



# Under *the* Sun

SUMMER CAMPS

2020 PARENT MANUAL



**Bensenville**  
Park District

## **WELCOME TO UNDER THE SUN SUMMER CAMPS!**

The Bensenville Park District is pleased that you have chosen our Summer Camp for your child and we look forward to creating summer memories with them. This manual should serve as a guide to your questions regarding Under the Sun Summer Camps. Please keep it close at hand for easy reference as we progress through the summer.

## **NON-DISCRIMINATION POLICY**

The Bensenville Park District does not discriminate on the basis of race, color, sex, national origin or disability in admission to or participation in its Summer Camps. Children with special needs will be actively integrated into our summer camps in keeping with our philosophy to provide the best possible opportunity for all of our campers.

## **GOALS AND MISSION**

Our goal is to provide safe play and learning opportunities that promote development, teamwork, and fun!

## **PARK DISTRICT MISSION**

To promote community participation in leisure activities, learning experiences, and social interactions by providing excellence in service, facilities, and programs throughout the Bensenville Park District. We enhance the quality of life through the preservation of our local history, open spaces and recreational opportunities for residents of all ages to enjoy.

## **PREPARING FOR YOUR DAY AT CAMP**

- Please dress campers in cool, comfortable clothing that can get dirty and closed toed gym shoes. No open-toed shoes are allowed, except at the waterpark. Sandals or flip-flops are permitted at the Waterpark.
- Please apply sunscreen to your camper 30 minutes before leaving home. Pack additional (spray) sunscreen so that it may be reapplied to your child throughout the day. Please label sunscreen with your child's name.
- For the safety of your child, it is required that campers wear their camp shirts on Wednesday field trip days.

## **WHAT TO BRING TO CAMP**

- A reusable water bottle
- Spray Sunscreen
- Play clothes
- Closed-toed shoes
- Bathing suit, towel, flip-flops or sandals, and a plastic bag for wet clothes
- Backpack
- Cellphones are permitted at camp if absolutely necessary, but must remain in the camper's backpack until dismissal.
- Please leave all toys, electronic equipment, and any other valuable items at home. They only serve as a distraction that can lead to behavior problems or disappointment if the item is lost, stolen, or damaged. The Bensenville Park District is not responsible for any lost, stolen, or damaged cellphones or personal items.

## **FREE HEALTHY LUNCH PROGRAM**

Adventure, Sport, and Teen Campers receive a free healthy lunch every day (including field trip days) provided by the Northern Illinois Food Bank. This optional lunch is provided free of charge. Monthly food menus will be available on the first day of camp on our website. Your child may bring their own lunch from home. **Discovery and Explorer Camp do not participate in the free lunch program.**

## **REGISTRATION DEADLINE**

All campers must be registered and have submitted all required forms by 6:00pm on the Thursday before each camp session. There will be an additional \$20 late fee for registering after the Thursday deadline. Please be aware that your child will not be allowed into camp unless they are pre-registered and have all required forms on file. Registration information can be found on our website at [www.bvilleparks.org](http://www.bvilleparks.org).

## **REGISTRATION FORMS**

For the safety of your child, the following forms must be completed before the first day of camp:

- Emergency Information
- Parent/Guardian Consent
- Child Information and Health History Record
- Behavior Guidelines
- Medication Dispensation
- Sunscreen Policy
- Arrival and Release

The link to the online Emergency Form can be found on our Forms page at [www.bvilleparks.org](http://www.bvilleparks.org)

## **REFUND/CANCELLATION POLICIES**

Please note that refunds are subject to a \$5.00 administrative fee. Refunds will be granted for medical circumstances only and documentation will be required. Please contact Customer Service/Registration to request a partial or full program refund.

## **PAYMENTS**

To reserve your place in the Under the Sun Summer Camp program, a non-refundable \$25 down payment per session, per child, is required. Parents are responsible for making all payments, in full, by the Thursday preceding each session. If payment is not received by Thursday preceding each camp session, the deposit will be forfeited, your child's enrollment will be dropped, and their spot will not be held. The payment plan is only available for day camp sessions and does not apply to Before and After Camp Care. Automatic payments are available. Please complete the auto-pay section of the Camp Registration Form to sign up.

## **RETURNED CHECKS/CREDIT OR DEBIT CARD DECLINATION**

If a check is returned to the Park District, or if a credit/debit card declines, a \$25 penalty fee, in addition to the amount owed, will be required before attendance in camp may resume. A declined credit/debit card may also result in the forfeiture of this payment option.

## **WHO DO I CONTACT AND WHEN**

For all concerns regarding arriving late or being picked up early, questions about camp schedule, field trips, or general camp questions contact the Camp Director.

Recreation Supervisor, Lisa Semetko: The Recreation Supervisor is the Park District's full-time staff member who oversees all camps. If you have any questions or comments that pertain to the overall quality of a particular camp, behavioral, or safety issues, please contact the Recreation Supervisor Directly.

**Camp Director: (630) 926-4605 or [camps@bvilleparks.org](mailto:camps@bvilleparks.org)**

**Recreation Supervisor: (630) 238-4929 or [lsemetko@bvilleparks.org](mailto:lsemetko@bvilleparks.org)**

**CAMP LOCATIONS**

Adventure Camp (ages 6-10) Spruce/Hawthorne Room, Deer Grove Leisure Center  
Sports Camp (ages 6-10) Gym/Sycamore Room, Deer Grove Leisure Center  
Teen Leadership Camp (ages 11-15) Cedar Room, Deer Grove Leisure Center  
Discovery Camp (ages 6-10) Fischer Farm  
Explorer Camp (ages 11-15) Fischer Farm  
Rising Stars Theatre Camp (ages 6-10) Dance Room, Deer Grove Leisure Center  
Creation Station Art Camp (ages 6-10) Craft Room, Deer Grove Leisure Center  
Before & After Camp Care (ages 6-15) Spruce/Hawthorne Room, Deer Grove Leisure Center

**ARRIVAL AND DEPARTURES**

You must sign your child in and out of the program each day. For your child's safety and protection, your child will only be dismissed to those persons as authorized by a parent, in writing, listed on your Parent Consent Form as having your permission to pick up your child from camp. Individuals will be asked to show their ID when picking up a child. Early drop-off is not permitted. Supervision for Before Camp program is not available until 7:00am and camp begins at 9:00am. Children are not allowed to be unsupervised in the Deer Grove Leisure Center before or after Camp. If you leave your child unsupervised Park District staff will contact you immediately.

Campers that are 12 years or older may be granted permission by their parent or guardian to sign themselves in and out on the Arrival and Release Form.

**LATE PICK UP FEES**

A \$5.00 fee will be charged if you are more than 5 minutes late. Another \$5.00 will be charged for every 10 minutes thereafter. If we have no contact for 15 minutes after camp ends, individuals listed on your Parent or Guardian Consent Form will be contacted to pick up your child. After two late pickups of 30 minutes or more, the Park District will dismiss the child from the program.

**ABSENCES/HEALTHY CHILD PROCEDURES**

For the protection of all the children and staff, we are unable to accept a child who appears ill. The staff has the right to refuse admittance of a child who appears too ill to attend on a given day. If you are in doubt about your child's health, please keep him/her at home. Under the Sun Summer Camps follow the guidelines designated by the DuPage County Health Department.

- If you noticed the beginning of a cold or contagious disease please be considerate of other children and our staff and keep your child at home.
- Children who vomit, or need medication (fever reducer or decongestant) prior to the start of the day should not attend Camp.
- A child must be free of an elevated temperature, vomiting, pink eye, diarrhea, or lice for a 24 hour period before returning to camp.
- If prescribed, children should be on antibiotics for 24 hours before returning to Camp to ensure they are no longer contagious.
- If your child has a runny nose and is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child home.
- A rash may be the first sign of many illnesses, such as scarlet fever or chicken pox. A rash or spots may cover the entire body, or may appear in one area. Do not send a child with a rash to camp until your doctor determines it is safe to do so.
- The Park District reserves the right to require a "return to camp" note from your doctor.
- If your child becomes ill during camp, he or she will be isolated from the group with a staff member and made as comfortable as possible. You will be contacted immediately so your child may be picked up.
- Communicable diseases such as chicken pox, Head Lice, etc., should be reported to the Park District staff immediately. An email will be sent to all Camp parents.
- In the event of an emergency or serious injury, it is our policy to seek immediate medical attention for your child (EMS) and then contact and locate the family.

## **DISPENSING MEDICATION**

Before any medication (prescription and non-prescription) may be given to camp staff, a Medication Dispensation Form must be completed.

All medications must be in their original container and clearly marked with the child's first and last name, medication name, doctor's name, dosage, and other specific instructions.

All medications will be kept with your child's counselor. Our staff is not authorized to directly administer any medications. If needed, a staff member will verbally assist your child in taking their medication.

## **FOOD ALLERGIES**

Under the Sun Summer Camp is a nut free program. Please do not send your child with peanut products for lunch or snack.

If your child has a special dietary need, you must note this in his or her Emergency Form.

## **CAMPER WATER PARK SAFETY EVALUATION**

In order to ensure the safety of all campers when they swim at the pool, each camper's swimming abilities are evaluated on the first day of camp, and the first day of each session (if necessary).

Campers will swim the length of the pool (just over 25 yards) in groups of two or three to assess swimming strength and ability.

Swimmers will receive wristbands at the completion of the test. Wristbands allow campers to go in certain areas of the pool, while limiting access to others based on their swim ability. A swimmer may retest at any time to attempt to receive a different color wristband. Campers are not required to be evaluated. A Swimmer who does not wish to complete the assessment is issued a purple wristband and will not be permitted in the water.

Colors:

Green – Swimmer may go anywhere at the pool

Yellow – Swimmer can go anywhere in the main pool, but cannot use the diving board or drop slides.

Red – Swimmer cannot surpass a water depth that is deeper than their chest and will not be allowed to swim past the yellow lifeguard chairs.

## **BEHAVIOR PROCEDURES**

Guidelines:

In the event that participants, members, or guests exhibit inappropriate actions, the following guidelines are recommended. Program leaders and district staff will determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- A. A corrective discussion or verbal warning.
- B. A supervised time-out (or redirection to another activity) up to 10-15 minutes from the program/activity. The type of time out may vary according to the situation (observational: from the sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with staff member present away from view of activity).
- C. A discussion with parents when involving youth participants, members, or guests. If not already being utilized, a behavior modification program should be developed and implemented (those involved in development may include, but not limited to, Park District staff, special recreation staff, parent/guardian, camp personnel, other support professionals). The behavior modification program should be monitored and reviewed as needed. Communication between staff (program leaders, supervisory and special recreation) and parents should be ongoing regarding any further incidences of inappropriate behavior. Documentation is required. Other related professionals (teachers, social worker, etc.) may be consulted for input and suggestions.
- D. If inappropriate behavior persists, further action may be required and removal from program, activity, or membership may be necessary. Other options may include but are not limited to:
  - Transfer to another program/activity where inappropriate behavior may be less prone to occur.
  - Adjustment, reduction, or modification of timeframe that participant or member is allowed to attend the program/activity.

- Suspension from program, activity, or membership for a designated time period. When determining timeframes for suspension, staff will consider the severity of the actions, the length of the program or activity, any past behavior issues, and the willingness to cooperate.
  - Removal from the program, activity, or membership. If inappropriate behavior persists or the behavior is completely disruptive, removal from the program may be necessary. The District reserves the right to dismiss a participant, member, or guest whose behavior endangers his or her own safety or the safety of others.
- E. Behavior may require immediate removal from the activity, program, and premises. Prior to resuming activities, supervisory or management staff will meet with participant, member, or guest to review and discuss conduct expectations going forward.

## **STAFF**

All staff is CPR, AED certified and trained in first-aid. All Park District staff are required to have a criminal background check and screening.

Illinois Department of Child and Family Services Mandatory Child Abuse and Neglect Reporting  
As required by Illinois State Statute, recreation professionals are considered mandated reporters of child abuse and neglect. As mandated reporters, it is essential to understand what constitutes abuse and neglect and their duty to report to the Illinois Department of Child and Family Services. Staff should report immediately to their supervisor and then DCFS themselves with supervisor at 1-800-252-2873

## **HOURS OF OPERATION**

Adventure, Sports, Teen, Discovery, Explorer, Rising Stars Theatre, and Creation Station Art Camps  
Before Camp Care – 7:00am-9:00am  
Camp – 9:00am-3:00pm  
After Camp Care – 3:00pm – 6:00pm

## **CAMP T-SHIRTS**

Your child will receive their camp t-shirt the first day they attend camp. One t-shirt will be provided for the summer regardless of how many sessions your child attends. For the safety of your child, if your camper does not wear their shirt on field trip days, they will be given a new T-shirt and you will be charged an \$8 fee.

## **SUNSCREEN PROCEDURE**

We recommend you purchase a spray sunscreen for easy and effective application. We will not provide sunscreen for your child. We recommend that you apply sunscreen to your child before they come to the program site for the day. Sunscreens that block both UVA and UVB light with a minimum Sun Protection Factor (SPF) of 30 should be used. If you provide us with sunscreen for your child, we will apply it prior to going outside. We limit our sun exposure to a maximum of 50 minutes at any one time during the day. Camp staff will not be able to help administer sunscreen that is not in a spray bottle.

## **FIELD TRIPS**

Campers go on a field trip every week. A school bus or Park District van will be the mode of transportation to all field trips. Signing your child's emergency form gives your child permission to attend all camp trips and to be transported on any Park District vehicles or School buses. A camp t-shirt must be worn on all field trips.

## **PHOTOGRAPHS OR VIDEOS**

Throughout the summer, camp photos may be taken of the children for Park District marketing purposes only. By registering for the program, unless otherwise stated, you have granted us permission to use your child's photograph for Park District marketing material.

**NEDSRA SPECIAL RECREATION ASSOCIATION**

NEDSRA is a support group for the Bensenville Park District and its Camps. NEDSRA provides special assistance for participants who reside in communities which are affiliated with NEDSRA to participate in any of these programs. If you think your child may need additional support due to disability, please complete the request for additional support. Any individual who has a disability and registers for a Bensenville Park District Program is eligible for Inclusion Services.

**UNDER THE SUN SUMMER CAMPS CONTACT INFORMATION**

Camp Director  
Direct – (630) 926-4605  
camps@bvilleparks.org

Lisa Semetko, Recreation Supervisor  
Direct- (630) 238-4929  
lsemetko@bvilleparks.org

Shane Varvil, Sports Camp  
Direct- (630) 238-4930  
svarvil@bvilleparks.org

Administrative Office Telephone: (630) 766-7015

Payments Contact – Laura Borshell, Customer Service Coordinator (630) 766-7015