



## Palatine Park District's Sports Camp Parent Manual

Dear Campers and Parents,

Welcome to Sports Camp at Falcon Park Recreation Center!

As the start of camp for your child draws near, the Palatine Park District staff is busy making final plans for your child's session at camp. We have planned a very exciting summer and look forward to welcoming your child back to camp or to meeting them for the first time.

All the information you need prior to the start of camp is in this manual. Please take time to read this information over carefully. This helps minimize some of the confusion during the first few days of camp.

The camp manual is available on our website at <https://www.palatineparks.org/rccms/camps/>

To provide the safest environment for your child, we have implemented ePACT, which is a secure online paperwork system that allows us to gather all the necessary documents and information for your child in a secure platform. An ePACT account and all necessary paperwork must be completed prior to the first day of camp. This digital information is vital since it includes important information regarding emergency contact information, who is authorized to pick-up your child, and if your child requires medication at camp. We will not be accepting paper forms.

We hope that this information is helpful to you. Please feel free to let us know if you have questions.

We are looking forward to a great summer!

Sincerely,

Mark Dolphin, CPRP  
Athletics Manager, Palatine Park District  
847-496-6337 or [mdolphin@palatineparks.org](mailto:mdolphin@palatineparks.org)



## Staff

Summer Camp staff by Location:

*Community Center*

Mark Dolphin, Athletics Manager, [mdolphin@palatineparks.org](mailto:mdolphin@palatineparks.org) or 847-496-6337

*Falcon Park Recreation Center*

Katy Shawke, Camp Director, 224-833-1723

## Camp Guidelines

Camp guidelines have been established to help provide all campers with the best camp experience possible. Please review these with your camper!

- Be safe, be respectful, and be responsible!
- Use appropriate language.
- PLEASE! Do not have your child bring toys, phones, iPads, video games, or dangerous objects to camp. Possession of fireworks, weapons, or dangerous objects will result in immediate expulsion from camp.
- Cell phones are a distraction at camp and are not allowed. If your child has a cell phone it must be off and kept in a backpack at all times. Campers cannot make or receive phone calls or texts on their personal devices during the camp day. Palatine Park District is **NOT** responsible for lost, stolen or damaged cell phones.
- Campers must not leave their designated campsite for any reason without counselor permission.
- Food, snacks, or drinks are not to be eaten at any time during camp except during lunch and snack time. Because of allergies, sharing food is discouraged at camp.
- Campers must be able to function independently in the restroom and be accident free throughout the day.
- Vending machine purchases must be completed **BEFORE** a camper is signed into camp.
- Campers are to follow directions given by camp staff.
- Bullying will not be tolerated, and disciplinary action will be taken immediately. If you have a problem, talk to your counselors. They will listen to you and help you to find a solution.

## Communication

### General Communication

Communication about camp updates or changes will be shared via email. All personal questions and concerns should be addressed to the Athletics Manager, Mark Dolphin, via email, in person or phone, or the Site Director in person. Communication with staff by phone is for emergency purposes only. Please keep in mind that answering a phone call takes staff away from his/her responsibility; our first priority is to care for your child. We require written notification of any change to your child's normal camp schedule. Forgotten lunch, backpack, or sunscreen do not qualify as emergency situations, campers will have the following day to remember to bring their items.

### Absent from camp

Please notify the camp director at 224-833-1723 via call or text if your child(ren) will not be attending camp that day. The camp director will make phone calls starting at 9:30am if your child is not signed in or we have been contacted about his/her absence.



## Where is camp located?

Sports Camp is located at Falcon Park Recreation Center, 2195 N Hicks Road, Palatine, IL 60074.

## What are the camp hours?

- Extended Hours Before: 7:30-9A
- Full Day Camp Hours: 9A-4:30P
- Half Day AM Hours: 9am-12:45P
- Half Day PM Hours: 12:45P-4:30P
- Extended Hours After: 4:30-6P

## Will camp take place if it is raining or severe weather?

Yes. Camp takes place rain or shine! In case of severe weather, camp staff follows park district procedures:

- If weather conditions indicate a tornado watch, staff monitors the weather conditions and will act appropriately.
- If there is a tornado warning, this means a tornado has been sighted. All campers and staff will take shelter immediately.
- If a parent comes to pick up their camper while under a tornado warning, we recommend the parent and camper stay in the building. If the parent wants to take the camper(s), they must sign the camper(s) out prior to taking them from camp.

## Sign In and Sign Out procedures

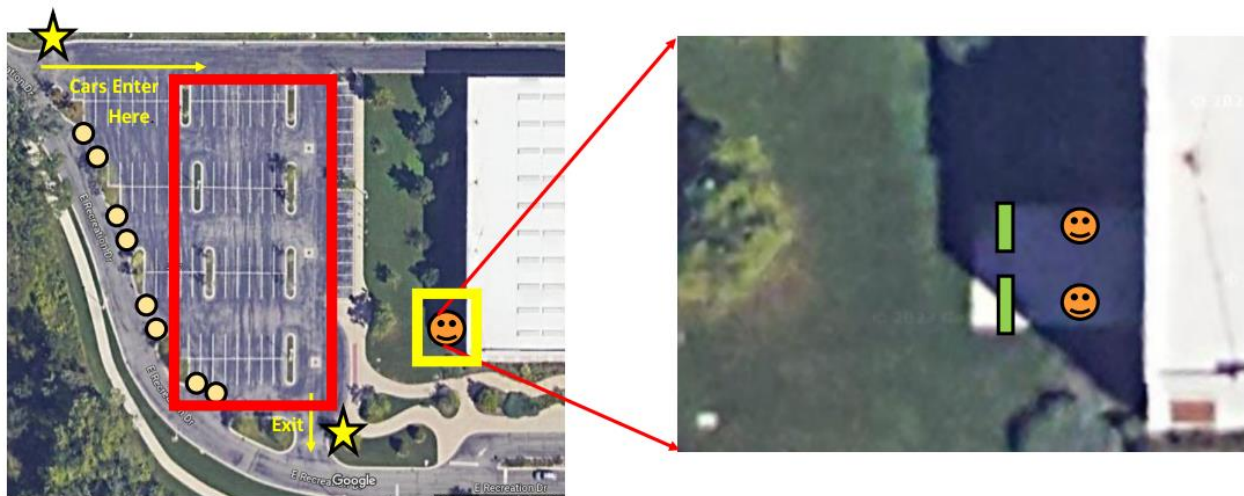
**\*Please note that our sign in/out policies have been updated this year. Campers 9 and older may sign themselves in or out with parent consent in your child(s) ePACT account.**







### Extended hours before Sign In

Please use the main entrance and lobby area to sign in your child for extended before hours (7:30am-9am).

### Camp Sign In

Signing in will occur on the west side of the building (see map below). If it is raining outside, please use the main entrance for sign in. Parents must park their car and walk their camper(s) up to the sign in table, unless they meet the requirements listed below in the Sign In policy. (9 years or older **and** a waiver release form on file in ePACT).



Facility Staff Placement as Parking Attendant:		Check-In Table:		Park and Walk:	
Camp Counselor Placement:		Cones:		Sign In/Out Area:	

### Late Arrivals/Early Pickup

Children who arrive or leave camp at any time other than the scheduled start/end of camp **MUST** be signed in/out by an adult, even if they have a sign-out waiver on file. The adult must locate the site director to sign the child in/out. This policy is for safety purposes and is strictly enforced.

### Sign In/Out

ALL children must be physically signed in for camp each day by a parent or guardian except if they:

- 9 years or older and
- A signed waiver release form is updated in ePACT.

Parents or other contacts authorized in the ePACT “Consent and Waivers” section in your account are able to sign your child(ren) in and out of camp. If someone besides a parent is picking up your child, you must indicate that person in ePACT under the Pick-Up List. If the child is leaving with an adult for only one day, the parent needs to give written permission that is signed and dated to the Camp Director. We reserve the right to ask for a photo I.D.

### Late Pick-Up

Parents unable to pick up their child by 4:30pm (or 6 pm for extended) **MUST** call an authorized person on their ePACT approved list of pick-ups, to pick up their child. Parents should also contact the Camp Director. Late pick-ups will be charged \$5.00 for every fifteen minutes per child, beginning at 4:35 pm for regular hours and 6:05 pm for those registered for extended care. Parents who are more than 10-15 minutes late without any communication will have their child put into extended care. These penalties will be charged each time that a parent is late. After three late pick-ups, a child may be dropped from the program.



## **How will I know what is happening each day at camp?**

We have many fun and exciting activities planned for your child(ren) this summer. You will receive an email with general themes for each week and any special activities.

## **What about lunch?**

Campers must bring a sack lunch with a drink every day. There is no refrigeration available so please include an ice pack with your child's lunch to keep it cool. A light snack and water bottle may also be packed. Please identify all lunch bags! Optional special pizza day lunch this year will be provided by Pizza Bella. You must order your campers pizza lunch in advance using the Pizza Bella link under the Camp section on the Palatine Park District website. Deadline to order is Wednesday's by 7pm and Pizza days will be Friday's.

## **Are there kids with allergies at camp?**

Yes. Please be aware that there are campers that have food allergies, so we ask that any food you send be "nut free". Remember that peanut butter and some other processed foods contain nuts. We truly appreciate your help.

If your camper has allergies, please inform the camp director, and note that in their ePACT profile. If your camper uses an epi pen or inhaler, you must fill out the necessary paperwork on ePACT to let camp staff know. The medication must be clearly labeled with the child's name and prescription as well as the dosage needed and time if applicable. The medication must be kept with the camp director and **NOT** in your child's backpack. This includes self-administered medicines like inhalers.

While we cannot restrict what other campers eat for snacks and lunch, every effort will be made to ensure the safety of your child(ren) in regard to food allergies. Please bring your child's food allergies to the attention of camp staff.

## **Health**

### **Sunscreen**

Please apply sunscreen to your camper prior to arrival at camp. The campers, under the supervision of the counselors, will be responsible for the application of sunscreen on a daily basis to themselves.

Counselors will give reminders throughout the day. Please discuss with your camper the proper use of spray sunscreen. A swim shirt is an excellent way to keep your child's skin protected while playing outdoors.

### **Medication**

If medication is to be taken during the camp day, please make sure that arrangements are made with the camp director and that the proper forms are filled out on ePACT. New documentation is required each year; **SCHOOL FORMS ARE NOT ACCEPTABLE.** Medication must be in original packaging and if it is an over-the-counter medication it must be UNOPENED and labeled with your child's name and dosing instructions.



## Illness

We ask that you be considerate of other children and staff and keep your child home if they show signs of illness. If your child is unable to attend camp, please contact the camp director to let us know. If your child becomes ill during camp, you or your emergency contact will be notified and asked to pick up your child. Just like school, your child must be fever and vomit free without medication for 24 hours before returning to camp.

## Injury

If your child is injured at camp, basic first aid will be provided. If it is more severe, a parent will be contacted. It is important that your child(ren's) ePACT information is as accurate as possible and to provide additional emergency contacts for this reason. If 911 is called, you will be contacted as soon as possible, and a staff member will remain with your child until you arrive.

If your child suffers an injury prior to the camp day, a doctor's release note must be provided to participate in the camp's daily activities.

## Dress Code

Shorts, T-shirts, and gym shoes are recommended. Most camp games and activities involve running so gym shoes are a must. Campers should bring sunscreen every day, but camp staff are not allowed to apply it. Campers will be provided with 1 camp T-shirt (sizing was estimated) but the camp T-shirt is not required to be worn every day. **PLEASE LABEL ALL BELONGINGS.**

## Is there a lost and found at camp?

Yes, there is a lost and found at Falcon Park Recreation Center. It is located behind the front desk. At the end of summer, all remaining articles of clothing and items in the lost and found will be donated.

## What happens if my camper misbehaves at camp (Discipline Policy)

Please review the Palatine Park District's Participant Code of Conduct for information on behavior and discipline located on the Palatine Park District website with your child.

Any participant whose behavior disrupts the program or endangers him/her, or others will not be allowed. Disciplinary actions may include but are not limited to:

- Time out/Sit out
- Written warning and parent notification
- Suspension from camp of 1-3 days
  - Parent may be required to pick camper up for the remainder of the camp day
- Written notification and dismissal from program

These are guidelines only; each case will be handled on an individual basis with the severity of each occurrence considered.

\*If a child is dismissed from the program, there will be no refund for any aspect of the program including before/after care and the lunch program.



## **Inclusion/NWSRA**

The Palatine Park District works cooperatively with the Northwest Special Recreation Association (NWSRA) to integrate campers with disabilities into recreational programs. Inclusion aides may be present at camp to work one-on-one with a specific camper. These aides only intervene in necessary circumstances. If you feel that your camper would benefit from additional assistance at camp, be sure to communicate the necessary information to the Athletics Manager, Mark Dolphin. The Palatine Park District will contact NWSRA for consultation and requests.

## **What should my camper NOT bring to camp?**

Personal belongings should be kept at home. We are not responsible for lost, stolen, or damaged valuables; this includes money and cell phones!