



# CARAVAN

GLEN ELLYN PARK DISTRICT

## Parent Guide



Main Street Recreation Center  
501 Hill Avenue  
Glen Ellyn, IL 60137  
Ph: 630-858-2463  
Revised: Spring 2022

# WELCOME TO CAMP CARAVAN SUMMER DAY CAMP

## Important Phone Numbers and Contact Information

**Camp Caravan Phone:** 630-303-3127

**Main Street Recreation Center Phone:** (630) 858-2463

- **David MacDonald - Manager of Recreation Services**
  - **Phone and Email:** (630) 942-7266 or dmacdonald@gepark.org

## Park District Goal

Glen Ellyn Park District is committed to providing safe, fun, and adventurous summer camp programs! Our camps are designed to provide new experiences, friendships, and memories to grow with each individual.

## Registration

Participants must pre-register to attend camp by Friday at 12 pm for the following week of camp. No registration will be taken for the upcoming week after that point. Fees will not be pro-rated or refunded for missed days or vacations. Switching days within the current week is not permitted and families may not carry days over from week-to-week. Camper forms must be completed via ePACT, prior to your child attending camp. Instructions will be sent to the email address used at the time of registration.

## Camp Hours

Camp Caravan operates Monday - Friday and Tuesday/Wednesday/Thursday for full day campers from 8:45AM to 4:15PM, rain or shine. The three-day half-day campers meet from 9AM to 12:00PM, Tuesday/Wednesday/Thursday. Pre-Camp meets from 7:00AM-8:45AM on either Monday - Friday or Tuesday/Wednesday/Thursday; and Post-Camp meets from 4:15PM to 6:00PM, Monday - Friday or Tuesday/Wednesday/Thursday. Pre-camp and Post-camp is only available for those attending the full day camp option.

## ePACT Information Emergency Online Paperwork

Glen Ellyn Park District will continue to use the ePACT Network to maintain current safety standards. ePACT is a secure emergency network used to collect medical and emergency contact information electronically. Not only does ePACT replace paper forms, but it also ensures we have a way to communicate with you in the event of an unexpected emergency situation.

## **Why are we using ePACT?**

- **To save you time** - With ePACT, you only need to complete your child's information once, and can then use that same record for other programs or subsequent years
- **Improved privacy and security** – Eliminating paper forms ensures that your key information is safe and secure. ePACT maintains the same levels of security as online banking and limits access only to the administrators we assign for enhanced privacy.
- **Better support** – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this information anytime and we will automatically receive those new details.

## **How it works**

- You'll receive an email invitation to share information with Glen Ellyn Park District
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Enter the required information, such as medical conditions, emergency contacts, etc. and share it with Glen Ellyn Park District, so that program staff have access.

## **ePACT Support**

Have questions or feedback? Please contact [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855-773-7228 ext. 1 to speak with ePACT's Customer Success Team. You can also visit their Help Center for many other resources.



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

PLEASE drop off and pick up your child at the designated drop off and pick up time. Campers can only be signed in/out once per day. We also ask that families avoid off-site pick up locations from field trips and swim days. Approval for off-site pick up or drop off must be requested 1 week in advance. Full day campers can arrive no earlier than 8:45AM and half-day campers may arrive no earlier than 9AM. If your child is registered for Pre-Camp and/or Post-Camp care, please follow listed pick-up and drop off times for those programs. If you are unsure where the camp will be meeting due to inclement weather, please call the camp phone prior to your arrival.

If you are planning to pick up or drop off your camper at a time that is **DIFFERENT** from the designated times below, you **MUST** provide a written note or call the camp phone to notify a staff member. Camp Caravan does move around and change locations throughout the day, so it is important for staff to know if your child will be coming or going at an irregular time. Staff will be checking IDs at pick-up until we become familiar with parents/guardians and authorized pick-up individuals. Please make sure that everyone who will be picking up your child is aware of this policy.

### **Camper Attendance**

Parents/guardians must sign their child in and out every day. Campers cannot leave unless a parent/guardian has signed them out. If your camper is going to be picked up by anyone other than their parent/guardian or an authorized pickup person, a written note must be received by the Camp Director. If your camper will be absent and they are registered for that day, please

Type of Camp	Drop-Off Location & Time	Pick-Up Location & Time
Pre-Camp (7:00AM-8:45AM)	MSRC Park or Playground 7AM (Main St. 3rd Floor or 1st Floor Gym)	N/A
AM Half Day (9:00AM-12:00PM)	MSRC Park or Playground 9:00AM (Main St. 3rd Floor or 1st Floor Gym)	MSRC Park or Playground 12PM (Main St. 3rd Floor or 1st Floor Gym)
Full Day (M-F or Tu-Th) (8:45AM-4:15PM)	MSRC Park or Playground 8:45AM (Main St. 3rd Floor or 1st Floor Gym)	MSRC Park or Playground 4:15PM (Main St. 3rd Floor or 1st Floor Gym)
Post Camp (4:15PM-6:00PM)	N/A	MSRC Park or Playground 6:00PM (Main St. 3rd Floor or 1st Floor Gym)

call 630-303-3127. **Pick-Up and Drop-Off Times and Locations: (Inclement weather locations are in parentheses)**

### **COVID-19 Protocol**

Glen Ellyn Park District's protocols may not align exactly with other community programs. Each situation is unique and some may require alternate plans. If there is a question, we ask that you reach out for clarification. We ask all families to continue to monitor their child for symptoms before attending camp every day. If a child begins to exhibit COVID-19 symptoms while at camp, parents will be contacted and that child will need to be picked up within the hour. The child cannot return to camp until they have had no fever for at least 72 hours and any other symptoms have improved. Please see quarantine and isolation page for more details.

### **Cleaning and Safety**

Your children are in good hands with our expanded safety measures. The health and safety of our families are top priority. We are adhering to the IDPH and CDC recommendations for preparedness and taking additional steps as needed, such as program rooms following cleaning procedures throughout the day, and the sanitizing mister being used on the weekends as needed. Disinfectant spray and sanitizer is available to all program staff and participants; likewise proper hand-washing techniques are followed throughout the program day. Program staff and facility maintenance staff will comply with all IDPH and CDC disinfecting and cleaning protocols throughout the summer.



### **Behavior Code of Conduct**

All campers must comply with the established behavior code of conduct and be devoid of behavior necessitating physical intervention. All campers must be independent in managing personal care (toileting, feeding, person hygiene) and all personal belongings. The safety of our campers is of great concern to all of us on staff. As a result, it is necessary for us to make sure that the campers use appropriate behavior in camp. We expect the campers to have fun, but it is imperative that they follow directions, treat others with respect, and follow basic safety rules. Please review these basic safety rules and behavior expectations with your camper before they arrive at camp:

- Listen to your counselors and follow direction
- Treat others with respect
- Follow the buddy system (you must take a buddy with you if you go anywhere)
- Do not disturb or hurt others or yourself (verbally or physically)
- Do not destroy any property or litter in the parks (this includes staying off private property when walking to the pool)
- Inappropriate or negative language is NOT allowed (swearing, name-calling, etc.)
- Stay with your group at all times (ask a counselor for permission to go elsewhere)
- Be safe and have fun!

### **Disciplinary Actions - The 3 Strike Approach**

#### **Strike 1: Review of Rule**

The counselor will pull the camper aside and have a conference about the behavior and discuss what the desired behavior should be. A Behavior Conduct Report will be sent home to be signed. *Behavior Conduct Reports may also result in being sent home early for serious infractions.*

#### **Strike 2: Warning & Time Out**

The counselor will pull the camper aside and have a conference about the behavior and discuss what the desired behavior should be. The camper must sit out of the activity until they are cooled off or until the counselor deems necessary. A Behavior Conduct Report will be sent home to be signed and a parent conference with the Camp Director and/or the Manager of Recreation Services will take place. *Behavior Conduct Reports may also result in being sent home early for serious infractions.*

#### **Strike 3: Behavior Conduct Report and Consequence**

A third and final Behavior Conduct Report will be filled out and presented to the parent upon pick-up or through a phone call. This report will outline the behaviors witnessed and the measures taken, and it will require a parent signature. Upon the third Behavior Conduct Report, the child will no longer be allowed back in Camp Caravan.

### **Parent/Staff Communication**

Keep an eye out for camp evaluation emails which will include a survey link. Please take a few minutes to complete the evaluation. We use the parent evaluations to make changes and improvements to our camp program. Your suggestions are very important to us.

If at any time you have a question or concern, please feel free to call the camp cell phone number, or contact the Camp Director and/or the Manager of Recreation Services at (630) 942-7266. Please save these phone numbers as they will be the staff contacting you in case of an emergency. Refer to the important phone numbers and contact information on previous page for more details.



### **Inclement Weather:**

If we are unable to go to Sunset Pool or a scheduled field trip due to weather, an alternate rain plan will be implemented. Please see the Pick-Up/Drop-Off table on page 3 for more information on where your child will be picked up if inclement weather occurs. Camp Caravan does walk to and from the pool on swim days. When there is inclement weather in the area preventing us from getting back to Main Street Recreation Center, campers and counselors will use the Sunset Pool locker rooms as shelter until the storm has passed. If you are ever unsure of the location, please don't hesitate to call the camp phone.

### **Emergency Procedures:**

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. Additionally, plans have been developed for fire and tornado procedures. If a child is injured in the program, we take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe, we will call 911 without hesitation. Parents/guardians will utilize ePact to give consent to all Park District employees to perform medical treatment. Staff are trained in First Aid and CPR as well as blood borne pathogens. By registering your child for the program, you have released the Glen Ellyn Park District from all liability which may arise from the child's participation in the program.

### **Accident Reporting:**

Staff will complete an accident report for all accidents, no matter how minor an accident may seem. If something happens throughout the day for which we do not need to contact a parent/guardian immediately, we will advise the parent/guardian at dismissal.

### **Inclusion of All Children**

Glen Ellyn Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all children. Inclusion of different abilities within the program enriches the experience of all the children. If your child needs special accommodations or a leisure buddy, please contact the Glen Ellyn Park District at (630)858-2462. Check out the following link provided by the Western DuPage Special Recreation Association.

Inclusion: <https://www.wdsra.com/wdsra-programs/our-park-district-program/>

- **WDSRA Address & Phone: 116 N Schmale Road, Carol Stream, IL 60188 or by phone at 630-681-0962.**

### **Illness & Medication:**

If your child has been ill (fever, vomiting, diarrhea) within the previous 24 hours, parents are advised to keep their child home for the day. Also, certain communicable viruses and/or bacterial infections (pink eye, strep throat, and chicken pox) require that the child is kept home to prevent exposing other children to the illness. Please notify the Camp Director immediately if your child has a communicable illness and has been present in camp so that other parents may be notified. Minor illnesses are easily transmitted to other children. Please be considerate of your child's fellow campers and the staff, and keep your child home until they are fully recovered from minor illness (colds, runny nose, cough, lice). If your child shows any signs of illness during camp, a parent or guardian will be contacted for immediate pick up.

If your child needs to take medication while at camp, a "Permission to Dispense Medication" form must be completed on the first day of the session. All medication must be in the original container with the following information on the label: doctor's name, patient's name, pharmacy, medication name, strength and dosage. **Parents must drop medication off at camp. Please send enough medication for the entire session.** Camp staff will fill out the medication log on the back of the medication form if/when the medication is taken.



### **What to Wear to Camp**

Comfortable clothing and gym shoes are to be worn everyday. Socks and closed toe shoes are encouraged and recommended to be worn at all times. We will be outside and be active so we advise that your child wear clothes that can withstand art and craft projects and/or outdoor activities. Every child should arrive at camp with sunscreen on and more in their backpack for later usage. See the chart for what to bring on certain days such as pool visit days and regular full day and/or half day program.

### **What to Bring to Camp**

Item	Half Day (T/W/Th)	Full Day (M/W) Pool Trips	Full Day (Tu/F)
Lunch	Yes	Yes	Yes
Sunscreen	Yes	Yes	Yes
Water Bottle	Yes	Yes	Yes
Hand Sanitizer	Yes	Yes	Yes
Swimsuit-Towel		Yes	
Afternoon Snack		Yes	Yes
Bag of wet clothing		Yes	

***Please label all items with your camper's name.***

### **Items Not Permitted at Camp**

We strongly encourage all campers to keep money, toys, and any electronic devices (cell phones, video games, iPods, iPads, etc.) at home. However, if these items are brought to camp, they are to stay in backpacks throughout the camp day until the camper is signed out. Parents should use their best judgment when sending their campers with items that could be lost, stolen or broken. If problems do occur with these items, they will be confiscated until the camper is picked-up. Glen Ellyn Park District is not responsible for any lost, damaged, or stolen items.

### **Lunches and Water**

Campers will eat at approximately 11:30AM daily. Campers need to bring a reusable water bottle everyday to ensure they are drinking plenty of fluids. Due to food allergies, it is **EXTREMELY** important that campers do not share their lunches with other campers. Campers should only be eating the food that is packed in their lunch. Lunches should be disposable. Please keep in mind that there is not a way to refrigerate or heat up lunches.



## **Swimming**

Campers and staff walk to the pool (weather permitting) and swim Monday and Wednesday from approximately 1:00PM to 3:00PM. Swim periods are only for recreational swimming and pool rules must be followed at all times. Campers will be put into small groups and assigned to a counselor based on the swim level indicated on their information form. The only way to move a camper to a more advanced swim level is by written request from their parent/guardian and completion of the Camp Caravan swim test. Swim levels will be followed at Sunset Pool and for swimming related field trips.

## **Swim Levels and Test**

- **Non-Swimmer:** Zero depth pool up to 3 feet of water, and water slides. Must be appropriate height to use slides.
- **Swimmer:** Anywhere, including water slides and diving boards. Must complete the below swim test.
- **Swim Test:** All campers will need to complete the camp swim test by jumping in and swimming one length of the pool (25 yards) in deep water without stopping or needing assistance. Proper swimming technique is required. Campers will wear wristbands to signify swim level.

## **Field Trips**

One field trip is planned for each week of camp. Trip dates are listed below with more details to be included in weekly parent communication. All field trips will be taken to local attractions or other amusement parks in the area. Field trip activities will take place on the Friday of each week of Camp Caravan. If there are any additional items from the camper for the field trips, parents will be notified. Consent for all field trips will be filled out via ePact.

## **Field Trip Dates**

- June 9, 16, 23, and 30
- July 7, 14, 21, 28
- August 4, 11

## **Camp Calendars and Schedules**

Each summer we will provide a calendar that indicates some of the activities, special events and field trips we have planned for camp. The calendar is subject to change. Notifications of any changes will be sent out to parents via e-mail.

## **Introduction to Camp Caravan**

This camp is designed for children to have a fun, safe, and memorable introduction to Camp Caravan. Campers will have the opportunity to play games, hang out with friends, head to the gymnasium, and enjoy the outdoors while at the park. The one-day option will get your little one introduced to what other exciting things will happen at Camp Caravan throughout the summer.

## **Important Phone Numbers**

- Camp Caravan Phone: 630-303-3127
- Main Street Recreation Center Phone: (630) 858-2463

Thank you very much for attending either the Introduction to Camp Caravan or Camp Caravan Summer Day Camp. We appreciate you trusting the Glen Ellyn Park District with your child's care. Feel free to contact David MacDonald, Manager of Recreation Services at (630) 942-7266 or [dmacdonald@gepark.org](mailto:dmacdonald@gepark.org).

