



CAMP HANDBOOK

Camp Sunshine

Camp Sunshine Ages 5-6

Recreation Supervisor - Kelly Matson

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815-485-3584

Camp Sunshine Phone: 815-739-3133

Program phone is only on M-TH from 9:30a-1:45p

Sign-In and Sign-Out Procedure

Signing your child in and out is **mandatory** at the beginning and end of each day. A work or state picture ID will be required when picking up your child. You must walk-up to the camp facility to sign your child in and out every day. Your child will not be allowed to leave camp with anyone who is not on the Pick-up list in ePACT. If someone who is not on the approved pick-up list will be picking up your child, you must update the pickup person in ePACT ahead of time.

- If your child will be arriving to camp late or departing early, call your designated camp phone to let the staff know.
- Dropping off or picking up from a Field Trip location is not permitted.

Discipline

To provide a safe and effective program for your child, certain rules have been established and must be followed. Disciplinary action will be taken if rules are ignored. We have a three-strike policy. Steps may be skipped for a serious offense.

Strike One: Written warning, parent signs form.

Strike Two: Written warning, parent signs form, phone call with Recreation Supervisor to talk about behavior modifications.

Strike Three: Written incident about behavior, parent signs form, dismissed from program, no refunds given for services already received.

Behavior that would warrant a strike

- Disrespect or talking back to NLCPD staff, volunteers, patrons or other participants in the program
- Physical fighting, including rough-housing or horseplay (punching, kicking, biting, spitting, choking)
- Verbal abuse/misconduct such as name calling or foul language toward someone
- Threats or offensive language
- Vandalism of any type (park property, participant property, school property, staff property)
- Brought personal possessions from home and would not put them away when instructed to
- Child would not listen to and follow instructions that are given by NLCPD Staff repeatedly

Participants should adhere to the following:

- All campers will listen to and follow instructions that are given by staff
- Campers will respect staff, as well as their fellow campers
- Campers will demonstrate good sportsmanship while participating in any activity
- Campers are to inform a staff member when disturbed, taunted, or bullied by other campers
- All personal items should be left at home
- Campers shall not bring any animals, toy weapons or personal sports equipment from home.
- The NLCPD reserves the right to terminate a campers participation in a Park District program due to that campers disruptive behavior or conduct.

Personal Items, Including Cell Phones

We will allow your child to bring their cell phone to camp; however, it must be kept in their bag at all times. Please explain to your child due to safety concerns, absolutely no pictures or videos are allowed to be taken of any campers or NLCPD staff members. No Exceptions! If you must call your child, you must call the designated camp cell phone. Electronic devices and games are not allowed at camp. We will not provide time for children to play with electronics. Apple Watches or Smart Watches are not allowed at Camp. We are not responsible for any lost or stolen electronics. Campers are NOT allowed to bring valuable belongings to camp.

Field Trips

If the bus is going to be late and effect pick up time you will be notified. All campers must attend field trips if they are registered on the designated field trip day. **ALL FIELD TRIPS ARE SUBJECT TO CHANGE.**

Lunch/Water Bottle

Campers are required to bring a lunch and a water bottle(s) labeled with first and last name to camp. You will be notified when the Park District provides lunch and what will be served.

Water Days

We will inform you of water days in advance. On water days, your child should come to camp wearing their bathing suit, under camp clothes and bring a towel.

Sunscreen

Send your child to camp wearing sunscreen. Campers should come to camp with additional spray sunscreen in their bag for the day. There will be reapplication times throughout the day. Do not send any sunscreen that must be applied with hands, spray on sunscreen only. Camp staff will not apply sunscreen to your camper unless it is a spray on.

Extra Clothing

It is important to send your child with an extra change of clothes daily. This is due to several reasons including a spill, they could fall in mud, their clothes could get wet, rip/split their pants, they could have an emergency that needs to vacate their body.

Health and Safety

Do not send a camper who has any of the following symptoms the morning of camp: fever, coughing, diarrhea, vomiting, pink eye, etc. Camp staff has the right to refuse a child who appears too ill to attend camp that day. If a child becomes ill during camp, a parent will be notified and asked to pick up their child. If a parent is unavailable, the emergency contact will be called.

Bathroom/Accident Procedure

All children must be potty-trained to participate. In the case that there would be a bathroom accident staff is not permitted to physically clean a camper. However, staff are permitted to talk a camper through cleaning and changing themselves. In the case of an accident, guardians will be notified and will have to bring a change of clothes if there is not an extra set in their bag.

Medication

We encourage giving your child their medication at home prior to the program. If your child needs to take medication during the program a licensed physician must provide written permission for our staff to do so. Upload your doctors note into ePACT. This must include specific directions for administering the medication. Medications must be labeled with your child's name on it. Staff will have each participants medication information through ePACT. Any medication or EpiPens must be given to our camp Leader to keep in their medical bag. We cannot keep medicine temperature controlled.

Emergency Procedures

In the event of serious injury or illness, it is the policy of the Park District to seek immediate medical attention (ambulance if necessary) for your child and then contact the parent. The Park District, however, will not assume cost of the above.

Inclement and Severe Weather Facility

The School gymnasium/cafeteria will be used in case of inclement/severe weather conditions during Camp hours. Sign in/sign out during inclement weather will be held in the hallway at School. Camp will not be canceled for inclement weather unless you are emailed by the Park District.

Registration Information and Camp T-Shirts

Each participant is required to pay a one-time nonrefundable registration fee of \$35 which can be done online. Campers must wear a camp t-shirt each day and t-shirts are \$10 a piece. Online registration for the days needed at camp will be available **after** the registration fee has been paid.

- Weekly payment is due by 10:00am on Tuesday of the previous week.
- A \$25 late fee per child will be charged starting Tuesday at 10:01am through Thursday at 12pm.
- After Thursday at 12pm, we will no longer accept your registration.

Camp staff have been instructed not to accept any campers who are not on the roster for the day. If you are not on the roster, they will ask to see your camper's receipt of registration. If you cannot supply them with a receipt, staff will not be accepting your child into camp for the day. Registration can hit a cap at any time depending on our enrollment numbers and how many campers we can take on a field trip.

Payment can be made, online, faxed to (815) 485-3589 or dropped off at the drop box located outside of the NLCPD Administration Building, 701 W. Haven Avenue. Registration forms cannot be dropped off at camp, our staff are instructed not to accept registration forms, no exceptions! You must register and pay within the timeframe listed above. We offer an Automatic Payment Plan option for those individuals who are attending camp on a set schedule. View the Commitment Form and the Financial Agreement Form on our website.

Note: To be enrolled in the Automatic Payment Plan, you must complete and submit these forms to the Park District Office one week prior to starting the program.

ePACT Information

Your ePACT account and profile must be submitted for your camper before their first day of camp. ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper forms, but it will also ensure we have a way to communicate with you.

Photo Disclaimer

Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary.

Refunds/Credits

No refunds or credits will be given for days absent; including changes in schedule, sickness, vacation, etc.

Additional rules may be developed for our programs as deemed necessary by staff.