



Parent Manual

Welcome!

We are ready for Summer Camp 2022! Our program supervisors have busy blending what we have learned the last two summers through COVID protocols and what we know and love as our programs were pre-COVID. This manual will provide you with information you will need to review prior to your child's first day of camp. We hope that this information is helpful and informative. If you have any questions or concerns after reviewing this material, please do not hesitate to contact us. Thank you for being a part of our summer camp program!

Summer Camp Priorities

SAFETY

Adapting our program to keep all campers and staff safe!

FUN

Making the best of an unprecedented situation and blending what we learned and what we know to have a fun summer for all!

Plus...bringing back field trips, swimming, and activities in a safe manner for all to enjoy (see camp calendars for details)!

MEMORIES

Experiencing the full summer as the "new normal" for the first time!

EVERY
DAY IS
AN
ADVENTURE

Important Dates

- | | |
|-----------|------------------------------------------------------------------------------------------------------------|
| 6/02 | Meet the Staff Night 6-7pm at Western Avenue School |
| 6/06 | First day of Gymnastics Camp.

No Traditional or Nature Camp—school district reserved emergency day. |
| 6/07 | First Day of Traditional, Unique and Nature CAMP! |
| 7/04 | No Camp—Happy 4th of July |
| 8/05 | Last Day of Summer Camps |
| 8/08-8/12 | K-6th grade: Fun-2-Play Camp & Nature Fun-2-Play Camp |
| 8/15-8/16 | No Park District programming as we shift from Camps to Kids' Zone! |
| 8/17 | First Day of School & Kids' Zone!! |

Meet the Staff Night

Thursday, June 2 ~ 6-7pm at Western Avenue School

Meet and connect with our camp staff before camp starts! Parents, this is your opportunity to address any concerns you may have. All parents and registered campers are invited to attend. All camps will be in one location for this event. All current guidelines are being followed to ensure a safe experience. Please note: location is subject to change.

Additionally, **weekly newsletters will be emailed to families with details of what campers need for the upcoming week.**

We ask that you send minimal items with your child to camp. Camp Necessities Include:

- Backpack to keep child's belongings in.
- Snacks (one for morning and one for afternoon), lunch (if your child will be attending full day), and a reusable water bottle. For the safety of all participants, food items must be peanut free.
- Sunscreen / Bug Spray - Due to potential allergic reactions, all campers are required to supply their own bottle of spray on sunscreen and/or bug spray.
- Attire - campers should wear socks and gym shoes every day.
- Please note our program will closely monitor guidance from IDPH, CDC, and more. Should COVID protocols change, our program's policies/procedures could change as well.

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.

Participants with 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 needs or receives special services from the school district, please notify Kelly Wales at Kwales@genevaparks.com

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 support requests.**

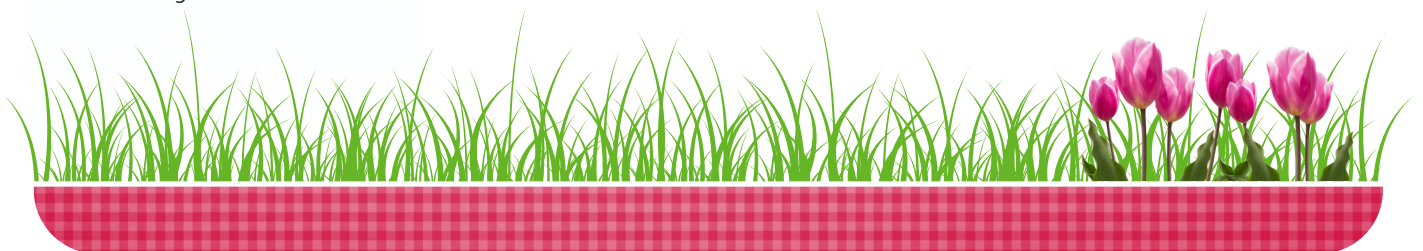
Detailed Participant Profile Form / Emergency Release Form

The Detailed Participant Profile Forms provide the park district with information regarding general information about your child, main contact information, secondary parent/guardian contact information, authorized pick-up persons, special assistance / accommodations, medical information (that would be provided to paramedics if needed), and general program policies and program waiver.

Only authorized individuals listed on each participant's "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 16, 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/guardian needs to change any pertinent information, such as phone numbers, address, or adding/removing someone to/from 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 on site at each camp and can be found online at genevaparks.org.



Camp Locations & Phone Numbers

Please note that the site cell phones will only be turned on during program hours. If you need assistance outside of program hours please call our park district main line at 630-232-4542

TRADITIONAL / UNIQUE CAMPS

Safari Camp (ages 3-5) - Friendship Station Preschool, 2960 Blackman Rd. (630) 947-2560

Discovery Camp (entering kindergarten) - Friendship Station Preschool, 2960 Blackman Rd. (630) 945-8358

Voyager Camp (entering 1st grade) - Sunset Community Center, 710 Western Avenue. (630) 945-7334

Explorer Camp (entering 2nd-3rd grade) - Western Avenue School, 1500 S. Western Avenue. (630) 947-4276

Adventure Camp (entering 4th-5th grade) - Harrison Street School, 201 N. Harrison Street. (630) 945-5043

Teen Camp (entering 6th-8th grade) - Harrison Street School, 201 N. Harrison Street. (630) 945-5043

Unique Camps (preschool & kindergarten) - Friendship Station Preschool, 2960 Blackman Rd. (630) 947-2560

Unique Camps (1st –10th grade) - Stephen Persinger Recreation Center, 3507 Kaneville Road. (630) 746-7759

Administrative Staff for Traditional / Unique Camps:

Kelly Wales, Recreation Supervisor
630-262-2201 kwales@genevaparks.com

Leah Hurwitz, Recreation Coordinator
630-262-2215 lhurwitz@genevaparks.com

Peck Farm Park Nature Camps - Peck Farm Park, 4038 Kaneville Road. (630) 862-0695

Administrative Staff:

Adam Dagley, Manager of Peck Farm Park
630-262-8244 adagley@genevaparks.com

Jake Dean, **Peck Farm Park Program Coordinator**
630-262-8244 jdean@genevaparks.com

Gymnastics Camps - Sunset Community Center, 710 Western Avenue. (630) 232-4542

Administrative Staff:

Ryan Coffland, Athletic Supervisor
630-262-2212 rcoffland@genevaparks.com



"You'll never be bored when you try something new. There's really no limit to what you can do!" - Dr. Seuss

General Safety Rules and Policies

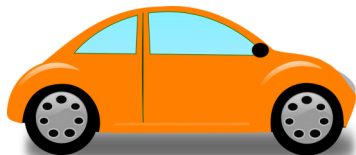
- Children should wear gym shoes every day to allow full participation in the activities.
- Only Geneva Park District staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed in camp boundaries.
- Once a child is picked up from the camp, they are not allowed to return to camp that day.
- No personal electronics or toys from home are allowed to be used during the program. Staff is not responsible for lost, stolen or damaged items and reserves the right to restrict or confiscate items.
- No clothing that depicts violence or inappropriate themes.
- We will host activities outdoors as much as possible.
- Campers and staff will be guided in practicing proper hand hygiene.
- Additional staff have been added to keep our ration at 1 staff per 10 children or less, to provide designated staff for additional cleaning and sanitation and to assist with participant needs.



Drop Off & Pick Up Procedures

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**. Families that have children enrolled in camps at different locations with the same drop off and pick up times, receive a 15 minute early drop off for first child and a 15 minute late pick up window for 2nd child.



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 a parent needs to add someone to the authorized pick up list, 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.



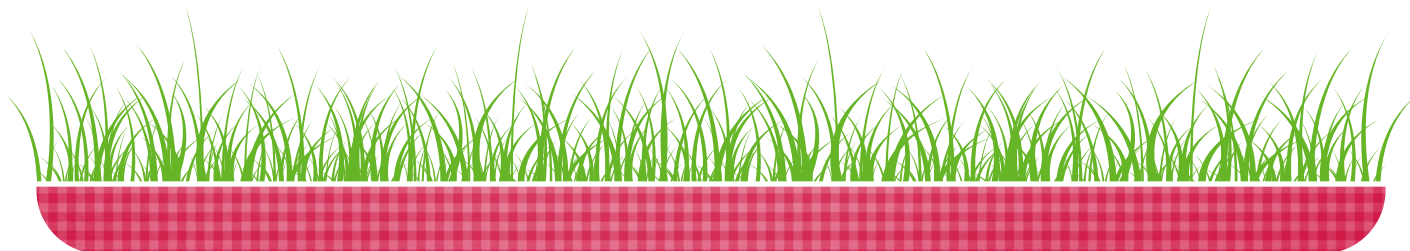
Field Trip Information

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.



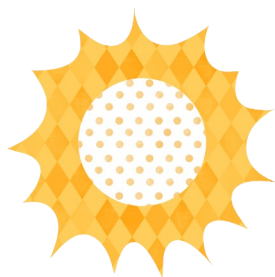
Refund / Registration Policy

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.



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.

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.

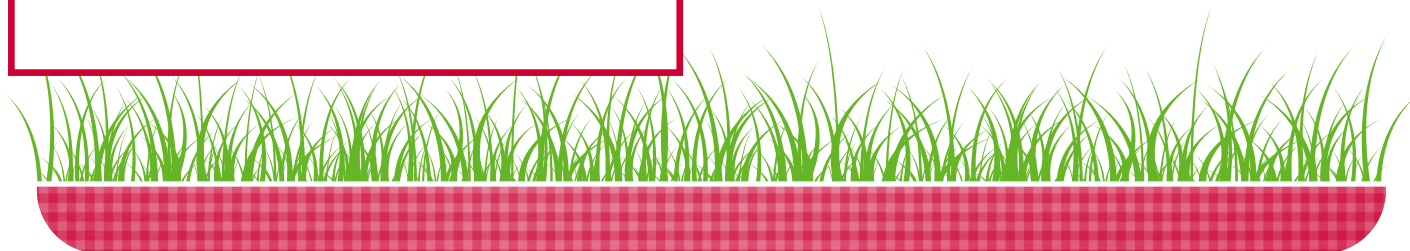
Registration Procedure

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. *CAMP EZ PAY is not available after May 1.*
- 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 Form to Sunset Community Center or SPRC prior to registration. Forms may also be emailed to info@genevaparks.com 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.*





Healthy Kids Policy

Your child's well-being is our main concern. The medical portion of the Detailed Participant Profile Form must be completed. Please list any/all conditions that may affect your child during camp hours, i.e. Asthma, allergies (bee stings, peanuts, craft items, etc.), appropriate use of inhalers and any information you feel is important. **Camp staff are not medical personnel. They are trained in basic first aid, CPR/AED and will take appropriate action when necessary.** If emergency services personnel are deemed necessary by staff, the expenses will be the responsibility of the participant's parent/guardian. Medications can not be administered to the participant without written consent from the parent/guardian AND REQUIRE a doctor's signature on our MEDICATION FORM.

- 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:

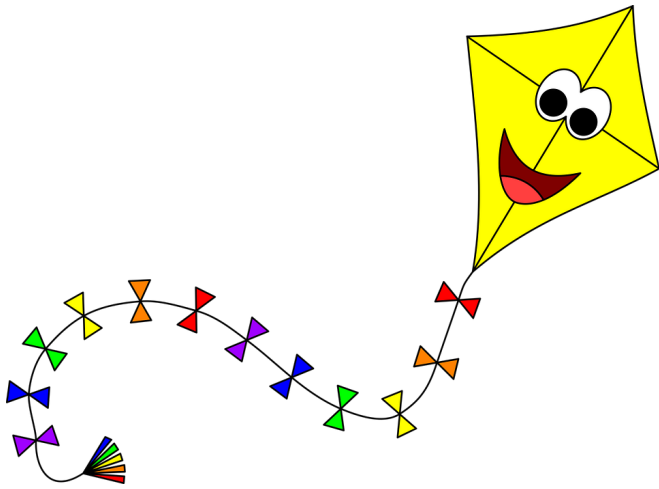
- For any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive at pick up.
- In the event an injury/illness requires more attention, we will administer first aid and contact the parent or the emergency contacts if the parent 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 doctor's 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 doctor's 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 accepted or administered without a doctor's signature on the Request to Administer Medication Form.





A Few Camp Specific Notes...

TRADITIONAL CAMPS: 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.

Special Pool notes:

- Campers are not allowed to hang on counselors.
- All campers will be swim-tested by Park District life guard 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.

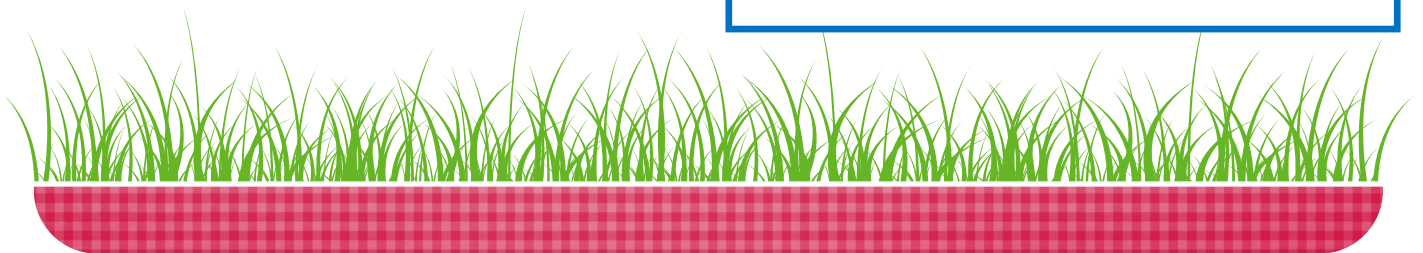
Peck Farm Park

Due to the nature of Camp Coyote being held outdoors, protection from sun and biting insects is a top priority. We highly recommend an EPA-approved insect repellent be applied, as well as sunscreen on areas of the body not covered by clothing. For full-day camp, it is recommended to re-apply these products and we suggest campers bring their own sunscreen and insect repellent to apply themselves, as needed.

Gymnastics Camps

Please note:

- Campers should wear leotard/athletic shorts, camp shirts, socks, and gym shoes
- Campers should bring a reusable water bottle and nut free snack



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.

1st Offense – Verbal Warning (depending on the severity, several warnings may be given)

2nd 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.)

3rd 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.

