



# Summer Camp Reference Guide

## **Camp Philosophy**

Our goal is to provide each camper with the opportunity to:

- Participate in a safe & fun recreational indoor/outdoor environment that promotes both enjoyment and successful learning experiences for everyone
- Learn how to play fairly, be creative and use teamwork effectively, which in turn will help to ensure the safety of all campers enrolled in the program
- Develop a positive sense of self and respect for property and equipment
- Develop an appreciation of nature and enjoyment of being in the great outdoors

## **Program Content**

We have a balance of both quiet and active activities in both indoor and outdoor environments. Weekly activities include: organized games, arts and crafts, free time, swim days and field trips.

## **Camp Staff**

All camps are supervised by the Recreation Coordinator and Lead Counselors who are qualified leaders and experienced in camp programming. Responsibilities include overseeing the camp, guiding and training the counselors and organizing the camp activities in a fun and safe indoor/outdoor environment. Counselors are carefully selected for their caring nature and strong desire to help all children have a rewarding summer camp experience in a recreational setting. Counselors attend a detailed interview process and training program which includes topics such as: supervision, safety and problem solving techniques, curriculum development, and CPR/AED and First-aid training.

We follow the following chain of command and support

Executive Director	Bob Fleck
Assistant Director	Joel Hymen
Superintendent of Recreation	Luke Wyss CPRP
Recreation Coordinator/ Camps	Zack Johnson CPRP

## **Registration and Late Fees**

Registration for all 10-weeks of camp is available by phone, in person or online. We require a \$50 deposit for each session of Summer Camp you register for, and full payment by the Wednesday before the session start date.

The registration deadline for each Summer Camp session is the Wednesday before the intended participation week begins. If space is available any registration taken after the Wednesday deadline will be subject to a \$40 late registration fee.

For the safety of your camper we require that staff remain at the site until all children have been picked up. Please reciprocate this courtesy by being on time for pick-up. Late fees will be assessed in the event you are over 15 minutes late in picking up your child. The fee is \$10 dollars after the first 15 minutes late and \$5 dollars for every 10 additional minutes thereafter.

### **Inclusion Services**

Westmont Park District strives to comply with the Americans Disabilities Act 1990. Therefore, if your child needs accommodations to participate in our camp, please let us know immediately so we can make arrangements through SEASPAR in advance to be able to meet the needs of your child. See Park District Guide for further information about the SEASPAR services. SEASPAR asks for a two week notice for aid requests from the park district. Please try to give a two week notice to us if you know your child may be in need of special arrangements.

### **ePACT Network**

Westmont Park District is proud to announce our adoption of ePACT Network, a health and safety software to better support all our members and make it easier to submit critical data securely!

Why are we using ePACT?

- To save you time - With ePACT, you only need to complete your child's information once and update it as needed.
- To eliminate high-touch processes- Collecting data electronically and checking members in /out using contactless methods reduces contact.
- For better security & privacy- ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper.

How it works?

It's a very simple process! You'll be sent a request for EACH child- click the "Complete Request" button, create an account and follow the prompts to share data with Westmont Park District . If you have more than one child attending, family data will automatically pre-fill-, saving you time! Have questions or feedback? Please contact us at [zjohnson@westmontparks.org](mailto:zjohnson@westmontparks.org) or visit [www.epactnetwork.com](http://www.epactnetwork.com).

### **Camper Information/Emergency**

This will all be done on the ePACT network now so that we have access to all information in a paper free and more efficient way. This is in effort to provide the camp staff with important information pertaining to your child. The Code of Conduct and Discipline will also be on the ePACT network, rules we follow and states that the parent and child have read and understand the Westmont Park District policy for acceptable behavior and discipline.

It is essential that these online forms are filled out completely and returned to camp before or when your camp session begins. If you did not receive this information before camp began or upon registration, please contact the Community Center front desk.

### **Daily Release & Authorization**

You will list all authorized individual's information on the Camper Information/Emergency section in ePACT that are approved to pick up your child from Summer Camp. A picture ID will be required from the people who are picking up for the first time or that the staff is not familiar with. Names will be verified that they are listed on the camper participation form, which is strictly for the safety of the child. If the person is not listed as an authorized person to pick up your child, your child will not be allowed to leave camp with that person until we are able to contact you and get verbal or written approval.

If there are any changes to the Daily Release Authorization list, we ask that you notify the Zack Johnson by voicemail, text or email in advance. [zjohnson@westmontparks.org](mailto:zjohnson@westmontparks.org) and 630-963-5252.

### **Camp Locations**

The main camp site for Summer Camp is at the Veterans Memorial Park Pavilion located on the corner of Dallas St and Linden Ave. Camp will utilize recreational areas such as the playground, baseball fields, tennis courts, basketball courts, gymnasium as well as other buildings and parks owned and operated by the Westmont Park District.

### **Attendance**

If your child will be absent from camp, dropped off late or picked up early we would appreciate you informing us of this information. You may do so by leaving a voicemail or text on the Summer Camp phone or sending us an email.

**Summer Camp phone: 630-371-8407**  
**Summer Camp email: [camp@westmontparks.org](mailto:camp@westmontparks.org)**

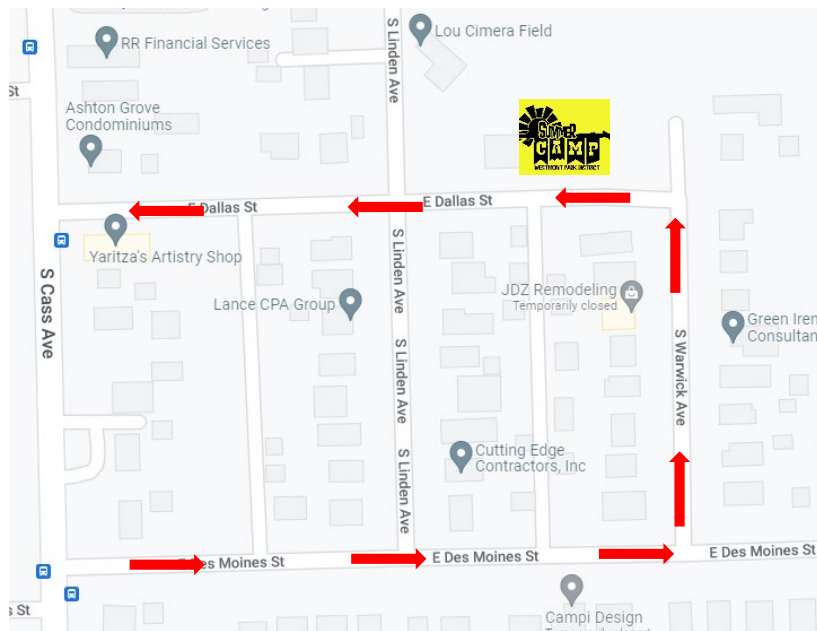
If your child arrives late, please wait with your child until they have been checked in by a lead camp counselor. They will then be sure to bring your child to their respective group.

If your child is being picked up early, please be sure to inform us so that we can coordinate where pick up will be located and have your child ready for you at the designated time and location.

\*The Summer Camp phone is intended to be a message center, not a live up to date check in on camp. If you have matters that need to be discussed, please contact our Community Center office at 630-963-5252 or Recreation Coordinator, Zack Johnson at [zjohnson@westmontparks.org](mailto:zjohnson@westmontparks.org)

### **Pick-Up and Drop-Off Procedure**

Pick-Up and Drop-Off will take place at the Veterans Memorial Park Pavilion on the corner of Dallas St and Linden Ave. Please follow the directions on the map of how to pull up to the pavilion for pick-up and drop-off to help with safety. Assigned staff members will be collecting or releasing the children from or to the assigned cars so the persons do not need to leave their car.



In the event of inclement weather such as rain, lightning or extreme heat Summer Camp will be moved indoor to the Community Center. This will result in Drop-Off and/or Pick-Up moving to the front of the Community Center building. The same procedure will be followed and assigned staff members will be collecting or releasing the children from or to the assigned cars so the persons do not need to leave their car.

**Notifications for updates on when Summer Camp has been moved inside and the Drop-Off and Pick-Up location has changed will be sent out through ePACT via text message, email, or phone call.**

**Please have your child arrive no earlier than 8:15a, and be picked up no later than 4:00p for camp. Post camp available at an additional cost.**

**Late fee of \$5 will be charged for every 5 mins late for pick up**

### **Walking/Bike Riding Procedures**

If you plan to have your child walk or ride their bike to and from Summer Camp please inform the Recreation Coordinator of this information so we know the plan and can ensure the safety of your child.

Children walking or riding a bike to camp should observe the use of sidewalks and/or curbs, use caution when traveling and crossing streets. It is your child's responsibility to lock up their property to a bike rack, which is located near the back entrance of the Community Center.

### **Parental Custody**

If there is a custody agreement/issue regarding a camper, please inform the Recreation Coordinator. If either party claims to have sole custody, partial custody, or that the other parent has no rights, parents/guardians will be required to present legal verification of these rulings. Any and all

information presented and shared with staff members will remain confidential and shared only with staff that needs to be informed for the child's safety. If you should have further questions they can be directed to the Recreation Coordinator.

### **What to Wear**

Each camper will be given two Summer Camp shirts on their first day of Summer Camp. Those that have signed up for all 10-weeks of Summer Camp will receive a third shirt.

Please send your child in comfortable clothing appropriate for the weather that day. Clothing and shoes that your child can run and play and get dirty in are highly recommended.

Additional shirts are available to purchase for a minimal fee of \$7.00 each. (while supplies last)

### **Lunch & Snacks**

Campers will need to bring a lunch, plus two light snacks every day to Summer Camp. Please make sure that your child's name is written clearly on their lunch bag and/or container.

### **Sunscreen/Water**

Weather dependent a large portion of the day will be spent outdoors so we suggest that you apply sunscreen to your child before sending them to camp. We also suggest that you send a bottle of sunscreen labeled with your child's name in their backpack. We will remind them throughout the day to reapply sunscreen and staff will monitor the campers as they are applying it.

We highly suggest that campers bring a reusable water bottle with them every day. Water fountains and jugs will be available both indoors/outdoors for refilling at any time. Please put your child's name on their water bottles as well.

### **Swimming and Water Activities**

Campers will have a swimming day once a week. We will be going to the Clarendon Hills Lions Pool for recreational swimming. The pool is supervised by trained lifeguards and in addition the camp staff will be stationed and supervising all areas of the pool and attractions as well. The swim days and times are set for Tuesdays or Thursdays from 1:00p – 3:00p. More information on your child's group and designated swim day will be given on Mondays of each session.

A swim test to evaluate each child's swimming skills will be conducted for each camper on their first visit to the pool. Once each child's swim test is completed their level will be recorded and a colored wrist band will be assigned to them. The colored wristbands are used to visually ensure the swimming ability of each camper by the lifeguards to ensure they stay in the proper areas of the pool for their safety.

**Green: Good swimmers and allowed in all areas of the pool**

**Red: Can't swim, allowed in shallow end only**

**\* Floatation devices for non-swimmers are not permitted**

We will also have a couple of water activities at the Park District such as a slip n slide, super soaker day, water balloons, and other water activities. This will enable us to provide fun and safe water activities at the Park District for the campers to enjoy as well.

### **Field Trip Rules**

Summer Camp includes one or two field trips each week. Day campers will have 1 field trip and 1 swim day each week while COF campers will have 2 field trips and 1 swim day each week. These field trips may include bowling, movies, arcades, museums, zoos, etc. Trip information and any waivers will be sent home with your child in advance. Any waivers must be signed by a parent/guardian and returned in order for your child to attend the field trip.

Children may bring spending money (a reasonable amount) along on trips to use for souvenirs or snacks. However, the Summer Camp staff is not responsible in the event anything gets lost or stolen.

It is important that campers know the rules while being on a field trip so they can have an enjoyable experience. The rules are as follows:

- Wear your Summer Camp shirt
- Stay with your leader, assigned partner, group, and listen to your leader and follow directions at all times
- Follow the rules on the bus, which may be either a park district bus or a First Student Transit Bus.
- Be respectful at all times and always follow the rules of the facility being visited

### **Medications**

Medication forms must be filled out and signed by the parent/guardian in order for the camp staff to administer medication to a child while they are attending camp. Forms are on ePACT when you complete a profile.

### **Head Lice**

If a camper is found to have head lice, the camper's parent/guardian will be contacted immediately and the camper must be isolated from other campers until picked up from camp. The camper may not return to camp until treatment was preformed, a note from a certified hair center verifying that any/all nits (eggs), nymphs, and adult size lice are no longer present on the child's hair.

### **Lost and Found**

Please encourage your child to keep track of their belongings. Make sure to label all personal items. This will make it helpful if a lost item is found and turned in to get it back to the correct person. The Park District is not responsible for damaged, lost or stolen items. Items not claimed will be placed in a box in the Summer Camp garage and donated at the end of the camp season.

### **Personal Items Not Allowed at Camp**

We ask that the following items not be brought to Summer Camp

- Smart Phones
- I-Pads
- Laptops
- Handheld video games
- or any other electronic devices

If any of the above items should be brought to Summer Camp, the staff will put items in the Summer Camp garage until the end of the day. However, please be aware that personal items are not the responsibility of the staff if these items are damaged, lost, or stolen.

If you feel a need for your child to bring such items to camp for any reason please inform the Recreation Coordinator or Lead Counselor so that we are aware and can make accommodations.

### **Code of Conduct**

The Park District Staff has implemented a code of conduct policy for all of our camp programs. These rules apply to all participants and parents/guardians. The following are the rules that all participants will need to follow in a joint effort to make the camp experiences positive and successful for all everyone enrolled in the camp programs. Parents/guardians and children alike are asked to read over these guidelines and sign this form before attending camp.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the proper authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact, verbal or physical harm towards any participants or staff.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to camp.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, items brought from home with permission, etc.)
- Please note: cell phones and other electronic devices are not allowed at camp.
- No refunds will be issued for suspensions or suspended days of camp.

### **Discipline Policy**

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive

reinforcements, motivation and through leading by example. Since each participant may have different ways of learning, several methods may be used.

- 1st Offense – Verbal Warning (depending on the severity, several warnings may be given).
- 2nd Offense – A behavior report will be filled out and discussed with the Recreation Coordinator and the parents/guardian. The parent/guardian will be required to sign the report, which will remain in the participant’s file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions).
- 3rd Offense – Suspension of participant from the program for one to three days. The suspension will be in effect immediately or the first day following the offense (depending on the severity of the offense). The parent will be notified by the Recreation Coordinator. Upon return from a three-day suspension, if behavior continues, the Recreation Coordinator may permanently suspend a participant from the Summer Camp program. Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report.
- In the event of a major offense, the ruling will be determined on a case by case basis by board officials, see Park District Ordinance regarding behavior rules for further details.

At Summer Camp, we hold a “Zero Tolerance to Violence” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, SEASPAR staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program. In an effort to help reinforce positive behavior, the Recreation Coordinator will go over the camp rules the first day of each session of camp.