



2023 Parent's Manual





MUNDELEIN PARK &
RECREATION DISTRICT

Dear Parents and Campers:

Thank you for choosing the Mundelein Trails Day Camp and/or Odyssey Experience. We are looking forward to a fun and exciting summer camp experience with your child. The Mundelein Trails Camp & Odyssey Experience will be held at the Dunbar Recreation Center, located at 888 Dunbar Road.

This parent handbook is provided to help answer questions regarding our policies and procedures. Please make sure to read through it because it contains important information to help you prepare for the summer.

Please join us for a parent meeting on Thursday, June 1 at 6:30 pm. The meeting will be held at the Dunbar Recreation Center, 888 Dunbar Rd.

We are looking forward to a fun and memorable summer.

Sincerely,

Cheri Rehor

Recreation Supervisor

Mundelein Trails & Odyssey Day Camp Policies and Procedures

Explorers/Discovery Camp

June 5–August 11

No camp July 3 & 4

Trails Camp Hours

Monday–Friday

Camp Only: 9 am–4 pm

Camp Combo: 7 am–6 pm

Trails Camp will be held at Dunbar Recreation Center, 888 Dunbar Road

Odyssey Experience

June 5–August 11

No camp July 3 & 4

Odyssey Hours

Monday–Friday

Odyssey Only: 9 am–4 pm

Odyssey Extended Time: 7 am–6 pm

Odyssey Camp will be held at Dunbar Recreation Center, 888 Dunbar Road

Day Camp Program Philosophy

Mundelein Trails and Odyssey Experience is committed to providing a safe and fun recreational program for all participants. Day camp will provide opportunities for all participants to develop a positive self-image through experiences in a fun, friendly, structured and safe environment. Participants will also be able to develop their social skills, interact through play, and participate in a variety of different activities that include problem solving, teamwork, and following directions.

Camp Staff

The Camp staff is comprised of experienced childcare providers that may include Rec Connection staff, teachers, college students, early childhood instructors, and high school upperclassmen. All staff have gone through specific training for their position and are CPR & First Aid certified.

Drop Off & Picking Up Campers

Camp only children should not arrive before 9 am and should be picked up no later than 4 pm. All campers should arrive at camp by 9:30 am.

Camp Combo and Odyssey Extended Time begins at 7 am, and children should arrive NO EARLIER THAN 7 am. Counselors use the morning hours to prepare for the day ahead. Counselors may not open doors any earlier than 7 am. Late pick-up is until 6 pm for campers signed up for Camp Combo. A late fee will be assessed for any children picked up past 6 pm.

We require all parents/guardians to accompany their child to the entrance of the building to sign your child in or out at the designated tables. Your child may enter the side gym entrance or ring the main entrance doorbell and a counselor will let your child in. The counselor will escort your child to the assigned area. The safety of all campers is our number one priority and it is crucial that each camper is accounted for daily. Parents and guardians may be asked to show a photo ID when picking up their children.

Walking or Riding Bike to and from Camp

If your child is arriving and departing from camp by walking or riding their bikes, you must fill out a permission form and give it to the Camp Directors prior to the start of camp. It is very important if for any reason your child is going to miss a day, you notify us as soon as possible. Please call 224.688.2927 or 224.688.3159.

Communication

On-going and open communication between parents/guardians is essential for a positive experience for each camper. Parents/guardians are encouraged to discuss questions and concerns with camp staff and/or the camp directors.

You may also email or call Cheri Rehor, Recreation Supervisor at 847.388.5452, crehor@mundeleinparks.org

Emails will be sent out periodically regarding the following topics: reminders, specialty day, and anything else pertaining to camp information. We also use the Remind App to send you information right to your phone. Information on how to sign up for that will be given to you on your first day of Camp.

Camp cell phones & the Dunbar Recreation Center's phone number are listed below. The cell phones are only on during camp hours.

Discovery Cell Phone 224.688.2927
Explorers Cell Phone 847.688.3159
Dunbar Phone 224.388.5493
Odyssey Cell Phone 224.500.1195

Parent Approval Needed

Parent/guardian approval is required in advance for any of the following situations:

- Walking/riding bike to/from camp
- Leaving camp early
- Leaving camp with someone other than those listed on child's authorized pick up list

ePACT Network

All waivers, emergency contact/authorized pickup and medical information will be online with ePACT, which is a secure online software network. After registering, each family will receive an email invite from ePACT to go online to setup their account or reconfirm an existing account for their child. Your camp registration will not be complete until this step is finished.

YOUR CHILD WILL NOT BE ABLE TO PARTICIPATE UNTIL THIS PROCEDURE IS COMPLETED.

Camp Locations

The Trails Explorers, Discovery and Odyssey Experience will be held at Dunbar Recreation Center, 888 Dunbar Rd.

What if it rains?

Camp continues rain or shine! Be sure your camper dresses according to the weather each day. Camp will move indoors during inclement weather. Each group will have their own designated area.

Camp Attire

Campers are encouraged to wear loose and comfortable clothing that may get dirty during camp.

We require that all campers wear closed-toed athletic shoes to ensure their safety while at camp **(NO SANDALS)**. If your camper is wearing inappropriate footwear, he/she will be prohibited from any running activities, and a note will be sent home to the parents/guardians.

What to Bring to Camp Daily

We suggest a backpack for your camper's daily needs. Be sure this is marked clearly with your child's name, address, and telephone number. **Please attempt to put your child's name on everything that belongs to them.**

(Refrigeration is not available)

- Sack lunch with beverage & Extra snack for the afternoon
- Hat or visor
- Water bottle **(very important!)**
- Sunscreen
- Swim suit, towel, and **PLASTIC BAG** (for wet clothing)

What NOT to Bring to Camp

Your child should not bring anything to camp that they value (toys, games, etc.), as we are not responsible for any lost items or stolen items. **Except for Odyssey Experience, children should NOT bring cell phones to camp.** They will not be able to use them during the camp day. If you want your child to have a cell phone at camp, it must be turned off during the camp day. If they need to contact you, they must ask the Camp Director. If you need to contact them, please call the camp cell phones. **PLEASE CHECK THE LOST AND FOUND BOX REGULARLY.**

Illness

Please do not send a sick child to camp. If they have a communicable disease, please contact the Camp Directors or Recreation Supervisor IMMEDIATELY. Camp staff reserves the right to refuse any child who shows signs of illness. Campers must be symptom free for 24 hours before returning to camp. Refunds are not issued for missed days of camp due to illness.

Medical Release for Administering Prescription Medicine

If your child is on medication prescribed by their physician, and it needs to be dispensed at camp, there are additional forms that will need to be filled out. These must be on file by your child's first day of camp. They are available at camp, online with ePACT or one can be emailed to you. The Camp Director or Assistant Director will administer your child's medication per these instructions. All medication must be in its original container with your child's name displayed.

Lunch and Snacks

Campers must provide their own lunch with a beverage each day of camp (reusable containers are preferred). Although water is always available at the gym, campers are strongly encouraged to bring a water bottle as well. A snack should be packed every day. Campers are allowed to have a snack at approximately 3 pm daily. Lunch will be from 11:15 am–Noon, daily.

Field Trips

All campers will be required to wear their camp T-SHIRT. It is very important that your child is made aware of the appropriate behavior when riding on the bus. All general admission fees are included in the camp fee. Discovery, Explorers and Odyssey will be going on 7 bus and 3 in-house field trips. If you allow your child to bring extra money on the field trip, your child will be fully responsible for it. Also, your child should bring a sack lunch and a beverage when lunch is not included with the trip.

Sunscreen

It is recommended that you apply sunscreen to your camper before camp. We also recommend that you send sunscreen to camp with your child to reapply as necessary.

Please label all belongings with your child's name.

Barefoot Bay & Water Days

On water days, be sure to send a swimsuit and a towel, as well as a plastic bag to store the wet suit during the remainder of the day. While our staff will oversee your child's belongings, we will not be responsible for lost or stolen items.

On swim days, campers will walk over to Barefoot Bay as a group. Prior to camp or on the first day, parents are asked to fill out a Camper Swim Ability form. Non-swimmers will **not** take the swim test and will be wrist-banded as a non-swimmer. Non-swimmers will only be approved to stay in the shallow end of the pool. If you mark your child as a swimmer or unsure, your child will participate in a swim test given by the lifeguards. All campers who pass this test will be permitted to go into all open areas of the pool.

Staying Cool

In an effort to help keep campers cool, water activities may take place during the camp day. As a result, it is possible that your child will get wet at times. We recommend that you keep a swimsuit packed for your child, or send an extra set of clothes in his/her backpack.

Behavior

We believe that the role of our Counselors is to help lead children toward self-discipline and self-direction. We use time outs as a means of calming the child, allowing the child to gain control of him/herself in a dignified and thoughtful manner.

All campers are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help keep children safe and have an enjoyable experience. Additional rules may be developed as deemed necessary by the staff.

Mundelein Park & Recreation District insists that all campers comply with a basic behavior code. All campers shall:

1. Show respect to all campers, staff, and volunteers. Campers should follow camp rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other campers, or staff.
4. Show respect for equipment, supplies and facilities.
5. Not possess any weapons.

Discipline

Mundelein Park & Recreation District has a Code of Behavior which is progressive. It begins with a verbal reprimand and progresses to removal of the child from the program. If misbehavior is extreme, the discipline plan may be disregarded for more serious consequences. Please note: The discipline procedure is for the entire summer, or the duration your child is at camp. The discipline process does not start over with each new week.

Oral reprimand: The camper is spoken to by the counselor(s). He/she is allowed the potential of three verbal warnings in a given day.

Supervised time-out/Written letter of warning/

Parent contact: If the camper receives more than three warnings in a day, or the behavior or actions are severe enough, this is noted in writing and given to the Day Camp Director(s) and Recreation Supervisor. The camper will also be given a supervised time-out. The time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with staff member present away from view of the activity). The counselor and/or director will also discuss the child's behavior with their parent(s) or guardian(s).

Letter to Parent(s)/Guardian(s): If the camper receives three written disciplinary reports due to his/her behavior, a letter will be sent home explaining the inappropriate actions and the potential next step which is suspension from camp.

Suspension from camp: If the behavior continues, and a second letter is sent home explaining their actions and the camper may be suspended from camp for a length of time to be determined by the directors and Recreation Supervisor.

Dismissal from camp: After issuing written discipline reports, letters home, and suspending camp attendance, if the action or behavior continues, the camper will be dismissed from camp. This final step is necessary to insure the well-being of other campers and staff.

NOTE: There will be NO REFUNDS for missed days due to the disciplinary infractions.

**The Mundelein Park District looks forward to a
FUN & EXCITING Summer Camp experience with your child.**

PERMISSION TO WALK OR RIDE BIKE to/from CAMP

I give permission for my child to walk or ride their bike to/from Camp at Mundelein Park & Recreation District. I understand that my child must sign in and sign out each day and will not be supervised once he/she leaves camp and Mundelein Park & Recreation District is no longer liable for my child.

If for any reason a change is made regarding your camper's attendance and transportation to camp, please make sure you inform the Camp Directors of the change. Also, if your child is not going to attend a day for any reason, you must call and let us know. Please call 224.688.2927.

My child _____ will walk/ride bike to/from camp.
Child name

Parent or guardian printed name

Parent or guardian signature

Date

CAMPER SWIM ABILITY FORM

Swim Ability

Complete the following to help us ensure your child's safety while swimming. Children listed as Swimmer or Unsure will be tested. To pass the swim test, participants must be able to swim unassisted across the dive well which is the deepest part of our pool. While visiting offsite pools, we will follow standards set for swimmer and non-swimmers by the facility.

Child's Name _____

☐ **Non-swimmer**

My child is only approved to stay in the shallow end of any pool up to a Maximum depth of 3'6" (Your child will not be tested)

☐ **Swimmer**

My child can swim in all pool areas.
(This is depended on your child passing the swim test)

☐ **Unsure**

I am unsure if my child is a Swimmer or Non-swimmer.
I would like for them to be tested. If they pass they are permitted to go into all areas listed for Swimmer.

My child's height is _____ feet _____ inches

Parent or Guardian Printed Name _____

Parent or Guardian Signature _____