



**Addison Park District
Summer Camp Manual for Parent/Guardians
2023**



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Addison Park District Core Values

- Excellence and Innovation
- Community Enrichment
- Fiscally Responsible
- Teamwork and Partnership
- Relevance to the Community
- Embrace Diversity and Provide Accessibility
- Visionary Leadership and Environmental Stewards
- Providing fun and healthy lifestyles opportunities within a safe environment

Camp Goals

The Day Camp Program strives to provide our campers with the opportunity to have fun in an environment that is positive, supervised, and safe; while practicing and developing appropriate social skills and learning to make responsible choices.

Program Highlights

Swim days at:

Tuesday: Seafari Springs Aquatic Center 1700 Greenbrook Blvd, Hanover Park Il **(630) 837-2468**

Friday: Paradise Bay Water Park 437 E St. Charles Rd, Lombard, Il **(630) 627-6127**

Onsite & offsite field trips /entertainment

Sports Arts and environmental activities

Walking field trips up to one mile may occur.

Scheduled Days

Before Camp meets 7:00 a.m. – 9:00 a.m., / Camp hours are from 9:00 a.m. – 4:00 p.m./ After Camp Care hours are from 4:00 p.m.- 6:00 p.m.

5-day campers attend Monday – Friday, 3-day campers attend M/W/F, 2-day campers T/Th only.

Registration

Parent/guardian may register at either Club Fitness, online @ addisonparks.org or at Community Recreation Center. All Day Camp registration papers must be completed before registration will be accepted.

Drop-off and Pick-up Procedures

A parent/guardian or other authorized individual must sign the camper in and out each day. *Proof of identification is required for picking up campers. **The Addison Park District will be utilizing a QR code pick up system in order to ensure each child returns safely to their designated guardian. Please see instructions for registering for ePACT, submitting your photo and pick up information in appendix A.**

1. Early drop-offs are not permitted by those not enrolled in Before Care. Before Care hours start at 7am, Regular camp hours start at 9am. In the event of an unreported absence from camp, the camp

coordinator or supervisor will call home after the first hour of camp. Campers are not released from camp until 4:00 p.m.

Late Arrival

Campers may arrive at camp no later than 11:00 a.m. After 11:00 a.m. your child will be considered absent and not accepted into camp that day.

Campers must be picked up at the appropriate time. Regular camp hours end at 4:00 p.m. and extended camp ends at 6:00 p.m. In the event of an emergency, parents are responsible for making arrangements for the camper/child to be picked up. Addison Park District has a three-strike late fee pick-up policy.

- a. A written warning will be given after each offense a parent /guardian is more than 10 minutes late in picking up their child.
- b. After the third warning, a \$1.00 per minute fee will be issued after the initial ten minutes, the next time the parent/guardian is late.
- c. The Late fee must be paid at the registration office at the Community Center located at 120 E Oak St., Addison, prior to the participant being admitted back into camp.

If we have no contact from a parent within 15 minutes of camp ending, an emergency contact will be called to pick up your child. If we are unable to contact any emergency contacts, the Addison Police Department will be called for assistance.

Absences

If your child will be absent from the day camp program, please call **630-280-5328** prior to the start of camp. Failure to notify staff, delays the start of our programs. If your child is absent from camp, they may not attend after camp care. If your child is singled out from camp, your child will be considered absent for the remainder of the day and may not return to camp.

Lunches & Snacks

The Northern Illinois Food Bank's SFSP (Summer Food Service Program) is a summer meal program funded by the USDA and administered by the Illinois State Board of Education. All campers will be provided with free lunch and snacks for the duration of the summer. It's important to us that your kids have balanced meals, each meal provided meets the USDA meal guidelines. For more information, please visit: solvehungertoday.org.

- Campers can bring additional food or snacks if they choose to do so, however lunch & snacks will be provided for every camper. The monthly lunch calendar will be posted on the Addison Park District website under the Day Camp Tab.

Because of the nature of the program, it is advised that each child brings a refillable water bottle daily. The park district will provide drinking water for the campers to refill their water bottles. Any other beverages must be provided by the parents (no glass bottles permitted).

Clothing

1. As a safety precaution, campers should dress for the weather and **MUST** wear shoes that are suitable for camp activities. We recommend gym shoes be worn every day. Clothing must be appropriate. No hanging hip pants, low cut tops or clothing that may be disruptive to activities and /or other campers.

Please do not send your child in open-toed shoes, as they may not be permitted to participate in physical activities. Clothing must be appropriate.

Sunscreen Policy

Please apply sunscreen on your camper prior to camp drop-off. Campers will be spending most of their time in the sun, sending them with additional sun protection (sunscreen, hat, etc.) is encouraged. Please ensure the sunscreen is marked with your camper's name and is sprayable, as counselors will not be able to apply lotion. We will remind the campers to re-apply sunscreen prior to the pool or if outdoors for an extended amount of time. *If your camper has allergies to sunscreen, please make note of this on your information forms.

Allergies

It is imperative that the Day Camp staff, as well as the children themselves, be aware of allergies. Art supplies or other environmental elements may illicit an allergic reaction that could be easily avoided. All allergies must be listed on the registration form.

Cameras/Electronics

Video recorders, or electronics of any kind are not permitted at camp. Use of personal cameras (not cell phone cameras) are permitted on offsite field trips only.

Please do not send your camper with technological devices (handheld gaming devices, cell phone, iPad, etc.) If a parent/guardian needs to contact their child, they may do so by calling the camp phone number located in the back of this book. If the child needs to contact their parent/guardian, they are welcome to do so by using the day camp phone. Be aware, if your child brings a cell phone to camp, it will need to stay in their bag for the entire camp day. The park district is not responsible for any damaged, lost, or stolen items.

Illness or Injury

1. For your child's protection, as well as other children and our staff, keep your child home if he/she has had any of the following with the past 24 hours; sore throat and /or cough, discharge, diarrhea, vomiting, temperature over 99 degrees or a contagious disease. If you are in doubt about your child's health, please keep your child at home.
 - a. If your child is unable to attend camp, please contact us at **630-280-5328**
2. Should your child become ill or has an injury at camp, he/she will be isolated from the other children. Parents/Guardian will be notified immediately so the child may be picked up as soon as possible. In the case of a communicable disease i.e., pink eye, chicken pox, head lice, measles, etc., parents are asked to notify the Addison Day Camp at **630-280-5328**, as soon as the child is diagnosed. The name of the affected child is not released; however, camp parents are notified of the contagious illness.

Medical Treatment:

Your child's well-being is our main concern. The medical portion of the emergency forms must be completed. Please list any conditions that may affect your child during camp hours (asthma, allergies, bees etc.). If your child has an inhaler, epi pen, or medication that may be used during camp hours, please fill out the appropriate form. Counselors are trained in basic first aid and CPR and will take appropriate action when necessary. If emergency services are deemed necessary by staff, the expense will be the responsibility of the camper's parent/guardian.

Swimming Day Information

Campers will be swimming at **Seafari Springs & Paradise Bay Water Parks**, weather permitting. See camp calendar for waterpark dates. Please send your child with their bathing suit (under clothing) and a towel on swim days. Please sign and return the Recreational Swim Form so we know your child's swimming ability. All children will be swim tested each week at the aquatic facility, at the discretion of the facilities lifeguards and/or the Camp Coordinator/Supervisor. Campers will be given bracelets to indicate swim level. Campers will always be with a counselor while in the water. ***Please note, only floaties and life vests that are Cost Guard approved are allowed.**

Severe Weather Plan/Inclement Weather

Severe weather consists of extreme high winds, increased rainfall, excessive heat, lightning and/or tornado warnings. If severe weather approaches, the camp will be moved indoors to the Community Center (or Club Fitness for Rising Stars Camp). Camp will remain in session. Any activity cancelled due to inclement weather will not be re-scheduled or refunded.

Lost & Found

Each camper is responsible for their belongings. The camper's name should be on all personal items. A lost and found area will be designated so lost items may be claimed. At the end of each session any unclaimed items will be donated to a local charity. We are not responsible for lost, stolen or damaged items.

Code of Conduct/ Working Together

To ensure an enjoyable and safe experience for all participants, the Addison Park District has developed a code of conduct. Parents and staff need to be role models for the children and are expected to follow the program's code of conduct and treat everyone with respect. Please be respectful to all park district staff, patrons, and other parents. All program, staff issues, comments or concerns should be directed to the Youth Supervisor. If a parent, guardian, or anyone who drops off or picks up a child is deemed to be verbally abusive towards staff, or other participants, action may be taken up to and including removing the child from the program. This includes negative comments, sarcasm, criticism, yelling and/or screaming directed at staff and or other parents. The police will be called to remove any parent who appears to be out of control. To make the program experiences positive and successful for all enrolled in any Summer Camp program parents, children and staff are asked to read and follow the guidelines listed below.

1. Show respect to all participants and staff.
2. Refrain from causing bodily harm to other participants and staff.
3. Refrain from using foul language.
4. Show respect for equipment, supplies, and facilities.
5. Comply with all other posted or published rules and guidelines.

Staff Responsibilities

- Create and maintain a safe environment for the campers while providing them with an enjoyable summer camp experience.
- Encourage campers to soar to new heights through participation in sports, games, arts/crafts, music, nature, swimming, and field trips.
- Provide a caring environment where discipline is fair, equal, and respectful to the camper.
- Teach the campers how to work and play as a member of a group without sacrificing individuality.

Commented [ES1]: If a parent, guardian, or any individual dropping off or picking up a child is deemed to be verbally abusive towards staff, or other participants, action may be taken up to and including removing the child from the program. This includes negative comments, sarcasm, bullying, yelling, etc. Police may be called if staff need assistance during the incident.

- Teach the campers a sense of fair play and a respect for authority, equipment, and property.
- Provide session calendars.

Parent/Guardian Responsibilities

- Support and help enforce the Day Camp's policies and procedures.
- Drop off and pick up the campers promptly at the scheduled times.
- Report absences prior to camp starting.
- Inform staff of special needs for your child, i.e allergies, medications (prescription or non-prescription), vacation from medicine.
- Keep staff informed of new phone numbers and new locations where parents or guardian can be reached in emergency situations.

Discipline & Policy Procedures

A positive approach will be used to the extent reasonably possible. The park district will maintain open communication with families to work through behavior concerns, however the following discipline policy and procedures will be implemented. Any violation of rules and regulations set forth in this handbook will result in disciplinary action. While each situation will be handled individually, this general outline allows the best opportunity for all campers to have an enjoyable summer.

The following reprimands will be given to campers who fail to meet the expectations listed

- | | |
|-------------------------|--|
| 1 st Demerit | Loss of camp activities, placement with Coordinator, assignment of camp tasks and communication with parent/guardian. |
| 2 nd Demerit | Loss of camp activities, placement with Coordinator, assignment of camp tasks and communication with the parent/guardian. |
| 3 rd Demerit | Immediate loss of privileges for the remainder of the day, placement with Coordinator. communication with parent/guardian. |
| 4 th Demerit | Immediate loss of privileges for the remainder of the day, placement with Coordinator. Probation period of five attendance days. Communication with parent/guardian. |
| 5 th Demerit | Suspension from camp, immediate parent conference required, probation period of five attendance days. |
| 6 th Demerit | Expulsion. |
- Demerits will carry over from one session to the next and into the extended camp hours if applicable. Suspension and expulsion result in a non-refund policy
 - The park district reserves the right to dismiss a participant whose behavior disrupts a program or in any way endangers themselves or other participants.

Inappropriate Behavior Resulting in Immediate Suspension

- Accruing five demerits.
- Defacing or destroying any property.
- Fighting, regardless of who starts it.

- Blatant disregard for rules.
- Foul, disrespectful, or abusive language/actions.
- Leaving the premises or field trip group without permission.
- Any behavior that is deemed physically or emotionally harmful to other campers or oneself.
- Theft.
- Interfering with the bus driver on the route to destination.
- Inappropriate materials. (Magazines, music, photos, publications)

A suspension can be issued for a period of one day or longer. An immediate conference will be set up with the parent, camper, Coordinator and Supervisor to discuss present and future disciplinary procedures.

Causes for Immediate Expulsion

- Continued behavior for which camper was placed on probation, or upon reaching the 6th demerit.
- Possession of dangerous weapon or article
- Possession of a controlled substance (alcohol, drugs, cigarettes, vape)
- Possession of imitation weapon or imitation of controlled substance
- Behavior is a threat to campers, staff, or themselves.

Expulsion will be issued for a period of time designated by Coordinators, the Program Supervisor, and Superintendent. A conference will then be held with said staff and parent/guardian to discuss the decision and recommendations.

Camp Evaluations

Parents and campers will be surveyed at the end of the 10-week session. The camp evaluation is the park district's main tool for assessing your level of satisfaction. A link will be sent out via email.

Appendix A - ePACT

ePACT is a HIPPA compliant software program utilized by the Park District to safely store all confidential information for your child. Guardians will be required to create an ePACT account upon registration for camp programming. This will allow staff to access necessary information in case of emergency, as well as complete necessary drop off and pick up check in procedures. Instructions are below. If you do not have access to a computer, or need assistance, please call the program supervisor at: 630-280-5328.

Important Phone Numbers and Emails

Name & Title	Camp(s)	Email	Phone
Youth Supervisor	All Camps		630-280-5328

Juan Montes Athletics Manager	Super-Stars Sports Camp	jmontes@addisonparks.org	630-656-6202
Recreation Coordinator	All-Star & Traveling Camps		331-688-4762
Matthew Dums Performing Arts Coordinator	Rising Stars Camp	mdums@addisonparks.org	630-656-6226
Community Center	Super-Stars Traveling Stars All Stars Little Stars	NA	630-233-7275 Ext.
Centennial/ Club Fitness	Rising Stars	NA	630-233-7275 Ext.

I acknowledge that I have read, understood, and will follow all guidelines as outlined in this manual. I understand that violation may result in actions up to and including participant removal from the program.

Signature

Printed Name

Date