



Summer 2024

Program

Handbook

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Dear Guardians,

Welcome to Waukegan Park District Belvidere Explorers and Bowen Rangers Camps 2024! We are looking forward to a fun filled summer. This program handbook outlines our operating policies and procedures in order to provide your child(ren) the best possible experience at camp this summer. Please review all the content in this manual carefully. If you have any questions, please ask before attending Camp!

SITE LOCATIONS

- Belvidere Recreation Center - 412 S. Lewis Ave. Waukegan, IL 60085
- Jane Addams Center - 95 Jack Benny Dr, Waukegan, IL 60087

STAFF CONTACT

Recreation Supervisor – Julia Sanchez (Camp Contact) – (847) 360-4707 jrsanchez@waukeganparks.org

Manager of General & Special Recreation – Jennifer Dumas – (847) 360-4762 jdumas@waukeganparks.org

OUR MISSION

The Waukegan Park District is committed to providing parks, facilities, and leisure opportunities to our culturally diverse population through leadership with community involvement, dedicated staff, and sound management.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act became a law in 1990 and became effective in 1992. The purpose of the law is to end discrimination for people with disabilities and to remove barriers that have prevented their full inclusion in our society. The Waukegan Park District Day Camp programs strongly support the Americans with Disabilities Act. Children have an opportunity to make new friends and develop awareness of disabilities. Children learn to accept differences in people, they learn how and when to help, and that it is fun to play with all children. Our children grow up accepting all people as valuable members of society. Parents/guardians learn that children are more alike than different and become enriched and more sensitive to all children's needs. Families develop a positive and optimistic attitude about the acceptance of children with disabilities.

COMMUNICATION

Park District Staff – This is your most important means of communication. Staff are never too busy to take your questions, listen to your concerns or suggestions, and hear what we are doing right!

Email – You will be emailed your camper's weekly schedule, registration forms, medical forms, program handbook, and many other important pieces of information. Please make sure you have a current working email address on file with us.

FREQUENTLY ASKED QUESTIONS

The following are some typical questions and concerns that the staff can best assist you:

Does my child have to have a mask for camp? The Waukegan Park District follows information provided by the Lake County Health Department and the state mandates. At this time, we are not requiring face masks, but will make sure your child wears it if asked.

What are the Camp Activities? Refer to activity schedule. Every camper should receive a schedule by email. These are also available on the first day of the new camp session at sign in.

Payment or registration questions? Please direct these types of questions to Julia Sanchez.

What if my child has allergies? Note them on the Participant Care and Consideration Section form. We will follow up with additional medical forms thereafter.

How can I check on the behavior of my child and how he/she is interacting with other children or to see if there are any problems or concerns? EMAIL or CALL Julia Sanchez.

What if I am unable to speak with a counselor due to pick-up/drop off procedures? Feel free to speak with a counselor at sign in for the day, or leave a note with a phone number and a good time for the Site Coordinator or Camp Director to reach you.

Who do I talk to in order to discuss my child's counselor, camp procedures, or any camp issue?
Bowen Rangers and Belvidere Explorers Julia Sanchez (847) 360-4707

What if I am not satisfied with the answers from Julia Sanchez. Please call...
Contact: Jennifer Dumas, Manager of General and Special Recreation (847) 360-4762

Can I pack my child a snack? Yes. We recommend in addition to lunch you pack an AM/PM small snack. Please note, we are a peanut free camp.

PARTICIPANT CARE/CONSIDERATION

Waukegan Park District is committed to meeting your unique, individual leisure needs. If your child(ren) has any personal care/consideration needs, please make the staff aware of this by noting it on the camper medical information form. Participant Care/Considerations might include but are not limited to: ADD, ADHD, asthma, food allergies, behavior disorder, or anything else that camp staff should be aware of to help your child(ren) have the best possible experience at camp.

It is imperative that you let us know about the needs of your child(ren). Knowing their needs helps us to help them have a better time at camp. Please keep in mind that we will try our best to accommodate all campers; however, not all participant care needs can be met by the District.

If we are unaware of situations which might be affecting their camp experience, we are unable to help them. Please communicate with us!

FIELD TRIPS, SWIMMING, AND WATER PLAY

We offer Field Trips, Swimming, and days to enjoy the Splash Pad, which will be noted on the schedule.

On water days, children must have an appropriate swimsuit, towel, deck shoes like water shoes, flip flops, or crocs, and sunscreen. Please let us know if your child(ren) can swim or not. If we go to a pool, children must pass a swim test in order to swim otherwise your child(ren) may enjoy the kiddie pool or will have to wear a life jacket to be in the “big” pool.

On Field Trip days, children must have their field trip shirt on. If it is a field trip day, we will ask that your child(ren) attends camp promptly at 9:00AM as there may be camp days where we might leave as early as 9:30AM and will not be able to wait for your child(ren) to arrive after the designated time frame. Likewise, we may not return from a trip until 3:30PM. If you need to pick up early, please contact a camp staff supervisor at least 24 hours in advance.

SUN PROTECTION

Staff will try their best to protect your child(ren) from sunburn this summer. As these are outdoor based camps, children will be exposed to the sun all day long. Please make sure your child’s sun block is put into a zip lock bag with their name on it.

Please help us protect your child(ren) from the sun by applying sunscreen to face, arms, and legs before you bring him/her to camp each day, even when it is cloudy. Make it part of your morning routine when you are getting your child(ren) ready each day.

Please send your child(ren) with a bottle of sunscreen to be reapplied throughout the day. *Do not send them with suntan oil* as this encourages tanning and burning rather than preventing it. Choose an SPF that is appropriate for the skin tone of your child(ren). Remember that some children burn easier than others. Label your sunscreen.

INSECT REPELLANT

Will be provided by WPD: Mosquitoes, biting flies, and tick bites can make children miserable. One way to protect your child(ren) from biting insects is to use insect repellents (Bug Spray). However, it’s important that insect repellents are used safely and correctly. Previously, it was recommended that you have your child(ren) bring insect repellent to camp. However, due to concerns of children using insect repellent improperly, we have decided that staff will be responsible for safely applying the spray on children.

Therefore, do not send your child(ren) to camp with insect repellent. Counselors will have insect repellent available at camp that staff will administer when deemed necessary. Please let us know your preference for the use of bug spray on the chart at the registration table. **YOU HAVE A CHOICE:** We have bug spray with DEET, without DEET, and an option of do not use insect repellent on my child. We will honor your request. Feel free to apply bug spray prior to camp if you wish to. Please bring any concerns you may have to Julia.

Because children frequently put their hands in their eyes and mouths, we will only be applying bug spray on clothes or exposed skin.

DROP-OFF AND PICK-UP PROCEDURES

- **Drop-off and Pick-up Times:** Before Care drop off is from 7:00am – 8:59am and After Care no later than 6:00pm. General Camp drop off time is from 9-9:15am and pick-up must take place no later than 4:00pm. If a pick-up time is needed prior to 4:00pm please arrange this with Julia Sanchez.
- **Drop off procedure: Park your car in a parking spot at the camp building your child(ren) attends and walk your child(ren) into the building.** Children must be signed in each day.
- **Pick-Up:** At Pick-up, staff are unable to release children to any person (related or unrelated) who is not listed on the **Camper Pick-up Authorization Form** as an authorized person to pick up child. ALL persons unknown to the staff will be required to provide a form of photo identification to establish identity prior to child's release from any camp program. **Please be prepared to show a valid photo ID when picking up your child(ren), yes even if you were here last year, we may have new staff that do not know you.** This procedure is to ensure the safety of your child(ren) while in our care.
- Legal Guardians will need to park in a legal parking space and bring or pick-up child(ren) in the camp facility.
- Children must be picked up before 4:00pm and before 6:00pm if in After Care.
- If you wish to add individuals to the authorized pick-up list, you may do so by submitting changes to Julia in writing via email or actual physical letter.
- **Reminder:** There is no Before/After Care at Rangers camp in Bowen Park.

FINANCIAL POLICIES

- **Please note all Camp balances must be paid in full Online, at the Belvidere Recreation Center, or at the Field House Sports, Fitness, & Aquatics Center no later than two (2) weeks before or the Registration Deadline of when your camp session begins. If you would like to pay in full or more in advance of a session deadline, contact Julia to make those arrangements. (847) 360-4707**
- Failure to pay for camp on time may result in your camp spot(s) being canceled, deposit will not be refunded.
- Punctual pick up of children is very important. Parents are encouraged to pick up their child(ren) at a consistent time each day.
- **The camp closes at 6:00 P.M.** Due to the circumstances we cannot permit pick up past 6:00PM. Make alternate arrangements to be in compliance. In case of an extreme circumstance, legal guardians picking up after that time will be charged \$2 for every minute that the staff member must stay overtime. Fees for these late pickups and any extra hours will be billed to the legal guardians regardless of any third-party assistance that may be used. Reoccurring late pick-ups may result in a child's spot being removed from camp.

PARKING

When parking your car parking in legal parking lot spaces reduces the congestion in the areas in front of the building and helps ensure the safety of your child. It also allows buses, park district vehicles, and emergency vehicles access to the building if needed.

DRESSING FOR CAMP

Our program encourages outdoor play. Children spend most of their time at camp outside hiking, climbing, running, playing in sand and dirt, and making arts and crafts that can get messy. Please dress your child(ren) in "play clothes" that can get dirty and messy. **Children SHOULD wear gym/tennis shoes. Children are not to wear sandals, crocs, or slip on shoes to camp.** Your child will have a more enjoyable camp experience if dressed appropriately for camp activities.

MEDICAL EMERGENCIES

In the event of a medical emergency, the counselor or other Park District staff is authorized to secure from any licensed hospital, physician, and/or medical personnel, any treatment deemed necessary for your minor child/ward. Legal guardians must fully understand that they are solely responsible for the payment of any and all medical services rendered. Camp staff may also provide emergency First Aid. In the event of an emergency, Park District staff will try to contact the legal guardian or designated emergency contact as soon as practical. **With minor incidents**, you may not receive phone calls but will receive information regarding the incidents at time of pick-up.

MEDICINES

The **Permission to Dispense Medication Waiver and Release of All Claims form** must be fully completed for **review and approval** to distribute medication. Please note that Park District staff are unable to make medical diagnoses and/or perform invasive medical procedures. The Park District does not have trained, certified, or licensed healthcare providers on staff. Necessary medicines may be administered to a child at camp upon completion of the Medication Waiver form and once approved. Prescription medication must be brought in its original container and labeled with the child's name, directions for administering the medication, the date, the physician's name, the prescription number and the drug store or pharmacy. **Please only send daily dosages**, as we cannot be responsible for an entire prescription.

Note: The District does not assist with the administration of medication via syringe, g-tube, or rectal administration (e.g. Diastat/Diazepam or suppository). Additionally, any medication requiring any smoking may have restrictions.

Non-prescription medications may be administered upon written parental permission. Such medication be administered according to medication package instructions and shall be labeled with the child's name and date. Any differences in medication procedures from parent instructions and packaged instructions will not be given without a written doctor's note. Please hand any of the above necessary medication to a counselor for it to be placed in the appropriate medicine cabinet. If the medication needs refrigeration, please let the counselor know at that time.

While we may administer some necessary medications, we would prefer this be done before you bring your child to camp when possible.

Never send your child to camp with medications in lunch, backpack, or let the child carry it to self-administer the medication. Every kind of medication, including aspirin, inhalers, etc., must be turned into camp personnel for the safety of your child and other children at camp.

All campers must have a completed General Medical Information and Permission to Dispense Medication Waiver and Release of All Claims forms and have them on file. If your child needs to take a medication at camp, these forms must be filled out completely for review and approval.

If you need to make any changes to your camper's form, please do so as soon as possible!

The originals of these forms are kept at the Belvidere Recreation Center.

ILLNESSES

For the protection of all children, please monitor your child's symptoms. If your child shows symptoms, consider having them stay at home to ensure the wellbeing of everyone.

- A fever
- Diarrhea or vomiting
- A rash
- Nasal discharge

Legal guardians should exercise every precaution and keep their child home for twenty-four (24) hours once these symptoms have occurred. In case of head lice, a child should stay home for 24 hours after his/her first treatment. Children must feel and be well enough to participate in all regularly planned camp activities upon returning to camp from an illness.

If the child has a contagious disease, he/she should be kept at home, and YOU MUST REPORT THE CONDITION TO THE CAMP DIRECTOR OR ASSISTANT CAMP DIRECTOR IMMEDIATELY. Included in this category are conditions recognized as "highly contagious" such as Strep Throat, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, etc. Legal guardians will be informed of such illnesses that are reported to staff via a memo.

PUBLIC HEALTH GUIDELINES

Please be assured our staff are being trained in proper cleaning techniques to have a safe and healthy environment. Our cleaning service comes nightly to professionally clean, and this service and facility staff will sanitize and disinfect.

SEIZURES

For the safety of participants who are "seizure prone" it is helpful for parents/guardians to notify staff of such conditions. It is helpful to communicate with staff any aura, trigger, or signal of symptoms so they can be aware of things to look for.

Please indicate this information on the Medical Information Forms when registering your child. Information may be added to this form by submitting changes in writing or making changes to the sheet at the Belvidere Recreation Center.

EMERGENCY CONTACTS

Legal guardians are required to provide emergency contacts. These are listed on your child's registration form. Emergency contacts will be reached when we are unable to contact legal guardians at the numbers you have provided and your child(ren) is sick, injured or still at camp after the program ends. If there are any changes or additions to the emergency contacts, please submit this in writing via email or actual letter to Julia Sanchez. This information is needed to ensure the safety of your child.

DISCIPLINE POLICY

It is important for children to learn and respect the limits of acceptable behavior at Park District programs and elsewhere. Discipline is creating inner controls of the child. Our goal is to encourage self-discipline within each child. **Each child enrolled in camp and their parent/guardian is required to read, understand, and sign our *Camper Code of Conduct*. This must be turned in by the first day your child attends camp.**

While at camp, campers will:

- ✓ Show respect to all participants, staff, and volunteers.
- ✓ Follow direction from staff and volunteers.
- ✓ Show respect to equipment, supplies, and facilities.
- ✓ Not use inappropriate, abusive, or foul language.
- ✓ Not show any aggressive behavior (hitting, punching, slapping, kicking, biting, spitting, etc.) regardless if the behavior is provoked or in retaliation.
- ✓ Not show continuous disruptive behavior.

Discipline Process:

We have a five-step discipline procedure that is outlined completely below. We will not tolerate continued misbehavior that is disruptive to camp or endangers participants or staff. If behavior is deemed as such and corrective actions have been exhausted, your child may be removed from all camp programs for the summer upon approval of the Director of Recreation.

Five-step Discipline Procedure:

- ✓ Time out/Removal from Group
- ✓ Staff/Guardian and or Participant Conference
- ✓ Sent Home for Day
- ✓ Suspended from Program
- ✓ Expelled from Program

Behaviors unacceptable will be documented by camp staff using the *Camper Discipline Form*.

Please work with us to ensure your child has the best camp experience possible. If a behavior problem is brought to your attention, please address the issue with your child and find a way to resolve the behavior before he/she returns to camp.

If your child has brought to your attention a problem that he/she has had during the day with another camper, please direct this issue to a staff member. **At no time is a parent to approach another child in hostility or to investigate a conflict.** Our staff will handle the matter accordingly.

CAMP STAFF

We want you, the legal guardian(s), to know that it takes great consideration when selecting camp staff to care for your children. Each staff member is interviewed and carefully considered according to abilities and qualifications. We also look for those individuals that are ready to give your child a great summer experience. Each staff member goes through an extensive background check, and reference checks.

Pre-camp training for these individuals includes CPR/First Aid, safety orientation, drivers training, behavior management, conflict resolution, customer service, camp activities and much more. In addition, staff is trained continuously throughout the summer by participating in various in-service training sessions.

If you have a question regarding any training or procedure or see an area where we can grow through training, please contact Jennifer Dumas.

CAMP GROUPS

Your child(ren) will be placed in a camp group on the first day of each session of camp. Groups allow counselors to have every child accounted for at all times. Campers are not guaranteed to be in the same group each session or to be in a group with their friends. This year the groups will be of mixed ages from 6-12 years old.

CAMP SCHEDULES

A camp schedule will be given to each camper at the beginning of each camp week. Schedules are subject to change due to weather conditions or unforeseen circumstances. Staff will do their best to inform parents of changes through notes sent home (as time permits) or word of mouth when signing children in and out. Some activities repeat throughout the summer.

TOYS FROM HOME

DO NOT BRING items from home: Electronic items: cell phones, IPODS or MP3 Players, CD players, CD's, Game Boys, Nintendo Switch, as well as toys, jewelry, stuffed animals, blankets, etc. **These will not be allowed in camp and if are seen being used, camp counselors will confiscate for the day and return to the legal guardians when the child is picked up.** We are not responsible for any personal items of value brought to camp that may be lost or stolen.

The following items are never permitted in camp: guns, handcuffs, knives, war toys or other items that promote violence. **Water guns will not be allowed at camp.**

PERSONAL ITEMS TO BRING TO CAMP

Children should bring the following items to camp each day. Please label everything your child(ren) brings to camp with a first and last name.

- Water bottle with name on it.
- Sunscreen in a bag with name on it.
- Every day – Bring a sack lunch and drink – We recommend you pack your child an AM/PM snack as well.
- Lunch – You may provide a lunch for your child or have your child receive a free lunch from the Northern Illinois Food Bank. This is a cold lunch, and you can expect a menu to be sent from Julia before your camp session starts with the daily meals listed.
- These are peanut free camps.

Lunches will be kept cool indoors or in a refrigerator. There is NO microwave access to heat up any camper meal. **Do not send any food item that will need to be heated.**

Please ensure that your child(ren) is eating healthy foods. Candy, soda pop, and junk foods do not provide sufficient nutrients to sustain children throughout the active camp day. Vending machines are NOT available during camp hours.

PAYMENT DEADLINES

Payments for camps with deposits are due by the following dates:

- Session 1 Tuesday, May 21 Session 6 Tuesday, June 25
- Session 2 Tuesday, May 28 Session 7 Wednesday, July 2
- Session 3 Tuesday, June 4 Session 8 Tuesday, July 9
- Session 4 Tuesday, June 11 Session 9 Tuesday, July 16
- Session 5 Tuesday, June 18

If payment is not received by the due date, you may lose your spot and it may be filled by another child on the waiting list. In this case, you will lose your deposit and NOT have a spot for your child to attend camp that session. **Reminder:** Children receiving financial assistance from an approved outside source, or the Waukegan Park District need to attend camp 80% of the time per session to maintain full financial support. Fees incurred outside of financial assistance funding is the responsibility of the participating family.

WAITING LISTS

A wait list is formed for each camp as it is filled. If you would like to enroll in a session that is full you may put your name on the waitlist. As spots become available due to dropouts, the waitlist will be called in the order it was established. If you receive a call saying a spot is available you must decide then if you want the spot, at which time full payment is due. If a message is left on your answering machine, you must respond within 24 hours and payment is due at that time to reserve the spot for your child(ren). If there is no response within 24hours, the next person on the waiting list will be called and you will be taken off the list. If you cannot be reached (no one home/no answering machine/voicemail) you will be removed from the list. If there is no response within 24-hours, the next person on the waiting list will be called and you will be taken off the list.

TRANSFERS

A transfer of funds may include, but is not limited to, the following processes:

- Switching from one session to another.
- Canceling out of one camp and putting a deposit toward another camp program.
- Transferring money from one child to another.
- Each child is allowed **one** transfer each summer. Please carefully consider any change in your child's camp plans before you make the change. Changes cannot be reversed.

END OF YEAR TAX INFORMATION

Every year the Waukegan Park District gets numerous requests to provide information on the amount of money families spent on camp for their child(ren) the previous summer. Unfortunately, our registration system is not equipped to provide a summary of money spent for one individual's programs. We will be happy to provide you with our tax identification number, but **please retain all of your original receipts and keep your spending records for tax preparation purposes.**

OTHER QUESTIONS

If your question was not answered in this handbook, feel free to contact Julia at (847) 360-4707 for Explorers and Rangers Camps.

Camp Orientation

A camp orientation will be offered on Friday, May 31 at 6:00pm at the Belvidere Recreation Center. All families will receive an email with an invitation.

Legal guardians are encouraged to have read this handbook and come to the informational meeting session to meet the Camp Coordinators and Supervisors and ask questions regarding the rules and procedures. You are welcome to pre-email your questions to Julia as well.

***As summer progresses this handbook may receive updates.**

For the most current publication please check in weekly to see if any changes are made.

Thank you for choosing the Belvidere Explorers and/or Bowen Park Rangers Camps!

Contact Information

Explorers and Rangers Camp - Recreation Supervisor

Julia Sanchez (847) 360-4707

jrsanchez@waukeganparks.org

Manager of General and Special Recreation

Jennifer Dumas (847) 360-4762

jdumas@waukeganparks.org

Assistant Camp Director

Lexi Zayas (847) 360-4705

azayas@waukeganparks.org

Camp Activity Coordinator

Alessandra Gonzalez (847) 360-4704

brccamp@waukeganparks.org

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WAUKEGAN PARK DISTRICT

CAMPER CODE OF CONDUCT

PLEASE RETURN THIS FORM ON THE FIRST DAY OF CAMP

Code of Conduct and Disciplinary Procedures are listed in the Program Handbook - If you do not have the program handbook, please let us know and we can provide you with one.

It is important for children to learn and respect the limits of acceptable behavior at Park District programs and elsewhere. Discipline creates inner controls of the child. Our goal is to encourage self-discipline within each child. Each child enrolled in camp and their legal guardian is required to read, understand, and sign our *Camper Code of Conduct*. This must be turned in by the end of the first week of camp your child attends.

✓ *Mark all boxes after you review each area with your child(ren).*

While at camp, campers will:

- Show respect to all participants, staff, and volunteers.
- Follow direction from staff and volunteers.
- Show respect to equipment, supplies, and facilities. Not use inappropriate, abusive, or foul language.
- Not show any aggressive behavior (hitting, punching, slapping, kicking, biting, spitting, etc.) regardless if the behavior is provoked or in retaliation.
- Not show continuous disruptive behavior.

I have read the above Code of Conduct rules with my child(ren) so that they understand these expectations.

Legal Guardian Signature: _____ **Date:** _____

Child(ren) Prints Name

Child's Name: _____

Child's Name: _____

Child's Name: _____