



# Summer CAMP

## Family Handbook 2024



## 2024 Camp Season

Welcome to the 2024 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: February 1, 2024.**

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

Adventure Day Camp	Century Park Pavilion - 1401 Indianwood Drive	Julie Freels
Camp Firefly	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Colorful Creations Camp	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Counselor-In-Training	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Extended Care	Sullivan Community Center - 635 N. Aspen Drive	Anna Swain
Kid Zone Camp	Elementary South - 430 N. Aspen Drive	Anna Swain
Last Blast Camp	Sullivan Community Center - 635 N. Aspen Drive	Julie Freels
Pathfinders Camp	Cynthia Peterson Park - 200 Hawthorn Pkwy	Anna Swain
Teen Travel Camp	Sullivan Community Center - 635 N. Aspen Drive	Anna Swain
The Great Outdoors Camp	Deerpath Park - 24 Warrington Road	Anna Swain

## ePACT Network

Youth and teen camp registrations require completion of online waivers, emergency contact/authorized pickup, and medical info via ePACT. After registering, families will receive an email from ePACT to setup or reconfirm their child's account. This step is crucial for full registration and your child's participation. Contact ePACT directly at 1-855-773-7228 for assistance. Emails will be sent from ePACT on or after April 1.

## Communication

Our camp staff is looking forward to providing your child with a positive and rewarding camp experience. On-going and open communication between parents/guardians and camp staff is essential. Parents/guardians are encouraged to discuss questions and concerns with the Camp Director.

Camp staff will post an overview of the day's activities, photos, announcements, and reminders on the Homeroom App on a regular basis. Important information regarding the first day of camp will be posted the Friday prior to the session. The Homeroom App can be downloaded to your mobile phone or accessed online. The access code is provided on your registration receipt. Families may not use the app for marketing or advertisement purposes. If you have questions/concerns, contact the Camp Director via phone/email.

Remember that drop off and pick up times are very busy; please be patient when approaching the Camp Director 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. Camp phone numbers are listed below. Camp phones are only answered during camp hours.

Adventure Day Camp	TBA
Camp Firefly	TBA
Colorful Creations Camp	TBA
Extended Care (Sullivan Community Center)	TBA
Kid Zone Day Camp	TBA
Last Blast Day Camp	TBA
Pathfinders Camp	TBA
Teen Travel Camp	TBA
The Great Outdoors Camp	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.

To report an absence, please call the camp cell phone or email the Camp Director.

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

**Late Pick-Up Fee:** After a five-minute grace period, you will be charged a late pick-up fee of \$10.00 for every 10 minutes you are late in picking up your child. This is a per child fee. The late fee must be paid in full at the registration office before the child can return to the program.

## **Walking/Biking To/From Camp**

Campers who will arrive or depart from camp by walking/biking must complete a permission form in ePACT. If your child will be absent, arriving late, or leaving early, it is your responsibility to notify the Camp Director prior to the start of the camp day.

## **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.

Camp calendars will be available online at [vhparkdistrict.org](http://vhparkdistrict.org) by May 1st. Activities are subject to change.

## Water Days / Turtle Creek Waterpark

Campers will partake in scheduled water days and/or visits to Turtle Creek Waterpark throughout the summer. Refer to the camp calendar and/or the Homeroom App for details. Send a swimsuit, towel, and wet/dry bag. Children will have the opportunity to change into their swimsuit at camp. Children attending Extended Care will change out of their swimsuits prior to Extended Care. All other campers are encouraged to use the restrooms/locker rooms following dismissal.

## Swim Testing

Each camper will complete a swim test while at camp. **NEW! There will be no separate swim test dates in 2024!** Upon completion of a camp swim test, each camper will be assigned a swim band color:

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

**Green = Swimmer**

Please note that campers will automatically be assigned a red swim band until they complete a swim test. Swim testing will be conducted based on lifeguard availability and typically occurs during the first swim day of the session. 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). Campers may re-test once per season.

## Field Trips

All campers are to wear their camp T-Shirt on field trip days. All general admission fees are included in the camp fee. If you allow your child to bring extra money on the field trip, your child will be fully responsible for it. Campers should pack a sack lunch and beverage unless otherwise noted on the camp calendar or in the Homeroom App.

## 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: 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 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, 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 in ePACT. Any necessary medication must be submitted in person to the Camp Director on the first day of camp.

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 in PACT. 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".

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.



**BEE SAFE & KIND**



## **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.

### **Behavior 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. 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. Staff 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 fifteen business days prior to the start of camp) to discuss your child's special needs. Requests are accommodated in the order they are received. Should a request for inclusion services arise throughout the season, please contact the Recreation Supervisor as soon as possible.

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.



# 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) 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, clogs, etc.

## ☐ Clean, Comfortable Clothing

Children should dress in clean, comfortable, washable clothing as many camp activities are messy.

## ☐ Snack / Lunch

Campers should pack a small healthy snack to be enjoyed throughout the day (packed separately from lunch).

Campers should pack a sack lunch everyday unless they have elected the lunch option during registration. Reusable lunch bags are encouraged.

Extended Care campers should pack a small, healthy late afternoon snack (packed separately).

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.*

## **Label All Personal Belongings**

Staff/Volunteers are not responsible for lost/stolen money, valuables, or personal items. All personal toys, games, electronics, and items of high importance or must remain at home.