



# Summer CAMP

*Family Handbook 2023*



## 2023 Camp Season

Welcome to the 2023 summer camp season. The Vernon Hills Park District is pleased to provide a variety of safe summer day camp experiences for the children of our community.

The following information will be used throughout the summer and should be saved as a reference. Updates will be made to our Summer Camp Family Handbook as necessary as guidelines/recommendations change. **Last updated: June 1, 2023.**

Should you have any questions or concerns, please contact the Recreation Supervisor.

**Julie Freels, CPRP**  
Recreation Supervisor  
julief@vhparkdistrict.org  
(847) 996-6808

**Anna Swain**  
Recreation Supervisor  
annas@vhparkdistrict.org  
(847) 996-6805

### Camp / Location / Supervisor

Art Sparks Camp	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Adventure Day Camp	Century Park Pavilion - 1401 Indianwood Drive	Julie Freels
Counselor-In-Training	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Enchanted Prince & Princess Camp	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Extended Care	Sullivan Community Center - 635 N. Aspen Drive	Anna Swain
Kid Zone 1/2 Day Camp	Townline Elementary School - 810 N. Aspen Drive	Anna Swain
Last Blast Camp	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Preschool Camp	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
STEAM Camp	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Summer Finale	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Superhero Camp	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Teens Helping Hands Camp	Sullivan Community Center - 635 N. Aspen Drive	Anna Swain
The Great Outdoors Camp	Cynthia Peterson Park - 200 Hawthorn Pkwy	Anna Swain
Trailblazers Camp	Deerpath Park - 24 Warrington Road	Julie Freels

### Communication

Camp calendars will be available online at [vhparkdistrict.org](https://vhparkdistrict.org) by May 24th.

Camp staff will post an overview of the day's activities, photos, announcements, and reminders on the Homeroom App on a regular basis.

The Homeroom App can be downloaded to your mobile phone or you may access the Homeroom App online at <https://gethomeroom.com>. You will receive an access code to your camp's Homeroom App page with your welcome email.

Families may not use the app for marketing or advertisement purposes. If you need to reach camp staff, please contact the Camp Director via phone during camp hours or email the Recreation Supervisor.

## 2023 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.

Art Sparks Camp	Sam Glazer	(847) 309-1806
Adventure Day Camp	Stephanie Moy	(630) 721-1480
Enchanted Prince & Princess Camp	Roxana Marginean	(847) 996-6800
Extended Care	Babita Kashyap	(847) 989-1637
Kid Zone 1/2 Day Camp	Samuel Castsveda	(224) 301-5305
Last Blast Day Camp	TBA	(847) 309-1806
Preschool Camp/Counselor in Training (M/W/F)	Babita Kashyap	(847) 996-6800
Preschool Camp/Counselor in Training (Tu/W/Th)	Bonnie Imburgia	(847) 996-6800
STEAM Camp	Babita Kashyap	(847) 996-6800
Summer Finale	TBA	(847) 309-1806
Superhero Camp	Roxana Marginean	(847) 996-6800
Teens Helping Hands Camp	Maria Elizarraraz	(847) 989-1637
The Great Outdoors Camp	Khanari Williams	(224) 361-5848
Trailblazers Camp	Katelyn Kries	(630) 721-1481

## 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 (All Campers)
- Walking/Biking Waiver (Only If Applicable)
- Food Allergy & Anaphylaxis Emergency Care Plan (Only If Applicable)
- Medication Dispensing Form (Only If Applicable)

All forms should be completed accurately and thoroughly and submitted electronically to [campforms@vhparkdistrict.org](mailto:campforms@vhparkdistrict.org) by 9pm 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.

## 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.

Children must be picked up promptly at the end of camp by a parent/guardian or an authorized individual (indicated during registration). 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.

Children enrolled in Extended Care will be transported or walked to the Sullivan Community Center after camp.

## Daily Schedule

Campers participate in arts & crafts, sports & games, and engaging activities. In the event of inclement weather, camp activities will move indoors. Refer to the camp calendar and/or the Homeroom App for details.

## Water Days & Swimming at the Family Aquatic Center

Campers enrolled in elementary age camps will partake in scheduled water days and/or visits to the Family Aquatic Center throughout the summer. Refer to the camp calendar and/or the Homeroom App for details.

## Required Swim Test

Campers enrolled in school age camps are to complete a basic swim test prior to attending camp.

**Swim tests will be conducted at the Family Aquatic Center on Friday, June 2 from 4-7pm.**

During the swim test, a lifeguard will ask each camper to complete basic swim skills (e.g., swim length of the pool without touching the wall or ground).

Upon completion of the swim test, each camper will be assigned a swim band color:

**Red = Limited or No Swimming Skills (restricted to zero-depth pool at FAC)**

**Green = Swimmer**

Please note that campers who do not attend the swim test on one of the above dates will automatically be assigned a red swim band.

Campers who wish to be tested after the advertised swim test dates will need to forgo swim time at camp. Swim testing during camp hours will be based on lifeguard availability. Campers may re-test once per season.

## Health Policy

To maintain a healthy camp environment, keep your child home if they have experienced any of these symptoms within the past 72 hours: fever of 100.4 or higher, shortness of breath, muscle aches, loss of taste, headache, chills, sore throat, cough, runny nose, rash, diarrhea, nausea, vomiting, earache, or any communicable disease. All children must be symptom-free within 72 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, COVID, etc. must 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. Depending on the 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. Parent/guardian must pick up child immediately after being notified of their health condition, or make arrangements for an approved caregiver to do so. If we cannot reach a parent/guardian, the emergency contact will be called. The child will be quarantined until picked up.

## 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 during registration. 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.



## Bee Safe & Kind

The Vernon Hills Park District is committed to promoting safety, diversity, equity, and inclusion. The Bee Safe & Kind program reinforces the importance of being safe & kind to everyone.

Our goal is to make all campers feel safe, comfortable and welcome regardless of their ability, race or ethnic origin, age, socioeconomic level, sexual orientation, gender identity or gender, religion, citizenship, or language. To reinforce this message, campers and staff will be asked to complete a "Safety & Kindness Pledge" and will participate in safety & kindness activities throughout the summer.

Vernon Hills Park District Staff will promote safety, empathy and respect and will work to resolve issues by having discussions and asking questions. To further this mission, we encourage parents/guardians to review the importance of safety and treating each other with respect and kindness with their children.

All camps will celebrate its campers BEEing safe & kind during the week of July 17. See camp calendar for details!



## 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.

### Code of Conduct

All participants (and their parents/caregivers) must adhere to the District's Code of Conduct.

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

## 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 ten days prior to the start of camp) to discuss your child's special needs. Should a request for inclusion services arise throughout the season, please contact the Recreation Supervisor as soon as possible. The Vernon Hills Park District works together with SRCLC (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.

## Camper Belongings

Label all personal belongings with your child's first and last name.

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.





# Summer CAMP

## Daily Supply Checklist

### ☐ Sun Protection

Apply sunscreen *before* camp. Campers will have opportunities to reapply sunscreen by themselves throughout the day. The parent/guardian must supply the sunscreen for their child. Hats and sunglasses provide additional protection from the sun.

### ☐ Water Bottle

Send a reusable water bottle (24-ounce minimum for elementary age campers) labeled with your child's name to camp each day to help ensure that your child stays hydrated. Water bottle refill stations will be made available. Staff will assist campers in refilling water bottles as needed.

### ☐ Gym Shoes and Socks

Gym shoes are recommended to permit full participation in camp activities; avoid sandals/flip-flops (unless at the pool), cleats, etc.

### ☐ Clean, Comfortable Clothing

Children should dress in clean, comfortable, washable clothing as many camp activities are messy. Preschool age children should send an extra set of clothes to be kept in the camp classroom for the duration of the camp.

### ☐ Snack / Lunch

Children enrolled in Preschool Camp, STEAM Camp and elementary age camps should pack a nutritious sack lunch everyday.

Elementary age campers and children enrolled in Enchanted Prince & Princess Camp or Superhero Camp should pack a small healthy snack to be enjoyed throughout the day (packed separately from lunch if applicable).

Extended Care campers should pack a small, healthy late afternoon snack.

Snacks/lunches cannot be refrigerated.

### ☐ 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.*