

# Elk Grove Park District Summer Camp



## Parent Handbook 2024

### **Sign In/Sign Out**

When you pick up or drop off, you must enter the building and sign your child in or out. The staff will not dismiss a child without a parent/guardian coming in to sign the child out. A picture ID must be shown when anyone other than the parent/guardian is picking up a child. The name on the ID must correspond with a name on the release form, if the names do not match the child will not be dismissed and the parent/guardian will be notified.

### **Late Pickup**

In the event that you are running late after program dismissal time, it is suggested that you have alternate pick up arrangements. The Director of the program must be notified as soon as you know you will be late. In the event that a child is not picked up fifteen minutes after program dismissal 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 thirty 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 per minute per child to your Park District account beginning one minute after program dismissal time. If a child is picked up late 3 times, they may be removed from the program.

### **Absences**

If your child will be absent, leaving early, or arriving late, please inform the Camp Director as soon as possible.

\*Refunds will not be given for missed days of camp.

### **Inclusion**

The Elk Grove Park District works cooperatively with the 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**

Please label all items brought to camp (backpack, water bottle, jacket etc.). The Elk Grove Park District is not responsible for any lost, stolen, or damaged personal property. Children are not allowed to bring toys, trading cards or electronics (iPads, handheld gaming systems, phones, GPS Tracking or electronic wrist devices etc.) from home to Camp.

**\*\* Children who bring any electric devices to camp will be asked to turn it off and put it into their backpack until the end of the day.**

### **Parent Communication**

Most concerns may be dealt with at the time of your child's pickup or drop off. However, feel free to make special arrangements with your child's Camp Director to discuss any concerns you may have. If your concern requires immediate attention, please contact your camp's supervisor directly (numbers listed on pg.7).

### **Snacks & Lunches**

Campers will need to bring their own healthy bagged and labeled lunch, along with two snacks and a water bottle every day. We recommend labeling your campers snacks, AM Snack and PM Snack. Food items will be disposed of after snack and lunch breaks. Lunch and snacks should be ready to eat, this includes any utensils that are needed. 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.**

Campers are NOT permitted to use any vending machines.  
All food and drinks should come from home.

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### **Field Trips**

Please refer to your camper's Welcome Packet to find a list of Field Trips and/or locations if available.

### **Swimming (If Applicable)**

All children will be swim tested to determine their swimming ability prior to or on their first swim day at camp. A "swimmer" is defined as a child that can swim 25 yards without assistance. **Campers that have passed our swim test in previous years, or campers who have passed the EGPD Level 3 Swim Lessons, will not need to take the swim test.** Camp Counselors will only allow children to swim in areas that are approved for their swimming ability. If you know for sure you would not like your child to be using the slides and diving boards at camp, regardless of their swim level – please be sure to designate at the bottom of your Emergency Form.

\*Campers that have to be "saved" 2 times in a summer will be considered "Non-Swimmers" for the remainder of that summer.

### **Transportation**

Children may be transported from the location of the child's camp to the field trip location, Rainbow Falls or Extended Care (if applicable) using an Elk Grove Park District activity bus or a chartered school bus.

### **Sunscreen**

Each child is responsible for bringing their own spray sunscreen, labeled with their name. Please apply sunscreen to your child before arrival at camp. Camp staff will not be

allowed to apply sunscreen lotion. If your child requires assistance with applying spray sunscreen please let staff know.

Your camper should arrive for camp each day wearing weather appropriate clothing that is comfortable and that you don't mind if it does get dirty, along with closed-toe shoes and socks. No sandals or flip flops please. Sunscreen should be applied at home each morning before arrival. Each camper should also plan to bring a spare change of clothes and spray sunscreen. All items from home should be labeled with their name and placed into a clear ziplock bag.

### **Illness**

If your child becomes ill at a site, or has a fever, you will be notified and requested to pick your child up within the hour. 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

### **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 complete the Medical Dispensing Form that was emailed to you 1 week prior to the start of camp. All medication must be given to program staff in individual dosage containers, clearly labeled envelopes, or in original prescription bottles with full instructions. No medication will be given unless the proper forms are completed.

### **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 Pavilion 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. Discipline should only be used when children are a threat to themselves or others. Methods used to encourage appropriate behavior include positive reinforcement and removal from the group for a short period. Parents will be notified of any significant behavior problems. A meeting will take place with the parents and camp director after repeated incidents. If the behavior is seriously affecting the camp program or the safety of others, parents may be asked to make other arrangements.

- **First Warning:** The first time a child does not follow our behaviors associated with the Six Pillars of Character; the parent 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) that one more incident of such behavior could lead to possible removal from the program. We will also ask that the parent(s) look at the positive behavior management plan. Both the warning and the behavior management plan must be signed by a parent and returned. One copy will remain at the site with the director, and the parents 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 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.

## Six Pillars of Character

**TRUSTWORTHINESS.** Trustworthiness is being honest, telling the truth, keeping promises and being loyal so people can trust you. Trustworthy people don't lie, cheat or steal. They have integrity and the moral courage to do the right thing and stand up for their beliefs even when it is hard to do so.

**RESPECT.** Respect is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means treating others the way you want to be treated, never insulting or making fun of others who are different in looks, ability, race or religion. A respectful person is polite, does not use bad language and never uses violence.

**RESPONSIBILITY.** Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers and always do their best. They don't give up easily, especially when others are counting on them. They are accountable for the consequences of their choices; they don't blame others for their mistakes.

**FAIRNESS.** Fairness is playing by the rules, taking turns, sharing and listening. Fair people do not take advantage of others, consider all sides before they decide and don't blame others unjustly.

**CARING.** Caring is being kind, helpful and generous to everyone. Caring people are not selfish; they are considerate and always think about how their conduct affects others. They have compassion and empathy; they care how others feel and they are charitable and forgiving. They do good deeds without thought of reward.

**CITIZENSHIP.** Citizenship is doing your share to help your family and make your community a better place. Good citizens are good neighbors. They cooperate with others, obey laws and rules, respect the authority of parents, counselors and others, and they protect the environment.

**Mandatory For All Campers:** The Camp Medical/Child Release online form must be completed and submitted via SignNow prior to camp. Please access this form via the QR Code.



**PROGRAM, POLICIES, AND FEE REVISIONS**

Program Supervisors reserve 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! We look forward to servicing your family.

**Supervisor Contact Numbers**

Aqua Camp (Stephanie Stanislawski)	847-228-3182
Art & Theatre Camp (Deanna Rafidia)	847-690-1109
Dance Camp (Jessica Beirich)	847-690-1042
Early Childhood Camps (Jennifer LoBosco)	847-228-3526
Skate Camp (Irene Faciano)	847-228-3518
Youth Camps (Irene Faciano)	847-228-3518
Sports Camp (Jason Pilecki)	847-228-3522
Sports Camp (Drew Fisher)	847-228-3523
Superintendent of Recreation (Doug Sieder)	847-228-2868
Superintendent of Recreation Facilities (Jeff Collier)	847-228-3487

## **Camp Cell Phones**

Art	847-344-6961
Aqua Camp	224-629-9608
Dance Camp	224-629-9552
Camp Explorer/Extended Care	847-980-4477
Camp Voyager	847-858-2701
Skate Camp	847-748-4973
Sports Camp	847-980-1196
Theatre Camp	847-708-8681
PAV Sunny Side-Up	847-980-4477
PAV Extra Innings	847-980-4477
Summer Scene/ Rainbow Falls Extended Care	847-812-6868

Updated: 5/24