



Parent Handbook

2019



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Message from the Lombard Park District Staff

Welcome to the Lombard Park District Day Camp! Our Camp programs are designed for your child or teen to have a fun and safe experience. Please read the information provided in this packet and cooperate with us by following the policies and procedures of our program. Please refer to this packet throughout the summer. Periodically, additional information may be sent during camp. Feel free to call if you have any comments, questions, or concerns regarding Day Camp or Teen Camp. Our staff is looking forward to a safe and enjoyable summer!

Sincerely,

The Lombard Park District Staff

About the Staff

Our counselors are mostly college level students, and some education professionals with unsurpassed energy and camp spirit. Many counselors return year after year to help create an exceptional summer atmosphere for your camper.

Goals of the Lombard Park District Day Camp:

It is the Lombard Park District's goal to offer a program that will provide each camper the opportunity to:

- Participate in a variety of leisure activities including sports, games, arts and crafts, cookouts, swimming, field trips, special events, and more.
- Develop healthy social/interpersonal skills.
- Participate in activities where sportsmanship is required.
- To have a fun and enjoyable summer!

Lombard Park District Mission Statement

The mission of the Lombard Park District is to provide people with quality recreation opportunities to enjoy life.

Parent Orientation

An informational parent meeting for Day Camp will be held on Wednesday, May 22 at 6:00 pm at Sunset Knoll Recreation Center. Parents will be able to pick up camper's t-shirts, ask questions and get a preview of the summer. Many of our Camp Supervisors and Counselors will be on hand to introduce themselves.

Medication

The camp staff needs to be notified of any medications your child may need to take during the summer program. Medications should be sent in the original container and be clearly labeled. Staff will use a medication log when dispensed. Self-carry inhalers and Epi-pens are allowed when proper forms have been filled out. A medical information form and release are available via our online ePACT network. You will be prompted to fill out the appropriate information when inputting your child into our system.

Emergency Care and Forms

Lombard Park District Day Camp is excited to announce that it will be utilizing ePACT, an online system for parents and guardians to submit emergency information forms. ePACT is a secure emergency network that will be used to collect medical and emergency contact information electronically. Not only will ePACT be replacing all of our paper forms, but it will ensure we have a way to communicate with you in the event of illness, injury, or larger scale emergency. The parent/guardian listed as the main contact will receive an email following registration, with directions and a link to complete all required forms through ePACT Network. The ePACT information must be completed before your child's first day of Day Camp. All information is secure and confidential and will only be accessible by approved and trained staff.

In the event your child becomes ill or injured while attending camp, the following actions will occur:

1. Parent will be contacted and will be asked to pick up their child if necessary. If the parent can't be reached, the emergency number(s) provided will be called.
2. Basic first-aid will be applied for minor injuries.
3. For serious injuries, staff will contact local paramedics and notify parents or emergency contact. If it is impossible to reach the parent/guardian, paramedics will take the child to the nearest medical facility.

Registration

Registration for Junior, Senior, and Teen Camp, as well as Sunrise or Sunset Camp must be done either online or at Sunset Knoll Recreation Center (820 S. Finley Road, Lombard). Camp staff will not be allowed to take registration forms and money at Lombard Community Building. Online registration is available for all options, but must be done three business days before the camp is scheduled to start. All registration, online and in person will close three business days before camp. Once registration is closed, you must come to Sunset Knoll Recreation Center and have approval to register for the camp from either the Program Manager or Camp Coordinator. Late registration may result in your child not being on the sign-in logs. If you register after the three day closing period, please bring a copy of your receipt to drop-off to verify that your child is allowed to be there.



3 Day Option: The 3-day option is only offered for Monday, Wednesday, and Fridays and can only be used within the same week. Campers will receive a t-shirt the first time that they are registered.

5 Day Option: The 5-day option includes Monday, Tuesday, Wednesday, Thursday, and Friday within the same week and includes a t-shirt. T-shirts are only given the first time a camper is registered.

10 Day Option: The 10-Day option includes 10 days within a session or 2 weeks. Two t-shirts are included with this option and are only given the first time a camper is registered.

Full Camp Option: Full Camp Option includes the entire 10 weeks of camp and includes 2 t-shirts that are only given the first time a camper is registered.

PYD (Pick Your Day): PYD registration is available for all days throughout the summer. Registration is available online or at Sunset Knoll Recreation Center and must be completed 3 business days prior to the start date. Please note that field trip days increase in price, if chosen. If a parent/guardian needs to switch days during the week, they must visit the Sunset Knoll Recreation Center to make the change. An email or phone call will not be accepted. You must bring your receipt or proof of the switch to the Camp Supervisor prior to drop-off. Campers will receive one t-shirt for the entire summer.

Register for PYD Online or in Person at SKRC

Junior Camp: 202120-10 through 202120-58

Senior Camp: 202121-10 through 202121-58

Teen Camp: 202125-10 through 202125-58

PYD Prices (R/NR): Non Field Trip Day-\$33/\$44, Field Trip Day-\$44/\$54

Extended Camp

Sunrise Camp: 7:00 am - 9:00 am

Sunset Camp: 3:30 pm - 6:00 pm

All extended camp options are available for registration online or in person at Sunset Knoll Recreation Center.

- Please provide additional snacks for your child.
- Inform your child of transportation arrangements.
- We will only release your child to those noted on the authorized pick-up list.
- Please make sure information is up to date throughout the summer.

Code of Conduct

All participants are expected to exhibit appropriate behavior at all times. The following guidelines are designed to provide safe, enjoyable activities for all participants. In addition to the rules listed below, each camp will have additional rules that will be discussed with campers on their first day. Campers should adhere to the following:

- Show respect to all campers and staff.
- Take direction from staff.
- Clean up after themselves.
- Refrain from abusive or foul language.
- Refrain from causing bodily harm to self or others.
- Show respect for equipment and supplies.
- All personal electronic equipment should be left at home. This includes, but is not limited to iPods, tablets, hand-held games, cell phones, etc. If you wish for your camper to have their cell phone with them, it will be expected to be kept in a backpack at all times. Lombard Park District is not responsible for any lost or stolen items.
- Campers are to inform a staff member when being disturbed or taunted by other campers.

Discipline

A positive approach is used when disciplining. If inappropriate behavior occurs, staff will develop a solution specific to each situation. Lombard Park District reserves the right to dismiss a participant whose behavior endangers the safety of him/herself or others. We follow a systematic approach to discipline.

1st Offense: Verbal warning

2nd Offense: Loss of privileges and parent notification

3rd Offense: Parent meeting/removal from camp if needed

Camp Arrival & Dismissal

We ask that each camper be dropped off and picked up at the designated pick-up location so that staff may have the opportunity to become familiar with each camper's form of transportation. A parent sign-in/out procedure has been established at the site. Sign out is required at the end of each day. Your child will not be released if this procedure is not followed.

You will be asked in ePACT to list individuals authorized to pick-up your child. There is also an ability to add a photograph of the individual listed. Please try to upload as much information, including photographs of authorized pick-up individuals. This will help expedite the sign-out process. In addition, until staff becomes comfortable and familiar with faces, please make sure anyone picking up your child bring a photo ID.

Your child will not be allowed to leave camp with anyone not listed on the Emergency Information Form. All information is kept confidential. You may update this information in ePACT at any time.

If your child will be arriving to camp late or departing early, please inform the Site Supervisor by a written letter and arrangements will be sent with the counselors. If someone else will be picking up your child, please inform the Site Supervisor in a written letter and update the information in ePACT.

Top 8 Things to Bring to Camp

- 1. Water:** Please provide a labeled non-disposable bottle. On hot days we recommend freezing the bottle overnight.
- 2. Lunch:** Please provide a well-balanced lunch that will allow your child to maintain an active day.
- 3. Spray Sunscreen:** We recommend that you provide SPRAY sunscreen, as our staff can only assist your child with this kind of sunscreen.
- 4. Gym Shoes:** This insures safety and comfort as we will be doing many outdoor and active games. Sandals are acceptable at the pool ONLY!
- 5. Snack:** If your child is attending Sunrise/Sunset Camp.
- 6. Comfortable Clothing:** Campers need to be dressed for the weather so they can participate in active games. Avoid dark and heavy clothing on hot days. Hats are allowed.
- 7. Backpack:** This will allow your child to keep their belongings together. Please label all of your child's belongings.
- 8. A smile and positive attitude!**



Pool Days

On pool days, campers must bring a towel, a water bottle, a swimsuit, lunch, and sunscreen. Please label all belongings.

JUNIOR & SENIOR CAMPERS

Junior and Senior Camp will be meeting at Lombard Common (433 E. St. Charles Road) Monday-Friday. Camp will visit Paradise Bay Water Park in the afternoon on both Mondays and Fridays. Sign-in and sign-out for camp will be located near the playground West of Paradise Bay, unless there is inclement weather. On rainy days sign-in and sign-out will be located inside Lombard Community Building. Signage will be displayed to direct you.

Senior campers are asked to bring their swimsuit and towel every day in case an opportunity for additional pool time is available.

During pool visits at Paradise Bay campers are assigned to a Counselor and are expected to stay with the Counselor during the entire visit to Paradise Bay Water Park. Counselors will be responsible for their group. Counselors assign bathroom breaks, and swimming breaks with their groups, and changes will be made if necessary. If a camper does not adhere to the assigned breaks or rules, swimming privileges will be taken away for the rest of the day and parents/guardians will be notified.

Campers conclude their scheduled swimming time at 3:00 p.m. and will be out by the playground West of Paradise Bay Water Park ready for pick up between 3:15-3:30 p.m. We ask you to wait near the Grace St. playground to pick up your camper. If you plan to pick up your camper prior to 3:15 p.m., staff should be contacted in advance to accommodate this request. On extremely hot days campers will be waiting inside the Community Building for pick up.

Campers enrolled in our Sunset program will be allowed to change out of their swimsuits after the pool if they want. Those campers being picked up at 3:30 pm will remain in their swimsuits unless a parent has requested otherwise. This ensures that all campers are ready for pick-up at their appropriate time.

In order to insure the safety of your camper, please make sure that you indicate their swim experience in ePACT. Campers will be swim tested on their first day to verify their swimming ability and will be assigned a color coded wristband indicating what areas of the pool they are allowed to visit. Staff will group campers together with similar swimming abilities.

TEEN CAMPERS

Teen campers will also meet at Lombard Common (433 E. St. Charles Road) Monday-Friday. On Tuesday and Thursdays Teen Camp will go on a "teen only" field trip. The bus for Teen camp will leave no earlier than 10:00 am. Teens who miss the bus for a field trip will be assigned to Senior Camp until Teen Camp returns. On Monday, Wednesday, and Friday, Teen campers will visit local parks for the morning and spend the afternoon at Paradise Bay.

Teen campers are asked to bring their swimsuit and towel every day in case an opportunity for additional pool time is available.

During pool visits at Paradise Bay, Teen campers are free to roam around the facility. Staff will be monitoring and supervising at all times. Check-in times will be assigned by staff and all campers are expected to adhere to the assigned breaks. If a camper does not adhere to the assigned breaks or rules, swimming privileges may be taken away for the rest of the day and parent/guardians will be notified.

SWIM LESSONS

Swim lessons are available to Lombard Day Camp and Teen Camp participants at a discounted rate. Campers must be enrolled in Day Camp on the day of the lesson in order to qualify for these discounted swim lessons. Swim lessons will be held at Paradise Bay from 9:20-10:00 am on Tuesday, Thursday, and Friday. Swim lessons are strongly encouraged for campers with swimming limitations. Campers should be dropped off in their swim gear at the Day Camp drop-off location by 9:00 am on swim lesson days. Day Camp staff will then walk all swim lesson participants over to Paradise Bay for their lesson. After lessons are over, campers will change and be brought back to Day Camp to enjoy the rest of their day. Choose between lessons twice a week on Tuesday and Thursdays or once a week on Fridays, or sign up for all three days. The registration deadline for swim lessons is the Saturday before the session start date. There will be no lessons the week of 07/04.

Field Trips

Junior and Senior campers will be going on field trips every Wednesday except for the week of July 4th and the last week of camp. Teen Camp will be going on field trips every Tuesday and Thursday. The field trip schedules are on pages 6 and 7. A field trip permission slip must be filled out with all other camper paperwork. The field trip form only has to be filled out once and will be used for all field trips, unless a field trip requires a special waiver. All waivers are available on ePACT.

Field trip departure times may vary throughout the entire summer. Please make sure your camper arrives to camp on time. If your camper is running late, please call the phone number that is assigned to your camp. We cannot hold buses for late campers.

Please note that if Lombard Park District counselors and staff feel that a field trip facility is unsafe, counselors have the right to leave the facility and cancel the rest of the field trip for the day.

Campers may bring money for gift shops, etc. It is not always guaranteed that we will stop at the gift shop on trips. Money should be in a labeled envelope with camper's name and amount of money enclosed. Camp staff is not responsible for camper's money or belongings. Campers must wear their camp t-shirt on field trips. Replacement t-shirts are available for \$5, cash only.

IMPORTANT ITEMS TO BRING ON:

- Camp T-Shirt (Junior and Senior Camp)
- Disposable lunch-Please make sure all contents of lunch are disposable. Example: No Tupperware, insulated lunch bags, etc. We highly encourage using a large gallon ziplock bag instead of a brown paper bag as they do not tend to tear as easily.
- Comfortable gym shoes and socks are required for all field trips except those taking place at a water park.
- Sunscreen
- Water
- Backpack

Lost and Found

Please encourage your child to keep track of his or her belongings. The Park District and its counselors will not be held responsible for lost or stolen items. There will be a lost and found area where all belongings at the site will be placed in a box. If your child should lose any belongings, please feel free to look through the Lost & Found Box. At the end of each camp session, all lost articles will be placed in the office at Sunset Knoll Recreation Center for one week. After one week, all unclaimed items will be thrown out or donated.

Important Contact Information

Sunset Knoll Recreation Center: (630) 620-7322
(Junior, Senior, & Teen Camp)

Katie Manheim (Program Manager): (630) 953-6102
(Junior, Senior, & Teen Camp) kmanheim@lombardparks.com

Alex Weidner (Club Rec & Camp Coordinator): (630) 953-6101
(Junior, Senior, & Teen Camp) aweidner@lombardparks.com



Camp Schedules

JUNIOR CAMP

	Date	Theme	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	6/3-6/7	Anything Goes	Spa & Relaxation Day PM: Pool Day	Pirate Day	Field Trip: Funway Bowling	PJ Day	Myths & Legends PM: Pool Day
	6/10-6/14	Animal Planet	Lions, Tigers, Bears, Oh my! PM: Pool Day	Walking Trip: Lilacia Park	Field Trip: Red Oak Nature Center	A Bug's Life	Web of Friends PM: Pool Day
Session 2	6/17-6/21	Under the Sea	Commotion in the Ocean PM: Pool Day	Something's Fishy -Camp Mystery-	Field Trip: Coral Cove Water Park	Hawaiian Party Hula Dance Competition	Fishing for Food PM: Pool Day
	6/24-6/28	Sports & More	Relay Mania PM: Pool Day	Jersey Day	Field Trip: WNBA Game	Sports & Trivia	Kickball Tournament PM: Pool Day
Session 3	7/1-7/5	All Around the World	Exploration Day PM: Pool Day	Stars & Stripes	On-Site Field Trip: Party in the U.S.A.	No Camp Happy 4 th of July!	Cultural Day PM: Pool Day
	7/8-7/12	Hollywood	Glitz & Glamour PM: Pool Day	Disco Days Walking Trip: Dairy Queen	Field Trip: Movie!	Tie-Dye Mania!	Award Show PM: Pool Day
Session 4	7/15-7/19	Wacky & Wonderful	Crazy Socks Day PM: Pool Day	Hotdog Lunch	Field Trip: Legoland	Camp Charades	Crazy Hair PM: Pool Day
	7/22-7/26	Story Tellers	Artful Antics PM: Pool Day	Performing Arts	Field Trip: TBD	Music Makers Walking Trip: Dairy Queen	Act Out Day PM: Pool Day
Session 5	7/29-8/2	Challenge Week	Fear Factor PM: Pool Day	Amazing Race	Jr. Trip: Pump it Up! Sr. Trip: Ultimate Ninjas	Minute to Win It	Camp Olympics PM: Pool Day
	8/5-8/9	The Final Hurrah!	Leadership 101 PM: Pool Day	The "Magic" of Camp	Brain Teasers & Riddles PM: Pool Day	Talent Show	End of Summer Party!

SENIOR CAMP

	Date	Theme	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	6/3-6/7	Anything Goes	Spa & Relaxation Day PM: Pool Day	Pirate Day	Field Trip: Funway Bowling	PJ Day	Myths & Legends PM: Pool Day
	6/10-6/14	Animal Planet	Lions, Tigers, Bears, Oh my! PM: Pool Day	A Bug's Life	Field Trip: Red Oak Nature Center	Walking Trip: Lilacia Park	Web of Friends PM: Pool Day
Session 2	6/17-6/21	Under the Sea	Commotion in the Ocean PM: Pool Day	Something's Fishy -Camp Mystery-	Field Trip: Coral Cove Water Park	Hawaiian Party Hula Dance Competition	Fishing for Food PM: Pool Day
	6/24-6/28	Sports & More	Relay Mania PM: Pool Day	Jersey Day	Field Trip: WNBA Game	Sports & Trivia Walking Trip: Dairy Queen	Kickball Tournament PM: Pool Day
Session 3	7/1-7/5	All Around the World	Exploration Day PM: Pool Day	Stars & Stripes	On-Site Field Trip: Party in the U.S.A.	No Camp Happy 4 th of July!	Cultural Day PM: Pool Day
	7/8-7/12	Hollywood	Glitz & Glamour PM: Pool Day	Tie-Dye Mania!	Field Trip: Movie!	Disco Days	Award Show PM: Pool Day
Session 4	7/15-7/19	Wacky & Wonderful	Crazy Socks Day PM: Pool Day	Hotdog Lunch	Field Trip: Legoland	Camp Charades	Crazy Hair PM: Pool Day
	7/22-7/26	Story Tellers	Artful Antics PM: Pool Day	Performing Arts	Field Trip: TBD	Music Makers	Act Out Day PM: Pool Day
Session 5	7/29-8/2	Challenge Week	Minute to Win It PM: Pool Day	Fear Factor	Jr. Trip: Pump it Up! Sr. Trip: Ultimate Ninjas	Amazing Race	Camp Olympics PM: Pool Day
	8/5-8/9	The Final Hurrah!	Leadership 101 PM: Pool Day	The "Magic" of Camp	Brain Teasers & Riddles PM: Pool Day	Talent Show	End of Summer Party!

TEEN CAMP

	Date	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	6/3-6/7	Fishing for Food PM: Pool Day	Field Trip: Bartlett Park District	Escape the Day PM: Pool Day	Field Trip: Mini Golf	Shark Tank Day PM: Pool Day
	6/10-6/14	Stranger Things PM: Pool Day	Field Trip: Chicago Sports Museum	Minute to Win It PM: Pool Day	Field Trip: Mystic Waters	Selfie Challenge PM: Pool Day
Session 2	6/17-6/21	Camp Charades PM: Pool Day	Field Trip: Navy Pier (Centennial Wheel)	Hawaiian Party PM: Pool Day	Field Trip: Boomers Baseball	Relay Mania PM: Pool Day
	6/24-6/28	A Bug's Life PM: Pool Day	Field Trip: Adventure Outings	Web of Friends PM: Pool Day	Field Trip: Naperville Rolled Ice Cream	Amazing Race PM: Pool Day
Session 3	7/1-7/5	Disco Days PM: Pool Day	Field Trip: Movie!	Stars & Stripes PM: Pool Day	No Camp Happy 4 th of July!	Cultural Day PM: Pool Day
	7/8-7/12	Scary Stories PM: Pool Day	Field Trip: Morton Arboretum	Music Makers PM: Pool Day	Field Trip: Annie the Play	Act Out Day PM: Pool Day
Session 4	7/15-7/19	Camp Olympics PM: Pool Day	Field Trip: Centennial Beach	2019 Teen Camp Challenge	Field Trip: Funway Roller Skating	Fear Factor PM: Pool Day
	7/22-7/26	Crazy Hair Day PM: Pool Day	Field Trip: Jelly Belly Factory	Tie-Dye Mania! PM: Pool Day	Field Trip: DuPage County Fair	Crazy Socks Day PM: Pool Day
Session 5	7/29-8/2	Jersey Day PM: Pool Day	Field Trip: Indiana Dunes	Hotdog Lunch PM: Pool Day	Field Trip: Kickball Tournament	Sports Trivia PM: Pool Day
	8/5-8/9	Brain Teasers & Riddles PM: Pool Day	Field Trip: 3 Oaks Beach	Talent Show PM: Pool Day	Field Trip: Libertyville Sports Complex	End of Summer Party!

