



PARENT MANUAL

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WELCOME!

Dear Camp Parents/Guardians,

WELCOME TO SUMMER CAMPS AT THE BENSENVILLE PARK DISTRICT! We are delighted that you have chosen our camp for your child, and we eagerly anticipate creating wonderful summer experiences together. Our program offers a diverse array of activities that are both safe and supervised by our dedicated staff. Our trained team for summer 2025 is committed to providing engaging and secure experiences, enabling your child to discover new sports, explore their talents, and build friendships. This manual is designed to address your inquiries about our Summer Camps, so please keep it handy for quick reference throughout the season.

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 at the Deer Grove Leisure Center. 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.

Fischer Farm Camp- Katrina Frank is the Program Supervisor who oversees farm camp. She can answer questions and solve any concern that may arise.

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

Farm Camp Program Supervisor: 630-274-4028 kfrank@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, Front Desk (630) 766-7015

Fischer Farm Main Number: (630) 834-3152

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 our Summer Camp programs, 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

LUNCH

- Kids must bring their own lunch from home. No refrigerated meals from home will be allowed. No heated meals allowed. We're a peanut free zone.

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. We suggest that younger campers come to camp dressed in their bathing suit because counselors ARE NOT allowed to help the campers get dressed. **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.

- Reusable water bottles
- Spray Sunscreen
- Play Clothes/Close-toed shoes
- Bathing suit, towel, flip flops or sandals and a plastic bag for wet clothes

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.**

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. Items left at Fischer Farm Camp will be in the supervisor's office.

ARRIVAL & DEPARTURE:

- Before Care begins at 7 am, at the DGLC, for all camps.
- Adventure, Sports and Teen Camp begin at 9am.
- Fischer Farm Camp begins at 8:30am.
- 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.**

If camper is arriving late or leaving early for the day please notify Camp Director or call the front desk at (630)766-7015

LATE PICK UP FEES

A \$5 fee will be charged if you are more than 5 minutes late. Another \$5 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 swim 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

Farm campers go on a field trip every week and all other 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.

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 may be permanently removed from the camp program for the duration of the season.

- 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.

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.

Our 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

Our Camps are 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.

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.

UNDER THE SUN CAMPS

CAMP HOURS:

Adventure, Sports & Teen Camp

Before Camp Care – 7:00am-9:00am

Camp – 9:00am-3:00pm

After Camp Care – 3:00pm-6:00pm

Sunshine, Sunset and Tot Camp

Sunshine Camp: 9:00am-12:00pm

Sunset Camp: 12:00pm-3:00pm

Tot Camp: 9:00am-11:15am

CAMP LOCATIONS:

CAMP PICK-UP LOCATION



Adventure Camp, Sports Camp, Teen Camp and our Before and After Camps as well as Sunshine Camp, Sunset Camp and Tot Camp will be held at the Bensenville Park District. 1000 W Wood 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)
- **Sunshine/Sunset Camp:** Splashpad/Preschool Room (may be changed)

SUNSHINE, SUNSET AND TOT CAMPS

- **What to pack everyday:** backpack, towel, sunscreen, insect spray, a water bottle, a lunch and extra change of clothing in case of an accident, sweatshirt or jacket for cool weather days. For Sunshine Camp: a swimsuit, flip-flops or sandals (to wear to Splash Pad), t-shirt or swim suit cover-up, and beach towel should also be sent every day. Please label all clothing items with your child’s name.
- **Please label all of your child’s belongings.**

OUTDOOR PLAY

- Our camps are committed to providing recreational opportunities for children, inside and outside (climate/temperature permitting)! We will go outside every day to play when weather permits. If your child is unable to participate in outdoor activities for medical purposes, a doctor’s note is required. Remember to apply sunscreen 30 minutes before your child comes to camp and every day have sunscreen in their backpack labeled with their name so counselors can re-apply. Send a sweatshirt or jacket in your camper’s backpack in case of cool weather.

WATERPLAY

- Supervised water play will include water table play, spray bottles, wading pools, sprinklers, etc. We have some type of water play every day. The best clothing to wear is a swimsuit with a t-shirt or other cover-up, and footwear that can get wet (water shoes, crocs, sandals).

DAILY SCHEDULE FOR SUNSHINE CAMP 9:00AM-12:00PM	DAILY SCHEDULE FOR TOT CAMP 9:15 AM-11:15AM	DAILY SCHEDULE FOR SUNSET CAMP 12:00PM – 3:00PM
9:00: Sign in at the Tiny Tot Preschool room 9:10: Circle time to go over safety rules and planned activities 9:15: Outdoor and Group Activities 10:30: Snack 10:45: Get ready to go to Splash Pad 11:00: Splash Pad 12:00: Sign-out at Splash Pad or Tiny Tot Preschool room (depending on weather)	9:15 Arrival 9:20 Sign-in/Free Choice 10:05 Circle Time/Music 10:15 Bathroom 10:20 Snack 10:45 Free choice 11:15 Departure	12:00: Sign in at the Tiny Tot Preschool room 12:10: Free Play 12:20: Circle time to go over safety rules and planned activities 12:30: Craft 1:00: Snack 1:15: Tumbling/Gym 2:00: Outside and Group Activities 3:00: Sign-out at Tiny Tot Preschool room

FISCHER FARM CAMPS

CAMP HOURS

**Fischer Farm Camp
(6/9 – 8/15)**

Before Camp Care –
7:00am-8:30am

Camp – 9:00am-
3:00pm

After Camp: 3:00pm-
6:00pm

**Busy Bees Farm Camp
(7/14 – 7/18)**

Camp – 9:00am-12:00pm
(Pine Room: 531 S Church
Road, Bensenville, IL)

No Before or After Camp
Available

**Farm Explorers Camp
(7/21 – 7/21)**

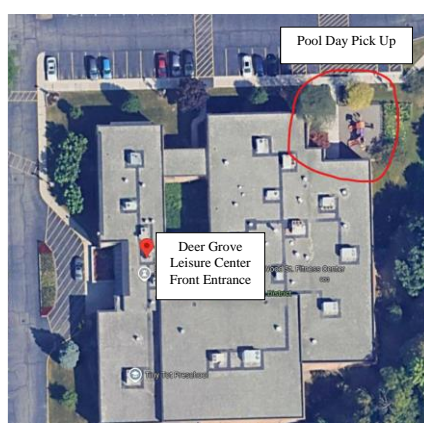
Camp – 8:30am-4:00pm

No Before or After Camp
Available

FISCHER FARM AND FARM EXPLORERS CAMP DROP OFF/PICK UP LOCATION

FISCHER FARM CAMP POOL DAY PICK UP LOCATION

BUSY BEES FARM CAMP DROP OFF/PICK UP



DROP OFF & PICK UP

Drop off and pick up will take place for the following camps at the following locations. If there is bad weather, drop off and pick up for Fischer Farm Camp and Farm Explorers Camp will be in the red granary barn on Fischer Farm’s campus, and drop off and pick up for Busy Bees Farm Camp will be in the Pine Room.

Campers NEED to be walked to the locations and be signed in by an adult (18+) who has been listed as an approved person for drop off and pick up in the camper’s paperwork.

- **Before & After Camp:** Deer Grove Leisure Center
 - o Campers will be driven to Fischer Farm Camp at 8:30am by a Fischer Farm staff member. After 8:30am, no transportation is available and all Fischer Farm campers have to be dropped off at the farm.

- At 3:00pm, Fischer Farm campers who are enrolled in the After Camp Care program will be driven over to the Deer Grove Leisure Center where they will join with the other park district after camp care program. Campers must be picked up at DGLC by 6:00pm
- **Fischer Farm Camp:** Picnic tables near the Fischer Farm parking lot
- **Farm Explorers Camp:** Picnic tables near the Fischer Farm parking lot
- **Busy Bees Farm Camp:** Pine Room

For your child’s safety, a photo ID is required to pick up EVERY child, EVERY day, regardless of how often they have been in the camp.

DAILY SCHEDULE FOR FISCHER FARM CAMP 9:00AM-3:00PM	DAILY SCHEDULE FOR BUSY BEES FARM CAMP 9:00AM-12:00PM	DAILY SCHEDULE FOR FARM EXPLORERS CAMP 8:30AM-4:00PM
<p>Mondays-Wednesdays <u>7:00am-8:30am:</u> Before Camp <u>8:30am-9:00am:</u> Drop Off <u>9:00am-9:30am:</u> Farm Chores <u>9:30am-10:30am:</u> Activity 1 <u>10:30am-11:00am:</u> Bathroom Break <u>11:00am-11:55am:</u> Lunch Break <u>11:55am-12:00pm:</u> Feed the Hogs <u>12:00pm-1:00pm:</u> Activity 2 <u>1:00pm-1:30pm:</u> Snack Break <u>1:30pm-2:30pm:</u> Activity 3 <u>2:30pm-3:00pm:</u> Pick Up <u>3:00pm-6:00pm:</u> After Camp</p> <p>Thursdays <u>7:00am-12:00pm:</u> Same as Mon-Wed <u>12:00pm-12:30pm:</u> Pool Check-In <u>12:30pm-2:00pm:</u> Swim Time <u>2:00pm-2:15pm:</u> Pool Check-Out <u>2:15pm-2:30pm:</u> Snack Time <u>2:30pm-3:00pm:</u> Pick Up at the DGLC <u>3:00pm-6:00pm:</u> After Camp</p> <p>Fridays <u>7:00am-8:30am:</u> Before Camp <u>8:30am-9:00am:</u> Drop Off <u>9:00am-9:15am:</u> Leave Farm for Field Trip <u>9:15am-11:00am:</u> Field Trip <u>11:00am-12:00pm:</u> Lunch Break <u>12:00pm-2:00pm:</u> Field Trip <u>2:00pm-3:00pm:</u> Pick Up <u>3:00pm-6:00pm:</u> After Camp</p>	<p>Monday-Friday <u>8:30am-9:00am:</u> Drop Off <u>9:00am-9:30am:</u> Activity 1/Bathroom Break <u>9:30am-10:00am:</u> Play at Pines Park <u>10:00am-10:30am:</u> Snack Break at Pines Park <u>10:30am-11:00am:</u> Activity 2/Bathroom Break <u>11:00am-11:30am:</u> Activity 3 <u>11:30am-12:00pm:</u> Pick Up</p>	<p>Monday-Thursday <u>8:00am-8:30am:</u> Drop Off <u>8:30am-8:45am:</u> Leave Farm for Field Trip <u>8:45am-11:00am:</u> Field Trip <u>11:00am-12:00pm:</u> Lunch Break <u>12:00pm-2:30pm:</u> Field Trip <u>2:30pm-3:45pm:</u> Return to Farm <u>3:45pm-4:00pm:</u> Pick Up</p>