

Woodridge
PARK DISTRICT
WOODRIDGE, ILLINOIS

WINTER WONDER CAMP PARENT MANUAL

UPDATED

October 2026

History

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Dear Parents:

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

This manual will help answer the numerous questions you may have regarding our program. Please read through the information and discuss all of the following policies and procedures with your child.

Also, please sign all corresponding forms and return to the park district by the Thursday before your child is scheduled to begin camp. Your child will not be able to participate in camp activities until the necessary paperwork has been completely filled out and returned. A late fee will be charged if your child is not registered by the registration deadline and if all appropriate forms have not been turned in on the Thursday before your child starts camp.

Please keep this manual to refer to throughout the camp program. Periodically, additional information will be sent home.

Feel free to call (630) 353-3400 if you have any questions concerning camp.

Our staff is looking forward to a safe and enjoyable winter break!

Sincerely,

Stephany Hoch
Recreation Supervisor
Direct: (630) 353-3443
E-mail: shoch@woodridgeparks.org

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I. GENERAL INFORMATION

Park District Mission Statement

The mission of the Woodridge Park District is to create community, connections and belonging through exceptional parks, facilities and recreation experiences.

Winter Wonder 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 one's individuality.
- Develop healthy habits, a sense of fair play, and a respect for property and equipment.
- Develop an appreciation of nature, the environment and the earth's beauty.
- Participate in creative play in an indoor and outdoor setting, which will ensure the health and safety of the camper.

Program Content

Program participants must be in 1st – 5th grade. Activities throughout the program may include in house entertainment, arts and crafts, games, organized sports, and time spent playing in the snow! Campers will spend most of their time at the Athletic Recreation Center. There will also be one field trip a week. Field Trips are tentative and may change at any point in time during camp.

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.

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.

Hours of Operation All Day Camp: 9:00- 4:30pm

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 Winter Camp. In the event that you register after the deadline there will be a $20 late registration fee per child for Winter Camp. Registration hours at the Community Center are Monday - Friday 9:00am-4:00pm. Registration hours at the ARC are 9:00am-6:00pm Monday through Friday and 7:00am – 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 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.

Parent's Responsibilities

- Communicating your child's needs with staff
- Picking your child up on time
- Communicating to staff any important information and/or changes that pertain to your child
- Assist us by keeping other children and staff healthy by keeping your sick child at home

- Keep lines of communication open – don't be afraid to approach us with your questions or concerns

About the Staff

Camp is supervised daily by the Recreation Supervisor and Camp Counselors. Camp counselors are a mixture of mature and enthusiastic college students or college graduates. All camp staff attends a camp training program, which includes topics such as: supervision, safety techniques, curriculum development, and CPR/First Aid training. We are proud of our staff and think you will feel the same.

Staff Contact Information

Staff is not required to distribute their personal contact information (cell phone number, e-mail address etc.). If you need to contact camp staff during camp hours, please try the following numbers.

Camp Phone: 630-310-1963

Recreation Supervisor: 630-353-3443

Athletic Recreation Center: 630-353-3400; the front desk staff will relay the message to the appropriate staff person.

Program Fees

All Day Fee: $135 Per Week (R)/$204 Per Week (N)

Camp Days: **Week 1:** Monday, December 21, Tuesday, December 22, & Wednesday, December 23

- Field Trip: Monday (In-House), Tuesday (In-House), Wednesday (Community Outing)

Week 2: Monday, December 28, Tuesday, December 29, & Wednesday, December 30

- Field Trip: Field Trip: Monday (In-House), Tuesday (In-House), Wednesday (Community Outing)

Refund Policy & Switch Policy

We do not prorate program fees for participants. Refunds may only be considered if submitted prior to the registration deadline.

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.

Tax Information

We do not provide Section 125, reimbursement accounts or tax information to parents for the Camp Programs. It is the parent's responsibility to keep track of expenses by keeping cancelled checks, credit card slips or to ask the park district for a receipt.
The tax ID # is 36- 2697892.

Mandated Reporter

As employees of the Woodridge Park District Winter 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 Early Childhood (IDEC). 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.

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.

Parental Custody

In the event that staff is notified of a custody issue regarding one of our campers, staff will inform the Recreation Supervisor 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 Recreation Supervisor.

CAMP PROCEDURES

Arrival and Departure

Drop off and pick up your child at Door 10 of the ARC. When you drop-off and pick-up your camper, it will be necessary to sign your camper 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 or guardian.** The sign-in/out roster will be located in multipurpose room C.

If your camper is leaving early or arriving late, please let the Site Director know by texting or calling at 630.310.1963.

Early Drop-Off and Late Pick-Up Fees

For the safety of your camper we require that staff remain at the site until all campers have been picked up. Please reciprocate this courtesy by dropping your child off at the appropriate time and being on time for pick-up. 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

Severe Weather

Please be advised that in the event of severe weather (ex. blizzard/white out), our staff will not release your child to anyone other than the person authorized on the pick-up list in ePACT. Also, please refer to the park district Rainout Line to determine if there has been a "snow day"/program cancellation due to severe weather. Visit our website for more information on how to subscribe to receive up to date information when adverse weather affects our programs. http://www.woodridgeparks.org/rainoutline.htm
Rainout Line: 630-206-1722

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 not claimed will be kept in the box for one week. The box will be emptied every Monday.

Attire

- Campers should wear comfortable clothes suitable for athletic activities such as athletic pants, jeans and socks with gym shoes.
- Gym 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, Pokémon cards, playing cards, video games, air pods, etc.) are not allowed in camp.

- Parents are encouraged to send child with gloves, a scarf and a hat and bring layers for snow days.

Items to Bring to Camp DAILY

- Lunch and a drink w/ your child's name on it (lunches will NOT be refrigerated)
- A hearty snack in a separate bag w/ your child's name on it
- Backpack w/ your child's name on it (backpack with rollers are not allowed)
- Gym shoes
- A water bottle w/ your child's name on it
- Winter coat, snow pants, boots, hat, scarf and gloves/mittens

Field Trip Information

All field trip information will be sent out on ePACT. Parents will receive information on where the field trip is, if extra money is allowed to be provided and any other additional information that is needed for the field trips.

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.

Medication & Required Forms

Please try to administer all medications at home if possible. If your child needs to take medication while at camp all forms need to be completed and submitted on ePACT. You must complete *Permission to Dispense Medication* form and a *Medication Dispensing Information* form 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. Please pack medication in a sack with a cooling pack if needed.

Lice

If a camper is found to have head lice, the camper's parent/guardian must be contacted immediately and the camper 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, and camper's belongings.

Sick Child

We ask that you **please notify us as soon as possible and at least before 9 a.m.** when your child will be absent, late, and/or has any contagious or serious illness. Please call 630-310-1963.

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.

The camp staff has the authority to refuse any child who shows signs of illness. Please do not send your child to camp if they display any of the symptoms below, as they may indicate a real illness:

- Temperature above 101 F in the morning
- 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
- 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
- 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 itching of the body or scalp could indicate the presence of lice
- Severe sore throat or trouble swallowing
- Constant runny nose

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 promptly.

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

The Woodridge Park District will follow District 68 policy on any other illnesses.

Breakfast

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

Lunch

- Each camper must bring a **lunch** each day with his/her name printed on the outside of the bag, unless specified otherwise.

- Lunches will NOT be refrigerated.
- **Label bag as LUNCH.**
- Drinks should be brought in a non-breakable, disposable container.
- Energy drinks (Red Bull, Monster, Full Throttle, etc.) are prohibited.
- On field trip days, please **pack a lunch that does not require refrigeration** and keep their lunch in their backpack.

Snack

- Children are encouraged to bring an afternoon snack and extra drink.
- Snacks will NOT be refrigerated.
- Please pack snack separately and **label it as SNACK**.
- Campers are also encouraged to bring a water bottle

Communication/Internet

Given certain developments in our culture, we believe that it is important to set guidelines regarding the exchange of contact information between campers and staff. We recognize that campers and staff develop trusting relationships with each other and that it is natural for campers to want to keep in touch with staff via the internet and/or telecommunication once camp is over. In order for us to continuously provide the safest, most wholesome experience at camp, we are asking that you fill out a permission form if your child would like to contact any of our staff at any time. Our camp does not encourage or consent to the exchange of contact information of any kind between campers and staff.

Our policy is to forbid the exchange of contact information between campers and our staff, whether paid or volunteer unless a parent or legal guardian approves the exchange of such information. If a parent or legal guardian allows their child to contact camp staff, the parent or legal guardian must sign the permission form expressly granting this permission and accepting full responsibility to oversee any contact that results. 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.

Program Participant Behavior/Discipline

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 will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought, specific to each individual's situation. The District 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.

Woodridge Park District Winter 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.

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

1st Offense: Verbal warning

2nd Offense: Time-out/loss of privilege

3rd 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 Recreation Supervisor either that day or the next day of camp.

2 Write-ups: will result in a conference involving program staff, 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 Recreation Supervisor 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 first offense.

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.

Lost & 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 Winter Wonder 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 Recreation Supervisor know, in writing, if you do not want your camper to be photographed/videotaped.

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.