



# SUMMER CAMPS



# 2020 Camp Handbook

Camp is quickly approaching and we are happy your child will be joining us for a summer of fun! The St. Charles Park District offers a variety of camps to meet the needs of your family. Campers as young as three years-old can participate in recreational camp activities throughout the summer months. Our goal is to keep your child busy while engaging with others as they enjoy the outdoors, swimming and making new friends. This handbook will help you prepare your child for camp and answer frequently asked questions. We encourage you to read and become familiar with the following:

## Camp Details

### **Farm Camps • Primrose Farm • 630-513-4374**

Searching for a unique camp experience? This is it! Learn what it's like to live on a farm. Start your day with chores, crafts and old-fashioned games. Milk a cow, gather eggs from the chicken coop and help feed the animals. Session registration closes at 12pm on the Thursday before the camp is scheduled to begin. Late registration may not be available.

- **Down on the Farm Camp-Farmers** is for campers age 5-7 and meets on Tuesdays and Thursdays from 9am-12pm.
- **Down on the Farm Camp-Ranchers** is for campers age 8-12 and meets Monday through Friday from 8:30am-3:30pm. These campers will continue their afternoon adventure with a variety of on-site and off-site activities.

All campers should dress appropriately for fun farm activities and bring a full water bottle. Closed toe-shoes are required. **Down on the Farm-Ranchers** should also bring a lunch.

### **Nature Camps • Hickory Knolls Discovery Center • 630-513-4399**

Nature Camps are held at a variety of St. Charles Park District sites and offer half-day or full-day camp options. From parent and tot camps to middle school adventures, your child will engage in hands-on exploration of the natural world. Themed camps include critter visits, campfires, creek walks, fieldtrips, swimming and more! Look at specific camp descriptions to find out what exciting journeys await. Nature Campers are required to wear closed-toe shoes and long pants. Half-day campers must bring a full water bottle, snack and backpack. Full-day campers must bring a full water bottle, snack, sack lunch and backpack. Session registration closes at 12pm on the Thursday before the camp is scheduled to begin. Late registration may not be available.

### **Pottawatomie Camps • Pottawatomie Park • 630-513-6200**

Pottawatomie Camps are always on the move within Pottawatomie Park from 8:30am-3:30pm. Campers experience a variety of adventures including wacky active games, creative crafts, swimming, miniature golf, walking field trips and more! Add a swimming lesson to your child's camp day, and a camp counselor will escort your child to and from the lesson.

All campers are required to wear closed-toe, rubber soled shoes and a Pottawatomie Camp t-shirt each day they attend camp. Camp t-shirts are not included in the registration fee, and are available for purchase at the Pottawatomie Community Center. Campers who arrive without a Pottawatomie Camp t-shirt will be directed to the front desk to purchase a t-shirt. Sandals and flip-flops are **not** permitted. Pottawatomie Campers should bring a backpack with a full water bottle, sack lunch, snack, sunscreen and bug spray daily. Please label ALL items with your child's name.

Pottawatomie Camps offer flexible registration (Flex Reg), providing the opportunity to match camp to your specific needs. Once registered, you may contact the Pottawatomie Community Center front desk, 630-513-6200, through Thursday of the week prior to your camp session to make any scheduling changes. Schedule changes incur a \$4 processing fee. Pottawatomie Camp registration will close Friday morning at 8am for the following week. A waitlist will be taken for late registrants with possible entry to camp no sooner than Tuesday of the requested week.

- You may extend your child's Pottawatomie Camp day with Before and/or After Camp.
- Single camp days are offered for the final two days prior to the start of the CUSD 303 school year. This camp fills quickly.

### **Traveling Teen Camp • Pottawatomie Community Center • 630-513-6200**

Traveling Teen Camp is offered Monday-Friday from 8:30am–6pm. Teens may register for a 4-day (Mon-Thu) option, but day swapping is not permitted. Each day teens will meet in the Pottawatomie Community Center gym. Campers are required to wear a camp t-shirt to field trips when traveling with On the Go Camp and trips to Chicago and Milwaukee. Camp t-shirts are available for sale at the Pottawatomie Community Center. Camp t-shirts are not included in the registration fee. Closed-toe rubber sole shoes are required each day. Campers should bring a backpack, sunscreen and water bottle, daily. Detailed Teen Camp guides with destination dates, lunch details-and other information will be distributed at the Parent Meeting held prior to the first day of camp and available on the park district website. To extend your campers day, register for Before Camp. Teens will be allowed to sign themselves in and out of camp with a note from a parent or guardian. Teens will not be able to sign themselves out earlier than 5pm.

## **General Information**

### **Refunds & Transfers**

Should you need to withdraw from camp, contact the Pottawatomie Community Center Front Desk, 630-513-6200.

1. Refunds requested for Pottawatomie Camp, Counselor in Training, Travelling Teen Camp and Nature/Farm Full Day Camps will be issued, less a \$25 withdrawal fee.
2. Refunds requested for Before & After Camp and partial day camps will be issued, less a \$4 withdrawal fee.

3. Full refunds will be granted if a valid physician's note or proof of relocation out of the area is submitted.

### **Sign In/Out**

You must sign in and out when dropping off or picking up your child from Pottawatomie, Nature or Farm Camps. Camp staff will not dismiss a child to someone not listed on the Emergency Form. Staff may require a photo ID at dismissal, if someone they do not recognize is picking up your child.

### **Late Pick Up**

A late charge will be applied for picking up your camper after the designated end of camp:

- For the first 1-5 minutes, a \$5 late fee will be charged.
- An additional \$1 per minute will be charged thereafter.
- Parents will be asked to sign a Late Pick Up form, and fees will be charged to the credit card on file for camp payments.
- Habitual late pick up could result in discharge from the program.

### **Absences**

If your child will be absent from camp, contact the camp supervisor in advance.

### **Electronic Devices**

The use of other electronic devices including, but not limited to, cell phones, hand-held games and music devices are **not** permitted at camp. **For security reasons, devices should be left at home.** If devices are brought to camp, they must remain inside the camper's backpack for the duration of camp hours.

### **Lost/Stolen Items**

Staff will be happy to assist in the location of lost belongings; however, we ask that campers not bring personal items from home. The Park District is not responsible for lost, stolen or broken items.

### **Childcare Expense Statements**

Parents/guardians may access from their park district online account or request a Statement of Account which includes all registrations and payments to St. Charles Park District. The St. Charles Park District is not responsible or liable for determining childcare expenses. The FEIN (Federal Employee Identification Number) is: 36-6006441.

## **Safety Information**

### **Emergency and Medical Information Form**

Parents/guardians must provide Medical, Emergency and Authorized Pick-up information in order for campers to participate in any camp. A link to provide your child's information will come from ePACT Network, following your program enrollment.

### **Inclusion Services**

The St. Charles Park District is pleased to partner with the Fox Valley Special Recreation Association (FVSRA) who can provide additional assistance to participants with qualifying medical, physical, psychological and/or emotional needs. If your camper has a special need or request for a reasonable accommodation, please indicate so upon registering, or at least two weeks in advance of the start of camp. Please understand that failure to provide timely and appropriate notice of a special need and/or request for reasonable accommodation may result in a delay in starting camp.

### **Healthy Kids = Happy Campers**

We ask that you assist us in maintaining a healthy environment for all campers. A child with an illness or condition that has not had medical treatment and is contagious may pose a risk to other campers.

- We ask that you be considerate of other campers and staff by keeping your child home if they show signs of illness, including uncontrolled coughing or sneezing, runny noses (not due to allergies), diarrhea, stomach issues, rash or pink eye.
- If a camper seems to be running a fever or appears sick, camp counselors will call a parent/guardian and request that the child be picked up as soon as possible. Campers will be made comfortable until a parent/guardian arrives. A child is to be fever-free and/or vomit-free for 24 hours before returning to the program.
- If your child contracts a contagious condition (e.g., lice or pink eye) that restricts them from returning, please inform the camp supervisor. A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician before returning.

### **Medical Emergencies**

Paramedics will be called to handle serious injuries. If your child needs emergency medical care, staff will accompany them to a medical facility where a parent/guardian should meet staff as soon as possible.

### **Assigning Your Camper as a Non-Swimmer or Swimmer**

Please use the following descriptions as a guide for selecting your child's appropriate swimming designation during completion of your Emergency and Medical Information Form. Pre-designating swim ability helps ensure the safety of your child while he or she is in or around water. You may designate your child as a "Non-Swimmer" or "Swimmer." Park District staff reserve the right to require your child to wear a lifejacket while attending any camp session.

#### **Non-Swimmer**

Non-swimmers are unable to independently swim distances of 20 yards or more and/or cannot play comfortably in water that is above their heads. If you designate your child as a "Non-Swimmer" he or she will be given a lifejacket and restricted to specific areas at Otter Cove and Swanson Pool.

**Non-swimmers will have access to:**

<b>At Otter Cove</b>	<b>At Swanson Pool</b>
Activity Pool, with a max depth of 3.5 feet	Activity Pool, with a max depth of 3.5 feet
	Sand play area

**Swimmer**

Children designated as “Swimmers” will have full access to all water depths and slides/features in which they meet the proper height requirements. Life jackets may be required. To designate your child as a “Swimmer” he or she must be able to:

- Enter the water, and go completely below the surface.
- Recover then float or tread for 1 minute with head remaining above water.
- Turn completely around and swim on their front for a minimum of 25 yards without stopping or touching the bottom.
- Exit the water by pulling self-up and over the side of the pool.

Both “Non-Swimmers” and “Swimmers” will be assigned to a small group known as an “Aqua Squad,” with a camp counselor as their leader. The campers will be required to exit the pool and meet with their “Aqua Squad” counselor on dry land to check in at various times during pool visits.

**Kindergarten Camp Pool Visits**

If attending the Kindergarten Camp, your child will be required to wear a lifejacket at all times. This camp will travel only to Swanson Pool and swim in the Activity Pool, which has a max depth of 3.5 feet.

**Sunscreen/Bug Spray**

Since we spend so much time outdoors, we require all campers to bring sunscreen and bug spray to camp each day. Sunscreen must be applied to your child before arriving to camp. Campers are reminded to re-apply sunscreen throughout the day. Campers must apply sunscreen themselves; however, we will assist with the application of spray sunscreen if needed. A sunscreen stick is a great tool for little faces.

**Medication Procedures**

Strict policies have been put in place regarding the tracking and dispensing of medication to campers. Your child’s ePACT account must include all medication information. Counselors will track medication use on a ‘Medication Dispensing’ form any time park district staff assist with administering medication during program hours. Counselors will hold all medications until dispensing. This includes cough drops, vitamins, pain relievers and over-the-counter or prescription drugs.

### Prescription Drugs/EpiPen

- Parent/guardian will provide the park district staff with the child's medication in the original container with prescription label that includes patient's name, physician's name, pharmacy name, name of medication and complete dosage information. The proper dosage for the day should be sent in the original container each day.
- Medication will be stored in a secure area and at a temperature consistent with the package instructions. If the program is held outside, staff will carry the medication in the emergency bag.

### Inhaler-Controlled by child for self-administration

- Medication must be in the original container with prescription label that includes patient's name, physician's name, pharmacy name, name of medication and complete dosage information. All medication will be held by counselors until needed.

