



2025

PARENT HANDBOOK



630.620.7322 | LOMBARDPARKS.COM

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 programs. 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 Day Camp 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 a camp newsletter will be sent out 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 and 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
Katie Manheim | 630.953.6102 | kmanheim@lombardparks.com

Day Camp Contact Information (Only available from 06/02 - 08/08)
630.280.5645 | daycamp@lombardparks.com

Teen Camp Contact Information (Only available from 06/02 - 08/08)
630.280.4401 | teencamp@lombardparks.com

TABLE OF CONTENTS

Registration, Camp Options, Medication, Emergency Care and Forms3

Top 10 Things to Bring to Camp, Code of Conduct, Arrival and Dismissal..... 4

Pool Days, Swim Lessons, Field Trips5

Discipline, Teen Camp, Lost and Found.....6

2025 Camp Schedules7

LOMBARD PARK DISTRICT MISSION STATEMENT

Providing quality recreation opportunities for all to *enjoy life*.

REGISTRATION

Registration for Junior/Senior 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**. Payment is due in full at registration unless a payment plan is approved. Payment plans must be requested no later than Monday, April 14 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

Junior Camp: 202120-01

Senior Camp: 202121-01

Teen Camp: 202125-01

PYD Prices

R/NR Fee

Junior Camp

Non Field Trip Days (M, T, Th, F) \$43/\$52

Field Trip Days (W) \$52/\$62

Senior Camp

Non Field Trip Days (T, W, Th, F) \$43/\$52

Field Trip Days (M, T, F) \$52/\$62

Teen Camp

Non Field Trip Days (W, Th) \$45/\$54

Field Trip Days (M, T, F) \$54/\$64

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. Sunrise and Sunset Camp is available for Junior, Senior, and Teen Campers, as well as CITs. 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 to or after regular camp hours of 9:00 am - 4:00 pm you must register for Sunrise or Sunset Camp.

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. 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.

Please note: you must log into your account every year and reconfirm the 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 10 THINGS TO BRING TO CAMP

- 1** **Water:** Please provide a labeled non-disposable water bottle. On hot days, staff recommend freezing the water 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:** Staff recommend that you provide SPRAY sunscreen, as our staff can only assist your child with this kind of sunscreen.
- 4** **Gym Shoes:** This ensures 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 your child's belongings.
- 8** **Swimsuit & Towel:** Even on non-swimming days.
- 9** **Field Trip Shirt:** On dedicated field trip days.
- 10** **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.
- 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, Apple watches, 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

Drop-off and pick-up is located near the basketball courts off of Grace Street. You must sign your child in/out every day.

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 brings 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 Camp Leaders and arrangements will be sent with the counselors.



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.

Swim Days & Times

Junior Camp: M, Th, F | 11:30 am - 1:30 pm

Senior Camp: Tu, W, F | 11:30 am - 1:30 pm

Teen Camp: W, Th | 1:00 - 3:00 pm

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 Water Park, campers are assigned to a counselor and are expected to stay with counselor during the entire visit to Paradise Bay. 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 whose 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 lesson in order to qualify for these discounted swim lessons. Lessons will be held at Paradise Bay Water Park 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 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. The registration deadline for swim lessons is the **Wednesday before the session start date.**

FIELD TRIPS

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 must 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.

Field Trip Days

Junior Camp: Wednesdays

Senior Camp: Mondays

Teen Camp: Mondays, Tuesdays, Fridays



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

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 and found box. Every Thursday and Friday of camp we will bring out the lost and found box 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.



2025 CAMP SCHEDULES

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

JUNIOR CAMP

	DATE	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SESSION 1	06/02 - 06/06	Gettin' Messy	Pool Day	Theme Day: Mismatch	On-Site Entertainment: Chicago Foam Company	Pool Day	Pool Day
	06/09 - 06/13	Animal Kingdom	Pool Day	Theme Day: Jungle/Safari Print	Field Trip: DuPage Children's Museum	Pool Day	Pool Day
SESSION 2	06/16 - 06/20	Disney Mania	Pool Day	Theme Day: Disney	Pool Day	Pool Day	Field Trip: Movie
	06/23 - 06/27	Down on the Farm	Pool Day	Theme Day: Western	Field Trip: Blackberry Farm	Pool Day	Pool Day
SESSION 3	06/30 - 07/04	Up, Up, and Away	Pool Day	Theme Day: Favorite Holiday	On-Site Entertainment: Put a Twist On It Balloon Show	Pool Day	No Camp! Happy 4th of July!
	07/07 - 07/11	Carnival Chaos	Pool Day	Theme Day: Crazy Socks	Field Trip: Brookfield Zoo	Pool Day	Pool Day
SESSION 4	07/14 - 07/18	Lights, Camera, Action	Pool Day	Theme Day: Decades Walking Field Trip: The Creamery	Field Trip: In the Game Hollywood Park	Pool Day	Pool Day
	07/21 - 07/25	Under the Sea	Pool Day	Theme Day: Tropical Shirt	Field Trip: Otter Cove Water Park	Pool Day	Pool Day
SESSION 5	07/28 - 08/01	Imagination Exploration	Pool Day	Theme Day: Crazy Hair	On-Site Entertainment: Mad Science	Pool Day	Pool Day
	08/04 - 08/08	Build It, Believe It!	Pool Day	Theme Day: Favorite Sports Team	Field Trip: Legoland	Pool Day	Pool Day

SENIOR CAMP

	DATE	THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SESSION 1	06/02 - 06/06	It's a Jungle Out There	Pool Day	Pool Day	Pool Day	Theme Day: Safari/Animal Print	Field Trip: Brookfield Zoo
	06/09 - 06/13	H2WHOA!	Field Trip: Bartlett Aquatic Center	Pool Day	Pool Day	Theme Day: Favorite Sports Team	Pool Day
SESSION 2	06/16 - 06/20	Around the World	Pool Day	Pool Day	Pool Day	Theme Day: Tacky Tourist	Field Trip: Funway
	06/23 - 06/27	And the Award Goes To...	Field Trip: Movie	Pool Day	Pool Day	Theme Day: Mismatch	Pool Day
SESSION 3	06/30 - 07/04	Red, White, and You!	Field Trip: Putter's Peak Mini Golf	Pool Day	Pool Day	Theme Day: Americana	No Camp! Happy 4th of July!
	07/07 - 07/11	Beach Vibes Only	Field Trip: Rainbow Falls Water Park	Pool Day	Pool Day	Theme Day: Tropical Shirt	Pool Day
SESSION 4	07/14 - 07/18	Holiday Happenings	Field Trip: In the Game Hollywood Park	Pool Day	Pool Day	Theme Day: Favorite Holiday Walking Field Trip: The Creamery	Pool Day
	07/21 - 07/25	Batter Up!	Field Trip: Funtopia	Pool Day	Pool Day	Theme Day: Cubs vs. White Sox	Pool Day
SESSION 5	07/28 - 08/01	Otter This World!	Field Trip: Otter Cove Water Park	Pool Day	Pool Day	Theme Day: Crazy Hair/Socks	Pool Day
	08/04 - 08/08	Catch Me If You Can	Field Trip: Chaser's Laser Tag	Pool Day	Pool Day	Theme Day: Camp Colors	Pool Day

TEEN CAMP

DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
06/02 - 06/06	Field Trip: Herrick Lake	Field Trip: Enchanted Castle	Pool Day	Pool Day	Field Trip: Fullersburg Woods Geocaching
06/09 - 06/13	Field Trip: Brookfield Zoo	Field Trip: Coyote Crossing Mini Golf	Pool Day	Pool Day	Field Trip: Downtown Naperville
06/16 - 06/20	Field Trip: Top Golf	Field Trip: Chaser's Laser Tag	Pool Day	Pool Day	Field Trip: Otter Cove Water Park
06/23 - 06/27	Field Trip: Dave & Busters	Field Trip: Movie	Pool Day	Pool Day	Field Trip: Morton Arboretum
06/30 - 07/04	Field Trip: Rainbow Falls Water Park	Field Trip: Wicked Ball	Pool Day	Pool Day	No Camp! Happy 4th of July!
07/07 - 07/11	Field Trip: Downtown Lombard	Field Trip: Sky Zone	Pool Day	Pool Day	Field Trip: Cosley Zoo & Cantigny
07/14 - 07/18	Field Trip: Funtopia	Field Trip: Cypress Cove	Pool Day	Pool Day	Field Trip: Shrek The Musical
07/21 - 07/25	Field Trip: Main Event	Field Trip: Bartlett Aquatic Center	Pool Day	Pool Day	Field Trip: DuPage County Fair
07/28 - 08/01	Field Trip: Putter's Peak Mini Golf	Field Trip: Cricket Creek Geocaching	Pool Day	Pool Day	Field Trip: Mish Mash
08/04 - 08/08	Field Trip: Funway	Field Trip: Coral Cove Water Park	Pool Day	Pool Day	Field Trip: In the Game Hollywood Park

