



DAY CAMP

PARENT HANDBOOK

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Welcome

Dear Camp Parents,

Welcome to Summer Camp 2026! We have designed our summer program to include a wide variety of activities in a safe, supervised environment. Please note that the majority of our activities take place outdoors. Our dedicated and well-trained staff will provide fun and healthy activities that will allow campers to safely socialize and create new friendships. Please note to promote inclusion for all, friendship requests are not accepted.

To ensure the safety of all our campers, policies and procedures have been established. We ask that all parents/guardians review them carefully.

Camp locations with addresses are listed below for our day camps. Our Camp Coordinator and Camp Leaders will be able to assist you with any of your day-to-day camp questions on-site.

Contact Information

Website: www.heparks.com

Facebook: www.facebook.com/heparks

Camp Locations:

Camp Location	Address	Camps
Churchill Elementary	1520 N. Jones Rd	Camp Hoffman South,
MacArthur Spanish Academy	1800 Chippendale Rd	Sports, STEAM, & Teen Camp South
Triphahn Center	1685 Higgins Rd	Busy Bees, Preschool, Splash & Explore, Kinder Camp, Camp Close Out
Whiteley School	4335 Haman Ave	Camp Hoffman North, Teen Camp North
Willow Center	3600 Lexington Dr	Kinder Camp, Splash & Explore, Camp Close Out, Dance Camp
Vogelei Barn	650 W. Higgins Rd	Theatre Camp

Camp Sessions

Weeks	Dates
Week 1	June 1 – June 5
Week 2	June 8 – June 12
Week 3	June 15 – June 18 (No Camp June 19)
Week 4	June 22 – June 26
Week 5	June 29 – July 2 (No Camp July 3)
Week 6	July 6 – July 10
Week 7	July 13 – July 17
Week 8	July 20 – July 24
Week 9	July 27 – July 31
Week 10	August 3 – August 7

REGISTRATION INFORMATION & CAMP REGISTRATION DEADLINE

Campers must be registered 1 week prior to the camp week or camp session they are attending. *For example: John Smith must be registered by Monday, June 8 by 11:59 pm (if registering online) to attend camp the week of June 15-18. **No exceptions will be made.***

CAMP REFUND/TRANSFER REQUEST POLICY

All cancellations requests must be completed by the listed drop date for the week your camper is registered to receive a refund. A \$10 fee will be applied to each week the refund request is made for. Cancellations made by the deadline will be refunded to the original form of payment or issued a Hoffman Estates Park District household credit.

Refund/Transfer Request Dates

Camp Start Date	Drop Date Deadline-By 8:00 AM
June 1	May 25
June 8	June 1
June 15	June 8
June 22	June 15
June 29	June 22
July 6	June 29
July 13	July 6
July 20	July 13
July 27	July 20
August 3	July 27
August 10	August 3

GETTING READY FOR CAMP

Camp Staff

All camp activities are overseen by the Park District’s full-time Recreation Program Managers. Program Managers supervise the overall camp program, including staff and daily operations across all sites. They provide guidance and support to ensure a safe, organized, and engaging experience for all campers.

Each camp location is staffed by at least one Site Coordinator. Site Coordinators are responsible for managing the day-to-day operations at their assigned site and supervising camp staff.

Camp Counselors work directly with campers, leading and implementing daily activities while supporting the Site Coordinators in maintaining a safe and positive camp environment.

Camp Communication

Clear and consistent communication between camp staff and parents is essential to ensure a positive camp experience.

Parents are encouraged to check the camp information boards or tables located at each camp entrance for important updates, including lesson plans, field trip details, and other camp-related information.

Camp Site Coordinators check messages before and after camp each day. Parents/guardians should leave messages on the appropriate camp cell phone number. Site Coordinators are able to receive text messages at these numbers. Please refer to the last page of this handbook for a complete list of camp phone numbers.

Emergencies

In the event of an emergency, please contact the Park District at 847-885-7500. Inform staff that you are calling regarding a camp emergency, and they will immediately notify the Camp Director and your child's camp leader.

Medical/Emergency Information

This summer, we will once again partner with ePACT to service campers and staff. ePACT offers a health record system that allows parents to complete and store camper health information electronically. The security and privacy of health information are important to us. Families must complete all medical and emergency information electronically through ePACT prior to the start of camp. See page 13 for details on how to fill out the form. **Please note: If this information is not completed, your camper will NOT be able to attend camp. Families must reach out to ePACT directly for assistance with ePACT paperwork; guest service staff cannot assist.**

ePACT Support: Have questions or feedback?

Please contact help@epactnetwork.com or call 1-855- 773-7228 ext. 1 to speak with ePACT's Customer Success Team.

What to Wear

Campers should wear comfortable, durable, play clothing appropriate for weather conditions and for outdoor play as it may become dirty. Please bring a swimsuit, towel and change of clothes each day. Campers will be outside most of the time in addition to creating art projects and participating in outdoor and water games. Please send your camper with clothing that can be layered on and off as needed, to ensure they are comfortable in changing weather conditions.

Children must wear gym shoes. Please do not send your child in Crocs (or any open back shoes) or sandals (open-toed shoes). Articles of clothing, backpacks, or other items that are determined to be offensive or disruptive may be taken away or changed based on the discretion of the Recreation Program Managers.

What to Bring Each Day

Please label all items with your **child's first and last name**. Campers may not share personal items with other campers.

- **Lunch and Snack:** All campers are required to bring a nut-free lunch, snack and reusable water bottle. Please keep in mind that lunches are NOT refrigerated but are stored indoors, so please plan lunches accordingly. If your camper forgets their lunch and you are dropping one off, please speak to our staff about what time your camper will eat lunch. Ordering lunch and having it delivered to our facility for campers is not permitted.
- **Allergies:** Camps are peanut free. Campers should not bring anything with peanuts listed as an ingredient. Campers may NOT purchase snacks or beverages from the vending machine.
- **Backpack:** Please send your camper with a backpack to carry their belongings.
- **Sunscreen:** Please apply sunscreen to your child prior to camp. Send extra sunscreen in your child's backpack so that they may reapply it later in the day. Campers will need to be able to apply sunscreen themselves, so please provide them with a product that they are able to use/apply easily without assistance. *Summer Camp staff can only assist with applying spray sunscreen.*
- **Hat/Sunglasses:** Hats and sunglasses are optional but highly encouraged.
- **Bug Spray:** Optional but encouraged.

Personal Property /Lost and Found

Hoffman Estates Park District staff are not responsible for lost/stolen property, money, or personal property brought by campers. Please leave all personal property at home. Any personal items, such as toys, iPads, smart watches, laptops, backpacks on wheels, headphones, and or Air Pods etc., should not be brought to camp.

Cell phones are permitted but should be kept in the camper's backpack. Please be sure to label **ALL** belongings. Camp counselors reserve the right to confiscate any personal communication devices, including cell phones, smartwatches, and similar items if it becomes a distraction. Confiscated items will be safely held and returned at the end of the camp day.

Note: Camper items left behind each day are placed in the camp lost and found. If your child leaves items at camp, please check the lost and found at your camp location. Lost and found items not claimed at the end of each week will be disposed of.

Camp Groups

All camp groups will be made based on age. Groups are subject to change weekly due to flexible enrollment options. Please note to promote inclusion for all, friendship requests are not accepted.

CAMP DAYS

Arrival & Dismissal

Each day ONE parent, or authorized adult, must come to the designated location and sign their child(ren) **in and out**. For their safety, children will be released only to the authorized individual listed on their emergency form. **Sign-in will not begin until 9:00 AM for full-day camps.**

Sign In/Out: Parents/guardians are required to sign in and sign out their child each day. Photo IDs may be required.

Arrival: In the interest of safety, children should arrive no earlier than the start of camp. Camp staff meetings are held every morning. Therefore, camp staff are not available to accept campers until the start of the camp day.

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

Staff reserve reserves the right to check the photo identification of anyone picking up or dropping off a child. Any person dropping off or picking up your camper should be listed on the **ePACT** form. **If you choose to add someone once the camp session has started, you MUST send a notification email to the camp office after you have added authorized pick-up persons to ePACT.** Camp emails are listed at the end of this manual.

Late Pick-Up Policy and Fees

It is the policy of the Hoffman Estates Park District to assess a fee for late pick-up from all childcare programs. In accordance with this policy, parents/guardians will be charged for any additional supervision required after the program has ended. All parents/guardians will receive one verbal warning prior to the assessment of late fees.

Program end times (3:30 PM and/or 6:00 PM) will be strictly enforced. The official time will be based on the site phone ("master time"). If a parent/guardian is unable to pick up their child by the designated end time, it is their responsibility to make alternate arrangements in advance.

A late pick-up fee will be charged as follows:

- \$10 per child for the first 1–5 minutes late
- \$1 per minute per child for each additional minute thereafter

Any individual arriving after program hours must sign a Late Pick-Up Notice, which will be submitted to the Program Manager. Late fees will be automatically charged to the card on file once the notice is processed. Families without a card on file must submit payment within 48 hours.

Failure to pay late fees within 48 hours will result in removal from the program until payment is received. Please note that site staff are not authorized to collect payments.

If a child has not been picked up within five minutes after the program ends, staff will attempt to contact the parent/guardian and emergency contacts listed on the participant's emergency form.

If no contact is made after 30 minutes, staff will contact the police. At that time, the child will be transported to the Hoffman Estates Police Department for pick-up. Failure to pick up a child in a timely manner may be considered child abandonment.

Camp Hours of Operation

Full-Day Camps: 9:00 AM – 3:30 PM

Full Day Splash and Explore Camp: 8:30 AM -2:30 PM

Early Arrival Program

7:00 AM – 9:00 AM

Splash and Explore Camp Only Early Arrival: 7:00 AM- 8:30 AM

Please Note: Campers not enrolled in the Early Arrival program cannot be dropped off before 9:00 am.

Late Stay Program

3:30 PM – 6:00 PM

Splash and Explore Camp Only Late Stay: 2:30 PM- 6:00 PM

Campers must be picked up by 6:00 PM.

Please Note: Late Stay Campers pick up after 6:00 pm or campers NOT enrolled in the Late Arrival program who are not picked up on time will be assessed a late pick-up fee.

If you require an earlier arrival time or later departure for your camper, please register for our Early and Late Camp program.

All early pick-up requests must be texted to the coordinating Site Phone the day prior to the early pick-up. All early pick-up times must be **BEFORE 1:00 PM**. Please include the information below in your text:

- Name of camper
- Name of the authorized pick-up person
- Time of pick-up
- Reason for pick-up

No authorized person can pick up a camper between 2:00-3:30 pm without previously submitting an early pick-up request unless there is an emergency, in which case you will need to speak with a full-time staff member.

All campers dropped off after 9:00 am must call the coordinating site phone and check in with our Summer Camp staff. Due to limited staff, campers may need to wait until someone is available to bring them to their group.

Field Trip Days

Full-day camps participate in weekly field trips or on-site entertainment. Field trip schedules vary by camp and are included in the session fee. All campers must wear their **camp t-shirt** on field trip days. Transportation is provided by bus for all off-site trips.

Please note:

- Campers may **not be picked up from or dropped off at Seascape Family Aquatic Center or field trip locations**
- All campers must arrive at camp **by 9:00 AM**, as buses will depart promptly and cannot wait for late arrivals

Campers are expected to return to camp before 3:30 PM. However, return times may vary due to traffic or unforeseen delays. The safety of all participants is our top priority during travel.

Rain Days/Inclement Weather

Activities are held indoors when there is inclement weather. **For drop-off or pick-up changes due to inclement weather, staff will inform parents by sending out a one-way text message and email via ePACT.**

Please [click here](#) to set up text messaging alerts via ePACT.

All households will receive an email; no additional set-up is needed.

Swim Days

Camp swim days are outdoors for full-day campers at Seascape Aquatic Center. Camp counselors rotate throughout the aquatic center to monitor campers' activities. Please send your child with their bathing suit underneath their clothes and a towel labeled with their name. Children are responsible for bringing wet items home each night.

Specific camp swim days are listed below.

Camp Hoffman South – Tuesday, Wednesday

Camp Hoffman North – Tuesday & Wednesday

Teen – Monday & Wednesday

STEAM – Thursday & Friday

Sports – Monday & Thursday

Theatre – Friday

Dance – Monday & Thursday

Swim Testing/Swim Bands

At the beginning of your child's first week of camp, they will complete a swim test administered by camp staff and lifeguards.

- Children who demonstrate difficulty during the test will be issued a **RED wristband**. This restricts them to the zero-depth pool and prohibits swimming in water deeper than chest level.
- Swim tests are limited to **one attempt per month**. If a child does not pass, they may try again the following month.
- Children who successfully pass the swim test will be permitted to use deeper water areas and features, including tube slides, diving boards, and drop slides.
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For safety reasons, campers are **not permitted to wear flotation devices**, including life vests, at the Seascape Aquatic Center.

Campers may not be picked up from or dropped off at Seascope Aquatic Center unless prior arrangements have been made with the Program Manager and Site Coordinator.

Sunscreen

Hoffman Estates Park District does not provide sunscreen, nor does the staff apply sunscreen to the campers. It is your responsibility to apply sunscreen to your child **before** camp and to educate your child on how to apply sunscreen. Children can be assigned a buddy to help get sunscreen coverage on their backs.

Please provide your child with sunscreen labeled **EACH DAY**. Sharing sunscreen is not permitted. Please provide your camper with their own bottle. **Check your child's sunscreen throughout the summer to see if they are running low and replace them as needed. If your child is not provided with sunscreen, it could result in them missing out on a swim day.** Spray sunscreen, as well as a face stick, are recommended. If your child is sensitive to the sun, a long-sleeved swim shirt and a hat on swim days are recommended.

MEDICATIONS/HEALTH & SAFETY

We recognize that program participants occasionally need to take prescription medications. If your child needs medication, complete the Medication Dispensing Form. The medication must be in its original container with the child's full name on the label and the correct dosage enclosed.

Epi-pens, inhalers, etc., must be sent in a large zip-lock bag with the child's name written boldly on the bag in black permanent marker. These items can be stored overnight, upon the parent's request, in a locked, secure location. Otherwise, these will be sent home every day.

Throughout the camp day, the child's camp counselor will administer medications. After camp is over, all medication that is not picked up by August 28, 2026, will be disposed of.

Parental Procedures and Responsibilities

1. Parents/Guardians must provide permission to Dispense Medication/Waiver and Release All Claims Forms on ePACT. Complete and sign the Medication Dispensing Information Form electronically.

**If a camper has noted on ePACT that the child has an EpiPen, inhaler, or medication, they will not be admitted into camp unless they come to camp with the medication.*

Additional Health Information and Absences

We look forward to providing your child with the best safe summer experience. With this in mind, we ask that you share with us any additional health/medical conditions, behavioral and/or emotional issues your child may have so that we can be sure to accommodate your child's needs.

If your child is ill and will not be attending camp you **DO NOT** need to call in to report the illness **unless it is a scheduled field trip day.**

Accidents/Injuries

All injuries are documented and reported to the Risk Manager. Counselors provide basic first aid as needed. For minor injuries, parents/guardians are notified either during or at the end of the camp day. In the case of more serious injuries, including head trauma, camp staff will call 911 and contact a parent/guardian immediately. All camp staff are CPR-certified.

Emergencies And Medical Procedures

If your child is injured and requires more than basic first aid, 911 is called, and the following procedures are followed:

1. Parent/guardian or emergency contacts are called and notified.
2. If it is deemed necessary, paramedics will transfer the injured child to the nearest available hospital.
3. If a parent/guardian is not present, a staff member accompanies the child in the ambulance and remains at the hospital until the parent/guardian or emergency contact arrives.
4. The Hoffman Estates Park District does not provide accident insurance for its participants. The parent/guardian is responsible for the emergency medical charges for all services rendered. Your authorization for the program permits staff to secure emergency medical attention for their child, and your commitment to pay for it is part of the registration agreement/waiver.

Illness/IDPH Classified Contagious Disease

In the event of a contagious disease, please contact camp staff immediately so other parents can be notified. For the safety of all, ill children should be kept home for 24 hours before returning to camp. A few guidelines to follow in determining whether you should keep your child home are:

- Children should be fever free for 24 hours before returning to camp. Sometimes children are anxious to “get back” and return too soon. They are more susceptible to germs, and they can become ill again because their resistance is lowered.
- If prescribed, children should be on antibiotics for 24 hours before returning to camp to ensure they are no longer contagious.
- If matter coming from nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child home.
- Children should be free of diarrhea for at least 24 hours before returning to camp.
- A rash may be the first sign of many illnesses. Do not send a child with an atypical rash to camp until cleared by a doctor.
- If your child has head lice, the parent/guardian will be called to pick up the child. Upon the child’s return, parents/guardians will need to provide proof of completion of head lice treatment.

If a camper does show signs of illness throughout the camp day, they will be separated from their group with a staff member, and pick-up will be required within 30 minutes. If a parent/guardian cannot be reached, staff will contact individuals in ePact who are authorized to pick up.

CAMPER CODE OF CONDUCT

Behavior and Discipline

- A positive approach will be used regarding discipline. Staff will periodically review rules with campers.
- If inappropriate behavior occurs, prompt resolutions will be sought specific to each individual situation.
- Resolutions may include limited activities.
- The Hoffman Estates Park District reserves the right to suspend and/or dismiss a camper whose behavior endangers his/her own safety or that of others, interferes with or disrupts the quality or enjoyment of camp by other participants, or impacts the ability of staff to conduct or manage activities.

Rules of Conduct

- Children will show respect for all participants and staff and take directions from staff.
- Foul or abusive language will not be tolerated, and children will refrain from using inappropriate language.
- Children will refrain from causing bodily harm to themselves, other children, or staff and refrain from using hands or bodily force.
- Children will respect all equipment, supplies, and facilities, and this includes cleaning up all supplies used to participate.

DISRUPTIVE BEHAVIOR/DISCIPLINARY STEPS

To ensure a pleasant and safe environment for every camper, the Hoffman Estates Park District has the following procedures in place regarding disruptive behavior:

1. **First Incident:** The parent/guardian is called, and an incident report is completed.
2. **Second Incident:** The parent/guardian is called, an incident report is completed, and a parent must pick up the camper within 30 minutes. The parent/guardian must meet with the Recreation Program Managers before the child is allowed to return to camp.
3. **Third Incident:** The parent/guardian must pick up the child within 30 minutes, and the child may be suspended or terminated from camp at the discretion of the Recreation Program Managers and Superintendent of Recreation.

For severe misbehavior, a parent/guardian or emergency contact is called to pick up the child from camp within 30 minutes. Examples of misbehavior warranting a call home include (but are not limited to):

- Disrespect
- Destruction of property
- Disregard of rules
- Verbal abused
- Physical fighting

The Hoffman Estates Park District reserves the right to move directly to suspend or terminate a camper based on the severity of the incident/behavior. This decision is at the discretion of the Recreation Program Managers and will be communicated directly to the guardian of the camper.

Recreation Program Managers and Camp Coordinators will only speak with the guardians listed on the camper's ePACT form regarding any inappropriate behavior/incident at camp.

CODE OF CONDUCT/GENERAL POLICIES

PARENT CODE OF CONDUCT

Any parent/guardian or authorized person on the emergency contact form who displays any of the following behaviors will no longer be allowed at camp, and their child's participation in the program may be terminated at the discretion of the Recreation Program Manager.

- Physical abuse, shaking, grabbing, hitting, or pushing of a camper or staff; verbal abuse, including inappropriate language or threats to a camper, other camp family, or staff.
- Disciplining, stalking, instructing, or inappropriately approaching a camper or staff.

Communication between any parent/guardian and another child, other than his or her own, regarding the child's behavior, will not be tolerated. If there is an issue between children, the parent should bring it to the attention of camp staff.

Additionally, as Mandated Reporters, if staff suspect a parent/guardian or authorized emergency contact person of substance abuse or suspect any act of child abuse, the proper authorities will be notified. The camp staff's first responsibility is the safety of the children.

Only current camp participants, parents/guardians, and authorized individuals listed on the *Camp Information Sheet* are allowed on or around premises during camp hours and must leave the campsite once the participant is signed in/out of the program.

Bullying

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including cyberbullying via the internet and/or cell phone) that is dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. This also includes forms of retaliation against individuals who report or cooperate in preventing bullying.

Bullying or harassment interferes with a guest's ability to learn and enjoy a program, event, or facility use. All staff, volunteers, and participants are required to refuse to tolerate bullying and demonstrate respectful behavior at all times. The Hoffman Estates Park District does not tolerate bullying in any form. All members of the Park District are committed to ensuring a safe and caring environment for all.

Suspected Abuse or Neglect

All Hoffman Estates Park District employees are Mandated Reporters in Illinois. In accordance with the procedures set by the Abused and Neglected Child Reporting Act, any employee having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities will be notified.

Americans With Disabilities Act

The Hoffman Estates Park District is committed to accessibility for individuals with disabilities and strives to provide equal participation in all programs and services. The Park District policy is to reasonably accommodate all qualified program applicants in accordance with the Americans with Disabilities Act (ADA). We welcome questions, comments, and concerns of interested community members regarding Park District ADA compliance,

Inclusive Recreation Programs/NWSRA

In a continuing effort to meet the needs of residents with special needs, NWSRA (Northwest Specials Recreation Association) and the Hoffman Estates Park District provide inclusive recreation services. This means that individuals with disabilities can participate in programs offered by the Park District. Communicate any special needs and accommodations during the registration process, and together, the Hoffman Estates Park District and NWSRA will provide the support necessary for success. A minimum of two weeks is required for all requests. There is no guarantee of an aide being provided. If you have any questions regarding ADA and or NWSRA please reach out to Kimberly Barton at Kbarton@heparks.org

Gifts and Rewards

Hoffman Estates Park District employees appreciate family support and recognition. However, gifts and rewards are not necessary and should not be accepted by Hoffman Estates Park District employees.

Hoffman Estates Park District is proud to announce the adoption of ePACT Network, a health and safety software, to better support all our members and make it easier to submit critical data securely!

ePACT is a secure digital solution that allows you to quickly share the health and emergency information we need, and provides us with powerful communication tools to ensure we have a way to message you in the event of an illness, injury, or larger scale emergency.



Receive the Request

- You will receive an Invite email for EACH child participating in a program this season
- Click COMPLETE REQUEST to get started

! If you've never used ePACT before, you will have to **Create an Account**

Create an Account

- Add your name and choose a password
- Accept the Terms and Conditions

Getting Started

- Read the instructions carefully
- Click on Getting Started

Follow the Steps

- Answer the questions on each step. Those with * are required
- Ensure all the steps have a checkmark ✓

Initial and Signature

- Add your initials to each waiver and add your signature
- Click on the Share button to complete the process!

WHY EPACT?

To save you time - With ePACT, you only need to complete your child's information once, and then verify that it is still correct for additional programs or subsequent years (which can be done in just two minutes)! And if you need to update something quickly, just log in and update it and we'll be notified immediately.

As well, if you have more than one child registered, you only need to enter shared family information once!

For better security & privacy - ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper- where it can be misplaced or accessible to people who shouldn't have access to it. ePACT allows us to limit and track access.

Quick Support - if you need help with your account, ePACT is there for you by email at help@epactnetwork.com or call 1-855-773-7228 ext. 1

ALL CAMPERS MUST COMPLETE THEIR EPACT REGISTRATION PRIOR TO THE FIRST DAY OF CAMP