



2024

PARENT HANDBOOK



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MESSAGE FROM THE LOMBARD PARK DISTRICT STAFF

Welcome to 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. Our staff is looking forward to a safe and enjoyable summer!

Sincerely,

Lombard Park District Staff

ABOUT THE STAFF

Our counselors are mostly high school and 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. Every week we will send out a weekly camp newsletter highlighting a few of our exceptional staff.

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.
- Have a fun and enjoyable summer!

IMPORTANT CONTACT INFORMATION

Sunset Knoll Recreation Center
630.620.7322

Day Camp Administrative Staff
Victoria Gillett: 630.627.1284 | vgillett@lombardparks.com
Katie Manheim: 630.953.6102 | kmanheim@lombardparks.com

Day Camp Contact Information *(Only from 06/03 - 08/11)*
630.280.5645 | daycamp@lombardparks.com

Teen Camp Contact Information *(Only from 06/03 - 08/11)*
630.280.4401 | teencamp@lombardparks.com

THANK YOU TO OUR SPONSOR!



TABLE OF CONTENTS

- 3** Registration, Camp Options, Medication, Emergency Care & Forms
- 4** Top 8 Things to Bring to Camp, Code of Conduct, Arrival & Dismissal
- 5** Pool Days, Swim Lessons & Field Trips
- 6** Discipline, Teen Camp, Lost & Found
- 7** 2024 Camp Schedules

LOMBARD PARK DISTRICT MISSION STATEMENT

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

REGISTRATION

Registration for Day Camp 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 **Wednesday the week prior to the camp week being registered for**. Once registration is closed, you must come to Sunset Knoll Recreation Center and have approval to register for the camp from the Program Manager or Camp Coordinator. Payment is due in full at registration unless a payment plan is approved. Payment plans must be requested no later than Monday, April 15 and must be requested in person at Sunset Knoll Recreation Center along with a \$200 deposit. Waitlist enrollment also requires payment in full.

PICK YOUR DAY OPTION (PYD): PYD registration is available for all days throughout the summer. Registration is available online or at Sunset Knoll Recreation Center and must be completed by the **Wednesday before the camp week starts**. **Please note:** field trip days increase in price, if chosen.

Register for PYD Online or in person at SKRC

Day Camp 202120-01
Teen Camp 202125-01

PYD Prices

Day Camp Non-Field Trip Days (M, T, Th, F)
Day Camp Field Trip Days (W)
Teen Camp Non-Field Trip Days (W, Th)
Teen Camp Field Trip Days (M, T, F)

R/NR Fee

\$41/\$51
\$51/\$61
\$43/\$53
\$53/\$63

SUNRISE & SUNSET CAMP

Sunrise and Sunset Camp is for campers who need to be dropped off or picked up outside of the normal 9:00 am - 4:00 pm camp hours. Sunrise Camp begins as early as 7:00 am and Sunset Camp stays open as late as 6:00 pm. Both drop-off and pick-up for Sunrise and Sunset Camp are held at the same location as regular day camp, the playground off of Grace Street. If registering your child for Sunrise or Sunset camp, please make sure to include an extra morning or afternoon snack in their backpack. No snack is provided. If you require care more than 15 minutes prior or after regular camp hours of 9:00 am - 4:00 pm you must register for Sunrise or Sunset camp.

Sunrise Camp: 7:00 - 9:00 am

Sunset Camp: 4:00 - 6:00 pm

MEDICATIONS

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 & FORMS

Lombard Park District Day Camp utilizes 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.

The Park District staff only have access to the files you submit. Should you have issues with submitting, updating or passwords you will need to contact ePACT's customer service. ePACT is separate from your online registration account.

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) given 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.

Please note: You must log into your account every year and reconfirm information provided is correct and updated. Failure to update your information will result in delays at pick-up, drop-off and swimming level assignments. Please open the link to ePACT when you receive a reconfirmation email before the summer begins.



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. We do not have access to refrigeration or microwaves and lunches will be in backpacks outside so please make sure to pack accordingly.
- 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 only for the pool. Crocs are NOT acceptable camp footwear.
- 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 and encouraged to keep your camper cool. On cooler mornings, layer up and consider keeping an extra pair of clothes in your camper's backpack.
- 7 Backpack:** This will allow your child to keep their belongings together. Please label all of child's belongings.
- 8 A smile and a positive attitude!**

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. Teen campers may have their electronics on field trip days for use on the bus, but are responsible for those items at all times.
- Campers should not bring personal toys like pokemon cards, stuffed animals, etc. to camp. Small fidgets are permitted, but should be labeled with camper's name and should not present a distraction to camp. Staff reserves the right to confiscate personal items until the end of the day if they become a distraction.
- Campers are to inform a staff member when being disturbed or taunted by other campers.

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 unless you indicate in ePACT that the child may walk home from camp.

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 in ePACT. 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 and arrangements will be sent with the counselors. If someone else will be picking up your child, please inform the Site Supervisor and update the information in ePACT.

If there is a one time change to your child's pick-up person please email or call the camp supervisor or contact the Camp Coordinator Victoria or Manager Katie. Contact information can be found at the beginning of this handbook.

POOL DAYS

On pool days, campers must bring a towel, water bottle, swimsuit or clothes to change into if coming to camp already changed, lunch, spray sunscreen and an approved flotation device if your child requires it. Please label all belongings.

POOL DAY INFORMATION

Day Camp will swim at Paradise Bay Water Park every Monday, Thursday and Friday from 11:30 am - 1:30 pm; weather permitting. Paradise Bay opens to the public at 1:00 pm, so by leaving the pool at 1:30 pm, it allows our campers to have the safest experience possible at Paradise Bay.

On swim days, please send your camper already in their swimsuit with a change of clothing in their backpacks. Campers must be able to change themselves in and out of their clothes. Staff are not allowed to assist. Please practice with your child prior to camp starting!

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 and will inform campers to stay by them the entire time. Counselors assign bathroom breaks and swimming breaks with their groups. All campers are expected to adhere to the assigned breaks 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.

In order to insure the safety of your camper, please make sure that you indicate their swim experience in ePACT. Campers who's parents indicate they are a Yellow or Green level swimmer will be swim tested on their first day to verify their swimming ability. Staff reserves the right to lower any camper's swim level based on safety concerns. Swim testing consists of swimming one lap of the pool. To qualify for a green wristband, campers must be able to demonstrate strong stroke swimming all the way to the end of the pool without touching the bottom or using the side for assistance. To qualify for a yellow wristband, campers must be able to swim the majority of the length of the pool with only minimal stopping and use of the side of the pool.

Wristband Color Designations:

Red: Non-swimmer or novice, only allowed in the zero-depth up to the whirlpool.

Yellow: Intermediate swimmer, allowed in Dolphin Cove lap pool, Sidewinder and Pipeline (*slides with a significant current upon exiting*).

Green: Advanced swimmers, allowed in all areas of the pool including the diving well and Wipeout (*bowl slide which drops into deep water*).

SWIM LESSONS

Swim lessons are available to Lombard Day 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 8:30 - 9:10 am on Tuesday, Thursday and Friday. Swim lessons are strongly encouraged for campers with swimming limitations. Campers must be dropped off in their swim gear at the Day Camp drop-off location by 8:15 am on swim lesson days. Once day camp staff leaves for swim lessons, no late campers will be allowed into swim lessons and no refunds will be issued. Parents may not drop off swim lesson participants at the pool. Day Camp staff will then walk all swim lesson participants over to Paradise Bay for their lesson. 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 Wednesday before the session start date.

FIELD TRIPS

Day Camp will have an on-site or off-site field trip every Wednesday. For off-site field trips, campers will be transported via school bus. A field trip permission slip must be filled out with all other camper paperwork via ePACT. The field trip form only has to be filled out once and will be used for all field trips during Camp, unless a field trip requires a special waiver. Campers without a signed field trip waiver will not be allowed to be dropped off at camp on a field trip day until the waiver is signed.

Field trip departure times may vary throughout the entire summer. Please make sure your camper arrives to camp on time. We cannot hold buses for late campers. No staff stays behind on field trip days, so campers who miss the bus for a field trip will not be permitted into camp for the day.

Please note: 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. In addition, field trips may change or be altered from the schedule listed in this handbook. Staff will do their best to communicate any and all changes with parents.

The bus should return to Lombard Common by 3:30 pm on all field trip days. If for any reason, a bus is going to be delayed due to traffic or any other situation, a notification will go out via ePACT to notify parents.

Please do not send your camper with any additional money for field trips.

On Wednesdays where camp does not travel off-site for a field trip, entertainment will be brought into camp. This may include magic shows, reptile shows and a variety of other fun entertainment.

A schedule of field trips is listed in the back of this handbook.

IMPORTANT FIELD TRIP DAY ITEMS

- **Camp T-Shirt** (*provided to campers on their first day*)
- **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 Shoes:** *socks and gym shoes are required for all field trips, except those taking place at a water park. Crocs are NOT an acceptable camp footwear.*
- **Sunscreen**
- **Water**
- **Backpack**
- **Swimsuit** (*if field trip requires it*)

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 & parent notification

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

In addition, each Camp Supervisor may establish a unique behavior management plan within their camp. These plans and expectations will be discussed with all campers.

LOST & 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. Every Thursday and Friday of Camp we will bring out the lost and found bin for parents to look through. Any unclaimed items after the close of camp at 6:00 pm will be thrown away. Please help us by checking the lost and found frequently and labeling all of your camper's belongings so we can help facilitate their return to their proper owner.

TEEN CAMP

Teen Camp will take off-site field trips every Monday, Tuesday and Friday. Campers will be transported to field trip locations on Park District vehicles driven by trained Park District staff or via school bus depending on the number of campers enrolled for that day.

Teen Campers will have dedicated time at Paradise Bay Water Park on Wednesday and Thursday, but should bring their swimsuit every day. 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.

A full schedule of planned field trips is listed at the back of this handbook. **Please note:** that field trips are all subject to change dependent on weather and other factors.



2024 CAMP SCHEDULES

Please note: field trips and themes are subject to change.

DAY CAMP

SESSION 1 SESSION 2 SESSION 3 SESSION 4 SESSION 5	DATE	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	06/03 - 06/07	Mad Science	Pool Day	Dress-Up Day: Crazy Hair Day	On-Site Entertainment: Mad Science	Pool Day	Pool Day
	06/10 - 06/14	Blast from the Past	Pool Day	Dress-Up Day: Tie-Dye Day	Field Trip: Naper Settlement	Pool Day	Pool Day
	06/17 - 06/21	Anything Goes	Pool Day	Walking Field Trip: Dairy Queen	Pool Day	Pool Day	Field Trip: Gizmo's Fun Factory
	06/24 - 06/28	Adventure Awaits	Pool Day	Dress-Up Day: Camouflage/Safari	Field Trip: The Forge	Pool Day	Pool Day
	07/01 - 07/05	Happy Birthday USA!	Pool Day	Walking Field Trip: The Creamery	Field Trip: Brookfield Zoo	No Camp! Happy 4th of July!	Pool Day
	07/08 - 07/12	Mischief & Mayhem	Pool Day	Dress-Up Day: Mismatch	Field Trip: Despicable Me 4	Pool Day	Pool Day
	07/15 - 07/19	Aloha Summer	Pool Day	Dress-Up Day: Tropical Day	Field Trip: Harbor Water Park	Pool Day	Pool Day
	07/22 - 07/26	Camp Olympics	Pool Day	Dress-Up Day: Sports Team Day	On-Site Entertainment: Magic Workshop	Pool Day	Pool Day
	07/29 - 08/02	Wild West	Pool Day	Dress-Up Day: Cowboys/Western Day	Field Trip: Main Event	Pool Day	Pool Day
	08/05 - 08/09	Out of this World	Pool Day	Dress-Up Day: Camp Group Color Day	Field Trip: Fox Bowl Cosmic Bowling	Pool Day	Pool Day End of Camp Party!

TEEN CAMP

SESSION 1
SESSION 2
SESSION 3
SESSION 4
SESSION 5

COMING SOON!

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