for day camp programs to take a “no” in that area. Reviews are scheduled every three years to make sure compliance is kept up.

Financial Comparison – 2012 vs. 2013

*Please see Exhibit A (attached)*

Financially, the day camp program had a very successful year netting \$82,000. This is a 10% increase from 2012. Areas of note include:

- Little Lincolns revenue was \$12,000 over budget
- Camp 74 was \$11,000 under budget
- A prorated three week session option was offered to CPS students for Session I to accommodate the late release from school
- Contractual camp registration was down; White Sox training camps were canceled due to low enrollment
- Full-time wages includes 50% of the Superintendent of Recreation’s salary and 50% of the Community Center Program Supervisor’s salary
- Seasonal/hourly wages includes 10% of the Clerk/Receptionist’s salary, 40% of the seasonal office staff’s salary and 20% of the Youth Program Coordinator’s salary

Revenue/Participant Comparison – 2012 vs. 2013

*Please see Exhibits B & C (attached)*

Revenue comparisons by camp show growth in Prairie Dogs, Little Lincolns, Camp Potawatomie and Rutledge Rockets. Adventure Camp, Camp 74 and Specialty Camp enrollment showed participation decreases, while The Last Hurrah, Warm-Ups and Over Time stayed fairly consistent. The Leader-in-Training program was not offered in 2012 and did not run in 2013. Tessville Tots was not offered in 2013 so there is no comparison to be made.

Our non-resident enrollment showed a slight boost to 56% from 52% in 2012. The most notable changes in non-resident participation are as follows:

Rutledge Rockets – down from 62% in 2012 to 48% in 2013

Adventure Camp – up from 28% in 2012 to 56% in 2013

Warm Ups – up from 59% in 2012 to 75% in 2013

### Staffing Overview

The 2013 day camp season consisted of 68 staff members and one volunteer: 33 returning and 35 new hires. The management team consisted of one full-time employee (Katie Smith, Community Center Program Supervisor), one part-time IMRF employee (Melanie Unterfranz, Youth Program Coordinator) and one seasonal coordinator (Michelle Meiri). Thirteen supervisors were hired, including six co-supervisors for the largest camps. With the growth of numbers in Session II registrations no positions were eliminated due to low enrollment.

We utilized the 2012 hiring and training procedures due to the success we had with the process. All staff members went through a group interview where they were expected to lead and participate in group games with their peers. Applicants that stood out in the group interview were then asked to come back for a second one-on-one interview.

Training was held June 10 – 14<sup>th</sup>. Chicago Public School teachers and students who were still in school during this time attended a separate training in the evening. During the week of training, management staff covered the necessary Village policies and procedures, while the supervisory staff focused on the camp specific topics that might be encountered during the duration of the summer. Training topics included keeping a positive attitude, speaking with parents, keeping track of your kids and their belongings, bullying, how to utilize the incentive program and how to be a good role model. This week provided free time for supervisors to get to know the strengths and weaknesses of their staff. This allowed for easier formation of groups by matching personalities of staff with campers.

### Parent Feedback

An 11-question online survey was sent out at the end of each week to parents of Pick-a-Week campers and at the completion of each four-week session. Ninety-five parents completed the survey, providing us with valuable feedback about marketing, camp activities and staffing.

Of the 95 completed surveys, the following chart shows a breakdown of completed surveys by specific camp:

<b>Day Camp</b>	<b>Number of Responses</b>	<b>Response Ratio</b>
Prairie Dogs	14	14.7%
Little Lincolns	22	23.1%
Camp Potawatomie	16	16.8%
Rutledge Rockets	25	26.3%
Adventure Camp	13	13.6%
Camp 74	5	5.2%

This year 50.5% of respondents were past participants while 26.3% heard about the camp from a friend. The Summer Day Camp brochure reached 11.5% while 6.3% learned about the camp via the website.

Eight choices were given for favorite thing about Lincolnwood Day Camp. Pool time (73.6%) ranked the highest followed by field trips (68.4%) and staff (40%). Here are some additional quotes from the text responses

- *“Even though we don’t live in Lincolnwood my daughter felt very welcomed and left camp with new friends. It was wonderful.”*
- *“Counselor David was incredible. He made my son feel like a rock star every day!!! He played with the kids constantly and always had a smile on his face. What a role model!”*
- *“The whole camp was amazing ☺”*
- *“My child LOVED this camp. Whatever you’re doing, keep doing it”*

Parents were asked to rate how well the program met expectations on a number of different criteria. 1= Much Worse Than Expected, 2= Somewhat Worse Than Expected, 3=Met Expectations, 4=Somewhat Better Than Expected, 5=Much Better Than Expected. Below is a breakdown of our responses:

Answer	1	2	3	4	5
Safety	1%	4%	42%	16%	35%
Quality of Program	1%	3%	25%	34%	35%
Professionalism of Staff	2%	5%	25%	25%	41%
Value for the Registration Fee	1%	5%	45%	17%	30%
Ease of Communication	1%	5%	35%	21%	36%
Ease of Registration	1%	4%	48%	10%	35%

Here are some additional comments made by respondents:

- *“Field trips and camper activities were well organized and the kids loved them!”*
- *“The newsletters are a huge help in keeping track of what’s going on from week to week.”*

Seven day camp features were listed for parents to rank with the following breakdown:

Feature	Average Score	Rating
Field Trips/Entertainers	4.6	Somewhat Satisfied/Very
Arts and Crafts	4.3	Somewhat Satisfied
T-Shirts	4.5	Neutral/Somewhat Satisfied
Swim Lessons	3.9	Neutral/Somewhat Satisfied
Tennis Lessons	3.5	Neutral
Weekly Newsletters	4.5	Somewhat Satisfied/Very
Website Information	4.1	Neutral/Somewhat Satisfied

96% of our respondents said they would recommend this program to a friend or family member. 97.0% indicated they would register for the program in the future. When asked about camp fees, 51% felt it was somewhat expensive, while 39% felt it was priced right and 7% found it to be very expensive.

Additional comments made include:

- *“My daughter LOVES Lincolnwood Camp, it’s never an issue or struggle getting her to go to camp. The counselors’ are always great and very professional.”*

- *“We were very pleased with this camp. I felt like EVERY counselor there knew my two children which impressed me. They always seemed happy to see them and as a full-time working mom, this makes the drop-off so much nicer!”*
- *“Overall, my child LOVES the LW Day Camp program!”*

#### 2014 Proposed Goals and Recommendations

We had another outstanding summer camp season. While we did have many positives we always have room for improvement. Below are our goals/recommendations for the 2014 season:

- Revise management teams structure and duties;
  - Set work schedule
  - Specific broken out daily tasks for each team member
  - Area of expertise for managers to better answer staff inquiries
- Research a fillable camper data form for ease at registration
- Research charging a late registration fee for Friday afternoon registrations
- Continue with tie dye T-shirts instead of backpacks for all camps
- Hold Camp 74 at Proesel Park; cap registration at 45 campers to keep to one bus
- Continue staffing co-supervisors for larger camps
- Change tennis lesson time to better fit in with recreation swim and field trips
- Continue with Camp Family Picnic
- Research offering a Prairie Dogs Overtime offered from 1-2:30pm for parents who have children in other camps
- Keep in compliance of all ACA rules and standards; include ACA certified logo on all marketing materials.

#### Items for Discussion

- Extend Alltown Bus Service, Inc. contract for one additional year
- Fee increase of 2% for resident/non-residents



10/28/2013

Katie Smith  
6900 N Lincoln Ave  
Lincolnwood IL 60712-2606

Re: Lincolnwood Summer Day Camp, # 9031231

Dear Katie Smith:

The Board of Directors ACA Illinois met to determine the accreditation status of each camp in our area. Based on your scores calculated by the National Office, the board has voted to classify Lincolnwood Summer Day Camp as ACA Accredited.

Your percent scores are as follows:

Site & Food Service	100%
Transportation	100%
Health & Wellness	91%
Operational Management	100%
Human Resources	100%
Program Design and Activities	100%
Program Aquatics	100%
Program Trip and Travel	

Congratulations on having an ACA Accredited camp! You can be very proud of your accomplishment and have earned the right to display the ACA-Accredited Camp logo at camp and on literature and Web sites for this camp. ACA Accredited Camp logos and policies for their use can be found on ACA's Web site at [www.ACAcamps.org/logos](http://www.ACAcamps.org/logos).

As proud as you may be, we ask that you comply with our requirement that your ACA accreditation scores be kept confidential. Your scores are only available to you, the ACA national office, and the Local Standards Committee. They are not to be shared with the public, parents, or the media to avoid danger of misinterpretation. We hope that you understand our firm position on this matter and ask that you refrain from referencing your accreditation score in your promotional materials.

On behalf of the ACA Illinois, I would like to thank you for your dedication and cooperation and invite you to help us improve our Standards program. We welcome your input and involvement.

Yours truly,

  
Gordie Kaplan  
For ACA Illinois

Great Job Katie. I appreciate  
having you and the rest of  
day camps in ACA!

*Enriching Lives, Building Tomorrows*

American Camp Association, Illinois • 5 South Wabash Avenue, Suite 1406 • Chicago, IL 60603-3104  
312.332.0833 • 312.332.4011 fax • [www.ACAil.org](http://www.ACAil.org)



## DIRECTOR'S REPORT

January, 2014

Jan Hincapie, Director of Parks and Recreation

[jphincapie@lwd.org](mailto:jphincapie@lwd.org)

### **Happy New Year!**

#### **Budget**

Staff will have our budget meeting with the Administrative Budget Team on January 17 to discuss the proposed department budget and goals. We are excited about some of the program and special events that are included in the 2013-2014 Budget.

#### **Illinois Park and Recreation Conference**

All Recreation staff and four board members will be attending the Illinois Park and Recreation Conference from January 23-25 at the Hyatt in Chicago. I will be speaking at three sessions:

- |    |   |                      |
|----|---|----------------------|
| 1. | Creating a Work/Life Balance              | Friday, 8:30-9:45 am |
| 2. | Accreditation: A Blueprint for Excellence | Friday, 3-4:15 pm    |
| 3. | The Value of IPRA Membership              | Saturday, 2-3:15 pm  |

The Parks and Recreation Department will be one of the agencies receiving the Illinois Distinguished Agency Accreditation Award on Friday at the Awards Luncheon at 12:15. I will be sworn in as the 2014 Illinois Park and Recreation Association Chairman of the Board at the IPRA Annual meeting at 5 pm on Friday. I start my time as Chair at the conference and continue through the 2015 conference. I will be meeting with members throughout the state and part of my mission is to advocate for municipal parks and recreation departments at the state level. Lincolnwood Community Center will host the IPRA Board Retreat in February where we will welcome Liz Howard, Associate Dean of the Kellogg School of Business, to speak to the board about positive board relations and the role of an association board. I am honored to have been chosen to serve in this role and I will represent Lincolnwood in a positive, professional manner.

#### **Centennial Park**

I am working on the final reporting for this project, which will be submitted to the Illinois Department of Natural Resources for 50% reimbursement through the Open Space Land

Acquisition and Development (OSLAD) grant program. We hope to have all the paperwork submitted by mid-March.

#### **Union Pacific Railway Proposed Bike Path**

The Appraisal and the Review Appraisal for the Union Pacific railway have been submitted to the Illinois Department of Natural Resources for review. Once the review is complete the negotiation process will begin. The plan is to bid out the bike path construction project through IDOT on April 26, 2014.

#### **ComEd "Skokie Valley Trail" Proposed Bike Path**

The negotiation of the lease for the ComEd property is, hopefully, reaching the end. Skokie and Lincolnwood received draft leases, but there is still negotiation to be done. This project will also be bid out through IDOT on April 26, 2014.

#### **Farewell to Andy and Jan**

As you may know, both of our Superintendents left within the past three months. Jan's last day was October 30 and Andy's last day was January 3. Congratulations to Katie Smith who was promoted to Superintendent of Recreation in December. We are now interviewing for Katie's former position, Community Center Program Supervisor and Andy's former position, Superintendent of Parks & Facilities. We are down to second round interviews for both positions and have some excellent candidates.

Seeing Jan and Andy go was difficult, but both of them left for such happy reasons I can hardly be sad! Jan is planning to travel with her new husband, Will and settle into their new home and Andy is going to be a Dad in May, so they moved to his hometown to be close to his Mom and Dad and his wife's family. We had an amazing team, but I know we will build a new one that is just as good, if not better! You will probably see Andy at conference as the Superintendent of Recreation for the Geneseo Park District.

# Lincolnwood Parks & Recreation

## **Superintendent of Recreation Report**

Katie Smith Gamroth

**January 2014**

ksmith@lwd.org

### **Department Communication**

I have been working closely with the administration department on learning and updating the new Village website. We are working toward a more user friendly site that will easily direct users to the information they are seeking in just one or two easy click. We are also visually highlighting our upcoming events.

### **Community Center**

New programs are starting in 2014 in the Community Center! We are excited to have community favorites such as; Zumba, Ripped, Tai Chi and Yoga return to the Community Center this winter as well as Friday night Juzz Dance. We welcome Nia and Pilates to our morning fitness schedule. Nia is a low impact dance cardio class that blends music from around the world, martial arts and mindfulness. Pilates focuses on core stability and centered movements. Nia is offered on Tuesday and Thursday mornings this winter and Pilates is offered on Tuesday and Wednesday mornings.

### **Social Club**

The Social Club will be heading out on some fantastic adventures this January. A few notable trips coming up are the City Style Lunch Bunch on January 10<sup>th</sup> at the Frontera Grill and a trip to the Chicago Theater to see The Phantom of the Opera. We are currently looking for a new staff member to go through the MNASR bus training to help us keep the program costs down for the participants.

### **Club Kid**

The Club Kid staff has had an extra two day vacation due to the cold weather and snow days. Club Kid will resume on Wednesday, January 8<sup>th</sup> with a few staffing changes in 2014; we say good-bye to Terrance Bramlett who will be headed back to school this semester and are pleased to welcome our new staff member Sam Schelberger. Current registration numbers for Club Kid are as follows:

Registration Breakdown		Daily Participation Numbers	
1 Day	3	Monday	24
2 Days	7	Tuesday	26
3Days	4	Wednesday	24
4 Days	6	Thursday	29
5 Days	14	Friday	20

### **Summer Camp**

Staff interest forms have gone out to past staff for the 2014 summer camp season. We will begin the interview process in March to accommodate those who will be home on Spring Break. The camp brochure will be sent to press later this month, we have a few major changes for the 2014 season:

- 9 weeks of camp: June 9 – August 15
- Overtime camp for Prairie Dogs
- Camp 74 is moving back to Proesel Park.  
\*In 2011 the camp had 65 participants that required the use of two daily buses and added an additional \$3,500 to the busing expense. In order to keep busing costs down, Camp 74 will be capped at 45 participants to keep the group to one bus.

# Lincolnwood Parks & Recreation

**Youth Programs Coordinator**

Mike Azzaretto

**January 2014**

mazzaretto@lwd.org

## Holiday Letters

Holiday Letters was a new program I started this winter to replace the Polar Express. The program was free to Lincolnwood residents and gave children a chance to send a letter to Santa. I responded to each letter as Santa. This year, there were over 20 letters sent to the North Pole. The program was successful and a nice way to bring holiday cheer to Lincolnwood residents.

## Little Hawks Floor Hockey

The new addition to this season of programs is Little Hawks Floor Hockey. This class will be taught by myself and is a developmental hockey program for grades 3-5. The first class will be on January 14. As of January 7, there are six children signed up, which is the minimum held. I am very excited to run this program and I anticipate it will fill up to capacity by the last marketing push I am doing through Constant Contact, Facebook, and the District 74 Virtual Bulletin Board.

## Youth Programs

The winter youth programs will be starting the week of January 13. The chart below represents the number of participants enrolled in classes as of January 7 for session 1. Numbers are expected to grow as school goes back in session.

Zumba Kids	Basketball at Rutledge	Advanced Video Game Animation	Little Hawks Floor Hockey	Amazing Art with Sunshine Crafts	Little Pint Soccer	Sportsmania	Basketball at Todd Hall
1	8	2	6	6	5	7	12 (Full)

**Village of Lincolnwood  
Parks and Recreation Board  
2014 Meeting Schedule**

Meetings are always held on the second Tuesday of each month at 7:00 pm in the Council Chambers.

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 11

December 9