



## 2019 Summer Day Camp Parent Handbook

### Welcome

---

A new and exciting summer has been planned with weeks of recreational and educational fun, new friends, field trips and exciting activities!!

From our terrific trips, to our themed weeks and special events, children will have a blast all summer long. Hoffman Estates Park District camps offer perfect solutions for the working parent needing full day care with the option of early arrival and late stay program. Children from ages 3-14 are able to participate in our full day camps, ranging from half day preschool camps to full day specialty camps.

To ensure the safety of all our campers, policies and procedures have been established. Please review them. If you have any questions, contact the Camp Program Director, Lisa Swan, at 847-781-3631 or [lswan@heparks.org](mailto:lswan@heparks.org).

We look forward to seeing you this summer!

### Table of Contents

---

Camp Locations	Page 2
Camp Staff	Page 3
Arrival & Dismissal	Page 3
Extended Camp Care	Page 4
Communications	Page 4
Clothing & Personal Items	Page 4
Absences and Illness	Page 4
Swimming	Page 5
Snacks	Page 6
Field Trips	Page 6
Discipline	Page 6
NWSRA	Page 6
Camp Phone Numbers	Page 7

---

## Camp Locations

---

### Location

### Camps Held

#### Eisenhower Junior High

800 W. Hassell Rd.

South Teen Camp (Weeks 1-9)

#### Lincoln Prairie School

Hillcrest Blvd

Early Arrival (Weeks 1-8)

Late Stay (Weeks 1-8)

South Explorers Camp (Weeks 1-8)

Creative Arts Camp (weeks 1-8)

#### Churchill School

1520 Jones Rd

Early Arrival (Weeks 1-8)

Late Stay (Weeks 1-8)

Junior Sports Camp (Weeks 1-8)

Varsity Sports Camp (Weeks 1-8)

#### Triphahn Center

#### (Community Center & Ice Arena)

1685 W. Higgins Rd.

All Day K Camp (weeks 1-10)

Splashdown Camp (Weeks 9 & 10)

Early Arrival (Weeks 9 & 10)

Late Stay (Weeks 9 & 10)

South Teen Camp (week 10)

#### Vogelei Barn (Teen Center)

650 W. Higgins Rd.

Nature/Science Camp (Weeks 1-8)

Adventure Camp (Weeks 9 & 10)

#### Willow Recreation Center

3600 Lexington

Early Arrival (Weeks 1-10)

Late Stay (Weeks 1-10)

North Explorers Camp (Weeks 1-8)

All Star Sports Camp (Weeks 9 & 10)

North Teen Camp (Weeks 1-10)

## Camp Sessions

~~Week 1~~ June 3-7

Week 2 June 10-14

Week 3 June 17-21

Week 4 June 24-28

Week 5 July 1-3 \*No camp 7/4-5\*

Week 6 July 8-12

Week 7 July 15-19

Week 8 July 22-26

Week 9 July 29-August 2

Week 10 August 5-9

## Camp Staff

---

All camp activities are under the administration of the park district's full time program managers.

The camp program is supervised by *Program Managers*. They oversee all camp site coordinators and facilitate the day-to-day operations. There is at least one *site coordinator* at each site. Site coordinators oversee the on-site day-to-day operations of all camp activities. *Camp counselors* lead and implement the daily activities & work alongside the site coordinators.

## Arrival & Dismissal

---

Each day a parent, or authorized adult, must come inside and sign their child(ren) in and out. For their safety, children will be released only to persons listed on their emergency form. Parents and legal guardians are allowed to pick their child up unless legal documentation shows otherwise. If someone other than the 3 names listed will be picking up your child, a phone call **MUST** be made to the camp office from a parent/guardian. A photo ID is required to pick-up your child(ren). If there are any questions, parents/guardians will be contacted before the child is released. Doors will not open until 9:00 AM for full-day camps.

## Late Pick-up Fee

It is the Hoffman Estates Park District policy to assess a fee for late pick-up from the child care programs. In keeping with this policy, we will require parents/guardians to be charged for the extra time required for supervision after the program has ended. All late parents/guardians will receive one verbal warning prior to receiving a late fee. Payment of a late fee will be assessed at pick-up time, and must be paid to the Hoffman Estates Park District within 48 hours. The site staff are unable to collect these payments. The Program Manager will contact the family to ensure payment is made. Failure to pay a late pick-up fee will result in the participant's suspension from the program and can lead to removal. It is our hope that daily fees will not be assessed.

The pick-up time of 3:30pm/6:00pm will be strictly enforced. The "master time" is the site phone time. If a parent is unable to pick up their child by the end of program time, it is the parent/guardian's responsibility to make other arrangements. Any individual that arrives after the end of program time to pick up a child will be charged a late pick-up fee of \$10 per child with an additional \$1 per minute thereafter. Whomever picks up the child will be required to sign a "late fee statement" which will be submitted to the Program Manager.

All program sites must close and be vacated by the end of program time (3:30pm/6:00pm). Prompt pick-up of your child is expected.

If a child has not been picked up within five minutes of the end of the program, staff will attempt to contact the parent/guardians and/or emergency contacts listed on the participant emergency form. If after 30 minutes **AND** after emergency numbers have been unsuccessful, staff will contact the police. Your child will then need to be picked up at the Hoffman Estates Police Department. Failure to pick-up your child is considered child abandonment.

***If late pick-ups become habitual, your child may be suspended or removed from the program.***

***Please note:*** Families will be auto-charged immediately of the late fee once the notice is submitted to the office. For those who do not have a saved card linked to their household, families will have 48 hours to submit payment. Failure to make late fee payment within 48 hours will result in removal from Camp program until payment is received.

A late fee is assessed for tardiness. The fee must be paid, online or in-person at any of our facilities, within two days. If you are going to be late, a courtesy call would be greatly appreciated although it will not exempt you from the late fee.

## Hours of Operation

Full day camps time: 9:00 AM – 3:30 PM

## Extended Camp Care

**Early Arrival** 7:00 AM – 9:00 AM

For those enrolled in Early Arrival, drop-off begins at 7:00 AM at Churchill (Week 1-8), Lincoln Prairie School (Week 1-8), Triphahn Center (Week 9 & 10), and Willow Recreation Center (Weeks 1-10). Children will be bussed to their appropriate camp sites if necessary.

**Late Stay** 3:30 PM – 6:00 PM

Children registered in Late Stay will be bussed to the appropriate site following camp, and should be picked up at Churchill, Lincoln Prairie, Triphahn Center or Willow before 6:00 PM. The camp bus picks up at the camp sites at 3:15 PM for arrival at Late Stay at 4:00 PM. If your child is enrolled in Late Stay and you are planning on picking up at the camp location please contact the camp site coordinator to alert them.

## Communications

---

### Camp Communications

Good communication between camp staff and parents is essential to ensure a positive camp experience. Parents can check the camp information boards or tables at each camp door for important information on lesson plans, field trip information or other camp related information. **Camp News, medication consent, climbing waivers, emergency form and registration forms and field trip information can all be found online at [www.heparks.org/child-care/summer-camp/](http://www.heparks.org/child-care/summer-camp/).**

Camp Site Coordinators will listen to messages before and after camp each day. Messages should be left on the corresponding camp cell phone numbers. Please see the last page of the handbook for all camp phone numbers.

## What to Bring to Camp? Clothing & Personal Items

---

### Clothing

Most activities have been planned for the outdoors, so it is important children are prepared. Gym shoes are required daily and comfortable clothing is recommended.

Lunch, water bottle, snack, sunscreen, towel, change of clothes, gym shoes. Please mark child's name clearly on all belongings – first initial followed by last name.

### What NOT to bring to camp!

IPODS, Cell Phones, MP3 players, toys. Any personal items brought from home are the responsibility of the child. The Hoffman Estates Park District and its staff are not responsible for the items children bring to camp.

\*\*Cell phones are not permitted at camp, if a child brings a cell phone to camp they will be asked to turn it off and put into their backpack until the end of the day.\*\*

## Absences & Illness Absences

---

If children are ill and are not going to be attending camp you will not need to call in to report the illness unless it is a scheduled field trip day. If your child has contracted a contagious illness such as chicken pox, strep, lice or pink eye, you will need to report this as soon as possible to the camp office.

For the safety of all, ill children must be kept home for 24 hours before returning to camp. If a child becomes ill at camp, the parent or guardian will be notified to pick up the child immediately.

### **Illness**

Children must be kept home if they exhibit any of the following symptoms:

- fever
- diarrhea / vomiting
- rash
- discharge from nose, ears or eyes

### **Medication**

Campers requiring any type of medication must have a signed medication consent form on file. These forms are available online/upon request. Medication cannot be administered without the consent form. If your child is taking medication, the medication must be in its original container with the child's full name on the label and the correct dosage enclosed. Medication and instructions must be given to the site coordinator upon the child's arrival at camp. All medication is kept in a safe and secure location.

### **Emergencies**

In emergency situations, please contact the park district at 847-885-7500. Indicate that there is an emergency regarding your child and the camp director will contact your child's leader.

### **Swimming, Swim tests**

---

Campers attending full-day camps will swim twice per week at Seascope Aquatic Center, 1300 Moon Lake Boulevard. Children should bring swimsuits, sunscreen and a towel on these days. Children are responsible for bringing wet items home each night. Please mark child's name clearly on all belongings.

*\*Each week the children will be swim tested by the camp staff and lifeguards. Wristbands will be placed on the children limiting certain areas. If the staff and lifeguard see that the child is struggling then they will receive a RED wristband. That limits children to the zero depth pool, and cannot go in water past chest deep.*

*Children that pass the swim test, will be allowed to go down the tube slide, diving boards and drop slides. Children can be re-tested each week if needed.*

#### Swim Days:

Teen Camp	Monday & Wednesday
Sports Camps	Monday & Wednesday
Creative Arts Camp	Monday & Wednesday
Nature & Science	Tuesday & Thursday
All Day K Camp	Tuesday & Thursday
Explorers Camp	Tuesday & Thursday

### **Sunscreen**

---

Sunscreen is required daily for camp. Children will be participating in outdoor camp activities and swimming at Seascope Aquatic Center. Camp staff is not permitted to apply sunscreen on campers unless a parent/guardian has given the okay at the time of registration. Children can be assigned a buddy to help get sunscreen coverage on their backs. For swimming and outdoor field trips, it is highly encouraged that children have sunscreen on before they come to camp. Campers must bring their own sunscreen from home daily for reapplying.

## Snacks/Lunches

---

Campers must bring a labeled sack lunch every day to camp. Please note there is no refrigeration for lunches. An afternoon snack is provided only to children attending Late Stay Camp. Children can bring a healthy afternoon snack of their own if they choose. **Our camps are a nut-free environment.** To help insure the safety of children with these allergies, products containing nuts are not permitted at any of our Camp programs.



If your child has any dietary restrictions, please indicate it on the emergency forms as well as bringing it to the attention of the Site Coordinator.

## Field Trips

---

Full-day camps attend field trips once a week. Field trip day is typically on Fridays, unless otherwise noted. These trips are included in the session fee. Please check your weekly camp news for more information on the upcoming trip. Camp t-shirts must be worn on all field trips. All campers are transported by bus. Spending money is optional. Campers will be responsible for their own money as lockers are not available. Please arrive promptly at 9:00 AM as the bus will not wait for late campers. We try to be back to camp before 3:30, but sometimes traffic has other ideas, so please understand safety is our first priority in travel.

## Discipline

---

It is the belief of the Hoffman Estates Park District that discipline should only be used when children are a threat to themselves or others. Methods used to encourage appropriate behavior include positive reinforcement and removal from the group for a short period of time. Parents will be notified of any significant behavior problems. A meeting will take place with the parents and camp director after repeated incidents. If behavior is seriously affecting the camp program or the safety of others, parents may be asked to make other arrangements.

## NWSRA

---

Inclusion assistance is provided by NWSRA (Northwest Special Recreation Association) to those individuals who wish to participate in any Hoffman Estates Park District camp program. When registering, parents should inform the park district of any accommodation needed for their child, in order to successfully participate in the program. The park district staff will then contact NWSRA for assistance with the accommodation. A two-week notice is appreciated for any reasonable accommodation prior to the start of the program. There is no guarantee of an aide being provided.

## Camp Phone Numbers

---

<b>Early, Late &amp; Jr./Varsity Sports Camp</b>	224-688-0326
<b>Early, Late &amp; South Explorers Camp</b>	847-561-2026
<b>Early, Late North Explorers &amp; All Stars Camp</b>	224-523-2221
<b>Teen Camp</b>	847-815-1436
<b>All Day K</b>	847-561-2238
<b>Creative Arts/ Splashdown Camp</b>	224-688-9524
<b>Science/Nature/ Adventure Camp</b>	224-688-9525
<b>Triphahn Center</b>	847-885-7500
<b>Willow Recreation Center</b>	847-885-7500 *440
<b>Seascape Aquatic Center</b>	847-885-7500 *482