

Prospect Heights
Park District



Summer Camp 2024 PARENT HANDBOOK



110 W. Camp McDonald Road
Prospect Heights, IL 60070



847.394.2848



phparks.org

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Dear Parents/Guardians:

Welcome to Summer Camp 2024 at the Prospect Heights Park District. Thank you for enrolling your child(ren) in one of our camps this summer. Our experienced staff is looking forward to providing exciting and rewarding camp activities. It's our goal to have each camper make new friends, get an all-around camp experience and want to come back summer after summer!

Please take time to read through this Parent Handbook as the following information will help answer many of your questions about summer camp.

We wanted to note a couple of important dates for this upcoming summer:

- Camp Open House – Thursday, May 30 from 5:30–6:30pm at the Gary Morava Recreation Center
- Our camps will not meet on Thursday, July 4 or Friday, July 5

All of our camps will again use ePACT to collect emergency contact information, allergy information, medication information, and other important details about your camper. If you already have an ePACT account from last summer or another program, you will not need to create a new account. If you have questions about your account, you may contact the ePACT customer service at help@epactnetwork.com.

If you have any questions in regard to Early Explorers, Explorers Camp, Camp Adventure, Sports Camp, Camp Voyager, Last Hurrah, or Before & After Care, please contact Laura Fudala at lfudala@phparks.org or 847.666.4878.

For questions in regard to Creative & Performing Arts Day Camp, Production Camp, Camp Lunch or Concessions Stand Kid Card, please contact Marci Glinski at mglinski@phparks.org or 847.666.4875.

If you need any additional information please feel free to contact 847.394.2848.

We are looking forward to seeing all of you this summer!

Sincerely,

Laura Fudala

Laura Fudala
Recreation Supervisor

Marci Glinski

Marci Glinski
Recreation Supervisor



About the Staff

Our Camp Coordinators are experienced staff members and are currently pursuing or have completed a college degree. All staff are required to attend at least 15–20 hours of staff training prior to the start of camp. All staff are CPR/AED and Basic 1st Aid certified. Prior to the start of camp, we will email out a list of our camp staff with a bio to get familiar with the staff who will be taking care of your child during camp hours.



Registration Information

1. Camp Registration forms are available online or can be picked up at GMRC.
2. Registration can either be completed online at www.phparks.org or in person at the Gary Morava Recreation Center.
3. Once registered you will receive an email notification from ePACT to set up your account to complete your camper's emergency information form. The login credentials for your ePACT account will not be the same as your credentials for your park district account. Please create new login credentials when creating your ePACT account.
4. Once your ePACT account has been created you will complete the General Child Information, Emergency Contacts, Authorized/Unauthorized pick-up list, allergies, medical conditions and medications forms. This is mandatory and must be complete by your child's first day of camp.
5. If you created an ePACT account for another program, including summer camp last year, at the Prospect Heights Park District you will not need to create a new account.

Payment Options/Registration Deadlines

Option 1 – Payment in Full

Register for the weeks of camp you need, and full payment will be collected at the time of registration.

Option 2 – Automatic Bill Pay

1. Provide a credit/debit card to be billed that is valid for all camp weeks.
2. Your saved credit/debit card will be charged 7 days prior to the start of the camp week.

Camp Week	Auto Bill Date	Registration Deadline (12 PM)
Week 1 - 06/03	N/A	Pay in Full 05/29
Week 2 - 06/10	06/03	06/05
Week 3 - 06/17	06/10	06/12
Week 4 - 06/24	06/17	06/19
Week 5 - 07/01	06/24	06/26
Week 6 - 07/08	07/01	07/03
Week 7 - 07/15	07/08	07/10
Week 8 - 07/22	07/15	07/17
Week 9 - 07/29	07/22	07/24
Week 10 - 08/05	07/29	07/31



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EPACT

We will be using an electronic format, ePACT, for paperwork which can be used for Summer Camp, Preschool, and Kinderstop. Parents will need to create 1 account per household and complete the paperwork once for each child. If you already have an ePACT account from another organization, you can give Prospect Heights permission to have access to your information. Updates/specific questions for each program may be required. ***The ePact emergency forms must be completed prior to the first day of camp in order to participate.***

Emergency Forms will contain the following information (this is not an all-inclusive list):

- General Child Information
- Emergency Contacts
- Authorized/Unauthorized Pick-Up List
- Allergies (food, environmental, medicine, etc.)
- Medical Conditions
- Medications

Refund Guidelines

Cancellation of automatic bill payment weeks or refund requests must be submitted by the deadline in the chart below. Payments are not prorated due to vacations or illness. To request a refund, please complete the form at <https://phparks.org/refund-request-form>. All refunds are subject to a \$5 service fee.

Camp Week	Refund Request Deadline
Week 1 - 06/03	05/22
Week 2 - 06/10	05/29
Week 3 - 06/17	06/05
Week 4 - 06/24	06/12
Week 5 - 07/01	06/19
Week 6 - 07/08	06/26
Week 7 - 07/15	07/03
Week 8 - 07/22	07/10
Week 9 - 07/29	07/17
Week 10 - 08/05	07/24

Financial Assistance

For tax paying residents of the Prospect Heights Park District, we do have a financial assistance program available to help with the cost of summer camp. Applications can be picked up at the front desk and the completed application, along with any necessary supporting documentation, should be dropped off at the front desk.

Receipts

Camp is a recreation program; however, the cost of the program may qualify as childcare for a tax deduction. The Prospect Heights Park District tax ID number is 36-2643018. All current and past receipts are available for you to view and print in your online account. Additionally, in your online account you can create a Childcare Statement by year for reimbursement or tax purposes.



What To Bring To Camp

For the safety of the children, campers should wear gym shoes, socks, and comfortable clothing. Please keep in mind that our camps provide an active setting, therefore we recommend that campers are dressed accordingly and leave valuable clothing and accessories at home. Children are responsible for all their own belongings. Please write the child's name on all belongings for easy identification if lost or misplaced. Children need to bring the following items with them to camp every day unless otherwise specified:

- Lunch (non-perishable, refrigeration not available).
- Refillable water bottle and extra drinks, if necessary
- Backpack
- Sunscreen- please note the park district does not provide sunscreen nor will the staff apply the sunscreen to a camper. It is your responsibility to apply sunscreen prior to camp and educate your child on how to apply the sunscreen. Spray sunscreen is recommended.
- Towel
- Swim Suit
- Extra change of clothes in a zip lock bag, if necessary
- Supplies: crayons, markers, glue stick, and scissors. These items should be in a zip lock bag or a supply pouch with your child's name labeled on it.

Lost And Found

We will have a lost and found area by the entrance to the Gary Morava Recreation Center; however, please label your child's clothing and articles. Towels, sweatshirts, jackets, water bottles, and lunch bags are some of the most commonly lost items. Please check the Lost and Found throughout the summer for items. All items remaining at the end of the summer will be disposed of or donated.



Drop-off & Pick-up Locations

CAMP	DROP-OFF	PICK-UP
Early Explorers Camp	Inside Preschool Rm B (Willow Room)	Inside Preschool Rm B (Willow Room)
Explorers Camp	Elm St. Northbound	Elm St. Northbound
Sports Camp	GMRC Tennis Court	GMRC Tennis Court
Camp Adventure	TBA	TBA
Camp Voyager	GMRC Gym	McDonald Ballfield
Before & After Care	GMRC Room 2 (Pine Room)	GMRC Room 2 (Pine Room)
Performing Arts Camp	GMRC Room 2 (Pine Room)	GMRC Front Circle (Pine Room)
Last Hurrah	5Y-7Y curbside Northbound Elm St., 8Y and older inside of GMRC Gym	5Y-7Y Curbside Northbound Elm St., 8Y and older Curbside in front of GMRC

Before & After Care Sign In/Out Procedures

- Children enrolled in the before care and after care program are not permitted to arrive or leave the program without approval from an adult.
- Children will NOT be released to an individual whose name is not listed on the authorized pick-up list. Authorized persons can be added at any time by logging into your ePACT account and adding them to your authorized pick-up list.
- Staff may require photo identification of anyone picking up a child.

Late Pick-up

If a parent/guardian arrives after the designated ending time of After Camp Care (6:00pm) late charges will apply at a rate of \$1.00 per minute, beginning at 6:01pm. In the event a child is not picked up after 15 minutes, the emergency phone numbers will be called. If the emergency contact cannot pick up the child, the Recreation Supervisor will be notified immediately. The Supervisor will advise on further arrangements. Frequent or recurring late pick-up may result in suspension or termination from the program. **Late fees apply at 3:15pm for campers not enrolled in After Care at \$1.00 per minute.**



Health

Illness

If your child is ill or has a fever, he/she cannot attend camp. Should a child become ill during the program, a parent/guardian will be notified and required to pick up the child. If the parents cannot be located, the emergency contact will be called. Children must be fever and symptom free for 24 hours before returning to camp.

In the event your child contracts a contagious illness (lice, pinkeye, strep throat, etc.) please notify the staff immediately. This information will be anonymously shared with other camp families. Depending on the contagious illness, a doctor's note may be required in order to return to camp.

If your child has an accident in which they soiled their undergarments or clothing the parent/caregiver will need to come within 15 minutes to clean their child and provide clean clothes/attire. If your child is prone to accidents, we encourage you send an extra change of clothes in a zip lock bag with them to camp each day. The park district staff does not attend to any toileting needs of the campers.

Medication

Staff may only dispense prescription medication from the original prescription bottle during program hours. In the event a child requires prescription medication, the parent must:

1. Communicate the need to the Recreation Supervisor, Camp Coordinator and Camp Counselor
2. Complete the medicine dispense forms. This will be completed on ePACT.
3. Provide medication in a pharmacy dispensed container with dosage specified (asthma inhalers, epi-pens, etc.)
4. Over the counter medication will NOT be dispensed unless there is written documentation from the child's physician.
5. Only send the necessary dosage for the day.

Medical Emergencies

If your child is injured and requires more than basic first aid treatment:

1. If necessary, the paramedics will be called.
2. The parent/guardian or emergency contact will be called.
3. Paramedics will transfer the injured child to the nearest hospital, if it is deemed necessary.
4. If parent/guardian are not present, a staff member will accompany the child in the ambulance and remain at the hospital until parent/guardian or emergency contact arrives.
5. Parent/Guardian is responsible for the emergency medical charges for all services rendered. Parents will be required to approve staff to secure emergency medical treatment for their child. Your commitment for payment thereof is part of the registration agreement.



Behavior and Discipline

The Prospect Heights Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in a program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

The Prospect Heights Park District Camp Staff reserve the right to ask a camper to leave the program at any time if he/she does not demonstrate camp appropriate behavior as mentioned in our behavior plan.

Below is a list of some of the unacceptable behaviors that will not be tolerated at camp and will result in a write up or dismissal.

Bullying, foul language, leaving the camp site without permission, spitting, stealing, destruction of property, derogatory remarks about other campers' appearance or abilities, disrespect towards a counselor, or any behavior that the Recreation Supervisor warrants as inappropriate behaviors in a camp setting.

The Prospect Heights Park District has a 3-strike policy. For the first disciplinary form received the parent/guardian will receive an email from the supervisor of the program. On the participants' second disciplinary form received the parent/guardian will be required to have a meeting with the program supervisor and the participant will be suspended from the program for two days. On the last and final third disciplinary form received; the participant will be dismissed from all Prospect Heights Park District programs for a specified time based on the individual circumstances.

Suspected Child Abuse Or Neglect

The Prospect Heights Park District employees are mandated reporters in the State of Illinois. In accordance with the procedures set by the Abused and Neglected Child Reporting Act, any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities may be notified accordingly.



Daily Camp Information

Absences

In the event of an absence, (illness, doctor, other commitment, etc) on a specific day or if it is a planned absence, please email Laura Fudala at lfudala@phparks.org or Marci Glinski at mglinski@phparks.org.

Personal Belongings

The park district highly discourages campers from bringing their own equipment to camp. This includes valuable items, especially toys, trading cards, and electronic devices. The Prospect Heights Park District and its employees are NOT responsible for your child's personal belongings.

If your child needs to bring their cell phone to camp it must remain turned off and in their backpack throughout the camp day. Abuse of a cell phone will result in the cellphone being taken away and given to the parent at the end of the camper's day. Parents if you need to contact your child during the day, please call 847.394.2848.

Field Trips & Transportation

Explorers Camp, Camp Adventure, Sports Camp, Camp Voyager and Creative and Performing Arts Camps will have off-site field trips and in house events. Transportation to all off-site field trips is provided either by our park district buses or by an approved bus vendor.

Weekly Activity Calendars

Each camp will have a specific weekly calendar. The calendars will be emailed by the Friday prior to the camp week.

Lunch

A lunch must be brought to camp each day (peanut free lunches are encouraged). The Prospect Heights Park District does not refrigerate or heat camper lunches. Please plan your child's lunch accordingly.

Children are encouraged to eat their entire lunches. Parents, please help reinforce rules at home with your child. Please make sure your child will eat the food that you pack them.

Camp Lunch

Camp Lunch will be available daily to all campers! The menu will be posted to the Prospect Heights Park District website www.phparks.org and copies will be available at the Gary Morava Recreation Center.



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Concessions Stand Kid Card

The Kid Card works like a debit card and can be used in our concessions stand as payment if there are funds available on their card. Parents can load and check the balance of their campers' Kid Card in their online account at www.phparks.org or at our Front Desk. Each Kid Card will have the camper's name, picture and household id number. The first card is free, however, if lost there is a \$5 charge for a replacement card.

Concessions

Campers will be allowed time to visit the Concession Stand at designated times throughout the camp day. The Concession Stand offers snacks, candy, pop, ice cream, water and meal options all day.



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Swimming Information

All camps are scheduled to swim at our Lions Park Pool every day of the week, except if there is inclement weather, the pool is closed for maintenance, or a camp group is on a field trip. Campers will be permitted to only use the areas of the pool based on their age, height or swimming ability. Early Explorers Camp will only swim in the zero depth area of the pool. Explorers Camp will only swim in the zero depth to the 4 ft. lane line area of the pool.

Swim Tests

All campers must be swim tested prior to their first pool recreation time as well as any weak swimmers at the pool manager's discretion. Each camper will be provided with a colored wristband which will indicate the areas of the pool that they are approved to use.

Green: If a swimmer successfully completes all aspects of the Deep End Swim Test, they will receive a green wristband, may use the water slide (if tall enough), and may swim anywhere in the pool.

Yellow: If a swimmer successfully completes all aspects of the Water Slide Swim Test, they will receive a yellow wristband, may use the water slide, but may not swim past the goose neck lane line.

Red: If a swimmer does not successfully complete any single aspect of the Water Slide Swim Test or Deep End Swim Test, they will receive a red wristband and may not swim past the goose neck lane line.

All Explorer Camp participants will receive a Red wristband initially, but will be eligible to test for a Yellow wristband.

We ask that campers keep the wristband on throughout the week and for the duration of camp weeks they are attending to maximize their swimming time.

The **Water Slide Swim Test** consists of:

- all swimmers **MUST** be 42" to be water slide tested
- a swimmer jumping into the lap pool next to the goose neck lane line
- swim with rhythmic breathing (face in and out of the water) across the pool without touching the bottom or the lane lines

The **Deep End Swim Test** consists of:

- a swimmer jumping into the lap pool at the shallow end by the wall
- swim with rhythmic breathing (face in and out of the water) the length of the pool until the 4'9" depth marker without touching the bottom or the wall
- at the 4'9" depth marker, the swimmer will then tread water with their earlobes out of the water for 30 seconds (the head cannot tilt back to keep earlobes out of the water, as this position mimics a drowning person)
- after 30 seconds of treading, the swimmer will finish swimming to the deep end wall, again, without touching the bottom or the wall



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Pool Rules

- No food, drink, or tobacco is allowed in the pool area
- Keep all food and drinks in concession area
- No running or horseplay on the pool deck
- Street clothes are not permitted, a swim suit is required for all swimmers
- Glass is not allowed in the pool area.
- No Diving
- All children who are not toilet trained are required to wear a swim diaper AND bathing suit
- Swimmers must be 42" or taller to go down the slide
- All children under the age of 13 must be supervised by an adult who is 16 years or older

Slide Rules

- Swimmers must be 42" or taller to ride the slide & must be a strong swimmer
- All persons must enter & exit the water slide feet first only. Standing, stopping, or sliding down head first are strictly prohibited.
- No metal objects, locker keys, eye glasses, sun glasses, goggles, jewelry, metal snaps, or watches are permitted on the slide.
- No diving from the end of the slide into the pool; the pool is shallow.
- Hands must be kept inside the slide at all times.
- Only one person in the flume at a time; no chain riding is permitted
- All persons must wait for the lifeguard/pool attendant to tell you to go down the slide.

Pool Toys

The Prospect Heights Park District will supply approved toys for throwing/catching, diving, etc. for the campers to use during swim time. Please have your camper keep all pool toys at home so they are not lost while at camp.



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Other Camp Information

Inclusion Assistance

Inclusion assistance is provided by NWSRA (Northwest Special Recreation Association) to those individuals who wish to participate in their home park district programs. When registering for a park district program, the parent or individual with a disability should inform the Park District and NWSRA of any accommodations needed in order to successfully participate in the program. The parents should provide at least two weeks' notice prior to the beginning of the camp session that inclusion assistance is needed. The Prospect Heights Park District will also contact NWSRA for assistance with the accommodation. Contact NWSRA at (847) 392-2848 for further information.

Important Camp Contact Information

Camp Registration: Rita Nebl (847) 394-2848 | rnebl@phparks.org

Camp Office: Laura Fudala (847) 666-4878 | lfudala@phparks.org
(Early Explorers Camp, Explorers Camp, Camp Adventure, Sports Camp, Camp Voyager, Production After Care Camp, Before & After Care and Last Hurrah)

Camp Office: Marci Glinski (847) 666-4875 | mglinski@phparks.org
(Camp Lunch, Performing Arts Day Camp, Production Camp, Concessions Stand Kid Card)



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