

## Welcome to Palatine Park District's Day Camp Camp!

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 camper's families.

You may also get in touch with the Day Camp Supervisor at [camps@palatineparks.org](mailto:camps@palatineparks.org) if you have any questions or concerns.

### CAMPER EPACT DEADLINES

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.



## CAMP GUIDELINES

*The 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 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.
- ✓ 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 hear you and help you to find a solution.

## SIGNING CHILDREN IN & OUT OF CAMP

**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.

***\*We wanted to note that our sign in/out policies have been updated this year. 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.

### LATE PICK-UP

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. Parents who are late more than 10-15 minutes 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.

### DISCIPLINE

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
- 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 or scratching due to the possible transmission of Covid.

\*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.

## **Other important facts to know:**

### **Allergies**

If your camper has allergies, please inform the site director. If your camper uses an epi pen or inhaler, you must fill out the medical paperwork (see "Medicine" section below for more information) and submit it to the site director with the medication. The medication must be clearly labeled with the child's name and prescription. The medication must be kept with the site 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 in regard to food allergies. Please bring your child's food allergies to the attention of camp staff and complete an Allergy Action Plan.

### **Camp Hours/ Extended Hours**

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.

### **Communication with Staff**

Communication about camp updates or changes will be shared via email. 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.

### **Dress**

Shorts, t-shirts, and gym shoes are highly recommended. Most camp games and activities involve running so gym shoes are a must. Campers need to bring a bathing suit, towel and sunscreen every day. **PLEASE LABEL ALL BELONGINGS.**

### **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. Field trips are typically during the second week of the camp session.

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!** If you wish, your camper may bring no more than \$10.00 to spend at the field trip location. Your camper is responsible for their own money and purchases. Counselors will not be able to hold money for campers.

### **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 Covid-related symptoms or a contagious illness such as 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.

### **Inclusion**

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.

### **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'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.

### **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.

### **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.

### **Personal Belongings**

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

### **Pool Time**

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. 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. This will enable staff to identify and monitor our non-swimmer camp participants. All other campers will wear a green wristband to identify them as a camp participant.

*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.*

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.

### **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!

### **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.

### **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.

### **Activities at Camp**

We have many fun and exciting activities planned for your child this summer. This is just a sample of some of the many games and crafts in which your child will participate during the summer. You will be able to pick up a weekly schedule with specific games and crafts each session at your child's camp site.

**Sample Weekly Calendar: Day Camp**

**Fun and Games Week!**

Dates	Monday	Tuesday	Wednesday	Thursday	Friday
Weekly Games and Activities	Scavenger hunt  Relay Races Fitness  Personalized Plates	Jailbreak  Steal the Bacon  Creative Coloring	Obstacle Course  Soccer  All About Me	<b>Field Trip!</b>  May be a different day of the week	Telephone Charades  Hula Hoop tag  Personalized Flag
Reminders...  Wear Gym Shoes Every Day!	Don't forget to bring...  Bathing Suit Towel Sunscreen Water Bottle Every Day!			<b>Wear your camp shirt!</b> <b>You may bring no more than \$10 to spend!</b>	

**THANK YOU!**

Thank you for choosing Palatine Park District for your child's camp experience. We strive to give your child a safe, fun and memorable experience each day.