



*Summer*  
**CAMP**

*Family Handbook*  
**2020**

Welcome to the summer camp season. The following information will be used throughout the summer and should be saved as a reference. Should you have any questions or concerns, please contact the Recreation Supervisor.

## Camp Sessions

Enrollment in any session of day camp does not guarantee participation in additional sessions. The deadline to register for camp is 9 pm on the Tuesday before camp starts. Register early!

## Camper Paperwork

Children enrolled in camp must have the following paperwork on file. Forms are available online at [www.vhparkdistrict.org](http://www.vhparkdistrict.org).

- Child Data Form - Summer Camp
- Walking/Biking Waiver (If Applicable)
- Food Allergy & Anaphylaxis Emergency Care Plan (If Applicable)
- Medication Dispensing Form (If Applicable)

All forms should be completed accurately and thoroughly and submitted electronically to **[campforms@vhparkdistrict.org](mailto:campforms@vhparkdistrict.org) by 9 pm on the Tuesday before camp begins**. Your child will not be able to start camp without paperwork on file. Any necessary medication must be submitted in person to the Camp Director on the first day of camp.

## Camp / Location / Supervisor

Action! Camp	Cynthia Peterson Park - 200 Hawthorn Parkway	A. Swain
Explorers Camp	Sullivan Community Center - 635 N. Aspen Drive - Preschool Room C	J. Freels
Extended Day Camp AM & PM	Sullivan Community Center - 635 N. Aspen Drive - Meeting Room C	A. Swain
S.T.E.A.M. Camp	Sullivan Community Center - 635 N. Aspen Drive - Preschool Room A	J. Freels
Girlfriends Camp	Sullivan Community Center - 635 N. Aspen Drive - Meeting Room C	J. Freels
Helping Hands	Sullivan Community Center - 635 N. Aspen Drive- Meeting Room A	A. Swain
Kid Zone Day Camp	Aspen Elementary School - 500 N. Aspen Drive	A. Swain
Last Blast Day Camp	Sullivan Community Center - 635 N. Aspen Drive - Community Room	J. Freels
Little Giants Camp	Deerpath Park (Warrington Shelter) - 299 Onwentsia Road	J. Freels
Junior Crew Camp North	Century Park Pavilion - 1401 Indianwood Drive	J. Freels
Junior Crew Camp South	Hartmann Park Pavilion - 292 Oakwood Road	J. Freels
Road Trip Camp	Sullivan Community Center - 635 N. Aspen Drive	A. Swain

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All vehicles must be parked in a legal parking space. It is not permissible to stop, park, or drop off in the fire lane. Parking regulations will be monitored and strictly enforced; your cooperation is appreciated as it helps maintain a safer environment for all patrons and campers.

## 2020 Camp Directors

Our camp staff is looking forward to providing your child with a positive and rewarding camp experience. We hope to establish mutual relationships with each child and family.

To reach camp staff, please call the Camp Director. Outside of camp hours, please contact the Recreation Supervisor. Remember that drop off and pick up times are very busy; please be patient when approaching camp staff with questions/concerns. If you are rushed for time, you may submit your concerns in writing and staff will contact you by phone later in the day. Camp Director contact information is posted online on the first day of camp.

<b>Action! Camp</b>	TBA
<b>Explorers Camp</b>	TBA
<b>Extended Day Camp AM &amp; PM</b>	TBA
<b>Girlfriends Camp</b>	TBA
<b>Helping Hands</b>	TBA
<b>Junior Crew Camp North</b>	TBA
<b>Junior Crew Camp South</b>	TBA
<b>Kid Zone Day Camp</b>	TBA
<b>Last Blast Day Camp</b>	TBA
<b>Little Giants Camp</b>	TBA
<b>Road Trip Camp</b>	TBA
<b>S.T.E.A.M. Camp</b>	TBA

## Arrival/Dismissal Procedures

Arrival activities are an important component of the daily schedule. Arriving promptly to camp ensures that your child can fully participate in the arrival sequence and also reduces disruptions. Camp staff will begin greeting campers promptly at the camp start time.

Children must be picked up promptly at the end of camp by a parent/guardian or an authorized individual. Authorized individuals must be listed on the Child Data Form. A written notification will serve as a temporary update to the Child Data Form; however, staff are unable to alter pick-up arrangements on verbal requests alone. Identification is required to pick up your camper at the end of each day.

All campers must be signed-in and out by a parent/guardian or an authorized adult each day. If your child is walking or biking to/from camp, you must submit a Summer Camp Walking/Biking Waiver. Campers with a Summer Camp Walking/Biking Waiver will sign themselves in/out at the beginning/end of each camp day.

## Absences

Please call the Camp Director to report your child's absence prior to the start of the camp day.

## Daily Schedule

Campers participate in arts & crafts, sports & games, activities, a weekly field trip\* and recreational swimming at the Family Aquatic Center\*\*. In the event of inclement weather, camp activities will move indoors. Alternate camp activities or field trips may be scheduled if the weather is inclement on pool or field trip days. Refer to your camp calendar/newsletter for camp activities and special event details.

\* Explorers Camp / Kid Zone / S.T.E.A.M. Camp not included. \*\* S.T.E.A.M. Camp not included.

## Pool Days / 2020 Swim Tests

Most camps visit the Family Aquatic Center for lunch and recreational swim. You may choose to send a Coast Guard approved life jacket with your child on scheduled pool days.

Campers are required to pass a basic swim test to be able to swim at the Family Aquatic Center.\* Parents are strongly encouraged to have their camper participate in our swim test prior to the start of camp.

Swim tests are offered at the Family Aquatic Center on **June 5 from 4-6 pm** or **June 6 from 9-11 am**. Swim tests will also be conducted on the first camp pool day; however, children will miss a portion of their recreational swim time.

Based on the swim test results, each child is assigned a wristband color. Campers must wear their assigned swim wristband while at the pool.

\* Explorers Camp / S.T.E.A.M. Camp not included.

### Family Aquatic Center - Camp Schedule

Action! Camp	Tuesdays/Thursdays
Explorers Camp	Mondays (pool) / Wednesdays (sand play)
Extended Day Camp AM & PM	N/A
Girlfriends Camp	Tuesdays/Fridays
Helping Hands	Wednesdays/Fridays
Junior Crew Camp North	Mondays/Wednesdays
Junior Crew Camp South	Mondays/Wednesdays
Kid Zone Day Camp	Tuesdays/Thursdays
Last Blast Day Camp	Varies - See Camp Calendar
Little Giants Camp	Tuesdays/Thursdays
Road Trip Camp	Wednesdays/Fridays
S.T.E.A.M. Camp	N/A

### Pool Day Camp Lunch Option

A lunch option is available on pool swim days.\* Children may register to receive lunch provided by Bo-Bo's Poolside. In the event of inclement weather, lunch will be delivered to the campsite. The deadline to register for the Camp Lunch Option is 3pm on the Sunday before camp starts.

\* Explorers Camp / S.T.E.A.M. Camp not included.

### Behavior Management Techniques

Camp staff implement a variety of positive guidance strategies including modeling skills, offering choices, employing redirection, altering the environment, and reflection. All behavior management strategies are suggested to the children in a gentle, positive, and discreet manner.

If inappropriate or unacceptable behavior occurs, prompt resolution will be sought and the Behavior Code of Conduct will be used as a guideline. The Park District reserves the right to remove a participant whose actions endanger the safety of himself or others.



# Summer CAMP

## Daily Supply Checklist

### Sun Protection

Apply sunscreen *before* camp. Campers will have opportunities to reapply sunscreen (provided by the parent/guardian) by themselves throughout the day. Staff will assist children with applying sunscreen to their faces and backs if needed. Hats and sunglasses provide additional protection from the sun.

### Water Bottle

Send a reusable water bottle labeled with your child's name to camp each day to help ensure that your child stays hydrated.

### Gym Shoes and Socks

Gym shoes are recommended to permit full participation in camp activities; avoid sandals, flip-flops, cleats, etc. Flip-flops/sandals are acceptable on pool days.

### Comfortable Clothing / Camp T-Shirts

Children should dress in comfortable, washable clothing as many camp activities are messy. Elementary school age campers receive a camp t-shirt that must be worn on field trip days.

### Swimsuit and Towel / Coast Guard Approved Life Jacket (Optional)\*\*

Pack a swimsuit and small towel everyday. Children will participate in impromptu water activities throughout the summer and will also visit the Family Aquatic Center on scheduled pool days. Life jackets are available at the Family Aquatic Center if needed. See camp calendar for details.

\*\* S.T.E.A.M. Camp not included.

### Snack / Lunch

Pack a small healthy snack to be enjoyed throughout the day.\* Pack a nutritious sack lunch everyday to fuel your camper for our exciting activities. Snacks/lunches cannot refrigerated. An insulated lunch bag and ice pack is strongly encouraged; avoid perishable items. A lunch option is available on pool swim days.\* Children may register to receive lunch provided by Bo-Bo's Poolside. In the event of inclement weather, lunch will be delivered to the campsite.

\* Explorers Camp / S.T.E.A.M. Camp not included.

### Backpack

Each child should bring a backpack or bag labeled with his/her name. *Note: Turn in any paperwork or notes directly to the Camp Director. Staff do not check camper backpacks for such items.*

### *Label All Personal Belongings*

Staff/Volunteers are not responsible for lost/stolen money, valuables, or personal items.

Cell phones must remain in camper's backpack and cannot be used during camp hours.

All other personal toys, games, electronics, and items of high importance or value should remain at home.

## **Health Policy**

To maintain a healthy camp environment, keep your child home if they have experienced any of these symptoms within the past 24 hours: sore throat, cough, runny nose, rash, diarrhea, nausea, vomiting, fever, earache, or any communicable disease. All children must be symptom-free within 24 hours of attending camp.

To report an absence, contact your Camp Director and leave a voicemail or message for the camp staff. Parents/guardians whose children develop communicable diseases; i.e. chicken pox, head lice, pertussis, etc. are asked to notify the Recreation Supervisor as soon as the child is diagnosed. The name of the affected child is not released; however, parents are notified of the occurrence of a contagious illness. A doctor's note may be required for your child to return to camp.

Should a child become ill at camp, parents/guardians will be notified immediately so that the child can be picked up as soon as possible. If we cannot reach a parent/guardian, the emergency contact will be called.

## **Medication**

We make reasonable accommodations in our programs and camps for individuals with disabilities, including staff dispensing or administering medication in appropriate instances. All requests for medication dispensing or administration will be evaluated on a case-by-case basis by the Park District.

Whenever possible, medications should be dispensed or administered by parents or guardians before or after programs and camps. Please note that the Park District does not have medical providers (e.g., licensed medical professionals such as doctors, nurses, etc.) on staff. In some circumstances, the administration of medication cannot be performed by Park District staff because of specific and/or complex physician or manufacturer instructions, because a request requires medical diagnosis or judgment from our lay staff, and/or because the medication requires invasive procedures.

Your request for medication dispensing/administration will be reviewed on a case-by-case basis and assigned staff will follow-up with you regarding any questions or regarding any request that cannot be accommodated, including providing you with the reasons the request(s) cannot be accommodated.

If there is a need for the dispensing/administration of medication during a minor's participation in a District program, the parent/guardian should follow the steps outlined in the Medication Dispensing/Administration Information and Process for Parents and Legal Guardians Form available online at [vhparkdistrict.org](http://vhparkdistrict.org).

If you have questions or need further assistance, please contact the District's ADA Compliance Officer at (847) 996-6802.

## **Food Allergies**

Indicate your child's food allergies and/or dietary restrictions on your Child Data Form. Notify the Camp Director of any food allergies and/or dietary restrictions. If your child has food allergies, a Food Allergy & Anaphylaxis Emergency Care Plan signed by the child's physician must be submitted prior to participation.

## **Inclusion Services**

The Vernon Hills Park District is committed to promoting and encouraging positive interactions among participants with and without disabilities. Staff members are available to assist participants with reasonable accommodations needed for success in and enjoyment of our programs in accordance with the Americans with Disabilities Act. Once registered, contact the Recreation Supervisor at least five days prior to the start of camp to discuss your child's special needs. Should a request for inclusion services arise throughout the year, please contact the Recreation Supervisor as soon as possible. The Vernon Hills Park District works together with SRACLC (Special Recreation Association of Central Lake County) to provide additional services for children identified with special needs.

If you have questions or need further assistance, please contact the District's ADA Compliance Officer at (847) 996-6802.