



Woodridge  
**PARK DISTRICT**  
WOODRIDGE, ILLINOIS

# ADVENTURE CAMP PARENT MANUAL

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March 17, 2024

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Dear Parents:

Welcome to the Woodridge Park District Adventure Camp program. Your child is about to begin a program that will be fun-filled, exciting, safe and educational.

This manual will help answer a number of questions you may have regarding our program. Please read through the information and discuss all of the following policies and procedures with your child. Please keep this manual to refer to throughout the summer. Periodically, additional information will be sent home during the summer.

As the Camp Director, I continuously strive to build a program filled with enjoyable, entertaining and safe activities that engage camper's minds and bodies throughout the summer months. I look for new and exciting ways to keep my campers learning all summer long and help build character as we spend the summer together. It is my hope that campers leave our program with new friends, new experiences and wanting to come back again next summer!

It is my hope that we can help your camper grow and make memories this summer to last a lifetime. If you have any questions during your time with the summer camp program please do not hesitate to contact me.

Our staff is looking forward to a safe and phenomenal summer!

Sincerely,

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Camp Director  
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## I. GENERAL INFORMATION

### **Park District Mission Statement**

The mission of the Woodridge Park District is to enhance one's quality of life by providing superior parks, facilities, and recreational services in a fiscally responsible and environmentally sustainable manner, in partnership with the community.

### **Adventure Camp Philosophy**

We hope that the Woodridge Park District camp offers a program that provides each camper with the opportunity to:

- Participate in wholesome recreation and receive the highest quality of activities for the purpose of enjoyment and learning.
- Learn how to work and play as a member of a group without loss of ones individuality.
- Develop healthy habits, a sense of fair play, and a respect for self, property, equipment and others.
- Develop an appreciation of nature, the environment and the earth's beauty.
- Develop social skills, increase confidence, gain responsibility and respect for others.
- Have fun!

### **Program Content**

Program participants must be entering 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> grade in the fall. This program will include a balance of both quiet and active play. Activities throughout the summer will include swimming approximately twice a week (weather permitting), a field trip every week, arts and crafts, nature activities, games, hikes, organized sports, and much more. Field Trips are tentative and may change at any point in time during camp. For some field trips, separate waivers need to be filled out before a camper is able to participate.

Camp locations will vary each day. Campers will spend time at the Athletic Recreation Center and will walk to other parks and program sites in Woodridge. (Please look at the last page in the park district's Activity Guide for a detailed listing of program sites. On the final page of the guide, you will find a park district map, should you need to locate a program site.)

Swimming lessons are not available through camp. The Site Director should be informed in advance if the child is taken out of camp for swim lessons or any other activity that is being held during camp hours. The Site Director should receive a text or phone call from the parent/guardian regarding this issue.

### **About the Staff**



Camp Hours: 9:00 AM – 4:30 PM  
After Camp: 4:30 PM – 6:00 PM

Please consider these times when dropping off and picking up your child. If your child is going to be late or absent, **please notify us as soon as possible and preferably before 9 a.m.**

### **Registration**

Registration can be done in person at the ARC or Community Center, via fax, or online. The registration form and full payment must be received and processed by the end of the business day on the Tuesday before your child plans to attend Before and/or After Camp and Adventure Camp. In the event that you register after the deadline there will be a \$20 late registration fee per child for Adventure Camp and a \$5 late registration fee per child for Before and/or After Camp. Registration hours at the Community Center are 9:00am-4pm, on Thursdays. Registration hours at the ARC are 9:00am-6:00pm Monday through Friday and 9:00am – 12:00pm on Saturdays. As an additional note, the secure drop box is only checked at the beginning of each business day. Should you place paperwork in the drop box after the beginning of the business day, it will not be received until the following business day. Online registration will be available until 11:59pm on Tuesdays. Campers will not be able to participate in camp until the weekly payment is paid in full and all forms are turned in.

### **ePACT Network & Required Forms**

The Woodridge Park District summer camp programs will utilize an online system for parents and guardians to submit camper paperwork and required forms. This online system also allows camp staff to stay in contact with parents/guardians through a variety of means. **ePACT Network** is an online emergency network. Users build networks of family, friends, and organizations, store and exchange information and access web and mobile communication tools for use in a crisis. Organizations, like the Woodridge Park District, use ePACT to invite their members to share emergency information with them so they can access critical details like medical needs (e.g. allergies, medications, etc) or key contacts (e.g. legal guardians and other individuals allowed to pick up/drop off a child).

The parent/guardian listed as the main contact will receive an email, following registration, with directions and a link to complete all required forms through the ePACT Network. It is the responsibility of the parent/guardian to keep all ePACT information and forms up to date in the event that any information regarding your camper changes. It is imperative that the Woodridge Park District have an up to date email address for the parent(s)/guardian(s) of each participant.

**All participants must have their parent(s)/guardians(s) listed within ePACT as well as at least two additional emergency contacts. All participants must have one contact (parent/guardian/emergency) that is able to come to camp within 30 minutes in the event of an emergency.**

All corresponding participant camp forms must be signed and submitted to the park district by the **Thursday before your child is scheduled to begin camp**. Your child will not be able to attend camp until all forms are completely filled out and submitted.

**Important Note: It is the responsibility of the parent to update their child's ePACT information and authorizations if there are any changes throughout the summer.**

**Program Fees**

Adventure Camp: \$195(R)/\$238(N) per week  
No Camp July 4<sup>th</sup> & July 5<sup>th</sup>: \$119(R)/\$143(N)

Before Camp: \$39(R)/\$48(N) per week  
No Camp July 4<sup>th</sup> & July 5<sup>th</sup>: \$24(R)/\$33(N)

After Camp: \$32(R)/\$40(N) per week  
No Camp July 4<sup>th</sup> & July 5<sup>th</sup>: \$24(R)/\$33(N)

**Refund & Switch Policy**

A full refund, less a \$5 administrative fee per program, per child, and/or to switch from one week in to another, will only be granted if it is submitted prior to the registration deadline. For example, if your child is scheduled to begin camp on Monday, June 5, the registration deadline for this program is on Tuesday, May 30. If you submit a refund request for this program on Wednesday, May 31st, you will not be eligible for a refund. If you submit your refund request prior to the deadline, then you may be eligible.

No refund will be granted after the first day of each camp week with the exception of a written medical excuse from your doctor prior to the completion of the camp week. We do not prorate program fees for participants.

Participants will be responsible for any pre-purchased expenses as well as administrative fees, per program. There is a \$5.00 administrative fee per week/per program. Thank you for your cooperation and understanding.

*If you registered for all 10 weeks and received a discount, but wish to withdraw from a week then the discount will be null and void. You will be responsible for paying the full amount for each registered week.*

**Tax Information**

We do not provide Section 125, reimbursement accounts or tax information to parents for the Summer Camp Programs. It is the parent's responsibility to keep track of expenses by keeping cancelled checks, credit card slips, or by using our online registration portal, ActiveNet, in order to access proof of transactions. The tax ID # is 36-2697892.



### **Insurance Information**

The Park District is unable to assume responsibility for injuries, accidents or loss of personal property occurring at programs, parks and facilities. The Park District does not carry hospitalization insurance for program participants. Such insurance would make programs and user fees prohibitive. Your individual health care policy must cover all your medical needs.

### **Mandated Reporter**

As employees of the Woodridge Park District Summer Camp Program, each staff member is a mandated reporter. A mandated reporter is a professional with the legal responsibility to report suspected child abuse or neglect to the Illinois Department of Children and Family Services. As professionals that work with children, we are required to report any suspicion of child maltreatment immediately when we feel we have reasonable cause to believe that a child known to us, in our professional or official capacity, may be abused or neglected.

### **Parental Custody**

In the event that staff is notified of a custody issue regarding one of our campers, staff will inform the Camp Director immediately. Depending on the nature of the issue, if either party claims to have sole custody, partial custody, or that another guardian has no rights; parents/guardians must present legal verification of these rulings. Any and all information presented and shared with staff will remain confidential. If you have any further questions they can be directed to the Camp Director or Recreation Supervisor.

## **II. CAMP PROCEDURES**

### **Arrival and Departure**

When you drop-off and pick-up your child, it will be necessary to sign your child in and out every day. **Campers are not permitted to sign themselves in and out. Campers must be signed in and out by a parent, guardian, or authorized individual.** Campers will be

signed in/out on their team form. Those campers registered for Before/After Camp will sign in/out on their team form, located in the camp room (Multipurpose rooms B and C). Campers not taking part in Before & After Camp will be signed in and out with their counselor. Teams will have permanent, assigned/designated areas to remain during the sign in/out process. **Please enter and exit through Door #10 for Before Camp and After Camp.**

Adventure Camp begins at 9am each day. **Drop off and pick for Adventure Camp will take place in the gated parking lot by Duffy's Pavilion outside. In the case of Inclement Weather Adventure Camp Drop off will be in the Multi-Activity Court (MAC Gym). You will enter and exit via Door #8 on the Multi-Activity Court (MAC Gym).** Please be prompt when arriving. For Adventure Camp, please drop off and pick up your child at the Athletic Recreation Center gated parking lot. **Campers' estimated time for return to the Athletic Recreation Center gated parking lot will be 4:30pm each day.**

In the event that your child will be arriving late or picked up prior to the program end time, it is the parent/guardians responsibility to contact the Camp Director or Site Director(s) to find out where the group will be and pick your camper up at that location.

**Please email the Camp Director or Recreation Supervisor if your child:**

- Needs to leave camp early or will be arriving late one day (please give us timeframes of early departure and late arrivals)
- Has a planned absence
- For all other notes, questions, or needs

**Please park your vehicle in a legally designated parking space and walk your child to the designated sign-in location.** The Woodridge Police Department will ticket those vehicles left/parked illegally. Thank you in advance for your cooperation!

### **Early Drop-Off and Late Pick-Up Policy & Fees**

For the safety of your camper, we require that staff remain at the site until all children have been picked up. Please reciprocate this courtesy by dropping your child off at the appropriate time and being on time for pick-up. If you are unable to pick up your child prior to the end of Adventure Camp or After Camp, please contact the appropriate Site Director to notify us of your delay and which person listed on the Transportation Authorization form will be picking up your child.

If your child is not picked up 30 minutes after their projected/required pick up time, and the Site Directors and/or Camp Director has not had any communication with either parent/guardian, we will make every effort to reach one of the primary guardians. Each phone number will be called and we will leave messages when applicable. Each time an attempt is made, it will be documented. If we have not been able to reach a parent, guardian, emergency contact, or anyone authorized to transport within the 30 minutes after the projected/required pick up time, the police will be contacted for assistance. It is the responsibility of the parent to update the Participant Information form if there are any changes throughout the summer.

Full payment of the fee(s) is due the day it is incurred in order for your camper to continue to participate in camp. Fees for dropping off early or picking up your child late will be assessed as follows:

1-10 min: no charge	25-30 min: \$25.00	45-50 min: \$45.00
10-15 min: \$10.00	30-35 min: \$30.00	50-55 min: \$50.00
15-20 min: \$15.00	35-40 min: \$35.00	55-60 min: \$55.00
20-25 min: \$20.00	40-45 min: \$40.00	over 60 min: \$75.00

**If you know you are going to be late**, please call the appropriate camp staff's cell phone.

### **Groups/Teams**

Campers will be divided into groups/team colors, determined by the year in school they will be entering in the upcoming fall. Groups/Teams will maintain a 1:10 maximum camper to staff ratio. Campers will remain with their counselor/team for the duration of their participation in the camp program. *Due to the number of campers attending camp each week, we cannot guarantee special requests to keep friends, siblings or relatives of different ages together. We also cannot guarantee campers will be placed with a particular staff member.*

### **Attire**

- Campers should wear comfortable, cool clothes suitable for athletic activities such as athletic pants or shorts, light colored t-shirts, and socks with gym shoes.
- Gyms shoes are essential to the safety of your child. Please do not allow your child to wear Heelys to camp (shoes that have a roller in the heel, which allows children to "skate" around).
- All belongings should be put in one bag/backpack with the camper's name on it. Backpacks with rollers are not allowed.
- Personal belongings (toys, jewelry, silly bands, playing cards, video games, iPods, etc.) are not allowed in camp.
- Parents are encouraged to send child with a jacket and/or sweatshirt on days of inclement weather.
- Due to the fact that a large portion of the day will be spent outdoors in the sun, **please apply sunblock to your child before arriving at camp.**

### **Camp T-Shirts**

Each child will receive one camp T-shirt. **Campers are required to wear the camp T-shirt on field trip days indicated on the camp calendars.** As a note, Cypress Cove is not considered a field trip. Please mark the T-shirt with your child's name. If a shirt is lost, a replacement may be purchased for an additional fee and pending availability.

### **Items to Bring to Camp DAILY**

- Lunch and a drink with your child's name on it
- A hearty snack in a separate bag with your child's name on it

- Backpack w/ your child's name on it (backpacks with rollers are not permitted)
- Swimsuit
- Towel
- Sun block
- Gym shoes (no sandals/Heelys allowed)
- Please include a plastic bag to hold wet articles
- A water bottle w/ your child's name on it
- **NO TOYS/CARDS/ANYTHING are allowed at Camp**

### **Field Trips**

If a trip must be cancelled because of weather, we will attend an alternative trip or try to reschedule for another day that week. Field trips are tentative and may change at any point in time during camp.

**Please be on time for field trip days as we will not wait for your child to arrive.**

We typically depart for field trips around 9:15 a.m. unless otherwise specified. If your camper has not arrived by that time they will be considered absent and the bus will leave without your child.

We will try to arrive back at the Athletic Recreation Center between 4:00 p.m.- 4:30 p.m. unless otherwise specified. For most trips, we WILL NOT be arriving before 4:00 p.m. because our goal is to maximize the amount of time your camper has on a field trip.

### **Field Trip Rules**

It is important that campers know the rules while on a field trip, so they can have an enjoyable time. If a camper continues to disregard field trip rules, they will not be able to attend camp on days when field trips are held.

1. Wear your Camp T-shirt on assigned field trip days.
2. Stay with your group and group leader.
3. Always keep track of your partner/group.
4. Listen to your group leader.
5. Follow all rules of the facility we are visiting.
6. Do not talk to strangers.
7. Money should not be brought on field trips. We do not allot time for purchases and are not responsible for money that is brought to camp.

Parents, please reiterate the importance of these rules with your child before each field trip.

### **Swimming**

Camp will go swimming twice a week, weather permitting (68°F and higher). Due to

inclement weather swimming days may change, so **please send swimming items daily.** Your child will need a swimsuit and a towel marked with his/her name. Please apply sunblock to your child before camp and pack a bottle of sunblock in their bag.

If your child needs assistance in applying sunblock, please check **“Yes” on the appropriate box in the ePACT Network online paperwork** that you give our staff permission to apply sunblock on your child.

**Camp staff does not provide swim lessons.** If your child needs to wear a life jacket, it must be brought from home and **Coast Guard Approved.**

We do not allot time for campers to shower following swimming. If your child must take a shower, please email a note to the Camp Director explaining the necessity of a shower following swimming/aquatic activities.

### **Swim Testing**

Working in conjunction with the aquatics staff at Cypress Cove Family Aquatic Park, all participants will be swim tested. Star Guard certified aquatics staff administer the swim testing each week to those campers that have not yet been tested. Aquatics staff remain in the water during all testing of participants. By testing campers, we can obtain a more accurate swim level to assist in ensuring the safety of all campers. Using these levels we will group campers and determine what portions of Cypress Cove they can access. In the event that another facility has comparable amenities (slides, lazy river, etc.) these levels are also used when visiting other aquatics facilities that do not swim test our campers.

The levels provided to us by aquatics staff are as follows:

#### **Level I**

Testing Guideline: those participants that cannot swim the width of the 12' diving well without extensive assistance from Star Guard certified life guards. This also includes those participants that require a personal flotation device (life jacket) in the water.

These campers have access to our Splash Play area, the zero-depth pool up to their chest and the lazy river.

#### **Level II**

Testing Guideline: those participants that can swim the width of the 12' diving well with assistance from the Star Guard certified life guards.

These campers have access to the zero-depth pool, lazy river, body slides, tube slide and program pool. They cannot go off the diving board or drop slide.

#### **Level III**

Testing Guideline: those participants that can swim the width of the 12' diving well without any assistance from the Star Guard certified life guards.

These campers have access to the zero-depth pool, lazy river, body slides, tube slide, program pool, diving board and drop slide.

### **Inclement Weather**

Camp meets rain or shine, so please dress appropriately. In the event of rain, camp staff will plan alternative indoor trips and activities.

In the event of excessive heat, camp staff utilizes information from the National Oceanic and Atmospheric Administration (NOAA) regarding heat index. Camp staff takes into account a variety of factors, such as humidity, temperature, cloud coverage, etc. and will plan accordingly after consulting the information from NOAA.

### **Breakfast**

We do not provide breakfast for campers. It is important that each child has a hearty breakfast before arriving at camp.

### **Lunch**

- We do not provide lunch for campers.
- Each camper must bring a lunch every day with his/her name printed on the outside of the bag.
- **Lunches will not be refrigerated; please pack a lunch that does not require refrigeration.**
- Energy drinks (Red Bull, Monster, Full Throttle, etc.) are prohibited.

### **Snack**

- We do not provide snacks for campers.
- Children are encouraged to bring an afternoon snack and extra drink.
- **Snacks will not be refrigerated; please pack a snack that does not require refrigeration.**
- Campers are also encouraged to bring a water bottle, especially on extremely hot days.

### **Accidents & Incidents**

The staff of the Woodridge Park District Adventure Camp does their best to create a safe, as well as, playful environment for your child. Sometimes we do have the occasional minor accident— a cut finger, a scrape on the knee or elbow, in which case we will administer simple first aid and a band aid. We will not contact you when it occurs, but will inform about the accident/incident when you arrive to pick up your child.

In cases where the injury/incident needs more attention, we will immediately contact the parent/guardian and/or the emergency contact (if the parent/guardian is unreachable) and your child may need to be immediately picked up. If necessary, an ambulance may also be called. In the event that an ambulance is called, your child's counselor will accompany your child and will wait until a parent/guardian has arrived. This is required for your child's safety as well as the safety of other campers. We appreciate your understanding and cooperation.

### **Medication Administration & Required Forms**

Please be aware that staff members are not professional nurses or doctors, and have not been trained in medicine. Please refrain from bringing non-essential vitamins and/or

supplements to camp. We ask that you administer all medications at home if possible.

We understand that some campers may take a break from being on their prescribed medications over the summer, but our programs are rigorous and mentally challenging. We have found that medications which help a student be successful in school can be equally important during our programs. At camp, you will be exposed to new activities that require you to pay attention and follow instructions, along with meeting a new group of peers in a new set of surroundings. Changing your prescribed medications, and thus the way you experience the world around you, unnecessarily adds one more adjustment into the mix. Continuing the use of a camper's prescribed medication can help with the adjustment and foster a more positive and productive experience for your camper.

If your child needs to take medication while at camp, you must complete the Medication Dispensing Information section in the ePACT Network with all required information. You must also submit a signed Permission to Dispense Medication and Medication Waiver and Release of All Claims form, via the ePACT Network, before any medication can be distributed. If your child requires an auto-injector or inhaler while at camp, please complete the Waiver and Release of All Claims for Use of Inhaler/Auto Injector form found on the ePACT Network. We will do everything possible to support a camper with taking medication as directed. Our staff will do our best to secure and monitor all prescription medications for the duration of the camp.

- Upon arrival at camp, all medication and required forms must be placed in the possession of the Site Director. The Site Director or counselor will dispense the medication(s) per the physician's specifications.
- Please bring medication in a single clear Ziploc bag, labeled with the camper's name, so that it can be reviewed by the Site Director.
- All medications brought to camp MUST match what is listed on the *Medication Dispensing Information* and *Medication Waiver* form. Any discrepancies may result in delays. Our staff will only administer the dosage as listed on the original container. Please provide a physician's note if your child's dosage differs from what is listed on the original container.
- ALL medications MUST be brought to camp in their ORIGINAL CONTAINERS. Please do not take the medication out of the container. Your pharmacist can possibly make an extra labeled bottle for you to bring medications to camp. For your child's safety, we will not be able to accept any medication which is not in the original bottle with the official directions or prescription label. The original container must identify (in English) the prescribing physician (if a prescription drug), the name of the medication, the dosage and the frequency of administration.
- Campers needing injections (insulin, hormones, etc.) will need to self-administer this medication under observation of the Site Director and/or the Camp Director. These campers must also bring their own SHARPS disposal container to camp if they are bringing injection-type medications. The container needs to be held by the Site Director along with the medications to ensure safety of others. The container with the used needles must be taken back home with the camper.
- It is the responsibility of the parent/guardian to pick up any remaining medication and/or vitamins. You will need to see the Site Director or Camp Staff Leader to collect these items on your last day of camp. Any medication and/or vitamins left at camp will be disposed of.

- In the unlikely event of a significant illness, injury, or if professional medical care is sought, parents will be notified by the camp staff.
- No medication will be administered after its expiration date.

### **Sick Participant**

We ask that you **please notify us before 9 a.m.** when your child will be absent, late, and/or has any contagious or serious illness. Please contact the Site Director's cell phone or the Camp Director's cell phone.

A parent is an expert when it comes to knowing their own child, and here at camp we really rely on your judgment in keeping all of us healthy! If your child is not feeling well before camp, or the night before camp, please keep him/her home, even if no real symptoms may have yet occurred. There is nothing more traumatic for a young child than to be ill at camp. Even the best, most comforting and loving camp staff person is no substitute for Mom or Dad.

The camp staff has the authority to refuse any child who shows signs of illness and/or is feeling uncomfortable and sick to the extent that he/she is unable to accomplish normal camp activities. The parent/guardian and/or emergency contact is responsible for transporting the camper home upon notification by the camp staff. We ask that your child is picked up within an hour of being notified.

Please do not send your child to camp if they display any of the symptoms below, as they may indicate a real illness:

- Any illness that prevents your camper from participating comfortably in camp activities
- Temperature above 100° F in the morning (especially when accompanied by change in behavior or other symptoms of illness)
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours
- Vomiting any time after 6 p.m. the preceding evening
- Lethargy, irritability, or persistent crying
- Severe coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he or she coughs
- Difficult or rapid breathing
- Yellowish eyes or skin
- Pinkeye (conjunctivitis), evidenced by tears, redness or eyelid lining or irritation, following by swelling and discharge of pus
  - Campers with conjunctivitis cannot return to camp until examined by a physician and given approval to return to camp with treatment
- Infected skin patches that are crusty, bright yellow, dry or gummy
- Any contagious disease like chicken pox, measles, mumps, mono, etc.
- If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to camp
- Severe sore throat or trouble swallowing
- Strep throat, until 24 hours after treatment
- Impetigo, until 24 hours after treatment
- Rash with fever or behavior change
  - Campers can return once a physician deems it is not an infectious disease



- Severe itching of the body or scalp, especially if it results in open sores
- Head lice (see below in Lice section)
- Constant runny nose

Contagious diseases (chicken pox, head lice, etc.) must be reported to the Site Director and/or the Camp Director by the parent/guardian as soon as the illness is diagnosed so that we can inform other parents. Notices will be shared when contagious illness has been reported. Please advise us if your child will be absent for several days.

If your child becomes ill or injured at camp, the parent is notified promptly. If an ambulance is called, a camp staff member rides with the child to the hospital and a parent and/or guardian is notified immediately. Camp staff will remain with the child until a parent/guardian arrives.

After your child is ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to camp.

- Mood, appetite, behavior and activity are again normal
- No fever for 24 hours (without the use of fever reducing medication)
- Symptom free for 24 hours
- Antibiotics, if prescribed, have been used for a full 24 hours
- Pain (ear aches, cramps, headaches, etc.) resolved
- A statement from a physician stating the diagnosis and verifying that they are no longer contagious and able to return to camp
- Head lice and other parasitic infections are no longer present (see Lice section)

### **Lice**

If a camper is found to have head lice, the camper's parent/guardian will be contacted immediately and the camper, as well as their belongings, must be isolated from other campers. Campers must remain home until a doctor's note can be presented verifying that any/all nits (eggs), nymphs, and adult size lice are no longer present on the camper, camper's scalp, or camper's belongings.

### **Camp Rules**

Camp rules have been instated to maximize the positive camp atmosphere that our staff provides for your camper. Campers will go over rules and expectations at the beginning of each camp day. In addition, the camp rules will be posted in the camp room as a guide and reminder to campers.

**Please keep camp FREE from:**

- sharing shoes
- sharing hats (hats must be worn facing front or back, not sideways)
- back talk
- disrespect
- abusive or foul language
- bullying
- hitting or causing bodily harm to:
  - Self
  - Other campers
  - Camp Staff
- electronics during camp (camp staff will notify campers and parents ahead of time if an exception will be made for specific activities or events)
- energy drinks while at camp.
- Heelys® or another shoe containing wheels
- vandalism to property or equipment
- leaving the group without permission

**Please help us all have a positive camp experience by:**

- being respectful:
  - Of yourself
  - Of other campers
  - Of Camp Staff
  - Of the camp equipment, games, supplies and facilities of the park district & the sites that we are visiting.
- coming to camp prepared with the items to bring to camp daily
- applying sun block – **DAILY**. You must bring your own sunscreen.

**Participant Behavior Policies & Discipline Procedures**

Participants shall exhibit appropriate behavior at all times. The Park District developed the following guidelines to help make programs safe and enjoyable for all participants. The Park District may develop additional rules for particular programs and athletic leagues as deemed necessary by staff.

Staff will use a positive approach regarding discipline. Staff consistently reviews rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought, specific to each individual's situation. The Agency reserves the right to dismiss a participant whose behavior endangers the safety of himself/herself or others.

**Behavior Agreement**

Every parent must sign the behavior agreement on the ePACT Network before they may leave their child with the camp program. The agreement states that the parent and participant have read and understand the park district policy for behavior and discipline. The park district reserves the right to dismiss a camper whose behavior consistently disrupts

the camp atmosphere or endangers the safety of himself/herself or others.

In an effort to provide a safe environment which allows all campers to learn and grow, camp staff shall endeavor to insure that effective discipline is implemented. Woodridge Park District Summer Camp Staff work to foster and recognize positive behavior at camp. Staff strives to use positive behavior intervention strategies to encourage campers to exhibit expected behavior. Methods for handling positive and negative behavior will be fair. We want all campers to have the best experience possible while at camp.

### **Behavior Guidelines**

- Show respect to all participants and staff.
- Take/Follow directions from staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other campers or staff.
- Show respect to equipment, supplies and facilities.
- Do not chew gum.

### **Bullying**

The Woodridge Park District is committed to providing a safe and fun environment for all campers. When bullying occurs this environment is compromised. Therefore we have instituted a policy to address these situations should they arise.

What is Bullying?

Bullying is any act of aggression causing embarrassment, pain, or discomfort to another person.

- It can take a number of forms: physical, verbal, gesture, extortion and exclusion.
- It is an abuse of power.
- Individuals or groups may be involved.

Rights and Responsibilities:

Of Campers:

- to enjoy the benefits of a safe and bully free environment
- to be observant of signs of distress or suspected incidents of bullying
- to refrain from physical and verbal acts of aggression
- to report any acts of bullying against themselves or other campers

Of Parents:

- to be observant of signs of distress or suspected incidents of bullying
- to report any suspected incidences of bullying

Of Staff:

- to be roles models in words and actions
- to be observant of signs of distress or suspected incidents of bullying
- to report and record all incidences of bullying
- to handle all acts of bullying with compassion and objectivity

Potential Consequences

- Time-out/Loss of privileges
- Mediation between director and involved parties
- Demerit
- Suspension
- Dismissal

**Write-Ups**

Write-Ups are utilized as a consequence to behaviors. Write-ups are a form filled out by camp staff. The Write-up guidelines are listed below. During the issuing of a Write-up, camp staff will discuss the camper's behavior and the Write-up with the child. Camp staff will call the parent/guardian to inform them of the situation. Upon pick up of the camper, camp staff will present the parent/guardian with the Write-up. Parents/Guardians are asked to sign the Write-up and return it within 24 hours of issuance.

**Write-up /Suspension may be issued for the following:**

- Unauthorized use of cell phones and other electronic devices
- Fighting, teasing, bullying other campers
- Damaging property and/or equipment
- Digging holes in the mulch or damaging vegetation
- Destroying property of other campers
- Littering
- Disobeying park district staff
- Leaving designated grounds without permission
- Leaving designated group without permission
- Continual lack of participation in camp activities
- Disobeying established camp rules
- Disobeying established pool rules
- Stealing
- Gang association (participant will be dismissed from camp)
- Other incidents/situations that are not listed may warrant a demerit, suspension and/or dismissal from the camp program without refund.

**Discipline Procedures**

**1<sup>st</sup> Offense:** Verbal warning

**2<sup>nd</sup> Offense:** Time-out/loss of privilege

**3<sup>rd</sup> Offense:** Write-up and parent/guardian(s) will be notified. A copy of the write-up will be sent to the Recreation Supervisor, which will be filed and a copy will be sent home with the parents, which will need to be signed and returned to the Camp Director either that day or the next day of camp.

**2 Write-ups:** will result in a conference involving program staff, Camp Director, camper and parent/guardian(s).

**3 Write-ups:** will result in a one day suspension from the camp program.

**4 or more write-ups:** could result in further suspension or dismissal from the program without a refund.

Serious infractions will be handled on a case by case basis and can result in an automatic demerit, suspension, or expulsion from the program.

The suspension will be in effect on the earliest day following the offense. The Camp Director will notify the parent/guardian.

If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

**Depending on the situation and the degree of the offense, a program participant may be given a write-up, suspended, or permanently dismissed from the program following the offense.**

**When to Contact the Police:**

- If participant makes a direct threat of hurting himself, a parent/guardian will be called immediately. If a parent/guardian is not available, the police will be called and the direct supervisor or management staff will be informed immediately.
- If a participant becomes overly aggressive and violent, the police will be called and the direct supervisor or management staff will be immediately informed.

**Adult Conduct**

Parents are to refrain from speaking with other children regarding behavioral issues. Please bring all concerns regarding conduct and behavior to the Site Director or Camp Director. Only Woodridge Park District staff is permitted to manage participant conduct and behavior.

Any parent/guardian, authorized person or site personnel who display any of the following behaviors will no longer be allowed at the camp site.

- Physical abuse, shaking, grabbing, hitting, pushing, etc.
- Verbal abuse including inappropriate language or threats to a child, other families, or any staff member
- Use or possession of alcohol or illegal substances
- Smoking on the premises

If staff suspect an authorized person of substance abuse or view any act of child abuse or its effects, the police and DCFS will be notified. The staff's first responsibility is to the safety of the children.

**Cell Phone / Electronic Device Usage**

Cell phone and electronic device (i.e., iPads, iPods, Nintendo Switch, Nintendo DS, headphones, etc.) usage are **prohibited** during camp hours. These items are prohibited for the best interest of the campers and staff as well as to lower the likelihood of the item being

stolen, lost or broken. If a cell phone has to be sent with a child to camp, it should be turned off and put in the child's backpack during camp hours.

If a cell phone or electronic device is seen being used during camp, it will be confiscated and will be returned at the end of that camp day. In the event that a camper violates this policy a second time, the cell phone/electronic device will be confiscated and a parent/guardian must meet with camp staff to pick up the item. A third violation of this policy will result in a demerit.

Electronic devices may only be used during transportation to and from specified field trips; campers will be notified one day in advance if these items may be brought with them on that particular field trip.

The Woodridge Park District is not responsible for any trades, lost, stolen or broken items that result from children bringing their belongings to camp.

Disregard for this policy will result in a demerit and or suspension/dismissal from the program without refund.

### **Communication/Internet Policy**

Given certain developments in our culture, we believe that it is important to set guidelines regarding the interaction and communication between campers and staff outside of the camp program. We recognize that campers and staff develop trusting relationships with one another and that it is natural for campers to want to keep in touch or contact staff via the internet and/or telecommunication once camp is over.

While we acknowledge and understand the shift in society toward social media, phone calls and text messages, our policy is to forbid the exchange of contact information between campers/parents and staff in that capacity. Our policy forbids camper-staff and parent-staff contact via social media, unauthorized email accounts, and unauthorized telecommunication devices.

Our culture is changing rapidly and it is important that both the parents and the park district work together to keep experiences safe, healthy and positive.

Please sit down with your camper(s) and read through this policy.

### **Lost and Found**

Please encourage your child to keep track of his/her belongings. The Park District will not be held responsible for lost or stolen items. All belongings left at the site will be placed in the lost and found box at the Athletic Recreation Center. Items will be kept in the box for one week. All articles left in the boxes will be donated.

### **Photography/Videotaping**

By registering your camper for Adventure Camp, you acknowledge and grant permission for your camper to be photographed or videotaped at any Woodridge Park District program, event or facility. Photos/Videos taken at camp can be used to promote the Park District through press releases, brochures, the website and other promotional materials. The photos/videos remain the property of the Woodridge Park District. Due to the nature of the camp program, campers may also be photographed at the facilities we visit.

Please let the Camp Director know, in writing, if you do not want your camper to be photographed/videotaped.

### **Special Accommodations**

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

*To indicate if your camper needs special assistance or accommodations to participate in camp, please check the appropriate box on the registration form and notify the front desk staff and the Camp Director immediately.*

### **SEASPAR**

SEASPAR is the South East Association for Special Parks and Recreation. This organization provides year-round recreation activities for individuals with disabilities and cognitive delays. SEASPAR also provides inclusion assistance to those individuals who wish to participate in their home district program. Park District staff training, adapted equipment, or a program aide is made available to facilitate a positive recreation experience.

The Woodridge Park District works in cooperation with SEASPAR to assist those individuals that wish to attend camp and need additional assistance. Upon registration or entry into the program, the parent/guardian needs to request special assistance. The parent/guardian will

be contacted by the Camp Director and asked to fill out informational forms, as required by SEASPAR. These forms contain vital information for SEASPAR and camp staff to better prepare to meet the needs of a camper that requires assistance.