

# DAY CAMP



PALATINE PARK DISTRICT

# PARENT HANDBOOK



# Welcome!

Thank you for registering for a Palatine Park District Day Camp this summer! We are very excited about meeting your camper and will provide a warm, friendly environment with games, crafts, trips, and much more.

If you have any questions or concerns about camp, please feel free to talk to the Camp Site Director and/or staff at your camp location. We believe that it is important that our staff have open communication with our campers' families. You may also get in touch with the Day Camp Supervisor at [daycampsupervisor@palatineparks.org](mailto:daycampsupervisor@palatineparks.org) if you have any questions or concerns.

## Table of Contents

### Camp Basics

pgs. 2-4

- Camp Information
- Americans with Disabilities Act
- Camp Attire
- Field Trips
- Personal Items
- Lunches, snack, water
- What to bring to camp
- Communication

### Drop-off/Pick-Up

pgs. 7-8

- Drop-off/Pick-up Protocol
- Sign In and Out Procedures
- Late Pick-Up Fee
- Extended Care

### Safety

pg. 5

- ePACT
- Sunscreen
- Camper to Staff Ratios

### Behavior Policy

pgs. 9-10

- Code of Conduct
- Anti-bullying
- Camper Rights and Responsibilities
- Green vs. White Slips

### Medical

pg. 6

- Illness
- Injuries
- Medication

### Swimming

pgs. 11-12

- Swim Test
- Pool Safety
- Swim Wristbands

# Camp Basics

## Camp Information

Day Camp will run from 9am-3pm, Monday through Friday. You will be emailed site information prior to the first day of camp. We are offering before and after camp extended care, please register the Wednesday before the session.

## Camp Locations

Rainbow Rock 2A/2B-Community Center- 250 E Wood St, Palatine, IL 60067  
Sunny Spot door 13-Sanborn Elementary-101 N Oak St, Palatine, IL 60067  
Birchwood- Gym- 435 W Illinois Ave, Palatine, IL 60067

## Americans with Disabilities Act (ADA)

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 Special Interest Coordinator, Lisa Schroeder. The Palatine Park District will contact NWSRA for consultation and requests.

## What to Bring to Camp

Your camper should bring the following items to camp **each day**:

- Labeled Water Bottle
- Labeled Lunch box/bag
- Labeled Sunscreen
- Snack(s)
- Labeled swim suit and towel
- Plastic bag to place wet swimsuit/towel
- Backpack to put all above items in it

# Camp Basics

## Camp Attire

Campers should wear comfortable and casual clothing to camp. Campers **MUST** wear closed-toed gym shoes with socks. **No Crocs, Flip-flops, heels, or boots.** Please send your camper dressed appropriately for weather conditions.

## Camp Communication

In an email, you will receive a welcome newsletter with reminders of general camp information prior to the start of camp. Parents/Guardians will receive an email prior to the start of each session to inform them on themes and activities.

All personal questions and concerns should be addressed with the Site Director in-person first. 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 swimsuits, towels, or sunscreen do not qualify as emergency situations, campers will have the following day to remember to bring their items.

## Field Trips

Once each two-week session campers will go on a field trip. Information about the trip and what should be sent to camp with your child will be provided as the trip approaches. Campers **MUST** wear a camp T-shirt on all field trip days. Campers will be given their camp shirts the day before the field trip.

Campers must arrive by 9:00 AM on field trip days! Buses must leave on time in order to reach the venue on time. Drop off and pick up at the venue will not be permitted!

# Camp Basics

## Lost, Found, Stolen, Damaged

In each building there will be a designated lost and found bin. Any items not claimed at the end of the summer will be donated to charity. Please do not bring items of value to camp. Palatine Park District is not responsible for lost, stolen, or damaged items.

## Personal Items

All items that are not required during the camp day should be left at home. Examples of items that are not required: toys, iPads (unless used as an ADA accomodation), stuffed animals and cards. These items also included cell phones and money. Items deemed a personal item by camp staff will be asked to be put away and not brought back to camp again. The park district reserves the right to update or modify what is deemed a personal item or what should or should not be brought to camp.

## Lunches, Snacks, and Water

### Allergies/Dietary Restrictions

If your camper has allergies/dietary restrictions please indicate on the ePACT paperwork provided at the time of registration. Camp will do its best to ensure that precautions are in place to provide a safe environment.

### Vending Machines

Can purchase items **BEFORE** camp begins.

### Snack

Pack a healthy snack for your camper with their lunch; groups will take one snack break throughout the day.

### Water Bottles

Each camper must bring a water bottle to camp. Please make sure your camper's water bottle is labeled with their name.

### Lunches

Campers must bring a sack lunch every day. We do not offer refrigeration or microwaves for lunches. 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.

# Safety

## ePACT

Palatine Park District uses ePACT to collect reliable and up-to-date information for its members to ensure they can provide the greatest support and care in the event of an emergency. With ePACT, we can securely access critical information and communications anytime and anywhere, rather than relying on paper emergency forms.

**To provide the safest environment for your child, an ePact account 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.

If you need to update information of ePACT, please log into your account and make the necessary changes.

## Camper to Staff Ratios

Staff will be in charge of ten campers (1:10 ratio). Camp staff will be assigned to a group and will stay with them for the duration of the session. Groups will be changed each two week session. The park district reserves the right to change groupings at any time.

## 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 at the pool!

# Medical

## Illness

We ask that you be considerate of other children and staff and keep your child home if they show signs of illness. You do not need to call your child out from camp unless your child is exhibiting any contagious illness such as a fever, vomiting, lice, strep throat, or pink eye.

If your child becomes ill during the program, 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.**

## Medication

If medication is to be taken during the camp day, please make sure that arrangements are made with the site director and that the medical administration form is completely filled out. New documentation is required each year; **SCHOOL FORMS ARE NOT ACCEPTABLE.** These forms can be found at the registration counter or online at: [www.palatineparks.org](http://www.palatineparks.org) 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.

## Injuries

If your child is injured at camp, basic first aid will be provided. If it is more severe or a head injury, a parent will be contacted. It is important that your child'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 for your child to participate in the camp's daily activities.

# Drop-Off/Pick-Up

## Drop-Off/ Pick-Up Protocol

Arrive on time for drop-off/pick-up every day. Parents/Guardians are to pull up to the designated drop-off zone for their site. This information will come to you prior to camp beginning. Please follow the posted signs on where to go. Please do not allow your child to walk across the parking lot alone. They should be walked by an adult at all times.

## Sign In and Out Procedures

All children must be physically signed in and out of camp each day by a parent or guardian.

## Who can sign my child in or out?

Parents or other contacts authorized in the ePACT “Consent and Waivers” section in your account. If someone besides a parent is picking up your child, you must indicate that person in ePACT. If the child is leaving with an adult only one day, the parent needs to give written permission that is signed and dated to the Site Director. We reserve the right to ask for a photo I.D.

Campers 8 and under must be signed in and out by a parent or legal guardian; campers 9 and over may sign themselves in or out with parent consent in your child’s ePACT account.

## What if my child arrives late or leaves early from camp?

Children who arrive or leave camp at any other time than the scheduled start or end of camp must be signed in/out by an adult. **The adult must locate the site director to sign the child in/out.** This policy is for safety purposes and is strictly enforced.

# Drop-Off/Pick-Up

## Extended Stay

Camp begins at 9 am and ends at 3 pm. Extended hours are 7-9 am and 3-6 pm. Additional registration, **prior to the first day of camp**, is required to participate in the extended program.

## Late Pick-Up Fee

Parents unable to pick up their child by 3 pm (or 6 pm for extended) **MUST** call an authorized person, who is on their emergency card, to pick up their child. Parents should also contact the Site Director.

Late pick-ups will be charged \$5.00 for every fifteen minutes per child, beginning at 3:05 pm for regular hours and 6:05 pm for those registered for 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.

# Behavior Policy

## Code of Conduct

The camp guidelines have been established to help provide all campers with the best camp experience possible. 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.

## Camp Guidelines

- Be safe, be respectful, and be responsible!
- Use appropriate language.
- Keep hands and feet to ourselves
- PLEASE **do not** have your child bring toys, phones, iPads, video games, or dangerous objects at 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.
- Because of allergies, sharing food is only permitted for siblings.
- 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 ALL 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 hear you and help you to find a solution.

# Behavior Policy

## Discipline

Disciplinary actions may include, but are not limited to:

- Timeout- minutes are calculated by camper's age
- 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 taken into account. Our behavior policy has been modified and reflects a zero tolerance policy for behaviors such as spitting, biting, hitting, or scratching.

## Dismissal from Camp

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.

Any participant whose behavior disrupts the program or endangers him/her or others will not be allowed.

## Camper Rights and Responsibilities

Our camp is about playing, learning, and growing. To achieve this and to create a safe and enjoyable environment, we have identified certain expectations that all campers must observe. These expectations will be reviewed with your camper throughout the summer. We require that each camper abide by this agreement. Breaking the agreement on a continual basis may result in dismissal from camp.

# Swimming

## Pool Time

Campers will receive pool time EVERY DAY in the afternoon from approximately 1pm-2:30pm. Although we strive to give campers pool time everyday, we cannot guarantee it. Weather is a huge factor in determining if we can have pool time. The Site Director will be checking weather regularly to determine the best course of action. Campers must bring a swimsuit and a towel every day. Please also pack a plastic bag for your camper to store their wet clothes in.

## Swim Test

Campers will be given a swim test by the Palatine Park District Aquatic Staff, if they choose, on the first day of each session to ensure their ability to swim. They will be required to swim the length of the pool under lifeguard and staff supervision.

## Swimming Wristbands

Our campers use swimming wristbands as an added safety feature during pool time or swimming field trips. This is to help staff recognize and keep non-swimmers safe in the shallow end of the pool.

All campers who choose not to or are unable to swim the length of the pool will be required to wear a red swim bracelet provided by the Park District.

All other campers will wear a green wristband to identify them as a camp participant.

Campers who receive a green wristband will remain a green wristband for the duration of the summer, unless determined by the pool staff that they need to retest.

Campers who receive a red wristband will remain a red wristband for that session. They will have the opportunity to retest at the start of the next session.

# Swimming

## Pool Concessions

Most days the Pool Concession stand will be open and campers may purchase items from them. They will be asked to consume their purchases in the designated eating area before returning to the pool. We cannot guarantee that concessions will be open everyday and require campers to still bring their sack lunch, water, and snack everyday.

Campers are responsible for holding and handling their own money. They are also responsible for purchasing food from concessions that do not conflict with any food allergies or medications. We are not responsible for overconsumption or lost money. Please help discourage your child from sharing money or food.

## Changing Time

Campers will have the opportunity to change into swimwear prior to going to the pool each afternoon. Campers are responsible for changing into their swimwear themselves with no assistance from staff. Campers who want to change out of their swimwear prior to leaving camp must do so before pool time is over in the pool locker room.

Remember that changing time prior to the start of pool time is a privilege. If a camper's discipline is not appropriate in the locker room/bathroom we may ask them to change at the pool once pool time has started.

**If you need to pick your child up during pool time, please be sure to find the Site Director at the pool to sign your child out.**

# Sample Schedule

<b>Time</b>	<b>Activity</b>
8:45-9:05am	Camper drop-off/check-in
9:05-9:20am	Camp Meeting
9:20-10:30am	Activity #1-Games or Craft
10:30-10:45am	Snack Time
10:45-11:45am	Activity #2- Games or Craft
11:45-12:00pm	Camp Meeting
12:00-12:15pm	Changing Time
12:15-12:45pm	Lunch Time
12:45-1:00pm	Park Time
1:00-2:30pm	Pool Time
2:30-2:45pm	Changing Time
2:45-2:55pm	Camp Meeting & Pack-up
3:00-3:05pm	Camper Pick-Up

Please be mindful that this is a sample schedule. Each location might have slight changes due to logistical reasons.