



Elk Grove Park District Hattendorf Camps:

Kiddie Summer Fun for 3-5yrs.

And

Fun in the Sun Camp 4-8yrs.

Family Handbook
2024

Welcome to Summer at the Hattendorf!

ARRIVING & DEPARTING-

Fun in the Sun Campers

Drop-off is between 8:40am - 8:50am at Gym Door #2 of the Hattendorf.

Please park your vehicle in the Elk Grove Blvd parking lot. (This lot is located next to the Hattendorf playground). Walk and wait with your child on the sidewalk by Door #2. This is where the Counselors will greet you and your camper as well as sign them in for the day.

Pick-up is between 3:05pm-3:15pm.

Please park your vehicle, and once the Counselors open Gym Door #2, walk to & wait on the sidewalk. The Counselors will check your **Photo ID**, and sign-out your child for the day.

****Early Fun & Late Fun Campers--If your child is registered for Early Fun and/or Late Fun, please Park in the Elk Grove Blvd. Lot, walk through the Playground, and make your way to the Doorbell at Door #5 nearest the Playground Shed. Our Staff will take your camper at the Door, and sign them in, or at pick-up, once you **ring the Doorbell**, the Counselors will gather your child and their belongings to meet you outside Door 5.**

Kiddie Summer Fun

Drop-off is between 9:10am - 9:20am. on the sidewalk nearest Main Door #1 of the Hattendorf.

Please park your vehicle in the Elk Grove Blvd. parking lot. (This lot is located next to the Hattendorf playground). Please wait with your child on the sidewalk near Main Door #1. Staff will greet you and your camper at the door and sign them in for the day.

Pick-up is between 12:05pm-12:15pm.

Please park your vehicle, and wait outside of **Main Door #1** on the sidewalk., The Counselors will release the children one by one after checking your **photo ID**, as well as sign them out the day.

General Procedures:

Campers will only be released to an authorized individual with a Photo ID. If there are any changes to who is picking up, please make the counselors aware. In case of an emergency or if an early or change in pick up is needed, please call or text 224-723-4274. This is the camp cell phone number. Please put this phone number in your contacts. If you are unable to reach us on the cell phone a backup phone number is Customer Service at 847-364-7224.

Late Pickup

In an event that you are running late after program dismissal time, it is suggested that you have alternate pick up arrangements. Summer Care Camp staff must be notified as soon as you know you will be late by calling or texting the cell phone at 224-723-4274. In the event that a child is not picked up 10 minutes after their scheduled time, the emergency phone numbers will be called and the designated individual(s) will be asked to pick up the child. If the child is not picked up 20 minutes after program dismissal and the staff fails to hear from a parent or authorized pickup, we will seek the assistance of the local police department.

Late Pickup Payment

A \$1.00 fee will be charged to your Park District account for every minute each child is picked up late starting one minute after your child's program ends. If a child is picked up late 3 times, they may be removed from the program.

Absences

If your child will be absent from Camp, leaving early, or arriving late, please text or call the Camp Cell Phone at 224-723-4274. In an emergency, also notify us by camp cell 224-723-4274 . ****Refunds will not be given for missed days of camp.***

Inclusion

Elk Grove Park District works cooperatively with Northwest Special Recreation Association (NWSRA) to integrate campers with disabilities into our recreational programs. Inclusion aides may be present at camp to work one-on-one with a specific camper. If your child needs additional assistance at camp, be sure to communicate the necessary information on your Emergency Form.

Lost/Stolen Items

The Elk Grove Park District is not responsible for any lost, stolen, or damaged personal property. All toys and electronic devices including but not limited to: **cell phones, watches, iPods, iPads, Nintendo Switch, PSP, etc. are NOT allowed at camp.**

Parent Communication

Most concerns may be dealt with at the time of your child's pick up or drop off. However, feel free to make special arrangements with your child's Camp Directors to discuss any concerns you may have. They can be reached by **calling/texting Camp Cell Phone 224-723-4274**. If you wish to contact the Early Childhood Coordinator directly, please email Jen LoBosco at jlobosco@elkgrovetparks.org

Illness

If a child becomes ill, has diarrhea or is vomiting at camp, the parent(s)/guardian(s) or other emergency contact person will be notified immediately. The child should be picked up from camp within 30 minutes. If a parent/guardian is reached, but cannot pick up their child within thirty minutes, it becomes the parent/guardian's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. If a parent/guardian cannot be reached, the staff will begin to call the people listed as emergency contacts until arrangements can be made for the child to be picked up.

For the protection of all children and staff, we are unable to accept a child who appears to be ill or is *not* of full wellness. The camp staff has the right to refuse admittance of a child who appears to be ill on any given day.

Please contact the **Camp Cell 224-723-4274 via Text/Call In** your child's absence or update. If we do not hear from you regarding your child's absence, the Camp Director will call you to ask the reason for their absence.

You should keep your child home and call your physician when the following symptoms persist:

Fever of 100.4 or higher, children must be kept home 24 hours after fever arrives and must be fever free without the use of fever reducing medication for 24 hours.

- Nausea or vomiting
- Skin rash or sores
- Inflamed, swollen, or reddened eyes
- Excessive coughing, sneezing
- Diarrhea
- Sore Throat
- Headache/earache

Campers who are experiencing any of the above symptoms can return once they have 24 hours with no diarrhea, no vomiting, no fever without the use of fever-reducing medications. A return to camp Doctor's Note will also be accepted with on-going, unrelated symptoms that may take longer to resolve.

If your child has contracted a communicable disease, please notify our camp site immediately. For any questions regarding policy or safety, contact our Safety Coordinator & Risk Manager at (847) 228-3499.

Injuries

If your child gets injured and requires more than basic first-aid, the following will occur:

1. We will attempt to contact parent or guardian
2. We will attempt to contact persons on medical form
3. The injured child will be transported by the paramedics to a local hospital**

***You will be responsible for the emergency medical charges upon receipt of the statement. Your authorization for the program staff to ensure emergency medical care for your child and your commitment for payment is part of your registration agreement. A staff member will remain with your child at all times.*

Medication

If your child will be taking any medication during their time at camp, please be sure to email and ask our Camp Director or Office for a Medical Dispensing Form, or visit our Preschool webpage online under Summer Camp and print out our authorization form at www.elkgroveparks.org

All medication must be given to program staff and not kept in your child's backpack in individual dosage containers, clearly labeled, or in original prescription bottles with full instructions. *No medication will be given unless the proper forms are completed and authorized.*

Snacks & Lunches

Campers will need to bring their own labeled lunch, a labeled water bottle, and for Fun in the Sun camp only three labeled snacks. We are able to refill water bottles throughout the day via our bottle Hydroboost Fountain. Lunch and snacks should be ready to eat. We will not have the ability to refrigerate or heat food/beverage items. Due to potential allergies, **please make sure that all food items are peanut and tree nut free.**

Spray Sunscreen

Each child in Fun in the Sun is responsible for bringing their own spray sunscreen, labeled with their name. Please generously apply sunscreen to your child before arrival at camp. If you would like spray sunscreen reapplied by a staff member (Fun in the Sun only) a sunscreen authorization form must be on file. You can access the authorization form by clicking on this link: [Sunscreen Authorization Form](#)

Clothing

Your camper should arrive for camp each day wearing weather appropriate clothing that is comfortable, that you don't mind if it gets dirty, along with closed toe shoes and socks. Water shoes or water sandals will be allowed for water activities near our splash pad only. Sunscreen should be applied generously at home each morning before arrival. Each camper should also plan to bring a spare change of clothes. All items from home should be labeled with their name and placed into a clear ziplock bag, to keep in their designated Summer Camp backpack. If a child's name is not on an item we will hold it for one week. For safety reasons, we cannot hold undergarments.

Refunds/Withdrawals

In order to receive a full refund, notification to withdraw from camp must be received by the registration deadline date. Please refer to the online guide for specific camp registration deadlines. Withdrawal/refund requests made after the registration deadline may be assessed a 10% (minimum \$5, maximum \$25) service fee per camp based on the total camp cost. These requests must be initiated by completing a withdrawal/refund request form, available at the customer service counter or online. After the camp start date, withdrawals may be given on a prorated basis from the date of the submitted refund request, less the service fee. Withdrawals/refunds will not be issued after the camp has been completed. Due to the demand for participation in Elk Grove Park District camps and the limited number of spots available, refunds will not be issued for camp days that campers are unable to attend.

Discipline Procedures/Behavior Management

As a part of the community effort the Elk Grove Park District is proud to be a part of the Character Counts program. Through this program we will promote the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. This will be the basis of appropriate behaviors at camp.

- **First Warning:** The first time a child does not follow our behaviors associated with the Six Pillars of Character; the parent/guardian will be notified by phone or in person. At the time of the incident, both the child and lead counselor will discuss and put together a positive behavior management plan and document it.
- **Second Warning:** If a child continues not to follow our behaviors associated with the Six Pillars of Character after the first warning has been given, the child will then receive a written second warning. This warning will state the behavior of the child and notify the parent(s)/guardian(s) that one more incident of such behavior could lead to possible removal from the program. We will also ask that the parent(s)/guardian(s) look at the positive behavior management plan. Both the warning and the behavior management plan must be signed by a parent/guardian and returned. One copy will remain at the site with the director, and the parents/guardians will retain another.
- **Third (Final) Warning:** After a first and second warning has been issued and the child continues not to follow our behaviors associated with the Six Pillars of Character the parent/guardian will be contacted by phone and given a written notice that the child must be removed from the program for a certain period of time, or permanently, depending on the severity of the behavior.

Mandatory For All Hattendorf Campers: The Hattendorf Medical/Child Release online form must be completed and submitted via SignNow prior to camp. If you have more than 1 child attending the Hattendorf Camp, please complete a form for each child. Please access this form via the link: <https://signnow.com/s/3JW2nK9R>

PROGRAM, POLICIES AND FEE REVISIONS

Early Childhood Management reserves the right to revise any fees, policies, or guidelines after proper participant notification.

Our Goal is to provide a safe and engaging environment, and make the best summer camp memories for your child. Thank you for joining us this Summer 2024! We look forward to servicing your family.

Revised 5/11/24