



# 2024 Summer Day Camp Parent Handbook

## Welcome

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A new and exciting summer has been planned with weeks of recreational and educational fun, new friends, field trips to local park district sites, swimming, and exciting themed activities!!

Children will have a Safe and Fun time all summer long! Hoffman Estates Park District camps offer perfect solutions for the working parent needing full-day care with the option of early arrival and late stay program. Children from ages 5-to 13 can participate in our full-day camps, ranging from half-day preschool camps to full-day specialty camps.

To ensure the safety of all our campers, policies and procedures have been established. Please review them. If you have any questions, contact the Camp Program Manager, Paige Calvey at 847-285-5526 or [pcalvey@heparks.org](mailto:pcalvey@heparks.org)

We look forward to seeing you this summer!

## Camp Locations

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Camp Location	Address	Camps
Churchill Elementary	1520 N Jones Rd	Explorers 1, Early, and Late
Lakeview Elementary	615 Lakeview Ln	Explorers 2, Early and Late
Keller Jr High	820 Bode Rd	STEAM, Sports, Teen, Early, and Late
Willow Recreation Center	3600 Lexington Dr.	Explorers 3, Teen, Early and Late
Triphahn Center	1685 W Higgins Rd	Explorers, Teen, Early, Late WK 10 only

## Camp Sessions

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	Dates
Week 1	June 5 <sup>th</sup> - June 7 <sup>th</sup>
Week 2	June 10 <sup>th</sup> - June 14 <sup>th</sup>
Week 3	June 17 <sup>th</sup> - June 21 <sup>rd</sup> (No camp June 19 <sup>th</sup> )
Week 4	June 24 <sup>th</sup> - June 28 <sup>th</sup>
Week 5	July 1 <sup>st</sup> -Jul 5 <sup>th</sup> - No camp July 4 <sup>th</sup> or July 5 <sup>th</sup>
Week 6	July 8 <sup>th</sup> - July 12 <sup>th</sup>
Week 7	July 15 <sup>th</sup> – July 19 <sup>th</sup>
Week 8	July 22 <sup>nd</sup> - July 26 <sup>th</sup>
Week 9	July 29 <sup>th</sup> - August 2 <sup>nd</sup>
Week 10 Explorers and Teen Only	August 5 <sup>th</sup> - August 9 <sup>th</sup>

## Additional School Day's Out Offerings for District 15 families

### August 12<sup>th</sup>-August 23<sup>rd</sup>

School Day's Out Programs are offered as individual day programs. You must register for each day individually.

## **Emergency Information Network**

Hoffman Estates Park District is proud to announce the adoption of the ePACT Network for better safety! ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper forms, but it will also ensure we have a way to communicate with you in the event of an illness, injury, or larger scale emergency.

### **Why are we using ePACT?**

- To save you time - With ePACT, you only need to complete your child's information once, and then verify that it is still correct for additional programs or subsequent years (which can be done in just two minutes)!
- Improved privacy and security – Eliminating paper forms ensure that your key information is safe and secure, while authorized staff members can still access this information any time they need it.
- Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this anytime and we will automatically receive those new details.

### **How it works**

- You'll receive an email invite to share information with Hoffman Estates Park District STAR Program
- Click 'Complete Request' to create a free account, or log in if you already have an existing ePACT account.
- Enter the required information, like medical conditions, and share it with Hoffman Estates Park District STAR Program to access the program staff.

### **Please Note:**

ePACT makes it far easier for you to share emergency information with us, while also ensuring we have access to records anytime, anywhere with the mobile app – even without an internet connection.

- Rest assured that you always own your account and the information in it. Plus, ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy.

**ePACT Support:** Have questions or feedback? Please contact [help@epactnetwork.com](mailto:help@epactnetwork.com) or call **1-855- 773-7228 ext. 1** to speak with ePACT's Customer Success

## **Camp Staff**

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All camp activities are under the administration of the park district's full-time Program Managers.

The camp program is supervised by the *Program Manager*. The manager oversees all camp site coordinators and facilitates the day-to-day operations. There is at least one *site coordinator* at each site. Site coordinators oversee the on-site day-to-day operations of all camp activities. *Camp counselors* lead and implement the daily activities & work alongside the site coordinators.

## **Arrival & Dismissal**

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Each day ONE parent, or authorized adult, must come inside and sign their child(ren) in and out. For their safety, children will be released only to persons listed on their emergency form. Parents and legal guardians are allowed to pick their children up unless legal documentation shows otherwise. If someone other than the names listed will be picking up your child, an email **MUST** be made to the camp office from a parent/guardian. A photo ID is required to pick up your child(ren). If there are any questions, parents/guardians will be contacted before the child is released. Doors will not open until 9:00 AM for full-day camps.

## **Late Pick-up Procedures and Fee**

It is the Hoffman Estates Park District policy to assess a fee for late pick-up from the child care programs. In keeping with this policy, we will require parents/guardians to be charged for the extra time required for supervision after the program has ended. All late parents/guardians will receive one verbal warning before receiving a late fee.

The pick-up time of 3:30 pm/6:00 pm will be strictly enforced. The "master time" is the site phone time. If a parent is unable to pick up their child by the end of program time, it is the parent/guardian's responsibility to make other arrangements. Any individual that arrives after the end of program time to pick up a child will be charged a late pick-up fee of \$10 per child for the first 1 to 5 minutes with an additional \$1 per minute thereafter. Whoever picks up the child will be required to sign a "late pick-up notice" which will be submitted to the Program Manager. It will be auto-billed to your card on file once the Program Manager receives the notice form. For those who do not have a saved card linked to their household, families will have 48 hours to submit payment. Failure to make a late fee payment within 48 hours will result in removal from the Camp program until payment is received. The site staff is unable to collect these payments.

If a child has not been picked up within five minutes of the end of the program, staff will attempt to contact the parent/guardians and/or emergency contacts listed on the participant emergency form. If after 30 minutes **AND** after emergency numbers have been unsuccessful, staff will contact the police. Your child will then need to be picked up at the Hoffman Estates Police Department. Failure to pick up your child is considered child abandonment.

**Early Arrival** 7:00 AM – 9:00 AM

Campers not enrolled in Early arrival cannot be dropped off before 9 am.

### **Camp Hours of Operation**

Full-day camps time: 9:00 AM – 3:30 PM

**Late Stay** 3:30 PM – 6:00 PM

Campers should be picked up before 6:00 PM.

## **Communications**

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### **Camp Communications**

Good communication between camp staff and parents is essential to ensure a positive camp experience. Parents can check the camp information boards or tables at each camp door for important information on lesson plans, field trip information, or other camp-related information. **Camp News, and medication consent, will all be updated and put online the week of June 1<sup>st</sup> at <https://www.heparks.org/camp/>**

Camp Site Coordinators will listen to messages before and after camp each day. Messages should be left on the corresponding camp cell phone numbers. Please see the last page of the handbook for all camp phone numbers.

### **Emergencies**

In emergencies, please contact the park district at 847-885-7500. Indicate that there is an emergency regarding your child and the camp director will be contacted and your child's leader.

## **What to Bring to Camp? Clothing & Personal Items**

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### **Clothing**

Most activities have been planned for the outdoors, so it is important children are prepared. Gym shoes are required daily and comfortable clothing is recommended. NO open back or open-toed shoes.

Bring the following things: A nut-free lunch, water bottle, snack, sunscreen, swimsuit and towel (for swim days), change of clothes (if needed), and gym shoes. **Please mark the child's name clearly on all belongings – first initial followed by the last name.**

### **What NOT to bring to camp!**

IPad, Cell Phones, toys, laptops, headphones, and or Air Pods. Any personal items brought from home are the responsibility of the child. The Hoffman Estates Park District and its staff are not responsible for the items children bring to camp.

**\*\*Cell phones are not permitted at camp, if a child brings a cell phone to camp they will be asked to turn it off and put it into their backpack until the end of the day. \*\***

## Absences & Illness

### Absences

If children are ill and are not going to be attending camp you will not need to call in to report the illness **unless it is a scheduled field trip day**. If your child has contracted a contagious illness such as COVID-19, chickenpox, strep throat, lice, or pink eye, you will need to report this as soon as possible to the camp office.

For the safety of all, ill children must be kept home for 24 hours before returning to camp. (COVID-follow current IDPH/CDC quarantine guidelines, if questions please ask as changes do occur.)

If a child becomes ill at camp, the parent or guardian will be notified to pick up the child immediately.

### Illness

Children must be kept home if they exhibit any of the following symptoms:

- fever
- diarrhea / vomiting
- rash
- discharge from nose, ears or eyes

### Medication

Campers requiring any type of medication must have a signed medication consent form on file. These forms are available online/upon request. Medication cannot be administered without the consent form. If your child is taking medication, the medication must be in its original container with the child's full name on the label and the correct dosage enclosed. Medication and instructions must be sent to the Programanager before camp begins or given to the site coordinator upon the child's arrival. All medication is kept in a safe and secure location.

### Swimming, Swim tests

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Campers attending full-day camps will swim twice per week at Seascope Aquatic Center, 1300 Moon Lake Boulevard. Children should bring swimsuits, sunscreen, and a towel on these days. Children are responsible for bringing wet items home each night. Please mark the child's name clearly on all belongings.

*\*Each week the children will be swim tested by the camp staff and lifeguards. Wristbands will be placed on the children limiting certain areas. If the staff and lifeguard see that the child is struggling, then they will receive a RED wristband. That limits children to the zero-depth pool, and cannot go in water past chest-deep.*

*Children that pass the swim test, will be allowed to go down the tube slide, diving boards, and drop slides. Children can be re-tested each week if needed at camp staff and lifeguard discretion.*

#### Swim Days:

Explorers 1  
Explorers 2  
Explorers 3  
Teen

Tuesday & Wednesday  
Thursday & Friday  
Wednesday & Thursday  
Tuesday & Wednesday

STEAM  
Sports

Monday & Wednesday  
Monday & Thursday

### **Sunscreen**

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Sunscreen is required daily for camp. Children will be participating in outdoor camp activities and swimming at Seascapes Aquatic Center. Camp staff is not permitted to apply sunscreen on campers. Children can be assigned a buddy to help get sunscreen coverage on their backs. For swimming and outdoor field trips, it is highly encouraged that children have sunscreen on before they come to camp. Campers must bring their sunscreen from home daily for reapplying.

### **Lunches/Snacks**

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Campers must bring a labeled sack lunch and snack every day to camp. Please note there is no refrigeration for lunches. Children can bring a healthy afternoon snack of their own if they choose. **Our camps are a nut-free environment.** To help ensure the safety of children with these allergies, products containing nuts are not permitted at any of our Camp programs.



If your child has any dietary restrictions, please indicate them on the emergency forms as well as bring them to the attention of the Program Manager and Site Coordinator.

### **Field Trips**

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Full-day camps attend district field trips once a week (or an in-house entertainer). Field trip days depend on camp. These trips are included in the session fee. Please check your weekly camp newsletter for more information on the upcoming trip/activity. **Camp t-shirts must be worn on field trips.** All campers are transported by bus. **Campers cannot be picked up or dropped off on field trips.**

Please arrive promptly at 9:00 AM as the bus will **not** wait for late campers. We will be back to camp before 3:30, but sometimes traffic has other ideas, so please understand safety is our priority in travel.

### **Discipline**

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It is the belief of the Hoffman Estates Park District that discipline should only be used when children are a threat to themselves or others. Methods used to encourage appropriate behavior include positive reinforcement and removal from the group for a short period. Parents will be notified of any significant behavior problems. A meeting will take place with the parents and camp director after repeated incidents. If the behavior is seriously affecting the camp program or the safety of others, parents may be asked to make other arrangements.

## **NWSRA**

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Inclusion assistance is provided by NWSRA (Northwest Special Recreation Association) to those individuals who wish to participate in any Hoffman Estates Park District camp program. When registering, parents should inform the park district of any accommodation needed for their child, to successfully participate in the program. The park district staff will then contact NWSRA for assistance with the accommodation. A two-week notice is appreciated for any reasonable accommodation before the start of the program. There is no guarantee of an aide being provided.

## **Camp Phone Numbers**

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<b>Site</b>	<b>Phone Number</b>
Churchill Explorers	847-561-2238
Lakeview Explorers	847-561-2026
WRC Explorers	224-688-9524
WRC Teen	224-523-2221
Keller STEAM	224-688-0326
Keller Teen	224-688-9525
Keller Sports	847-815-1436
Triphahn Center Front Desk	847-885-7500
Willow Recreation Center	847-885-7500* 440
Seascape Aquatic Center	847-885-7500 *482
Paige Calvey- Program Manager	847-285-5526