



Under *the* Sun

SUMMER CAMPS

2024 PARENT MANUAL

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WELCOME!

Dear Camp Parents/Guardians,

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. We have made this program to include a wide variety of activities that are safe and supervised by all our staff. Our 2024 trained summer camp staff are all here to provide your child fun and safe activities that will allow them to learn new sports, find a talent, socialize and make new friends! 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.

CONTACT INFORMATION:

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.

Recreational Supervisor- Program Coordinator Leslie Monarrez: The Recreational 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.

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

Recreation Supervisor – Program Coordinator: (630) 238-4929 or lmonarrez@bvilleparks.org

Administrative Office Telephone: (630) 766-7015

Payment Contact:

Laura Borshell & Nicole Branscum, Customer Service Coordinator (630) 766-7015

REGISTRATION INFORMATION

CAMP REGISTRATION

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

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/>

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.

CAMP REFUND/ CANCELLATION POLICY

Please note that refunds are subject to a \$5.00 administrative fee and must be requested by the Wednesday before. Refunds after a camp session has begun 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.

GETTING READY FOR CAMP

WHAT TO WEAR

Campers should wear comfortable, durable, play clothing appropriate for any weather conditions. Any clothing the child wears to camp may become dirty as campers will spend a lot of time outside or be working on art projects. We ask that you please send your camper with a bathing suit as we will be taking a trip over to the pool.

The children must wear gym shoes. Please do not send your child to camp with sandals.

WHAT TO BRING EACH DAY

Please label your child's items with their name. Campers may not share personal items with other campers. We are not responsible for anything that goes missing.

- A reusable water bottle
- Spray Sunscreen
- Play Clothes
- Close-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.
- **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.**

LUNCH

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.

- Free, pre-packed 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.

LOST AND FOUND

Anything that is lost or left at the Bensenville Park District during Summer Camp will be placed in our lost and found in the gym. There will be a metal cart when you walk in next to the bleachers. Any items left at the pool will be placed in our pool lost and found.

CAMP DAYS

CAMP HOURS:

Adventure, Sports and Teen Camp

Before Camp Care – 7-9 a.m.

Camp – 9 a.m.-3 p.m.

After Camp Care – 3-6 p.m.

CAMP LOCATIONS:

CAMP PICK-UP LOCATION



Adventure Camp, Sports Camp, Teen Camp and our Before and After Camps will be held at the Bensenville Park District. 1000 W Wood Ave, Bensenville, IL 60106

Fischer Farm Camp will be held over at Fischer Farm; 16W680 Old Grand Ave, Bensenville, IL 60106

DROP OFF & PICKUP

Drop off and pick up will take place for the following camps at the following locations. If there is bad weather pickup will be in the camp's home base.

Campers NEED to be walked to the locations and be signed in by parent/guardian unless paperwork has been signed.

- **Before & After Care Camp:** Hawthorne Spruce.
- **Adventure Camp:** Blackhawk Hill grass area next to the Kiwanis Shelter (HOME BASE: HAWTHORNE SPRUCE)
- **Sports Camp:** Blackhawk Hill grass area next to the Kiwanis Shelter (HOME BASE: GYM)
- **Teen Camp:** Blackhawk Hill grass area next to the Kiwanis Shelter (HOME BASE: MAPLE ELM)

ARRIVAL & DEPARTURE

- Before Care begins at 7 am and camp begins at 9am.
- All individuals picking up children must be 18 years or older and present photo ID to be checked against the parent/guardian pick up list.
- The park district must receive written notification from the parents for any modifications to list.
- If child is left unsupervised at the Park District we will contact you immediately.
- If parents arrive more than 15 minutes after camp ends they can pick up their child in our After-Camp program and may be **subject to a late pick up fee.**

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/Guardian Consent Form will be contacted to pick up your child.

Sign in/out: Parents/Guardians are required to sign in and sign out their child each day. Photo ID's are required.

Arrival: In the interest of safety, children should arrive no earlier than the start of camp. Meetings with our counselors are held every morning therefore camp staff are not available to accept campers. If a camper arrives early, they will be charged for attending our Before Care.

Departure: Children are expected to be picked up on time each day.

SWIM DAYS

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 each session (if necessary). Swimmers will receive wristbands at the completion of the test. Wristbands allow campers to go into 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
- **Red:** Swimmer cannot surpass the peninsula or three-foot chairs (first chairs in pool).

FIELD TRIPS

Campers go on a field trip every other week. A school bus or Park District vehicle 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.

MEDICATIONS/HEALTH & SAFETY

HEALTH INFORMATION

For the protection of all the children and staff we are unable to accept a child who appears ill. **The staff has a 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 them 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 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 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.
- 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.

EMERGENCIES AND MEDICAL PROCEDURES

If your child is injured and requires more than basic first aid, an EMT is called and the following procedures are followed:

1. Parent/guardian or emergency contacts are called.
2. 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.

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.

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.

COVID-19 SAFETY PRECAUTIONS

Statement about Manual differences

The following section of Covid-19 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

- Visits to the Water Park will occur Tuesday-Friday between 12pm-3pm for all camps.
- Hand sanitizer stations will be available throughout all facilities.
- If a face mask is lost or forgotten, disposable ones will be available.
- 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.
- All children will bring their own sprayable sunblock.
- In the event a child is Covid-19 positive, the Park District must be notified so families can be informed of possible exposure.

ADDITIONAL INFORMATION

- If any symptoms are present, the staff member will be sent home.

- Any child who shows symptoms of Covid-19 will not be allowed into camp.
- If their guardians are unreachable, emergency contacts will be called to pick up the child.

CAMPER CODE OF CONDUCT

BEHAVIOR AND DISCIPLINE

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

- A positive approach will be used regarding discipline. Staff will periodically go over our rules with the campers.

In the event that the camper exhibits 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:

1. A corrective discussion or verbal warning.
2. A supervised time out up to 10-15 minutes from the program/activity. The type of time out may vary according to the situation.
3. A discussion with parents.
4. If inappropriate behavior persists, further action may be required and removal from program may be necessary. Other options may include but are not limited to:
 - a. Transfer to another program/activity where inappropriate behavior may be less prone to occur.
 - b. Adjustment, reduction or modification of timeframe that participant or member is allowed to attend the program/activity.
 - c. Suspension from program or activity for a designated time period.
 - d. Removal from the program or activity. If inappropriate behavior persists or the behavior is completely disruptive, removal from the program may be necessary.
 - e. The Park District reserves the right to dismiss a participant, member or guest whose behavior endangers his or her own safety or the safety of others.
5. 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.

GENERAL POLICIES

SUSPECTED ABUSE OR NEGLECT

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.

NEDSRA

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.

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 beginning of the camp session, you have granted us permission to use photos and/or videos of your children for Park District marketing material.