



WEST CHICAGO
PARK
DISTRICT

**Summer Camp
Parent-Participant
Handbook**

2022

Welcome

Our program strives to encourage children ages 3-13 to laugh, make friends, and be active every day! You can be confident your child is in a nurturing environment and being given the opportunity to explore new adventures. We strive to create and foster positive experiences through play and exciting activities.

Our counselors are positive role models whose primary goal is to make each day a special one. Counselors spend time getting to know each child and will always be encouraging and supportive. You can be assured your child(ren) are being cared for by fun, interactive staff.

If at any time you have any questions, comments, or concerns about our program, activities, policies, or personnel please feel free to contact Pam Schiavoni, Recreation Supervisor, at pschiavoni@we-goparks.org.

Program Hours and Location

Camp Keppler will be held at the ARC Center (201 W. National Street) and Camp WeGo will be held at Zone 250 (250 W. National St). Both camps will run from 9:00am-4:00pm. Extended Care is available from 7:00-9:00am and 4:00-6:00pm and will be located at Zone 250.

Camp WeGo Main Site Cell Phone: 331-240-0089

Camp Keppler Site Phone: 630-520-3918

COVID-19 Protocols

The West Chicago Park District (WCPD) is following guidelines and safety protocols from the Illinois Department of Commerce & Economic Opportunity (DCEO), Illinois Department of Public Health (IDPH), Centers for Disease Control & Prevention (CDC), and Park District Risk Management Agency (PDRMA) to minimize the risk to our participants and staff.

Summer Camp participants will be expected to meet expectations while in Camp. Due to WCPD's continual effort to keep our participants safe while in our programs, participants that cannot comply with these expectations will not be able to attend Summer Camp.

Participant Expectations

- Participants must be able to follow and comply with established behavior guidelines, code of conduct, and staff directions without physical intervention.
- Participants must be independent in managing personal care:
 - Toileting
 - Feeding
 - Personal Hygiene
 - Handwashing

WDSRA Inclusion Support

The West Chicago Park District will continue to work cooperatively with WDSRA to provide Inclusion support for participants who register and meet the Participation Guidelines per COVID-19 state mandates. WDSRA will also continue to provide training and guidance for the West Chicago Park District staff. We understand that it may be difficult for participants to get used to the new expectations. To assist participants staff will give verbal reminders throughout the day and when giving activity directions to assist participants in staying safe.

Should a participant continually demonstrate that he/she cannot meet an expectation, even with helpful reminders the participant will receive verbal warnings and a write-up. Parents will be notified of any warnings or write-ups on the day that they occur.

1st Warning-Staff will speak to the participant regarding the importance of our expectations and find ways to assist the child in meeting the expectation.

2nd Warning- Staff will notify the parents that this is the 2nd warning their child is having regarding said expectation and what staff has tried to assist the child. Parents will be reminded of the importance of all children being able to meet these expectations to maintain a safe environment for all.

3rd Warning- The participant will receive a write-up. Parents will be notified that they will need to meet with the Recreation Supervisor and/or Superintendent of Recreation to discuss whether the participant is able to meet our expectations and continue to participate in the program. Staff will communicate verbally and in writing with the parents regarding all warnings and/or a write-up that occur on the day that they occur.

Program Structure

- The Recreation Supervisor will be the designated staff responsible for responding to all COVID-19 concerns and will maintain attendance logs of participants.
- Summer Camp will emphasize outdoor, activities as much as possible.
- Participants and staff will sanitize hands regularly.
- Counselors will supervise campers when using hand sanitizer.
- Camp staff will modify traffic flow to minimize contact with other patrons within the ARC Center. Participants will enter and exit through a front hallway door instead of the general entrance and exit used by other patrons.
- When able, staff will do their best to eliminate common touchpoints by propping doors, using touchless door pulls, or having counselors hold doors for campers.
- If emergency care is needed, staff will follow normal CPR/AED or First Aid procedures while wearing a mask and gloves.

Supplies

- Campers will be given a basket to keep personal belongings separate from other camper's belongings.
- Belongings should be labeled with camper's first and last name.
- Belongings should be taken home each day to be cleaned.
- Campers will need to supply and apply their own sunscreen. Camp staff will not be able to assist campers with application of their liquid sunscreen. Staff suggest that children bring spray-on sunscreen.
- Campers may NOT bring toys, games, or any other items from home.

Activities

- Summer Camp will be outdoors whenever possible.
- If it is unsafe for kids to be outdoors, Summer Camp will be conducted indoors.
- Activities requiring physical exertion and/or exertion of voice will take place outdoors.

Zero Tolerance Behaviors

For the safety of participants and staff, the West Chicago Park District will take a "zero tolerance" standpoint on the following behaviors:

- Spitting
- Hitting
- Biting
- Eloping

Parents will be called immediately, and the child will need to be removed from Camp for the day. Parent(s) and staff will meet to discuss whether the camper is able to safely participate in the program. If the behavior happens a second time, the child will be suspended from Summer Camp for the remainder of the Summer.

Disinfectant and Cleaning Guidelines

- Cleaning and disinfecting will be conducted in compliance with CDC protocols.
- The West Chicago Park District has made hand sanitizer stations available to participants throughout the ARC Center. Camp Counselors will supervise children when using sanitizer.

Camp Staff

Summer Camp activities are under the administration of the West Chicago Park District's full time Recreation Supervisor and Camp Director who oversee all camp counselors and day-to-day operations. Camp Counselors lead and implement daily activities.

Camp Keppler

Week	Dates	Weekly Fee	Daily Fee	Reg. Code	Reg. Deadline
Week 1	June 6 – 10	\$165/\$197	\$50/\$60	606010-01	5/30
Week 2	June 13 – 17	\$165/\$197	\$50/\$60	606010-01	6/6
Week 3	June 20 – 24	\$165/\$197	\$50/\$60	606010-01	6/13
Week 4	June 27 – July 1	\$165/\$197	\$50/\$60	606010-01	6/20
Week 5	July 5 – 8	\$165/\$197	\$50/\$60	606010-01	6/27
Week 6	July 11– 15	\$165/\$197	\$50/\$60	606010-01	7/4
Week 7	July 18 – 22	\$165/\$197	\$50/\$60	606010-01	7/11
Week 8	July 25 – 31	\$165/\$197	\$50/\$60	606010-01	7/18
Week 9	August 1 – 5	\$165/\$197	\$50/\$60	606010-01	7/25
Week 10	August 8 – 12	\$165/\$197	\$50/\$60	606010-01	8/1
Week 11	August 15 – 19	\$165/\$197	\$50/\$60	606010-01	8/8
Week 12	August 22-26	\$165/\$197	\$50/\$60	606010-01	8/15
Week 13	August 29 – Sept 2	\$165/\$197	\$50/\$60	606010-01	8/22

*Fees are structured as Resident/Non-Resident

Camp WeGo

Week	Dates	Weekly Fee	Daily Fee	Reg. Code	Reg. Deadline
Week 1	June 6 – 10	\$165/\$197	\$50/\$60	606012-01	5/30
Week 2	June 13 – 17	\$165/\$197	\$50/\$60	606012-01	6/6
Week 3	June 20 – 24	\$165/\$197	\$50/\$60	606012-01	6/13
Week 4	June 27 – July 1	\$165/\$197	\$50/\$60	606012-01	6/20
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Camp Sessions & Payment Policy

Payment Policy

The registration deadline for each Summer Camp session is the Monday prior. For your child to participate in Camp, registration must be completed online or in person at the ARC Center. Summer Camp Counselors cannot accept payments.

EFTs

Electronic Fund Transfers (EFTs) will be automatically charged to a credit or debit card that the Park District has on file. EFTs will be run on the 1st and 15th of each month, and cannot be reversed once a charge has been made. If an EFT payment is declined, an alternate form of payment must be received by the Park District office by the Thursday prior to the Camp session begin date. Repetitive EFT declines will result in removal from the EFT program. Camp payments can be made in person at the ARC Center.

Withdrawals/Transfers

Full refunds will be provided when a refund request form is submitted at least two week prior to the camp session beginning. We request as much notice of cancellations as possible, as we purchase supplies, schedule staff, and pay for special events in advance.

Arrival & Dismissal

- Parents will enter the Zone 250 or ARC Center parking lot and park in a parking space.
 - Parents must park in a parking space and may NOT begin a line in front of the in the No Parking zone, these are fire lanes and you will be ticketed.
- Parents will call the site phone (331-240-0089 Camp WeGo; 630-520-3918 Camp Keppler) when they arrive, and a staff member will meet the parent and child outside Zone 250 or at ARC Door 2 for drop off.
- Upon pick-up, the parent will call the site phone (331-240-0089 Camp WeGo; 630-520-3918 Camp Keppler) and their child will be brought to the door. A staff member will sign that the child was delivered to their parent. IDs will be checked daily for every person picking up a child.
- If a different person is picking up your child, please remind them that they will **need** a picture ID to be allowed to pick up the child.

Late Pick-Up Fee

A \$20 fee, plus \$1 per minute late will be charged when a child is picked up late. This fee must be paid online or in person at the ARC Center within two days. If you are going to be late, a courtesy call would be greatly appreciated although will not exempt you from the late fee.

Hours of Operation

Summer Camp: 9:00am-4:00pm

AM Extended Care: 7:00am-9:00am

PM Extended Care: 4:00pm-6:00pm

Illness

The West Chicago Park District will be strictly enforcing our "sick child" policy. If your child is experiencing ANY symptoms of COVID-19 or other illness, please do not bring them to Summer Camp.

Participants should be kept home if they exhibit any of the following symptoms:

- Fever
- Coughing
- Diarrhea
- Vomiting
- Rash
- Discharge from Nose, Ears, or Eyes

A sick participant should stay home:

- Until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared.
OR
- Until they have had 2 negative COVID-19 tests in a row at least 24 hours apart.

For a participant to return to Camp earlier, they must have a note from their doctor. The West Chicago Park District and their staff will maintain confidentiality regarding any sick child, but will notify the local health agency should a child test positive for COVID-19.

Illness During Camp

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

- The Recreation Supervisor will designate an area (room) separate from others for anyone who exhibits COVID-like symptoms during Camp hours to isolate from others before being picked up to leave.
- The sick participant's parent or another adult designated by the parent will pick-up the sick child as soon as possible.
- Parents are urged to have additional designated adults for pick-up in case of illness.
- Parents of any child(ren) who have been in close contact, 6 feet or less for 15 minutes or more, of a participant or staff member testing positive for COVID-19 will be notified by letter that their child has been exposed to a sick child or staff member and they should watch for symptoms.

Medication

Campers requiring any type of medication must have a signed medication consent form on file. These forms are available upon request. Medication cannot be administered without the consent form. If your child is taking medication, it 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 given to the Recreation Supervisor upon the child's arrival at Camp. All medication is kept in a safe and secure location.

Medical Emergencies

All camp staff are CPR and First AID certified. In the event of a serious injury that requires more than basic first aid, the following steps will be taken:

- Staff calls EMS (Emergency Medical Services)
- Parent or Guardian is Contacted (or Listed Emergency Contact)
- If necessary, Paramedics will Transport Participant to Nearest Hospital – Accompanied by WCPD Staff

Parent/Guardian is responsible for any emergency medical charges. Park District staff are not permitted to transport injured parties in Park District or personal vehicles.

What to Bring to Camp

Most activities have been planned for the outdoors, so it is important that children are prepared. Gym shoes are required, and comfortable clothing is recommended. For the safety of all, heeled shoes are not permitted in Camp. All children must be completely toilet trained and out of pull-ups. We understand that accidents happen, so we encourage parents to send an extra pair of clothes to camp.

All campers should bring a nut-free lunch, two nut-free snacks, refillable water bottle, sunscreen, towel, change of clothes, gym shoes, and backpack. Please mark child's name clearly on all belongings.

Lunch, Snacks, and Drinks

- A nut-free lunch and two nut-free snacks should be brought from home in single-use containers to be thrown away after each meal.
- Individually wrapped spare meals are used for when a camper forgets their lunch, and will be stored in a communal refrigerator. Parents will be charged \$5.00 for a spare lunch.
- Campers will not be allowed to share food.
- Snacks provided by Summer Camp will be pre-packaged and only handled by staff.
- Reusable dishware, except for refillable water bottles will not be allowed. All dishware should be single use and disposed of after each use.
- Water fountains will NOT be used by campers.
- Campers need to bring a labeled refillable water bottle that will be filled at a touchless water bottle refill station.

- If a child forgets or loses their refillable water bottle, they will be given a sealed, single-use bottle of water and parents will be charged \$1.00.

What NOT to Bring to Camp

Campers may NOT bring toys, games, or any other items from home except a towel, change of clothes, and refillable water bottle. All electronics are to be left at home. If your child does bring an electronic device (including cell phones), we will ask them to shut it off and put it away. West Chicago Park District staff are not responsible for any lost or stolen items. If an electronic item is out, it will be taken and put in a locked cabinet until the parent/guardian arrives to receive the item.

*Cell phones are not permitted at Camp unless they are needed for medical purposes.

Swimming and Water Activities

Turtle Splash Water Park staff are creating plans in hopes of a “splash-tastic” 2022 season! The opening of Turtle Splash Water Park is dependent of IDPH and other state regulations. More information on water activities including field trips to Turtle Splash Water Park will be released as it becomes available.

Sunscreen

Sunscreen is required daily for Camp. Campers will be participating in outdoor Camp activities. Camp staff will be unable to assist in applying liquid sunscreen. If your child needs assistance, please send spray on sunscreen. A sunscreen permission slip must be signed before camp staff can assist your child in applying spray on sunscreen. We encourage parents to apply sunscreen to their child(ren) before they come to Camp. Campers must bring their own sunscreen from home daily for reapplying.

Field Trips

In addition to in-house field trips, there will be 3 outside field trips for 2022. Plans are being finalized and information is forthcoming. All camps rules apply while participating in off-site activities.

Turtle Splash Water Park

Campers will attend field trips to Turtle Splash Water Park as outlined on our camp calendars. Campers eat snack before going to the pool and lunch upon returning from the pool. Campers will not be allowed to purchase concessions.

Behavior Guidelines and Discipline

It is the belief of the West Chicago 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 of time. Parents will be notified of any behavior problems. A meeting will take place with the parent(s) and Recreation Supervisor after repeated incidents. If behavior is seriously affecting the Summer Camp program or the safety of others, parents may be asked to make alternate child care arrangements.

If a child physically or verbally abuses a staff member or another camper, the child's parent(s) will be called immediately, and the child will need to be picked up and will serve an immediate suspension from the program.

The following incidents will be cause for a child to be picked up immediately and will serve an immediate suspension from the Summer Camp program:

- Any Negative Physical Contact
- Stealing
- Intentionally Destroying Park District Property
- Entering Restricted Areas
- Disrespect Towards Staff
- Foul or Abusive Language
- Bullying
- Bringing Weapons (Real or Fake) to Summer Camp

Code of Conduct/Camper and Parent Responsibilities

To ensure an enjoyable and safe program for all participants, the following behavior code has been developed:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take directions from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, staff, and volunteers.
4. Show respect for equipment, supplies, and facilities.

Additional rules are developed for specific programs as deemed necessary by staff. The behavior required of participants and stated in the policy listed above applies to all parents, friends, relatives, or others accompanying the participants to any Park District program. The West Chicago Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Parent Responsibilities

- Communicate child's needs with Summer Camp staff.
- Communicate any changes that pertain to child with Summer Camp staff.
- Ensure all participant information forms are filled out accurately through ePact prior to the first day of Summer Camp. No participant will be allowed to attend if these forms are not completed prior to Camp.

Camper Responsibilities

- Be Respectful
- Be Responsible
- Be Safe
- Have Fun!