



# Under *the* Sun

SUMMER CAMPS

2023 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! 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.

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

- Please dress campers in cool, comfortable clothing that can get dirty and closed-toed gym shoes. Please plan ahead for bad weather days with warm layers and rain gear. No open-toed shoes are allowed, except at the Water Park. Sandals or flip-flops are permitted at the Water Park.
- 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.

## **WHAT TO BRING AND WHAT NOT BRING TO CAMP**

### **DO BRING**

- A reusable water bottle (provided by district)
- Spray Sunscreen
- Play clothes
- Closed-toed shoes
- Bathing suit, towel, flip-flops or sandals, and a plastic bag for wet clothes
- Mask (optional)

### **DO NOT BRING**

- Cellphones are permitted at camp **if absolutely necessary**, but must remain in the camper's backpack until dismissal. The Bensenville Park District is not responsible for lost items.
- **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, Sports, and Teen Campers receive a free healthy lunch every day, provided by the Northern Illinois Food Bank. This optional lunch is provided for free. 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 Camp does 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 Wednesday before each camp session. There will be an additional \$20 late fee for registering after the Wednesday 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 [bvilleparks.org](http://bvilleparks.org).

## **REGISTRATION FORMS**

- Parent/Guardian Consent
- Child Information and Health History Record
- Behavior Guidelines | Parent Manual
- Medication Guide and Waiver
- Use of Inhaler and Auto Injector Waiver
- Arrival and Release
- Parent Manual Acceptance Forms

The link to the online Emergency Forms can be found on our camp website at:  
<https://www.bvilleparks.org/about-us/forms/>

## **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 \$25 down payment per session, per child, is required. Parents are responsible for making all payments, in full, by the Wednesday preceding each session. If payment is not received by Wednesday 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**

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

Recreation Leader Leslie Monarrez: The Recreation Leader 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.

Sunshine Camp Director: (630) 238-4932 or [ttschool@bvilleparks.org](mailto:ttschool@bvilleparks.org)

Recreation Leader: (630) 238-4929 or [lmonarrez@bvilleparks.org](mailto:lmonarrez@bvilleparks.org)

Administrative Office Telephone: (630) 766-7015

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

## **CAMP LOCATIONS**

### **Adventure Camp (ages 6-10)**

Deer Grove Leisure Center, 1000 W. Wood St, Bensenville, IL 60106

### **Sports Camp (ages 6-10)**

East side of Gym, Deer Grove Leisure Center, 1000 W. Wood St, Bensenville, IL 60106

### **Teen Leadership Camp (ages 11-15)**

Dance Room, Deer Grove Leisure Center, 1000 W. Wood St, Bensenville, IL 60106

### **Discovery Camp (ages 6-10)**

Fischer Farm, 16W680 Old Grand Ave, Bensenville, IL 60106

### **Sunshine Camp (ages 3-5)**

Preschool Room, Deer Grove Leisure Center, 1000 W. Wood St, Bensenville, IL 60106

### **Before & After Camp Care (ages 6-15)**

Spruce/Hawthorne Room, Deer Grove Leisure Center, 1000 W. Wood St, Bensenville, IL 60106

## **ARRIVAL AND DEPARTURES**

- All campers must be signed in at the beginning of the camp day and signed out at the end of the day
- Children will only be released to individuals who have been given permission to pick up the child on the parent/guardian consent form
- All individuals picking up children must be 18 years or older and present their driver's license to be checked against the parent/guardian consent form.
- The park district must receive written notification from the parents for any additions or changes to this list
- Early drop-off is not permitted. Before Camp program begins at 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 at the 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.

### **Drop-off of campers in the morning will follow this procedure:**

1. If weather is nice, camp groups will meet in their designated pick-up and drop-off areas
2. Parent, guardian, or authorized adult will sign child into program, using sign in sheet with child's counselor
3. Camp groups will be at their designated pick-up 15 minutes before, and 15 minutes after camp begins. If parents arrive more than 15 minutes after camp begins, they will head into the Deer Grove Leisure Center and let the front desk know. The front desk staff will notify the lead counselor, who will bring the child to their camp group.
4. In the case of inclement weather, pick up will take place in each camp group's camp room

### **Before and After Camp Program Drop-off and Pick-up will take place in the camper's Before or After Camp Program room.**

### **Pick-up Procedures will be:**

1. If weather is nice, camp groups will meet in their designated pick-up and drop-off areas
2. Parent, guardian, or adult authorized to pick up child on the Parent or Guardian Consent form will sign their child out with child's counselor
3. If parents arrive more than 15 minutes after camp begins, they can pick up their child at After Camp Program and may be **subject to a late pick-up fee.**
4. In case of inclement weather, pick up will take place in each camp group's camp room

## Camp Pick-up Locations



**Bensenville Water Park / Deer Grove Leisure Center**



**Fischer Farm**

### 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 for at least 24 hours without fever, vomiting, pink eye, diarrhea, or lice. 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 indicative 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.
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### **DISPENSING MEDICATION**

Before any medication (prescription and non-prescription) may be given to camp staff, a Dispensing Medication Guide and Waiver 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 any products containing nuts for lunch or snack.

If your child has a special dietary need, you must note this in his or her Child Information and Health History 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). 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 once a day 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 red wristband.

### **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 slides.

Red – Swimmer cannot surpass the peninsula or three foot chairs (first chairs in pool).

### **BEHAVIOR PROCEDURES**

Guidelines: Three strikes, you're out. If a child get three write-ups during their time at camp, they can get kicked out.

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 are 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.

## **CAMP HOURS**

### **Adventure, Sports, Teen, and Discovery Camps**

Before Camp Care – 7:00am-9:00am

Camp – 9:00am-3:00pm

After Camp Care – 3:00pm – 6:00pm

## **FIELD TRIPS**

Campers go on a field trip every other 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 and videos may be taken of the children for Park District marketing purposes only. By registering for camp, **unless otherwise stated in writing prior to the being of the camp session**, you have granted us permission to use photos and/or videos of your child(s) 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.

## **COVID-19**

### **Statement about Manual differences**

The remaining part of this manual will be dedicated to our COVID-19 protocols. The following sections of this manual will override any other part in this manual that might contradict it. If you have any questions please ask the Recreation Supervisor for clarification.

### **Covid-19 Expanded Information**

All operations will be reviewed and amended based on current IDPH, State and CDC Guidelines

- Each camp room or location will consist of 10 children and 1 to 2 counselors
- Camp activities will be limited to assigned camp group areas to prevent intermingling of camp groups, with the exception of trips to the Water Park, at which CDC and IDPH guidelines will be followed
- Attempts will be made to ensure all children remain in the same group for the duration of the summer
- Visits to the Water Park will occur daily between 12-3pm for all camps
- Hand sanitizer stations will be available throughout all facilities, and portable hand sanitizer will be on counselors at all times
- If a face mask is lost or forgotten, disposable ones will be available for use
- Masks must be worn at all times, with the exception of during eating or while swimming
- All activities will provide at least 3 feet of social distancing at all times
- Please send your child to camp with 2 masks each day
- If a child presents Covid-19 symptoms or develops a fever during the camp day, they will be isolated from the rest of camp and their guardians called for pick-up
- If a child is sent home due to Covid-19 like symptoms, we will monitor the health and conditions of others he or she interacted with
- All camps will be outdoors as much as possible
- The Deer Grove Leisure Center has designated, one directional walking which must be followed at all times
- All children will bring their own sprayable sunblock
- All children will receive an individualized camp activities kit to minimize equipment sharing – these will include camp craft supplies and game supplies
- All camps run on 2-week sessions. The whole session must be registered for and there will be no customized days
- In the event a child is Covid-19 positive, the Park District must be notified so families can be informed of possible exposure

### **ADVENTURE CAMP**

- Children from the same household will be put into the same camp group, if possible. Unless registered otherwise.
- We will attempt to ensure Counselors remain with the same camp group for the summer

### **SPORTS CAMP**

- Children from the same household will be put into the same camp group, if possible. Unless registered otherwise
- We will attempt to ensure counselors remain with the same camp group for the summer.



**DISCOVERY CAMP**

- Discovery Camp will utilize the Red Barn and the Farmhouse for backpack and supply storage, and for activities during inclement weather. Otherwise, camp activities will be primarily outdoor.
- Parents picking-up and dropping-off their children may approach the Red Barn or the Farmhouse, but may not enter it.
- Discovery camp will visit the Water Park weekly.

**TEEN CAMP**

- Teen Camp will take place in the Dance Room
- Teen Camp will follow Adventure Camp procedures for pick-up and drop off

**LUNCH**

- Free, prepacked lunches will be available to children who want them in Adventure, Sports, and Teen Camp
- No refrigerated meals from home will be allowed. No heated meals allowed.
- All children will be socially distanced at all times during lunch
- Lunch will take place outside, if possible.

**ADDITIONAL INFORMATION**

- Every staff member will be screened for symptoms of Covid-19 upon arrival to work by the Recreation Supervisor
- If any symptoms are present, the staff member will be sent home
- Each member of the staff will be screened for Covid-19 symptoms or fever half way through their shift, if the shift is at least 5 hours long. These screenings will take place during lunch and will be conducted by the Recreation Supervisor
- Every participant will undergo a Covid-19 screening upon arrival to camp. These screenings will be conducted by the Recreation Supervisor or Lead Counselor
- Any child who shows symptoms of Covid-19 will not be allowed into camp
- If a child develops symptoms of Covid-19 during camp, they will be isolated from the rest of camp, and their guardians will be called to bring them home
- If their guardians are unreachable, emergency contacts will be called to pick up the child
- All touch points will be sanitized throughout the day
- Informational meeting at 6:30 p.m. on Friday, May 26, in the Oak Room.