

# 2024 **SUMMER CAMP**



**Wheeling Park District**

## **PARENT HANDBOOK**

**Wheeling Park District**

**100 Community Boulevard • Wheeling, IL 60090  
847-465-3333 • [www.wheelingparkdistrict.com](http://www.wheelingparkdistrict.com)**

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## WELCOME

Dear Camp Parents,

Welcome to Summer Camp 2024! We have designed our summer program to include a wide variety of activities in a safe, supervised environment. Please note that the majority of our activities take place outdoors. Our dedicated and well-trained staff will provide fun and healthy activities that will allow campers to safely socialize and create new friendships. In the case of inclement weather, campers will be moved into the Community Recreation Center.

**All camp groups will be made based on grade, with the exception of Little Campers.** Groups are subject to change week to week due to flexible enrollment options.

Please see page 5 for our Friendship Request policy.

Bella Licciardello Allen and Brian Jome are the district's Recreation Services Managers and are the direct supervisors of all of our day camps. Our Camp Coordinator and Camp Leaders will be able to assist you with any of your day-to-day camp questions on site.

## CONTACT INFORMATION

**Summer Camp Address:** 100 Community Boulevard, Wheeling, IL 60090

**Website:** [www.wheelingparkdistrict.com](http://www.wheelingparkdistrict.com)

**Facebook:** [www.facebook.com/wheelingparkdistrict](https://www.facebook.com/wheelingparkdistrict)

### Important Phone Numbers:

Bella Licciardello Allen, Recreation Services Manager	847-465-2940
Brian Jome, Recreation Services Manager	847-465-7762
Nicole Mueller, Recreation Coordinator	847-465-7774
Community Recreation Center/Guest Service Desk	847-465-3333

### Wheeling Park District Mission Statement

To provide memorable experiences in parks & recreation that enrich our communities.

## GETTING READY FOR CAMP

### MEDICAL/EMERGENCY INFORMATION

This summer we will once again be partnering with ePACT to service campers and staff. ePACT offers a health record system that allows parents to complete and store camper health information electronically. The security and privacy of health information is important to us. Families must complete all medical and emergency information electronically through ePACT prior to the start of camp. See page 13 for details on how to fill out the form. **Please note: If this information is not completed, your camper will NOT be able to attend camp. For assistance with ePACT paperwork families will need to reach out to ePACT directly, Guest Service staff cannot assist.**

### WHAT TO WEAR

Campers should wear comfortable, durable, play clothing appropriate for weather conditions and for outdoor play as it may become dirty. Campers will be outside the majority of the time in addition to creating art projects, and participating in outdoor and water games. Please send your camper with clothing that can be layered on and off as needed, to ensure they are comfortable in changing weather conditions.

Children must wear gym shoes. Please do not send your child in Crocs or sandals. Articles of clothing, backpacks or other items that are determined to be offensive or disruptive may be taken away or changed based on the discretion of the Recreation Services Manager.

### WHAT TO BRING EACH DAY

Please label all items with your **child's first and last name**. Campers may not share personal items with other campers.

- **Lunch:** All campers are required to bring a sack lunch with a reusable water bottle . Please keep in mind that lunches are NOT refrigerated but are stored indoors. Campers do NOT have access to microwaves so please plan lunches accordingly. If your camper forgets their lunch and you are dropping one off, please speak to our staff about what time your camper will eat lunch. Ordering lunch for campers to our facility is not permitted.
- **Allergies:** Campers with food allergies will sit in a "peanut-free zone" at lunch time. All campers must wash their hands each day before and after lunch. Campers may NOT purchase snacks or beverages from the vending machine.
- **Backpack:** Please send your camper with a backpack to carry their belongings.
- **Hat:** Hats are optional but highly encouraged.
- **Sunscreen:** Please apply sunscreen to your child prior to camp. Send extra sunscreen in your child's backpack so that they may reapply it later in the day. Campers will need to be able to apply their sunscreen themselves, so please provide them with a product that they are able to use/apply easily without assistance. *Summer Camp staff can only assist with applying spray sunscreen.*
- **Bug spray:** Optional, but encouraged.
- **Reusable water bottle:** Campers will have access to a reusable water bottle filler station.

## PERSONAL PROPERTY/LOST AND FOUND

Wheeling Park District Staff are not responsible for lost/stolen property, money, or personal property brought by campers. Please leave all personal property at home. Any personal items such as toys, Pokémon cards, sports equipment, fidget toys, poppers, etc. should not be brought to camp.

Cell phones are permitted but should be kept in the campers' backpack. Please be sure to label **ALL** belongings.

**Note:** Camper items that are left behind each day are placed on the camp lost and found table in the lobby. If your camper leaves an item at camp, please check the lost and found table. Lost and found items not claimed at the end of each week will be disposed of.

## FRIENDSHIP REQUESTS (excludes flex and CIT campers)

Friendship requests **MUST** be submitted by filling out the form on our Summer Camp Web page.

Please fill out all of the information on the Friendship Request Form. Requests with missing information will not be accepted.

Requests must be submitted 2 weeks in advance of attendance and only campers enrolled in the 5 day/week option are eligible to submit a friendship request. Friendship requests will only be considered if both participants submit a request and are in the same grade. Requests are limited to 2 other campers for the entirety of the summer. All requests are considered but are not guaranteed.

CIT Camp, Little Campers and all flex camp options are NOT eligible to submit a friendship request.

**Requests will be accepted through June 12th.**

## CAMP DAYS

### CAMP LOCATION

All camps are held at the Heritage Park complex, where the Community Recreation Center (CRC) is located, 100 Community Blvd.

### DROP OFF & PICK UP

Drop off & Pick up will take place for the following camps at the following locations. A map will be emailed before camp begins.

- **Before & After Camp Care:** Campers need to be walked into and out of the CRC by parent/guardian
- **Junior Adventure Camp:** Grassy area just north of the Family Aquatic Center
- **Senior Adventure Camp:** Family Aquatic Center parking lot
- **Art Camp:** Preschool carpool line
- **Counselor in Training:** Heritage Park Sports Complex parking lot
- **Junior Sports Camp:** Heritage Park Sports Complex parking lot
- **Senior Sports Camp:** Heritage Park Sports Complex parking lot
- **Little Campers:** Please park and walk your camper to check in and out at the preschool playground.

## ARRIVAL AND DEPARTURE

**Sign in/Out:** Parents are required to sign in and sign out their child each day. Photo ID's may be required.

**Arrival:** In the interest of safety, children should arrive no earlier than the start of camp. Camp staff meetings are held every morning, therefore camp staff are not available to accept campers until the start of the camp day.

**Departure:** Children are expected to be picked up on time each day.

For late pick-up, after the camp day ends, all the children are placed in the After Camp Care program at a rate of \$1 per minute.

If you require an earlier arrival time or later departure for your camper please register them for our Before and/or After Camp Care program.

Staff reserves the right to check the photo identification of anyone picking up or dropping off a child. Any person dropping off or picking up your camp participant should be listed on the **ePACT** form. **If you choose to add someone once the camp session has started you must email [camps@wheelingparkdistrict.com](mailto:camps@wheelingparkdistrict.com) after adding authorized pick-up persons to Epact.**

All campers dropped off after 9:00 am must be brought into Guest Services and checked in with our Summer Camp staff. Due to limited staff, campers may need to wait in the office until someone is available to bring them to their group.

All early pick-up requests must be emailed to [camps@wheelingparkdistrict.com](mailto:camps@wheelingparkdistrict.com) the day prior to the early pick-up. All early pick-up times must be **BEFORE 2:00 pm**. Please include the below information in your email:

- Name of camper
- Name of the authorized pick-up person
- Time of pick-up
- Reason for pick-up

No authorized person can pick up a camper between 2:00-3:00 pm without previously submitting an early pick-up request, unless there is an emergency, in which case you will need to speak with a full-time staff member.

## RAIN DAYS/INCLEMENT WEATHER

Activities are held indoors when there is inclement weather. For drop-off or pick-up changes due to inclement weather, staff will inform parents by sending out a one-way text message and email via ePACT.

Please [click here](#) to set up text messaging alerts via ePACT. *All Households will receive an email, no additional setup is needed.*

If drop off or pick up is indoors please park your vehicle and drop off/pick up your camper inside the Community Recreation Center. **Parking is NOT PERMITTED in front of the Community Recreation Center.**

A map with all parking lots will be sent out to all families at the start of camp and will be posted on the Camp web page.

## **SWIM DAYS**

Camp swim days are held outdoors at the Wheeling Park District Family Aquatic Center.

Camp counselors rotate throughout the aquatic center to monitor campers' activities. Please send your child with their bathing suit underneath their clothes and a towel labeled with their name. Specific camp swim days are listed below.

Jr/Sr Adventure Camp- Monday, Tuesday, and Thursday

Jr/Sr Sports Camp- Monday, Tuesday, and Thursday

Art Camp- Monday, Tuesday, and Thursday

Little Campers- Splash pad visits will be listed on the calendar provided at the start of camp.

CIT Camp- will go with assigned camp

## **SWIM BANDS**

Campers will receive swim bands that identify their ability levels based on a weekly swim test and which attractions they are able to use. Regardless of swim band color, all campers must meet the minimum height requirements for those amenities with height requirements.

## **SUNSCREEN**

Wheeling Park District does not provide sunscreen, nor does the staff apply sunscreen to the campers. It is your responsibility to apply sunscreen on your child **prior** to camp and to educate your child on how to apply sunscreen. Please provide your child with labeled sunscreen **EACH DAY**. Sharing sunscreen is not permitted. Please provide your camper with their own bottle.

**Check your child's sunscreen throughout the summer to see if they are running low and replace as needed. If your child is not provided with sunscreen it could result in them missing out on a swim day.** Spray sunscreen as well as a face stick are recommended.

If your child is sensitive to the sun, a long sleeve swim shirt and hat on swim days are recommended.

## **MEDICATIONS/HEALTH & SAFETY**

We recognize that program participants occasionally need to take prescription medications. If your child needs medication, complete the Medication Dispensing Form with specific instructions on the disbursement. Camp counselors can provide you with the medication envelopes for the week to fill out.

**Medication must be sent at the start of each session. Medication will not be administered without completed forms. Forms are available online through ePACT.**

Epi-pens, inhalers, etc., must be sent in a large zip-lock bag with the child's name written boldly on the bag in black permanent marker. These items can be stored overnight, upon the parent's request, in a locked, secure location at the CRC. Otherwise, these will be sent home every day. Throughout the camp day, medications will be with the child's camp counselor at all times. After camp is over, all medication that is not picked up by August 23, 2024 will be disposed of.

## **PARENTAL PROCEDURES AND RESPONSIBILITIES**

1. Parent/Guardians must provide permission to Dispense Medication/Waiver and Release of All Claims Form on ePACT. Complete and sign the Medication Dispensing Information Form electronically.
2. Fill out Medication Envelope: For daily oral medication, pills must be placed in individual *Medication Envelopes* provided by the Park District and separated by day. On the envelope, include the child's name, medication, dosage, and time of day the medication is to be given. Along with written instructions from a physician, parents must verbally communicate with camp staff regarding specific instructions for medication.

*\*If a camper has noted on ePACT that the child has an EpiPen, inhaler or medication they will not be admitted into camp unless they come to camp with the medication.*

## **ADDITIONAL HEALTH INFORMATION**

We look forward to providing your child with the absolute best summer. With this in mind, we ask that you share with us any additional health/medical conditions or behavioral issues your child may have so that we can be sure to accommodate your child's needs.

## **EMERGENCIES AND MEDICAL PROCEDURES**

If your child is injured and requires more than basic first aid, an EMT is called and the following procedures are followed:

1. Parent/guardian or emergency contacts are called.
2. If it is deemed necessary, paramedics will transfer the injured child to the nearest available hospital.
3. If a parent/guardian is not present, a staff member accompanies the child in the ambulance and remains at the hospital until the parent/guardian or emergency contact arrives.

The parent/guardian is responsible for the emergency medical charges for all services rendered. Your authorization for the program permits staff to secure emergency medical attention for your child and your commitment for payment thereof is part of the registration agreement/waiver.

## **ACCIDENTS/INJURIES**

All injuries are documented. Counselors administer first aid and camp staff call parents either during or after the camp day to inform them of the incident. In the case of more serious injuries, including head trauma, camp staff will phone a parent immediately. All camp staff are CPR Certified.



## **ILLNESS:**

If your child is ill or has a fever of 99° or higher please do not bring them to camp. **Your child must be fever-free for 24 hours before returning to camp. If you learn that your camper has contracted a contagious disease or virus, including COVID-19 please email [camps@wheelingparkdistrict.com](mailto:camps@wheelingparkdistrict.com).**

**If a camper does show signs of illness throughout the camp day, they will be separated from their group with a staff member and pick up will be required within one hour.**

## **CAMPER CODE OF CONDUCT**

### **Behavior and Discipline**

- A positive approach will be used regarding discipline. Staff will periodically review rules with campers.
- If inappropriate behavior occurs, prompt resolutions will be sought specific to each individual situation.
- Resolutions may include limited activities.
- The Wheeling Park District reserves the right to suspend and/or dismiss a camper whose behavior endangers his/her own safety or that of others, interferes with or disrupts the quality or enjoyment of camp by other participants, or impacts the ability of staff to conduct or manage activities. **Refunds are not issued for days missed due to disciplinary suspension.**

### **Rules of Conduct**

- Children will show respect for all participants and staff and take direction from staff.
- Foul or abusive language will not be tolerated, and children will refrain from using inappropriate language.
- Children will refrain from causing bodily harm to themselves, other children or staff, and refrain from using hands or body force.
- Children will respect all equipment, supplies and facilities; this includes cleaning up all supplies used to participate.

### **Disruptive Behavior Disciplinary Steps**

To ensure a pleasant and safe environment for every camper, the Wheeling Park District has the following procedures in place regarding disruptive behavior:

1. **First incident** — Parent/guardian is called, and an incident report is completed.
2. **Second incident** — Parent/guardian is called, an incident report is completed, and a parent must pick up the camper within 30 minutes. The parent/guardian must meet with the Recreation Services Manager before the child is allowed to return to camp.
3. **Third incident** — Parent/guardian must pick up the child within 30 minutes and the child may be suspended or terminated from camp at the discretion of the Recreation Services Manager.

For severe misbehavior, a parent/guardian or emergency contact is called to pick up the child from camp within 30 minutes. Examples of misbehavior warranting calls home include (but are not limited to):

- Disrespect
- Destruction of property
- Disregard of rules
- Verbal abuse
- Physical fighting

The Wheeling Park District reserves the right to move directly to strike two or three based on the severity of the incident/behavior. This decision is up to the discretion of the Recreation Services Managers and will be communicated directly to the guardian of the camper(s).

**Recreation Services Managers and Camp Coordinators will only speak with the guardians listed on the campers ePACT form regarding any inappropriate behavior/incident at camp.**

## PARENT CODE OF CONDUCT

Any parent/guardian or authorized person on the emergency contact form who displays any of the following behaviors will no longer be allowed at camp and their child's participation in the program may be terminated at the discretion of the Recreation Services Manager.

- Physical abuse, shaking, grabbing, hitting or pushing of a camper or staff, verbal abuse, including inappropriate language or threats to a camper, other camp family or staff.
- Disciplining, stalking, instructing or inappropriately approaching a camper.

Communication between any parent and another child, other than his or her own, regarding that child's behavior will not be tolerated. If there is an issue between two children, the parent should bring it to the attention of camp staff.

Additionally, as Mandated Reporters, if staff suspect a parent/guardian or authorized emergency contact person of substance abuse or suspect any act of child abuse, the proper authorities will be notified. The camp staff's first responsibility is the safety of the children.

Only current camp participants, parents/guardians and authorized individuals listed on the *Camp Information Sheet* are allowed on or around premises during camp hours and must leave the camp site once the participant is signed in/out of the program.

## GENERAL POLICIES

### BULLYING

Bullying is defined as any gesture or written, verbal, graphic or physical act (including cyberbullying via the Internet and/or cell phone) that is dehumanizing, intimidating, hostile, humiliating, threatening or otherwise likely to evoke fear of physical harm or emotional distress. This also includes forms of retaliation against individuals who report or cooperate in preventing bullying.

Bullying or harassment interferes with a guest's ability to learn and enjoy a program, event or facility use. All staff, volunteers and participants are required to refuse to tolerate bullying and to demonstrate respectful behavior at all times. The Wheeling Park District does not tolerate bullying in any form. All members of the Park District are committed to ensuring a safe and caring environment for all.

### **SUSPECTED ABUSE OR NEGLECT**

All Wheeling Park District employees are Mandated Reporters in Illinois. In accordance with the procedures set by the Abused and Neglected Child Reporting Act, any employee having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities will be notified.

### **AMERICANS WITH DISABILITIES ACT**

The Wheeling Park District is committed to accessibility for individuals with disabilities and strives to provide equal participation in all programs and services. The Park District's policy is to reasonably accommodate all qualified program applicants in accordance with the Americans with Disabilities Act (ADA). We welcome questions, comments and concerns of interested community members regarding Park District ADA compliance.

To arrange for auxiliary aids or accommodations enabling individuals with disabilities to participate in Park District public meetings or to request publications in a special format (such as audiocassette or large print), contact the Park District's ADA Coordinator, Matt Wehby, at 847-465-3333, email ([mwehby@wheelingparkdistrict.com](mailto:mwehby@wheelingparkdistrict.com)) or in writing (100 Community Boulevard, Wheeling, IL 60090).

### **INCLUSIVE RECREATION PROGRAMS**

In a continuing effort to meet the needs of residents with special needs, NWSRA (Northwest Special Recreation Association) and the Wheeling Park District provide inclusive recreation services. This means that individuals with disabilities are able to participate in programs offered by the Park District. Communicate any special needs and accommodations during the registration process and together, the Wheeling Park District and NWSRA, will provide the support necessary for success. *A minimum of two weeks is required for all requests.*

### **GIFTS AND REWARDS**

Wheeling Park District employees appreciate family support and recognition. However, gifts and rewards are not necessary and should not be accepted by Wheeling Park District employees.

## **REGISTRATION INFORMATION**

### **CAMP REGISTRATION DEADLINE**

**Campers must be registered by 5:00 pm Wednesday 2 weeks prior to the camp week they are attending. For example: John Smith must be registered by Wednesday, May 22 by 5:00 pm to**

*attend camp the week of June 3-7. No exceptions will be made.*

Payment plans are available to campers attending a minimum of 3 weeks of 5-Day Adventure, 5-Day Sports, Art, CIT, or Little Campers. Flex Camp Days and Tiny Tots are not eligible. Any extended care registration fees will be included in the payment plan for campers attending eligible camps.

**Families interested in payment plans must register in person no later than May 15<sup>th</sup>. No exceptions will be made.** Payment Plan schedules are determined based on the date of approval and final date of attendance.

### **CAMP REFUND POLICY**

Campers enrolling through payment in full must submit any withdrawal request no later than **5:00 pm Wednesday 2 weeks prior to the start of the camp week. No exceptions will be made.**

Campers enrolling through a payment plan must submit any withdrawal request no later than **May 22, 2024.**

**All withdrawal requests must be submitted via the online requisition form found on the summer camp webpage. Phone calls, emails, and in person notifications will NOT be accepted.** A \$25 per transaction service charge is applied to all approved refund requests.

### **CAMP TRANSFER POLICY**

Campers enrolling through payment in full must submit any transfer request no later than **5:00 pm Wednesday 2 weeks prior to the start of the camp week. No exceptions will be made.**

Campers enrolling through a payment plan must submit any transfer request no later than **May 22, 2024. No exceptions will be made.**

All transfer requests must be submitted via the online requisition form found on the summer camp webpage. Phone calls, emails, and in person notifications will NOT be accepted. The first three (3) approved transfer requests are free of charge. Any additional transfer requests will have a \$10 service charge per transaction.

### **CAMP WAITLIST POLICY**

5-Day Adventure, 5-Day Sports, Art, CIT, and Little Campers will have a waitlist option available. Flex Camp Days does not have a waitlist option. Waitlist placements are reserved for campers not currently enrolled in a camp for the week. Each eligible camper may be waitlisted for one camp per week.

Wheeling Park District is proud to announce the adoption of ePACT Network, a health and safety software, to better support all our members and make it easier to submit critical data securely!

ePACT is a secure digital solution that allows you to quickly share the health and emergency information we need, and provides us with powerful communication tools to ensure we have a way to message you in the event of an illness, injury, or larger scale emergency.



### Receive the Request

- You will receive an Invite email for EACH child participating in a program this season
- Click COMPLETE REQUEST to get started

! If you've never used ePACT before, you will have to **Create an Account**

### Create an Account

- Add your name and choose a password
- Accept the Terms and Conditions

### Getting Started

- Read the instructions carefully
- Click on Getting Started

### Follow the Steps

- Answer the questions on each step. Those with \* are required
- Ensure all the steps have a checkmark ✓

### Initial and Signature

- Add your initials to each waiver and add your signature
- Click on the Share button to complete the process!

## WHY EPACT?

**To save you time** - With ePACT, you only need to complete your child's information once, and then verify that it is still correct for additional programs or subsequent years (which can be done in just two minutes)! And if you need to update something quickly, just log in and update it and we'll be notified immediately.

As well, if you have more than one child registered, you only need to enter shared family information once!

**For better security & privacy** - ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper- where it can be misplaced or accessible to people who shouldn't have access to it. ePACT allows us to limit and track access.

**Quick Support** – if you need help with your account, ePACT is there for you by email at [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855-773-7228 ext. 1

**ALL CAMPERS MUST COMPLETE THEIR EPACT REGISTRATION PRIOR TO THE FIRST DAY OF CAMP**