

SUMMER 2018



# Summer Camp Parent Manual

Traditional Camps \* General Specialty Camps  
Peck Farm Camp Coyote Camps \* Gymnastics Camps

710 Western Avenue, Geneva, IL 60134 \* 630-232-4542 \* [genevaparks.org](http://genevaparks.org)

## Dear Summer Camp Parents:

Welcome to Summer Camp 2018! As the start of camp draws near, the staff at the Geneva Park District are busy making final plans for our summer camps. We have planned a very exciting summer and look forward to meeting you and your child. In this manual, you will find information you will need prior to the start of camp. Thank you for taking the time to read this information. We hope that this information is helpful to you and that the camp experience is great for you and your family. As always, if you have any questions, please don't hesitate to contact us at 630-232-4542.

Sincerely,

Kelly Wales, Recreation Supervisor  
Kim Bohannon, Peck Farm Camp Director  
Keith Schmerer, Athletics/Facility Supervisor



Please visit our website at [www.genevaparks.org](http://www.genevaparks.org) for our camp registration information.

## Meet the Counselors Night

*Campers, this is your opportunity to meet your counselors before camps start! Parents, this is your opportunity to meet the staff and address any questions or concerns you may have before camps start. All campers and parents are invited to attend.*

**Thursday, June 7th from 6-7:30pm**  
Traditional and Specialty Camps will be at Western Avenue School for Meet the Counselors Night!

**Tuesday, May 29th from 5:30-7pm**  
Peck Farm Camps will be at Peck Farm Park for Meet the Counselors Night!

## Program Philosophy

The mission of the Geneva Park District is to provide residents of all ages in the community with recreational programs, facilities and open space that enhances their quality of life. The focus of our summer camps is to provide opportunities to participants that allow personal growth by developing a positive self image, as well as treating others with respect. Additionally, participants learn to appreciate diversity, develop leadership and other skills through a variety of outdoor activities and experiences. All of the camps incorporate the "Character Counts" philosophy and the benefits of a healthy lifestyle. It is the primary goal of the Geneva Park District to make sure camp is a fun and enjoyable environment for each participant. The experiences and bonds that are formed at camp will last them a lifetime.

We hope you enjoy what our camps have to offer! We are continually striving to make camp a great experience for all participants.

Camps are staffed with high school students, college students and adults. They have been trained in activity planning, principles of supervision, behavior management, basic first aid, severe weather spotting and more.



## Registration Policy

It is our goal to accommodate as many families as possible. The Geneva Park District reserves the right to adjust locations based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

- All registrations must be accompanied by full and proper payment per registration forms.
- Summer camps offer priority registration to current participants in the Kids' Zone programs.
- Special needs accommodations can be made to assist your child. Please notify us as soon as possible to be able to secure the appropriate accommodations.

## Registration Procedure

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status / history and Park District's ability to meet any special needs the participant may have.

### To register in-person:

- Submit Detailed Participant Profile, Camp Selection Form and payment/payment arrangement.
- Include full payment or CAMP EZ PAY (Payment Plan) forms and fees.
- Pay all outstanding fees due to any and all Kids' Zone program or any other Park District programs and remain in good financial standing with the Geneva Park District.
- Registration will be accepted until 9pm the Wednesday prior to the start of a session, pending availability.
- Waitlists will be formed when program reaches maximum participant capacity.

**To register online:** In order to receive eligibility and have access to register for camps online, please submit the Detailed Participant Profile to Sunset Community Center or SPRC prior to registration. Please note: Detailed Participant Profile must be received **48 business hours** prior to online registration access. *Payment must be made in full to register online.*

## Refund Policy

Refunds for camp sessions will be given only for Refund Requests submitted **10 business days prior to the start of a session** or for an extended medical leave (5 or more consecutive days) with a doctor's note. Refunds or credits will not be given for vacation, illness, extracurricular activities, disciplinary reasons or other temporary childcare arrangements.

## Tax Information

The Geneva Park District tax identification number is 36-600-8378. The Geneva Park District will supply year-end tax information. Any questions regarding tax information, please contact Dawn Flesvig at 630-262-2220.

## Emergency and Release Form

Only authorized individuals listed on each participants "Detailed Participant Profile Form" will be permitted to sign a child out. Any adult (parents included) must be prepared to show a picture ID when picking up a child. If under 18, must be able to show a valid, high school photo ID. \*No one under the age of 14 may sign a child out of the program.

## Change of Information:

If a parent needs to change any pertinent information, such as phone numbers, address, marital status or adding someone to the authorized pick up list, a "Change of Information Form" must be completed. Only the parent/guardian who completed the original forms can authorize these changes. These forms are available at the site and online. Parents/ guardians are responsible for informing staff of any changes to primary custody, restraining orders or any other situations or changes that may affect the participant.

## Special Needs

The Geneva Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological and/or emotional need or receives special services from the school district, please list in detail on the registration material. Lack of information may adversely affect the park district's ability to accommodate the needs of your child. All participants must be toilet trained and are responsible for their own toileting needs. **Please allow at least 2 weeks for all requests.**

## Medical Treatment Policy

Your child's well-being is our main concern. The medical portion of the emergency form must be completed. Please list any/all conditions that may affect your child during camp hours, ie. asthma, allergies, (bee stings, peanuts, craft items, etc.), appropriate use of inhalers and any information you feel is important. Camp Staff is not medical personnel. Medications cannot be administered to the participant without written consent from the parent / guardian and require a doctors signature. Camp Staff is trained in basic first aid and CPR and will take appropriate action when necessary. If emergency services personnel are deemed necessary by staff, the expense will be the responsibility of the camper's parent / guardian.



### Drop Off Policy

Although the staff may arrive at the site prior to the program start time, they are not permitted to accept participants before the scheduled start time. Children must be accompanied by a parent or authorized adult and they must sign their child(ren) in on the Sign In/Out form each day.

### Pick Up Policy

Participants must be signed out from Camp by a parent or an authorized adult. No child will be released to an individual whose name does not appear on their Emergency and Release form and under no circumstances is a child allowed to leave the program unescorted. Staff may ask to see a photo ID of anyone picking up the child, including parents. If someone is going to pick up the child that is not on the list and it is a one time occurrence, you must contact the Recreation Supervisor / Coordinator. If a parent needs to add someone to the "Emergency and Release" form, a "Change of Information" form must be filled out. The only person who may make changes is the parent/guardian who filled out the original forms. In the event that you will not be able to pick up your child by the program end time, please notify the park district immediately.

- Only participants who are 10 years old and older are able to sign themselves out, *and only with parent permission (special form to be completed by parent/guardian). This is not available for Gymnastics or Peck Farm Camps.*
- Parents picking up their child must take their child. It is not acceptable for a parent to "visit" and leave.

### Late Pick up Fee

The pick up time will be strictly enforced. If the parent is unable to pick up their child by the program end time, it is the parent's responsibility to make other arrangements. Any child that is picked up after the program end time will result in a late fee of \$5.00 for the first ten minutes. \$1.00 per minute will be charged after the first ten minutes. After 30 minutes and all emergency listings have been called, staff will notify the local Police Department. The child will be transported by the Police to the Police Station. A late form will be filled out and turned into the office where you will be expected to pay your late payment, before your next camp session begins. If unpaid, your child will not be able to participate in the next session. If late pick up becomes a habit, you run the risk of your child being dismissed from the program.

### Illness and Injury

#### Healthy Kids Policy:

- If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 24 hours before returning to the program. If a child vomits, they must go home immediately. If a parent is unable to pick them up, the emergency contacts will be called.
- We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- In case of a contagious disease, please notify Camp Staff immediately. All parents at that site will be notified as soon as possible.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.
- Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

#### Notification of Medical Attention:



- For any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- In the event an injury/illness requires more attention, we will administer first aid and contact the parent or the emergency contacts if the parent is unreachable. An accident report will be completed as well. If necessary, we will contact emergency services and participant will be transported to the nearest hospital.

#### Dispensing Medication

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. Parents/Guardians are required to complete a "Request to Administer Medication Form" for any and all medication to be administered to participants by the camp staff or the participants themselves. This form requires the doctors signature.

- All medication in the original container with the prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
- Parent/Guardian must sign and complete a Request to Administer Medication form. This form requires the doctors signature.
- Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
- Students are not allowed to keep medication with them; even inhalers must be kept locked up with other medicine. If a child is administering the inhaler themselves, they will simply ask the staff when needed.
- **\*Staff are not allowed to dispense medication via injections or suppositories\***
- Medication cannot be administered without a doctor's signature on the Request to Administer Medication Form.

# What to bring to camp?

\*Weekly newsletters will be provided for parents with details of what campers need for the week\*



**Snack/Lunches** – Lunches and snacks are not provided at any of our day camps. **For the safety of all participants, food items must be peanut free . All campers need to bring a water bottle each day.** Please make sure their lunch and/or snack and drink is clearly marked with their name. Please send your child with a reusable water bottle every day. For camps with field trips days, please be sure to send a sack lunch unless otherwise noted.

**Attire** – Campers should wear socks and gym shoes everyday. **For safety reasons, open toed shoes and bare feet are not allowed.** Campers play a variety of games and activities, please be sure to send children in play clothes. Please have your child wear their swimsuit under their clothes, and bring a towel and sunscreen on swim or water days. On field trips days, campers should be sure to wear their camp shirts. Be sure to label all of your child's belongings.

**Sunscreen/Bug Spray** – All campers are required to supply their own bottle of sunscreen and/or bug spray, due to allergic reactions. Please make sure to mark their name on the bottle. Campers should apply sunscreen and/or bug spray prior to arrival at camp. Reapplication reminders will occur at several points throughout the day to ensure protection.

## SPECIAL NOTE:

Please do not send your camper with technological devices (ex. MP3 players, iPods, handheld Nintendo games, cell phones, etc.). There is no need for campers to bring these items to camp. Please be aware that if items are brought to camp, they are the responsibility of the camper, NOT the Park District. The Park District is not responsible for damaged, lost or stolen items.

## Camp Calendar

At Meet the Counselors Night, final camp calendars will be available. The camp calendar will be available on our website at [www.genevaparks.org](http://www.genevaparks.org) and will also be available at your child's camp. These calendars contain important information. The camp calendar will show what themes are being planned each week and the locations of field trips!

## Weekly Newsletters / Special Reminders

Throughout the summer, weekly newsletters will be posted on our website at [www.genevaparks.org](http://www.genevaparks.org) to inform you of the week's activities and if the campers need to bring anything specific to camp on certain days (ex. water days, field trips, etc.) Special reminders may be sent home with the campers as well.

## Supplies

Occasionally, camp staff will ask campers to bring items from home. Typically we need recyclable items for art projects. This information will be requested in the Newsletter or Special Reminders.

## Field Trip Information

*Please refer to camp calendars/newsletters for field trip information. Not all camps attend field trips.*

Most camps do travel, whether it is going to a park, Sunset Pool or on field trips. Campers **MUST** wear their camp shirts to attend a field trip. Campers will be transported via school bus with the assistance of the park district buses or vans on occasion. When participants are bussed for a program, parents will **not** be able to drop off or pick up at the field trip location they are being bussed to. All drivers have completed background checks and have obtained all certifications and licenses necessary to operate the vehicles.

## Late Returns

Camps may leave camp locations for pool, parks and fieldtrips. Please see camp calendar/newsletter for details. From time to time, due to weather, traffic or various other reasons they may be late in returning to the site. In the event they anticipate running more than 15 minutes late, they will contact the park district, who will then notify parents via email. Please update your email address and phone numbers with the Geneva Park District.



## General Safety Rules and Policies

- Children should wear gym shoes every day to allow full participation in the activities.
- Only Geneva Park District staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed on camp boundaries during program hours.
- **No electronics, iPods, cell phones or handheld games will be allowed.**
- No clothing that depicts violence or inappropriate themes.
- Personal belongings and toys from home are not allowed. Staff is not responsible for lost or stolen items and reserves the right to restrict or confiscate inappropriate toys.

## Weather

All camps will be held rain or shine! Please call the Sunset Community Center in case of severe weather conditions. In cases of extreme heat, staff will take proper precautions ensuring frequent water breaks, shade, limit physical activity and may be relocated to an air conditioned location for a brief period during the day. Campers will be exposed to sun and bugs. Please apply sunscreen and bug spray before camp.

## Park District Photo / Video Disclaimer



All participants permit the taking of photos and/or video of themselves and their children during Park District activities, programs, events, and facilities for publication and use as the Park District deems necessary in marketing materials.

If you and your child do not wish to be photographed or videotaped, a written objection must be filed with the Park District.

## Camp Evaluations



The camp evaluation is the Park District's main tool for assessing your level of satisfaction. A link to the camp evaluations will be sent out via email. Please make sure we have your current email on file! If you do not have email, you may request a hard copy of the evaluation at the end of each session.

## Water Day Information

(Not all camps have water days,  
please see camp calendar / newsletter for details.)

Please send your child in their bathing suit (under clothing) with a towel on water days. Please see camp calendar for water day dates.

We have implemented a colored wristband system to assist camp counselors and lifeguards in knowing your child's swimming abilities while at the pool.

Note: Although we will only go to the pool on designated days, we may have water activities at the park. If noted in the newsletter, please send your child in appropriate attire.

In addition, camps may attend water park field trips—see camp calendar for details.

### Special Pool notes:

- Campers are not allowed to hang on counselors.
- All campers will be swim-tested by Park District staff to determine their swim ability at the beginning of each session.
- For the safety of your child, lifeguards have final say of camper's swimming ability.
- Campers who do not adhere to the rules of the facility may lose their aquatic privileges.





## Code of Conduct

The following policies have been established for the benefit of the program. These rules apply to all participants and their parents/guardians.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported appropriately.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact with any other participants or verbal or physical harm.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.)
- Please note: cell phones and other electronic devices will not be allowed at the program.
- No refunds will be issued for suspensions.

## Discipline Policy

### Expectations for Campers:

- Keep hands and feet to self.
- Talk to others (campers and staff) with respect.
- Listen attentively when spoken to.
- Treat all park district material and property with care.
- Be safe while having fun.

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and leading by example. Since each participant has different ways of learning, several different methods may be used.

**1<sup>st</sup> Offense** – Verbal Warning (depending on the severity, several warnings may be given)

**2<sup>nd</sup> Offense** – A behavior report will be filled out and filed with the Recreation Supervisor and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions.)

**3<sup>rd</sup> Offense** – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The parent will be notified by the Camp Director or the Recreation Supervisor. Upon return from a suspension, if behavior continues, the Recreation Supervisor may permanently suspend a participant from the Camp program.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. There will be **no refunds** for days missed due to disciplinary infractions.

At Summer Camp, we hold a **“Zero Tolerance to Violence”** policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, FVSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken seriously and will result in an immediate suspension and possible dismissal from the program.

## Communication with Camps and Administrative Staff

If you have any questions please do not hesitate to contact us.

### Administrative Staff

Kelly Wales, Recreation Supervisor	(630)262-2201	kwailes@genevaparks.com
Becky Harling, Recreation Coordinator	(630)262-2210	bharling@genevaparks.com
Trish Burns, Peck Farm Park Manager	(630)262-8244	tburns@genevaparks.com
Kim Bohannon, Summer Camp Director at Peck Farm	(630)262-8244	kbohannon@genevaparks.com
Keith Schmerer, Athletic/Facility Supervisor (Gymnastics Camps)	(630)262-2212	kschmerer@genevaparks.com
Dawn Flesvig, Customer Service & Accounting	(630)262-2220	dflesvig@genevaparks.com
SCC (Sunset Community Center)	(630)232-4542	Fax: (630)232-4569
SPRC (Stephen Persinger Rec Center)	(630)232-4501	Fax: (630)232-4502
PFIC (Peck Farm Interpretive Center)	(630)262-8244	Fax: (630)232-6435

***Camp cell phones are only on during camp hours. Staff may not be able to answer immediately.  
Please leave a message or contact Administrative Staff.***

<b>Camp</b>	<b>Cell Phone</b>	<b>Location</b>
Safari Camp	(630)947-2560	Friendship Station Preschool, 1415 Viking Drive Suite 100
Voyager Camp	(630)945-7334	Sunset Community Center, 710 Western Avenue
Explorer Camp	(630)947-4276	Western Avenue School, 1500 S. Western Avenue
Adventure Camp	(630)945-5043	Harrison Street School, 201 N. Harrison
Junior Xtreme Camp	(630)746-7759	Mill Creek School, 0N900 Brundige Road
Teen Xtreme Camp	(630)746-7759	Mill Creek School, 0N900 Brundige Road
Leadership Camp	(630)232-4542	Sunset Community Center, 710 Western Avenue
Specialty Camps	(630)232-4542	Miscellaneous locations, see park district brochure for details.
Peck Farm Camps	(630)262-8244	Peck Farm Park, 4038 Kaneville Road
Gymnastics Camps	(630)232-4542	Sunset Community Center, 710 Western Avenue

Participants may not use personal cell phones at the camp.



## First Day of Camp Checklist...

- Backpack to keep your belongings in
- Gym shoes & socks
- Water bottle
- Lunch
- Snacks
- Spray-on sunscreen & bug spray