



2023
Parent Handbook

Table of Contents

Welcome to Camp	3
Camp Hours.....	3
Contact Info.....	3
General Camp Information	4
Absentee Procedures.....	4
Early/Late Pickups and Drop Offs.....	4
Items to bring/not bring to Camp.....	5
Lunches/Snacks.....	5
Personal Items and Electronic Devices.....	6
Health, Safety, and Medical Information	6
ePact.....	6
First-Aid Procedures.....	7
Sick Procedures.....	7
Environmental/Medication Accommodations.....	7
Medication Procedures.....	7
Allergies/Asthma Procedures.....	7
Inclusion Requests.....	7
Trip Information	8
Field Trips.....	8
Stingray Bay Family Aquatic Center.....	8
Playgrounds.....	8
Behavior Management Policy	9
Code of Conduct.....	9
Discipline Procedures.....	9
Camp Payment Information	10
Summer Camp Tax Invo	11
Summer Camp Checklist	12
Appendices	12
Appendix A - Summer Camp Drop off and Pick up Procedure.....	13
Appendix B - Permission to Dispense Medication Form.....	15
Appendix C - Food Allergy Action Plan Form.....	17
Appendix D - Asthma Action Plan Form.....	19

WELCOME TO HPD SUMMER CAMP!

The summer day camp programs are for school-aged children entering kindergarten through 8th grade. The goal of the program is to provide young people with opportunities to learn and explore in a safe and supervised environment. This program is not licensed or regulated by DCFS.

We provide many hands-on activities, sports, and field trips. We take special care to make sure they are age-appropriate for the children. Flexibility is an essential element of the program. By combining unstructured and structured activities it provides the camper with an opportunity to adapt and explore.

All campers are asked to try new things and then make a choice about whether they like it or not. Children are not forced to participate in activities they do not wish to join. They will be provided with an alternative.

CAMP HOURS

Monday- Friday 8a-5p

Extended AM and PM Care is available at an additional fee.

AM- 7-8a PM- 5-6p

CAMP LOCATIONS

K- 2 nd Grades	HPD REC Center, 12015 Mill St. Entrance
3 rd - 5 th Grades	HPD REC Center, 12015 Mill St. Entrance
Specialty Camps	HPD REC Center, 12015 Mill St. Entrance
Teen Camp	Deicke Building, 11419 S. Rt. 47
CIT	HPD REC Center, 12015 Mill St. Entrance

Please call the Absentee line at (847) 515-2965 if your camper will not be at camp. On field trip days please call ASAP.

Drop off and Pick up times are designated below. If you come after or before those times, please call the camp phone.

Drop Off 8-9a

Pick Up 330p-5p

*These times do not account for AM or PM Care.

Summer Camp Contact Information

Registration Office

Phone: (847) 669-3180 ext. 1

Email: info@huntleyparks.org

Absentee Line; call by 9:00a

Phone: (847) 515-2965

Email: camp@huntleyparks.org

Program Manager

Erin Upshaw

Office: (224) 650-6920

Email: eupshaw@huntleyparks.org

Oversees: All Camps

Recreation Supervisor

Jessica Oddo

Office: (847) 515-2965

Email: joddo@huntleyparks.org

Oversees: All Camps

Onsite Camp Supervisor Phones

Kindergarten-2nd Grades

(847) 652-0426

3rd - 5th Grades

(847) 514-6612

Special Edition Camps

(847) 343-1330

Teen Camp

(847) 344-0746

ELIGIBILITY

Enrollment is open to any child entering Kindergarten through 8th grades provided the individual meets the eligibility requirements of the activity. Children must be potty-trained and must follow the rules of the program. Enrollment will be taken until 2 weeks prior to camp starting or until the program becomes full. Children must meet the appropriate age guidelines of the program and pay the regular fees associated with the program to attend.

WAIT LIST

If the program is full, additional registrations will go on a wait list. If space opens in the program, participants on the wait list will be contacted in the order they have registered.

Because summer camp is used by many parents as childcare, if you are waitlisted, we strongly recommend that you make alternative arrangements, in the case no space becomes available.

GENERAL CAMP INFORMATION

Information Updates

If at any time the participant or parent/guardian's contact or pick up information changes. You need to notify the Camp Supervisor or Recreation Supervisor. Also update this information on your ePACT portal. (see page 7 for details.)

Absentee Procedures

For any absences, please call the **Summer Camp Absentee Line at (847) 515-2965 no later than 9:00am the day of camp.** Please include the following:

1. Your first and last name
2. Your child or children's first and last names
3. What camp they are in

Late Arrivals

Staff will be outside for drop off until 9am, after 9am, please call your specific camp phone when dropping your camper off late to find out where they are located. (*Camp Phone Numbers are on pg #3*)

- Parents/Guardians dropping off will be responsible to personally taking your camper to the location of the camp. (Rec Center, Stingray Bay, Deicke Park are a few examples.)
- If your child will be late on days when a field trip is scheduled, please check your trip listing before bringing the child to camp. Your child's group may have already left on a field trip. If the trip location is nearby, you may be able to drop your child off at that specific location; otherwise, you may need to find other arrangements for your child that day.

Early Pick up

In cases when you may be picking up your camper early, please notify the specific camp. Contact the Camp Supervisor ahead of time if possible.

Late Pick up

Please make sure to pick up your child and have them signed out promptly at the end of their camp day. Camp hours end at 5:00pm. After 5:05pm, parents will be billed for \$1.00 per minute. If your child is staying for Extended PM Care, they must be picked up no later than 6pm. After 6pm, charges will apply.

Participants whose parents are habitually late (more than 5 times) may be removed from the program. Huntley Police will be contacted at 30 minutes late and no communication has been received from parent. If you are going to be late, please call. You can call your camp staff phone, or the Huntley Park District Main Office at (847) 669-3180.

Inclement Weather

Inclement weather is defined as: heavy rain, lightning, thunder, temperature above 92 degrees. We may still go outdoors when temperature is over 92 but only age and activity-appropriate activities will be done outdoors (such as water activities). There is no minimum temperature in which we will not go outside. Have your camper dressed for the weather each day. During inclement weather camp will be moved indoors at the REC Center or Deicke Park Community Room.

Sunscreen

Please apply sunscreen to your camper before she/he arrives each day. Sunscreen is most effective 30 minutes after application. A recommended sunscreen of at least SPF 30 should be provided. Label the can with your camper's name. Children are instructed to apply sunscreen every 2 hours; all breaks are documented. *Staff will assist your child ONLY if asked, and with spray on sunscreen only. Staff WILL NOT apply lotion. Please provide your camper with SPRAY-on sunscreen.

Proper Attire for Camp

Dress to play! Campers will participate in a variety of activities, and they may get a little messy. Dress for the weather. Gym shoes, shorts, pants, and T-shirts are appropriate. Hiking and walking are a regular part of camp, so campers should wear comfortable gym shoes. Please, no sandals (sandals/flip flops okay while at Stingray Bay.) ***Please mark all items with child's name.**

A camp shirt will be provided. Campers are required to wear their camp shirt on field trips.

What to Bring to Camp Each Day

Please pack a sack lunch and a snack each day, lunches WILL NOT be refrigerated. Backpacks are advised to hold lunches, sunscreen, water bottle, insect repellent, etc. Comfortable clothing is a must. A swimsuit and towel should be brought each day for water activities. If your child is going on a field trip with money, we suggest a fanny pack or smaller bag that is easy to carry. Counselors cannot hold onto campers' money. The Park District is not responsible for lost or stolen items.

- ❖ Kindergarten & 1ST graders- Please provide an extra set of clothes in case of an accident. Please put in a large zip lock bag with their first and last name printed clearly.

Lunches/Afternoon Snack

Campers have the option of purchasing lunch/snacks at the concession stand at Stingray Bay after swim hours, 10a-12p on their swim days. If Stingray Bay is closed due to weather, the concession stand will also be closed. There are vending machines available at the REC Center. If sending money, please limit this to \$5-\$10 per camper. Camp staff will not be responsible for lost money.

We provide a snack and beverage every day at approximately 3pm.

Camp is not peanut free. Please indicate that information on your ePACT account and complete an *Allergy Action Form*.

If your child requires medication at mealtimes, you must provide a *Permission to Dispense Medication Form* so staff can monitor and administer medication appropriately. Children may not take medication without this form. Do not send medication with your child.

What not To Bring to Camp

Besides backpacks, swimsuits, and towels, no other fabric items should be brought to camp. Toys are not permitted, and other personal belongings should remain at home as much as possible. Please ask the staff for direction if there is a specific item, you'd like your child to bring.

Personal Items and Electronic Devices

Children that have electronic devices such as tablets, cell phones, and gaming devices, may bring them and it will be up to staff discretion as to what times they may be used. These items may not be shared. Children are responsible for keeping track of their own device. Use of the electronics will be at the staff's discretion.

If your camper is to bring such items, the following rules apply:

1. No chargers allowed. For the safety of the campers, we will not allow them to use electrical outlets during camp.
2. Campers' name should be on everything (device itself, plus games, accessories, cases, etc.)
3. All items must remain in campers' backpack when not in use.
4. Devices and games may not be shared to other campers. To avoid misplaced items, we discourage "sharing."
5. If your child has a cell phone, he/she must keep it in their backpacks. If you need to reach your camper during the day, please contact the camp-specific phone.

Personal Items and Electronic Devices Cont'd

If electronic devices start to cause camp disturbances, staff will evaluate the situation and staff may restrict the use of them for a specified length of time or indefinitely. Personal items should not be brought to camp. Personal items include, but are not limited to the following: skateboards, toys, sporting equipment, pets, or any weapon or violence-related item. Occasionally, the camp will have special days when "special items" are allowed. During those days, campers are responsible for their own belongings. Campers will be required to put their personal belongings in their backpacks when not in use. Remind your child to NOT leave these items sitting out in the open. Please put your child's first and last name on everything. They may only bring essential fabric items such as their towel, a backpack, and a jacket on cooler days.

The Huntley Park District and its staff are not responsible for lost, misplaced, damaged or stolen items.

Bathroom Facilities

Campers will be using the indoor and outdoor public restroom. Children will be sent to the restroom in pairs or groups.

Photographs

Photos and video footage are periodically taken of people participating in Park District activities, attending a class or event, or using District facilities or property. Please be aware that by registering for an activity, participating in an activity, attending an event, or using District facilities or property, you authorize the District to use these photos and video footage for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, social media, and the District's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the District.

Fundraising

Parents are not permitted to solicit goods or services during program hours and/or on Park District property.

Visitors/Parents

Parents and/or visitors are not permitted to remain with their children during camp hours or on field trips. If you have a specific need or request, please speak with your Camp Supervisor.

HEALTH, SAFETY, AND MEDICAL ACCOMODATIONS

ePACT is a tool used by organizations and families to securely collect reliable and up-to-date information for all its members to access quickly and easily in the case of an emergency. The Huntley Park District will be using ePact to gather medical information, emergency contact and alternate pick-up people, swimming ability, Camp sign-in/out and more! An email will be sent out after registration on behalf of the Park District to obtain information.

Your camper cannot start camp without this information completed

First-Aid Procedures

In cases of minor injury, the staff will administer simple first-aid and documented. Parents won't be notified for all minor incidents that occur, staff will treat and resume activities; however, if you ever have any questions about first aid please speak with your Camp Supervisor. Generally, parents will be notified for more serious injuries and illness that interfere with participation for an extended period of time. For more serious injuries requiring medical attention, the staff will call 911 and contact the parent(s) immediately. If neither parent can be reached, the staff will try to reach the emergency contact person specified on the camper's ePACT account.

***Be sure your information in ePACT is up to date.**

Sick Procedures

Please do not send your camper if they are sick. Parents will be called to come pick up their child if the child is vomiting, has a fever, or diarrhea. You must take your child home if they exhibit signs or symptoms of illness or when their needs require prolonged individual staff attention. The staff are required to report any cases of communicable diseases to the local board of health. Such reports shall include the name and home address of any individual in the program known to have or suspected of having a communicable disease. **Please do not send a sick child to camp! If you are not sure please keep your child home and contact your child's physician for additional guidance.**

Please see Appendix A for more information about sick procedures.

Environmental/Medical Accommodation Procedures

Special accommodations include conditions that require emergency medications. This can include, but is not limited to, diabetes or severe allergies of which these conditions require insulin or an Epi-pen. If the request along with all needed documentation is not presented to the Park District in a timely manner, participation within the activity can be delayed or denied. Submit a completed *Permission to Dispense Medication Form*. The Huntley Park District will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important to ensure participation. Please give two weeks to process all accommodation requests.

Medication Procedures

The Huntley Park District recognizes that participants may require the consumption or administration of both prescription and non-prescription medications to maintain health. We require you to fill out the *Permission to Dispense Medication Form* before any medication will be accepted. These forms should be completed before the start of camp and are available online or at the REC Center Front Desk. Medicine should be brought to the REC Center and given to a Camp Supervisor, Youth Coordinator or Program Manager. Do not give medication to the camp counselors. Medication will be secured and administered by the camp staff daily.

Allergies/Asthma

If your camper has a severe allergy (nuts, bee stings, etc.) and/or if there is a prescribed EpiPen, please complete an *Allergy Action Plan*. If your camper has Asthma and may need to use an inhaler at camp, please complete an *Asthma Action Plan*. These forms should be completed before the start of camp and are available online or at the REC Center Front Desk.

Inclusion Request Procedure

If you believe a one-on-one aide is needed to support an individual within a Huntley Park District activity you can indicate that when you register. When registering online you will be asked the question "Does the participant have a special need?" This question is used for a variety of requests including one-on-one aides, medication needs, allergy needs, or other special accommodations. For Summer Camp and Before and After School please indicate this need on your ePact account with more information. An accommodation will be considered after a conversation with the parents of the participant and if necessary medical notes and a formal assessment by our partner agency Northern Illinois Special Recreation Association, may be necessary to determine what sort of accommodation is needed. Supports available can be, but are not limited to a one-on-one aide, sign language interpreter, rule modification, or supply adaptation.

We ask that participants give us at least two weeks prior to the activity starting, more if possible, to best evaluate and accommodate your need. All participants must meet the Essential Eligibility Guidelines explained on the previous page. We offer a recreation-based day camp opportunity. Our staff are trained to assist, redirect, refocus, and help individuals participate in the activities offered in camp. Our staff are not clinically licensed or certified and accommodations are based on the abilities of our staff to work with the needs of the participant. We will work with parents in the initial evaluation and on an ongoing basis if there are concerns about appropriate care. We want to ensure that your

child is in the best place for their respective needs. Unfortunately, depending upon the level of personal care needed, our staff may not be the most qualified for your individual situation.

TRIP INFORMATION

One of the most appealing parts of summer day camp are the various trips and enrichment activities we offer.

Field Trips

A monthly calendar will be available for you. This will include camp activities and field trip info. For safety, **we require that your child wear their day camp T-shirt** on that day so that they will be highly visible. Some of the field trips include lunch and some do not. Most field trips are between the hours of 8:30am-3:30pm. There may be an occasional trip that requires us to return late. Children should be dropped off no later than 15 minutes prior to the departure time.

*You can purchase an extra camp shirt for \$10 at the REC Center Registration Desk.

Swimming at Stingray Bay Family Aquatic Center

PLEASE SEND YOUR CHILD IN THEIR SWIMSUIT ON SWIM DAYS!

All campers will take a swim test with the Stingray Bay staff before being allowed to go in the deep end and diving well. Campers will receive wristbands determining which areas of the pool they can swim.

- **GREEN** wristbands allow campers to swim in all areas, including the diving well and deep end.
- **BLUE** wristbands allow campers to go in zero depth (up to black line) and slides.
- **ORANGE** wristbands allow campers to swim in the zero depth through four feet.

Admittance on waterslides is based on height and swim test results.

Campers will change in/out of swimwear in the REC Center Locker Rooms. Please remember to send a towel and sunscreen with your child. A hat is also advised. Please label both with your child's name. If your child burns easily you might want to consider sending a white T-shirt. Non-swim days may include water activities.

Supervision at Stingray Bay

Camp counselors will be stationed at various locations throughout the facility while the summer day camp is onsite. Campers will be supervised at all times, including locker room usage. Campers will need to notify a counselor when a bathroom break is needed. The counselor will escort campers to and from the family bathroom and/or locker room facilities.

Swim Lessons at Stingray Bay

Summer Camp Participant swim lessons are scheduled from 8-8:30a. You must register for swim lessons separately. You will also need to complete a Camper Participant Transfer Permission Slip, <https://form.jotform.com/HuntleyParks/hpd-camp-participant-transfer-permi>.

You MUST check in with a staff member if dropping off at SRB. The supervisor will be at the front entrance until 7:55a. After that you will need to walk your child into the pool.

Camp Swim Days- Camp swim times will be 10a-12p.

Camp	Days
K-2	T/W/Th
3-5	M/T/W
Teen	M/T/W/Th
Special Edition	M/T/Th

Use of Playgrounds

Huntley Park District has a variety of playgrounds on site at Deicke Park. Campers will use the playgrounds while under the supervision of camp staff. Playgrounds are open to the public and campers will also interact with these children as well.

BEHAVIOR MANAGEMENT

Code of Conduct

All participants are expected to exhibit appropriate behavior. The following guidelines have been developed to help make children's programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff. Any rules, directives, or orders from local, state or federal officials, implemented either temporarily or permanent, for the safety of participants and employees must be followed.

Huntley Park District insists that all participants comply with the following basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers.
2. Follow program rules and take direction from staff.
3. Refrain from using abusive or inappropriate language.
4. Refrain from threatening or causing bodily harm to self, other participants, or staff.
5. Show respect for equipment, supplies and facilities.
6. Not possess any weapons.

Discipline

A positive approach will be used regarding discipline. Staff will review rules with participants during the program. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Huntley Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Procedures

Upon registration or entry into the program, the parent/guardian will be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior-related, the parent/guardian will be contacted for information about any behavior modification programs in place. 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.

If any participant exhibits inappropriate actions, the following guidelines will be followed: Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- First occurrence: Verbal warning
- Second occurrence: Time-out. (Approximately one minute per age.)
- Third occurrence: Loss of Privilege. Conduct Report given. Parent/guardian notified.
- Fourth Conduct Report: A 3-day suspension or removal from the program.

NOTE Any violent, physical or threatening actions may receive an immediate conduct report and may result in a suspension from the program. The Park District reserves the right to suspend/dismiss a participant whose behavior endangers the safety of themselves or others, continues to violate program rules (intentionally or unintentionally) and/or if inappropriate behavior does not stop.

Communication with Camp Staff

We appreciate open communication with parents to avoid any misunderstanding about the goals and expectations of our camp program. Each camp will have a parent communication log that we encourage families to use when relaying important information. We will take this information, and within our policies and procedures, address your concerns and resolve them in a fair and prompt manner.

CAMP PAYMENT INFORMATION

Camp Fees

Camp fees are for each two-week session. Fees are updated for the session that includes the 4th of July. A \$50 non-refundable deposit, per session, is due at the time of registration.

K-5 th Grade-	\$441 Res/\$491 Non-Res
Special Edition-	\$882 Res/\$982 Non-Res (There will be 2 billing cycles- \$441 R/\$491 NR)
Teen-	\$462 Res/\$512 Non-Res
CIT-	\$250 Res/\$300 Non-Res

Vacation Request- *****New Procedure*****

Camps are two-week sessions, to offer some flexibility to families to take a vacation, we will prorate the price for the time missed, up to 2 weeks.

1. Complete the Jot Form including camper information requested.
 - a. To receive your prorated amount due, you will need to submit your request by each monthly due date.
 - i. All June vacation requests must be submitted by May 29.
 - ii. All July vacation requests must be submitted by June 26.
 - iii. All August vacation requests must be submitted by July 24.
 - b. If you submit dates after the above listed. Your billing adjustment will be on next billing cycle.
 - i. The billing cycle listed above.
2. The \$50 deposit is non-refundable and will not be discounted as a part of the vacation prorate.

Payment options are Pay in Full or Installment Billing.

- Installment Billing

If you choose an installment bill, a \$50.00 non-refundable deposit is due upon registration.

Camp fees will be deducted on the Tuesday prior to each camp session start date.

Camper will not be allowed to attend camp if session balance is not paid in full.

Extended Care- AM and PM - *****NEW****Register by day*****NEW*****

Camper must be registered to attend. Your camper must be registered the Tuesday prior to the Session start date.

2205010	Extended AM Care- 7-8a	\$5/\$7 per day
2205020	Extended PM Care- 5-6p	\$5/\$7 per day

The total amount due must be paid upon registration.

Camp Refunds

All cancellations must be made in writing. No verbal cancellations will be accepted. Billing will be stopped when the cancellations are made at least 2 weeks prior to session start date. (camp fee minus \$50 non-refundable deposit, and \$10 processing fee per).

No refunds will be issued after the start of each camp session unless accompanied with a medical note. No refunds or credits will be given for days your child does not attend camp. We are unable to prorate fees for days missed due to illness, vacation, behavior suspensions, etc.

Beyond the Bell and Summer Camp Tax Information

Beyond the Bell and Summer Camp Programs are recreation activities, but depending on your circumstances the cost of the program may qualify as childcare for a tax deduction. If you and your tax advisor decide you can use this, the tax ID number is 36-26-14811. Please retain your receipts for tax purposes. The Huntley Park District does NOT send out a tax statement. If you need a copy of your monthly receipts you may go online and view/print your payment history.

How do I login online? Go to <https://webtrac.huntleyparks.org/wbwsc/webtrac.wsc/wbsplash.html>

1. Enter your Username & Password
2. Scroll over MY ACCOUNT near top of page and click on Childcare Statement (found under Reports)
3. You will see a column of Your Household Receipts with receipt numbers and dates, click to view and print individual receipts.

I do not have a Username or Password, how do I receive one?

- Contact the HPD Registration Office at 847/669-3180 ext. 1 and request to have a username and temporary password emailed to you.



SUMMER CAMP CHECKLIST

Please make sure your camper comes to camp with the following items:

- Backpack
- Beach Towel
- Change of Clothes in Ziploc Bag (Kindergarten & 1st Graders)
- Empty Ziploc/Grocery Bag for Wet Swimsuit on Pool Days
- Gym shoes
- Hat or Visor
- Insect Repellent
- Sack Lunch
- Sunscreen- Spray on ONLY
- Sunscreen stick for their face (optional)
- Snack (some kids need that extra snack)
- Swimsuit- Please have on upon arrival to camp on swim days.
 - Bring daily for water activities.
- Travel size hand sanitizer (optional)
- Water Bottle
- White T-shirt for those who burn easily to wear over swimsuit on swim or water activity days.

**** Everything needs to be labeled with your child's first and last name on it. ****

Writing their name on masking/duct tape with a permanent marker seems to work better than writing the name directly on to the object (water bottle, sunscreen, etc.)