

# One Guide, All Seasons

*A year-round overview of shared policies and expectations for Kids' Zone, Day Off Fun Zone and Camps.*

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## WELCOME!

We're excited to welcome you to the Geneva Park District's Extended Care and Camp Programs! Whether your child is joining us during the school year in Kids' Zone, Day Off Fun Zone, or one of our Mini Camps — or spending their summer in one of our Traditional, Mini, or Nature Camps — our mission remains the same: to provide a safe, structured, and fun environment that encourages personal growth, positive experiences, and lasting memories.

This handbook includes important information and policies. Please take a few minutes to review it, and reach out anytime if you have questions. We're here to support you every step of the way!

Thank you for choosing Geneva Park District. We look forward to an amazing year filled with safety, learning, and fun!

## HOW TO USE THIS HANDBOOK

- We encourage all families to become familiar with this handbook so we can work together to ensure a positive and safe environment for all children.
- Program-specific details will be provided separately by your program supervisor.
- If you have questions, please contact your program supervisor — we're happy to help!

### Kids' Zone, Day Off Fun Zone Program, Traditional & Mini Summer Camps

Kelly Wales, Recreation Supervisor [kwales@genevaparks.com](mailto:kwales@genevaparks.com) 630-262-2201

Ally Paulson, Recreation Coordinator [apaulson@genevaparks.com](mailto:apaulson@genevaparks.com) 630-262-2215

### Peck Farm Park Nature Camps

Adam Dagley, Manager of Peck Farm Park [adagley@genevaparks.com](mailto:adagley@genevaparks.com) 630-262-3103

Kate McKinsey, Peck Farm Park Program Coordinator [kmckinsey@genevaparks.com](mailto:kmckinsey@genevaparks.com) 630-262-8244

## ELIGIBILITY REQUIREMENTS

Geneva Park District's Extended Care and Camp programs are open to a wide range of participants. The following minimum eligibility criteria must be met for enrollment:

### **Participants must:**

- Register before the program reaches capacity.
- Pay all applicable registration fees and remain in good financial standing.
- Meet age and school attendance requirements as outlined for each specific program.
  - **Kids' Zone:** Must attend a Geneva School District 304 elementary school (grades K–5).
  - **Day Off Fun Zone:** Open to children in grades K-5; both residents and non-residents are welcome.
  - **Summer Camps:** Open to children ages 3–15; both residents and non-residents are welcome.
- Agree to follow the Geneva Park District Code of Conduct.
- Maintain safe behavior that does not place themselves or others at risk.
- Possess the following relative skills, with or without reasonable accommodations:
  - Use a consistent form of communication to express basic needs and follow simple directions.
  - Participate voluntarily in scheduled activities for the majority of the program time.
  - Tolerate and function within a larger group setting (typically 12 or more participants).
  - Stay with the group and follow staff directions to the best of their ability.
  - Conduct personal care needs independently, including eating, toileting, and dressing.

**Note:** Reasonable accommodations will be provided as needed in partnership with Fox Valley Special Recreation Association (FVSRA) to promote inclusive participation.

# INCLUSION SERVICES & REASONABLE MODIFICATIONS

Geneva Park District is committed to providing inclusive recreation opportunities for all participants. We work in collaboration with Fox Valley Special Recreation Association (FVSRA) to offer reasonable modifications in compliance with the Americans with Disabilities Act (ADA).

## Reasonable modifications may include:

- Additional training for Geneva Park District staff
- Program adaptations or activity adjustments
- Use of modified equipment or supplies
- Additional staff support when necessary

All modifications are determined individually based on the participant's needs, in cooperation with FVSRA and Geneva Park District leadership.

We believe every child deserves the chance to participate, learn, and thrive. Families interested in requesting accommodations should contact the Program Supervisor during registration or as soon as a need is identified.

# REGISTRATION POLICIES & PROCEDURES

Our goal is to accommodate as many families as possible while maintaining the safety, structure, and integrity of our programs. Enrollment is subject to availability, proper completion of registration materials, payment status, and the Park District's ability to provide reasonable accommodations for participants with special needs.

## To complete registration, families must:

- Submit all required registration forms.
- Pay all applicable registration fees or enroll in an eligible payment plan.
- Ensure all outstanding balances from any Geneva Park District programs are paid in full.
- Complete an emergency information profile through ePACT (a link will be sent after registration).
- Register before program capacity is reached; once full, a waitlist will be formed.

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## Program-Specific Notes:

### Kids' Zone:

- Priority registration is offered to current Kids' Zone participants and their siblings.
- Annual re-registration is required.
- Registrations received after August 1 may be placed on a waitlist and may not begin until the second Monday of September. Weekly registration deadlines apply after that.
- Online registration is not available for Kids' Zone.

### Day Off Fun Zone (DOF):

- Open to children in grades K-5, including residents and non-residents.
- Kids' Zone enrollment is not required to attend DOF.
- DOF is held at Western Avenue School.
- All participants will attend a field trip.
- Group structures are subject to change based on enrollment and staffing.

### Summer Camp:

- Open to children ages 3–15, including residents and non-residents.
- Kids' Zone enrollment is not required to attend camp.
- Camp location and group structure are subject to change based on enrollment and staffing.
- Registrations are accepted until 9:00 p.m. on the Wednesday prior to the desired session, pending availability.

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### Registration Payment Plans:

- Full payment is required at the time of online registration.
- Kids' Zone and Summer Camps offer Payment Plan Options. Please see registration materials for details.

## ePACT — PARTICIPANT INFORMATION

The Geneva Park District uses ePACT Network, a secure digital platform, to collect health and emergency contact information for all participants. This means no more paper forms — and peace of mind knowing we have the most accurate, up-to-date information to best support your child.

ePACT prioritizes **privacy and security**, and families can learn more about their measures here:

[ePACT Privacy Policy](#)

ePACT is **easy to use** and convenient—it allows families to create **one central account** where shared data pre-fills across programs. If updates are made to your account, we're notified automatically to ensure we always have current information when it matters most.

You will receive an invitation from Geneva Park District via ePACT for **each child** registered in an active program. Simply follow the instructions in the email to create your account and complete the required forms.

Need help? Watch a short video tutorial:

[How to Share Your Emergency Information](#)

We appreciate your support with this system. While change can be an adjustment, ePACT helps us be better prepared for any situation—whether it's a weather delay, field trip issue, or medical emergency.

### Required for participation

Your child's ePACT account must be **fully completed and submitted** before they can attend our Extended Care and Camp Programs.

# Emergency Contacts, Pick-Up List, and Program Communications via ePACT

To ensure participant safety and efficient communication, the Geneva Park District requires each family to list authorized adults in the following categories:

- **Parents/Guardians** are the primary contacts for all communication and emergencies.
- **Emergency Contacts** are trusted adults authorized to pick up the participant and receive urgent program-wide updates (such as changes to pick-up procedures or locations).
- **Pick-Up List** individuals are authorized to pick up the participant and may also receive program-wide updates related to drop-off and pick-up logistics.
- **Out-of-Area Contacts** are included for major emergencies only (e.g., large-scale evacuation notifications).

## Important Notes:

- Mass notifications are sent based on the selected category (Parents/Guardians, Emergency Contacts, Pick-Up List).  
→ Families cannot customize or limit messaging to individual contacts within a category.
- Staff members do not individually call Emergency Contacts or Pick-Up List individuals unless a specific child-related issue arises.
- Parents/Guardians are responsible for ensuring all listed Emergency Contacts and Pick-Up List individuals understand their role and the types of communication they may receive.

## ARRIVAL AND DISMISSAL PROCEDURES

To ensure the safety and accountability of all participants, the following arrival and dismissal procedures apply across all extended care and camp programs:

### Arrival Procedures

- Staff may arrive onsite before the program start time to prepare, but participants cannot be signed in or left in staff care until the program official start time.
- All participants must be accompanied by a parent, guardian, or authorized adult and signed in daily.
- Early arrival (up to 15 minutes before the start time) may be allowed if siblings are attending programs at different locations. Does not apply to extended care hours.
- Parents/guardians are expected to leave the program area promptly after signing in. Visiting or lingering in the program space is not permitted.

### Dismissal Procedures

- Participants must be signed out by a parent, guardian, or authorized individual as listed in the child's ePACT account.
- Photo ID may be requested at any time during pick-up, including from parents.
- Once a child has been signed out, they may not return to the program for the remainder of the day.

**Special Notes for Kids' Zone After-School Program:**

- During after-school pick-up, please allow children to be fully checked in and allow school buses to depart before requesting an early release. Otherwise children should be picked up from school.
- Participants may not return to classrooms or school facilities after school dismissal, in accordance with School District 304 policy.

## **LATE PICK-UP POLICY**

Program end times are strictly enforced across all Geneva Park District extended care and camp programs. If you are unable to pick up your participant by the scheduled end time, it is your responsibility to make alternate arrangements.

**Late Pick-Up Fees:**

- A \$5.00 late fee per participant will be charged for the first 10 minutes after the scheduled end time.
- An additional \$1.00 per minute will be charged for each minute beyond the initial 10 minutes.

**If a participant is not picked up within 10 minutes:**

- Staff will attempt to reach all authorized emergency contacts.
- If no contact is made within 30 minutes, the local Police Department will be contacted, and the participant may be transported to the police station for their safety.

**Important Reminders:**

- A Late Pick-Up Form will be completed for each incident.
- Late pick-up fees must be paid before your next scheduled payment or before your participant's next session begins.
- Repeated late pick-ups may result in removal from the program.

We appreciate your understanding and cooperation in helping us provide a safe, structured environment for all participants and staff.

## **ABSENCES**

To maintain accurate attendance and ensure participant safety, parents and guardians are responsible for notifying staff of any planned or unplanned absences from Kids' Zone After-School Care, Day Off Fun Zone, or Camps programs.

**Reporting an Absence:**

- Notify your child's program site staff if your participant will be absent due to illness, vacation, early pick-up, or any other reason.
- Provide notice as early as possible to help staff plan daily activities and ensure accurate attendance.

## Program-Specific Reminders:

- **School-Year Programs (such as Kids' Zone):**
  - Participants are received directly from their school.
  - If your child will not attend after school, it is your responsibility to notify both the school office and Geneva Park District staff.
  - Schools are not responsible for informing our staff of absences or early dismissals.
  - A single email sent to both the school and the program site is an easy and effective way to communicate.
- **Summer Camps and Day Off Fun Zone:**
  - Participants are dropped off directly by parents or guardians.
  - If your child will be absent, please notify the camp or program site in advance when possible.
  - In the event of an absence without prior notice, Geneva Park District staff will not initiate a phone call home to confirm the absence.
  - While a call is not required, advance notice is always appreciated to assist staff with planning and supervision.

Please note: Absence notification procedures vary slightly depending on the program. When in doubt, feel free to reach out to your program site staff or program supervisor.

## Frequent Unreported Absences:

- Regular communication is expected.
- Frequent unreported absences may result in removal from the program.

Thank you for helping us keep all participants safe and accounted for!

## SAFETY RULES & POLICIES

The Geneva Park District prioritizes safety, structure, and a positive environment across all Kids' Zone, DOF and Summer Camp programs. Please review the following guidelines carefully:

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### Footwear

- Participants must wear gym shoes daily to ensure full and safe participation in activities.
- Open-toed shoes, sandals, and flip-flops are not permitted during active play.

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### Outdoor Play

- Weather permitting, outdoor play is part of daily activities.
  - Summer Camps: please apply sunscreen and bug spray to your child before arriving.
  - Please send participants with appropriate clothing, including jackets, boots, hats, gloves, snow pants, and snow boots during colder months.
  - Only participants with snow pants and boots may play in the snow during winter programs.
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## Personal Belongings

- Label all personal belongings clearly with the participant's name.
  - Participants are responsible for their own bags, jackets, and other items.
  - Staff are not responsible for lost, damaged, or stolen belongings.
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## Electronics & Toys

- Personal electronic devices (cell phones, smartwatches, handheld games, etc.) and toys from home are not allowed during program hours.
  - Smartwatches may be worn but may not be used for calling, gaming, or messaging.
  - Inappropriate items may be confiscated and returned to parents at pick-up.
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## Dress Code

- Clothing should be appropriate for active play and the weather.
  - Clothing displaying violence, inappropriate themes, or offensive language is not permitted.
  - Hats may be worn outdoors but are not allowed inside program spaces.
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## Media Use

- "G" rated movies may occasionally be shown.
  - "PG" rated movies will only be shown with parent permission.
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## Food Sharing

- Sharing of snacks, candy, or food is not allowed due to allergy and dietary concerns.
  - Gum is not permitted at any program site.
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## Hygiene Practices

- Participants will be encouraged to wash hands regularly, especially before eating and after outdoor activities.
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## Visitor Policy

- Only Geneva Park District staff, Geneva School District 304 staff (for school-year programs), authorized parents/guardians, and invited special guests are permitted on-site during program hours.
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## Pick-Up Policy

- Once a participant is signed out for the day, they may not return to the program.

For detailed information about arrival, dismissal, late pick-up fees, and absence reporting, please refer to the Arrival and Dismissal Procedures, Late Pick-Up Policy, and Absences sections of this handbook.

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## CODE OF CONDUCT

Geneva Park District is committed to providing a safe, inclusive, and respectful environment for all participants, families, and staff. To support these goals, all participants and guardians are expected to adhere to the following standards of behavior:

### Participants are expected to:

- Treat fellow participants, staff, and property with kindness and respect.
  - Follow the instructions and guidance of all program staff.
  - Remain in designated program areas unless given permission to leave.
  - Maintain personal responsibility for their behavior and belongings.
  - Refrain from entering staff areas or storage spaces.
  - Avoid physical contact, roughhousing, or verbal abuse.
  - Refrain from bringing weapons, toy weapons, or objects that may be used as weapons.
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## Bullying and Threatening Behavior

- Bullying of any kind — physical, verbal, written, or cyber — is strictly prohibited.
  - Bullying is defined as behavior that causes fear, harm, distress, or disrupts participation in Geneva Park District activities. This includes harassment, threats, intimidation, sexual misconduct, destruction of property, and retaliation.
  - All threats or threatening behaviors will be taken seriously and addressed promptly to ensure the safety and well-being of all participants.
  - **We recognize that many children are still developing important social skills, and that Geneva Park District programs may be one of their first structured group experiences. Our approach emphasizes teaching and guiding positive behaviors while setting clear expectations.**
  - Serious, repeated, or intentional acts of bullying may result in additional interventions, including behavior reports, suspension, or removal from the program if necessary.
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## PARENT PARTNERSHIP

At Geneva Park District, we believe that strong partnerships between staff and families create the best environment for children to learn, grow, and succeed.

- Parents and guardians are expected to support Geneva Park District policies, staff guidance, and program expectations both onsite and at home.

- Strong parent support plays a critical role in helping participants build positive habits, social skills, and personal responsibility.
  - Consistent communication between staff and families creates a stronger, smoother experience for everyone — and helps prevent larger issues before they arise.
  - Parents/guardians may be held financially responsible for any damage caused by their child to Park District property, facilities, vehicles, or equipment.
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### Program Expectations

- Participants are expected to contribute to a positive, welcoming, and fun atmosphere for all.
- #1 Rule: Have FUN while respecting yourself, others, and the environment around you!

## DISCIPLINE POLICY

At Geneva Park District, we believe that discipline is a way to **teach** and **guide** children toward making positive choices. Our approach is based on patience, clear expectations, consistency, and respect for each child's growth and learning process.

### Positive Discipline Strategies

Staff members use a variety of proactive techniques to help participants succeed, including:

- Setting clear and consistent expectations
  - Redirecting behavior when needed
  - Offering positive reinforcement and encouragement
  - Modeling respectful communication and behavior
  - Helping participants reflect on their choices and understand the impact on others
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### Steps in the Discipline Process

Depending on the situation and severity of the behavior, one or more of the following steps may be used:

1. **Verbal Reminder**
    - Staff will remind participants of expectations and offer guidance to make better choices.
  2. **Behavior Report**
    - If inappropriate behavior continues or is serious, staff will complete a Behavior Report.
    - Behavior Reports are shared with parents/guardians, signed, and kept on file.
    - Reports may be issued immediately for serious infractions (no prior warnings required).
  3. **Suspension**
    - Ongoing, unsafe, or disruptive behaviors may result in a temporary suspension from the program.
    - Suspension length typically ranges from 1 to 3 program days, depending on the situation.
  4. **Pause in Participation or Dismissal**
    - Repeated incidents or severe behaviors may lead to a longer pause in participation or permanent removal from all Geneva Park District programs, including Kids' Zone, Day Off Trips, and Camps.
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## Immediate Suspension

Certain behaviors will result in immediate suspension without prior verbal warnings, including:

- Physical aggression toward staff or participants
- Verbal threats or intimidation
- Bullying or harassment
- Possession of weapons or dangerous objects

Serious incidents may also result in permanent dismissal following a review by Geneva Park District leadership.

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## Important Notes

- No refunds or credits will be issued for days missed due to disciplinary action.
- Our goal is always to work with families to support positive behavior and personal growth whenever possible.

# HEALTHY KIDS POLICY

Your child's health and safety are top priorities at Geneva Park District. We appreciate your partnership in helping us create a healthy environment for all participants and staff.

## General Health Guidelines

- If your child is showing signs of illness, please keep them home to help prevent the spread of germs.
- Children must be fever-free (below 100°F) for at least **24 hours without the use of medication** before returning to the program.
- Children who vomit during the day must be picked up immediately.

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## If a Child Becomes Ill During the Program

- Parents/guardians will be contacted and expected to pick up their child promptly.
- If a parent cannot be reached, staff will contact the emergency contacts listed in the participant's ePACT account.

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## Communicable Illnesses

- If your child is diagnosed with a contagious condition (e.g., lice, pink eye, COVID-19), please notify staff immediately.
  - Families of other participants will be notified of potential exposure when appropriate, while maintaining confidentiality.
  - Depending on the illness, a doctor's note may be required before your child can return.
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## Emergency Situations

- In the event of a serious illness or injury, staff will contact emergency services (911) immediately.
  - A staff member will accompany your child to the hospital, and parents will be contacted to meet at the facility.
  - All medical expenses incurred will be the responsibility of the parent or guardian.
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## Minor Injuries and Notification

- Minor injuries (such as bumps, scrapes, or small cuts) will be treated onsite with basic First Aid (ice pack, bandage, etc.).
- Staff will notify parents at pick-up regarding any minor injuries.
- For more significant injuries, parents/guardians will be notified during the program day.
- All Staff are Basic First Aid / CPR/AED Certified.

## DISPENSING MEDICATION POLICY

Geneva Park District follows strict guidelines to ensure the safe administration of medications during programs. This policy applies to all medications, including prescription drugs, over-the-counter medications, inhalers, and EpiPens.

### Requirements for Medication Administration

- A completed **Request to Administer Medication Form** must be submitted and signed by both a parent/guardian **and** the child's physician.
  - Forms are valid for one program year or until medication or dosage changes.
  - Medication must be provided in its original container, properly labeled with:
    - Participant's full name
    - Physician's name
    - Pharmacy name
    - Name of medication
    - Exact dosage and administration instructions
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### Important Guidelines

- Only **oral medications** (including pills, liquids, chewables, and inhalers) may be administered. Staff are not permitted to administer injections, suppositories, or other non-oral forms of medication (e.g., insulin shots).
  - Medications will be stored securely onsite, at appropriate temperature conditions.
  - Students may not carry or self-administer medication unless specifically authorized through the proper documentation (only for inhalers or EpiPens).
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### Providing Medications

- For school-year programs (such as Kids' Zone), medication should be provided in **weekly** supplies.
- For summer camp programs, medication should be provided **daily** unless otherwise arranged with staff.

Please Note:

The Park District does not have access to school nurses' offices during, before or after school programs. Any medications required outside of school hours must be provided separately for Geneva Park District programs.

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### No Administration Without Proper Authorization

- Staff cannot and will not administer any medication without a fully completed and signed Request to Administer Medication Form, including physician authorization.

## SNACKS & ALLERGY AWARENESS

Geneva Park District is committed to creating a safe, inclusive environment for all participants, including those with food allergies. Your support helps us maintain a healthy and welcoming program experience.

### Daily Snack Expectations

- Please send your child with a **nut-free snack** and a **filled water bottle** each day.
- Snacks should be clearly labeled and easy for your child to manage independently.
- Sharing of food, snacks, or candy is **not permitted** to help protect children with severe allergies.
- Gum is not allowed at any program site.

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### Allergy Awareness

- Some participants in our programs may have life-threatening food or environmental allergies (anaphylaxis).
- Common allergens include peanuts, tree nuts, milk, egg, soy, wheat, fish, shellfish, insect stings, animal dander, and latex.
- We make every effort to minimize exposure to allergens but cannot guarantee a completely allergen-free environment.
- Please carefully check food labels before sending snacks and avoid items that contain peanuts or tree nuts.

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### Birthday Treats

- Following Geneva School District 304's guidelines, **food treats are not permitted** for birthdays.
- Families who wish to celebrate a participant's birthday are encouraged to send a **non-food item** such as stickers, pencils, or small trinkets.

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### Special Events or Program-Specific Food Days

- Any days involving lunch requirements, special events, or additional snacks will be communicated through your program newsletter or direct staff updates.
- Please refer to program communications for detailed guidance regarding food on these special occasions.

# TRANSPORTATION

Geneva Park District provides transportation for select program activities, including field trips, pool visits, park outings, and emergency situations when relocation is necessary.

## How Transportation Works

- Transportation is typically provided through Geneva School District 304 Bussing or First Student Bus Company, with additional support from Geneva Park District buses or vans when needed.
- All drivers have passed background checks and possess the certifications and licenses required to operate their vehicles safely.

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## Transportation Policies

- When participants are transported for a program-related activity, **parents are not permitted to drop off or pick up at the destination.**  
All participants must travel with the group to ensure proper supervision, accountability, and safety.
- Transportation procedures apply during both school-year and summer programs, depending on the scheduled activities.

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## Field Trip and Travel Days

- For camps that attend field trips or off-site outings, details (including locations, dates, and times) will be provided through camp calendars, newsletters, or direct communication from program staff.
- Not all programs travel regularly; however, most camps include outings such as Sunset Pool visits/Moore Park Spray ground, local park trips, or off-site field trips.
- On designated field trip days, campers must wear their **official camp T-shirt** to help staff easily identify participants.

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## Late Returns

- Occasionally, trips or outings may return later than the scheduled time due to weather, traffic, or unforeseen circumstances.
- If the program anticipates being more than **15 minutes late**, families will receive notification via ePACT.

# TAX INFORMATION

Geneva Park District provides families with easy access to year-end tax summaries for eligible program expenses. Our tax identification number is **36-600-8378**.

## Accessing Your Childcare Statement

- Log into your Geneva Park District household account via our online registration system: [Geneva Park District Online Registration Portal](#)
- Select your account/name from the top menu bar.
- Choose the "**Childcare Statement**" option under the Reports section.
- Update the tax year field (e.g., 2024, 2025) to the appropriate year.
- You have the option to subtotal each month's payment or print totals by participant.

Once submitted, your report will be emailed as a PDF to the primary email address associated with your account.

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## Need Assistance?

For questions related to year-end tax statements or childcare-related payment documentation, please contact:

**Deborah Davison**

Phone: 630-232-4753

# PHOTO / VIDEO DISCLAIMER

Throughout the year, Geneva Park District may take photos or videos of participants during programs, activities, events, or at our facilities for marketing and promotional purposes.

By participating in Geneva Park District programs, families grant permission for their child's likeness to be used in Park District materials, including but not limited to brochures, flyers, social media, and the website.

## Opt-Out Option

- If you do **not** wish for your child to be photographed or videotaped, you must submit a **written objection** to the Park District office.
- Written requests should include your child's full name, program name, and a clear statement of your preference.

We respect the privacy of our participants and will make every effort to honor all opt-out requests when submitted in writing.

# THANK YOU!

Thank you for taking the time to review this handbook. We know there's a lot of information, and we appreciate your commitment to understanding how our programs work.

At Geneva Park District, we value the trust you place in us and are committed to providing a safe, engaging, and supportive experience for your child. Our staff is here to help your child grow, explore, and thrive — and we believe that strong partnerships with families are key to making that happen.

If you have any questions throughout the year, please don't hesitate to reach out. We're here for you and look forward to a great season ahead!

## Kids' Zone, Day Off Fun Zone Program, Traditional & Mini Summer Camps

Kelly Wales, Recreation Supervisor [kwales@genevaparks.com](mailto:kwales@genevaparks.com) 630-262-2201

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## Peck Farm Park Nature Camps

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