



WEST CHICAGO  
**PARK**  
**DISTRICT**

**Summer Camp  
Parent-Participant  
Handbook**

**2024**

## 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](mailto:pschiavoni@we-goparks.org) or (630)231-9474.

## Program Hours and Location

---

Camp Keppler will be held at the ARC Center in Room 107 (201 W. National Street) and Camp WeGo will be held at Zone 250 (250 W. National St). Both camps will run from 9:00am-3:30pm. Extended Care is available from 7:00-9:00am and 3:30-5:30pm and will be located in TreeTop Escape in the ARC Center.

**Camp WeGo Main Site Cell Phone: 630-520-3918**

**Camp Keppler and AM/PM Extended Care Site Phone: 331-240-0089**

## Program Structure

---

- Summer Camp will emphasize outdoor activities as much as possible.
- If it is unsafe for kids to be outdoors due to extreme heat, stormy weather conditions, or unsafe air quality, Summer Camp will be conducted indoors.
- Special themes and activities have been planned by our camp directors to keep campers engaged, having fun, being active and enjoying their days.
- Camps will be separated into smaller groups by age and will rotate through different activities, games, crafts, sports and free time and much more!

## Supplies

- Campers should bring a backpack to camp everyday large enough to fit their lunch and all their belongings.
- Belongings should be labeled with camper's first and last name.
- Campers will need to supply and apply their own sunscreen. Camp staff will not be able to assist campers with the application of their liquid sunscreen. We suggest that children bring spray-on sunscreen.
- Campers may NOT bring electronics, toys, games, money, or any other items from home.

## **Camp Staff**

---

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

## **Camp Sessions & Payment Policy**

---

### *Payment Policy*

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

Payment must be received prior to the week your child attends camp. Failure to make payment will result in your child not being permitted to attend camp.

### *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 1<sup>st</sup> and 15<sup>th</sup> of June, July and August, 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.

Payments will charge as follows:

June 1<sup>st</sup>: Weeks of June 3<sup>rd</sup> and June 10<sup>th</sup>  
June 15<sup>th</sup>: Weeks of June 17<sup>th</sup> and June 24<sup>th</sup>  
July 1<sup>st</sup>: Weeks of July 1<sup>st</sup> and July 18<sup>th</sup>  
July 15<sup>th</sup>: Weeks of July 15<sup>th</sup>, July 22<sup>nd</sup> and July 29<sup>th</sup>  
August 1<sup>st</sup>: Weeks of August 5<sup>th</sup> and August 12<sup>th</sup>  
August 15<sup>th</sup>: Week of August 19<sup>th</sup>

If registered for the bulk "Full Summer" 8 week rate from June 17-August 9<sup>th</sup> charges will be 4 equal installments on June 15<sup>th</sup>, July 1<sup>st</sup>, July 15<sup>th</sup> and August 1<sup>st</sup>.

### *Withdrawals/Transfers*

Full refunds will only 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. Cancellations will only be done for full weeks as they match your 2-day, 3-day or 5-day registration. There will be no partial week refunds given. This request must be made via email to [pschiavoni@we-goparks.org](mailto:pschiavoni@we-goparks.org).

## Arrival & Dismissal

---

- Parents are required to escort campers to and from their camp location and will be expected to sign their child in/out of camp using our ePact app.
- Parents will enter Zone 250 or the 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 building in the No Parking zone, these are fire lanes and you will be ticketed.
- If arriving after 9:30, parents should call the site phone (630-520-3918 Camp WeGo; 331-240-0089 Camp Keppler) upon arrival, and a staff member will direct you where to drop off in the event campers have left their homebase site for activities in different locations.
- Camp WeGo will be back at Zone 250 (630-520-3918) or Camp Keppler in Room 107 in the ARC (331-240-0089) by 3:00 everyday. If picking up before 3:00, please call the site phone to let counselors know you are early.
- The adult picking up from camp should have the ePact app ready to be scanned and be prepared to have their ID checked if asked.
- If a different person is picking up your child they must be listed as an approved Pick Up Person on the ePact app. Please remind them that they will need a picture ID to be allowed to pick up the child and sign him/her out of camp.

### *Extended AM/PM Care*

Extended care will take place in TreeTop Escape in the ARC Center. Only campers registered for these programs may participate. Campers registered for extended care will be escorted to and from TreeTop Escape by our counselors to/from Camp WeGo or Camp Keppler.

If your child is only registered for 9:00am-3:30pm, he/she may not be dropped off before 8:55am and must be picked up by 3:30.

### *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-3:30pm

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

PM Extended Care: 3:30pm-5:30pm

## **Health & Safety**

---

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 of illness 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.
- Participants must be independent in managing personal care:
  - Toileting
  - Feeding
  - Personal Hygiene
  - Handwashing

## **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 24 hours (without fever-reducing medication) and other symptoms have improved. In the event of a positive COVID-19 test, participants and staff must not return to camp until at least 5 days have passed since the positive test result.

### *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 separate from others for anyone who exhibits flu or 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 on the ePact app will pick-up the sick child as soon as possible.
- Parents are urged to have additional designated adults for pick-up and listed on ePact in case of illness.

### *Medication*

Campers requiring any type of medication must have a signed medication consent form on file. These forms are available in your initial camp welcome email as well as 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 and is not to be carried in the camper's backpack unless there is a plan in place and written agreement with the West Chicago Park District.

### *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.

### **Camp Shirts**

---

Your child will receive an orange summer camp shirt to be worn every Tuesday and Friday. Additional mandatory camp shirt days, if any, will be notified through email. Please label their shirt inside the collar as lost shirts will incur a \$10.00 fee to be replaced.

### **Swim Shirts**

---

We will provide swim shirts for campers to wear for every visit to Turtle Splash. These will be handed out to campers as we get ready to go to the pool each visit and collected and laundered for the next pool day. Swim shirts are available for purchase for \$20.00 if you would like your child to have their own to keep and bring with them every pool day. Please email [pschiavoni@we-goparks.org](mailto:pschiavoni@we-goparks.org) if you would like to purchase a swim shirt. For safety, all campers must wear a West Chicago Park District issued swim shirt while at the pool.

### **Swimming and Water Activities**

---

Turtle Splash Water Park staff are creating plans in hopes of a "splash-tastic" 2024 season! Our planned pool days are Mondays and Thursdays from June 10-August 8, 2024. In the event we are unable to visit the pool due to weather or other unforeseen pool closures, swimming will not be rescheduled/compensated.

## **Field Trips**

---

In addition to in-house field trips, Camp WeGo is scheduled to take 3 outside field trips for 2024. All camps rules apply while participating in off-site activities. Camp Keppler will participate in special in-house activities on these days. Please refer to the activity calendars for the most up-to-date information.

## **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 or wheeled 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 which campers should be able to change independently.

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

Campers must wear (or pack) socks for play in our indoor playground, TreeTop Escape. If your child does not have socks they will be provided at a cost of \$3/pair which will be added to your household account.

### *Lunch, Snacks, and Drinks*

- All campers should bring a nut-free lunch, two nut-free snacks, refillable water bottle. 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.
- Campers need to bring a labeled refillable water bottle that will be filled at a 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.

### *Vending Machines*

Both the ARC Center and Zone 250 are equipped with vending machines that have snacks and beverages. Campers should only make purchases when parents are present at drop-off or pick-up. Campers should not bring money to purchase items throughout the camp day.

### *What NOT to Bring to Camp*

Campers may NOT bring toys, games, money, 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\* or cameras), 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.

## **Lost and Found**

Lost items will be placed near the entrance to each camp. Please check it periodically throughout the summer. Anything left the week after camp is over will be donated or thrown away.

## **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 – please label the can or bottle with your child’s name.

## **WDSRA Inclusion Support**

---

The West Chicago Park District will continue to work cooperatively with WDSRA to provide Inclusion support for participants who register and request 1:1 support. Request for support was due May 1<sup>st</sup>, 2024 to guarantee support, but we will accept requests as they come in and your child will be placed on their waitlist. WDSRA will also continue to provide training and guidance for the West Chicago Park District staff.

## **Behavior Guidelines and Discipline and Zero Tolerance Behaviors**

---

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 childcare 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.

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

- Any Negative Physical Contact (hitting, biting, spitting, etc.)
- 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
- Eloping



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 written warnings which could lead to a write-up and suspension from the program. Parents will be notified of any warnings or write-ups on the day that they occur and will sign the written notification.

1st Written 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 Written Warning- Staff will notify the parents that this is the 2nd written 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 and 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.

Write-Up – Upon a 3<sup>rd</sup> instance of a camper failing to follow our code of conduct, the participant will receive a write-up. Parents will be notified, and the camper will be suspended for our program for one day. Upon receiving a 3<sup>rd</sup> write-up, the camper will be removed from our program.

West Chicago Park District reserves the right to forego the above-mentioned steps or write-ups and dismiss a participant whose behavior endangers his or her own safety or the safety of others.

### **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.

### *Parent Responsibilities*

- Communicate child's needs or pertinent changes 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.
- Check your camp registration to ensure all desired weeks are enrolled. On your park district household account, under "History & Balances" select "My history". Enter item begin date 6/3/24 and item end date 8/23/24. Verify the list is correct. If your child is not registered, he/she will not be on the attendance sheet and will not be able to be dropped off for camp.
- Ensure billing information is correct and payments are kept up to date.

### *Camper Responsibilities*

- Follow our Code of Conduct and the Rules within our camps
- Be Respectful
- Be Responsible
- Be Safe
- Have Fun!