



# Summer Camp Parent Guide

*Summer Camp: The Happiest place to be .....*





***Drop Off the Completed Camp Packet  
to the Warrenville Park District  
Lower Level Guest Services Office***

***If you register Online-You still need to fill  
out the Camp Packet Forms and email  
them to [info@warrenvileparks.org](mailto:info@warrenvileparks.org)***



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# *Welcome to our Summer Camps!*



## *Greetings Summer Camp Parents!*

*Another summer fast approaches with loads of fun and excitement in store for your children! The camps vary in age and therefore will vary in activities throughout the summer, but we can assure you, your children will play, learn, and explore, make new friends and enjoy adventures.*

*Our Parent Camp Guide is loaded with vital information that will guide you through the camp season. Please read it over carefully so you are aware of the policies and procedures. All camp families must complete the required forms and waivers to participate. Return completed forms to the Guest Services Lower Level Office when you register, but no later than one week prior to the start of camp.*

*An important item for parents is to bring a wallet size photo of your child. The photo will allow our staff to safely and quickly identify your child when they are on outings just in case there would be a separation from the group. This is suggested by PDRMA, the Park District's insurance carrier. The staff are being pro-active for the safety of your children.*

*Thank you for sharing your children with our staff for the summer! I look forward to meeting each of you throughout the summer. It is always a pleasure to have you be a part of the Warrenville Park District Camp Family! We value each family and their camper! Please feel free to call and speak with me regarding any concern that you may have during your time with us at camp!*

*My direct line is 630-393-7279, Ext. 307 with 24hr. voicemail available.*

*Warmest Regards,*

***Ruth Brackmann, CPRP  
Recreation Supervisor***



## ***Welcome to our Summer Camps!***

Our fun-filled camps connect children to the wonders of summer fun through nature, a unique combination of art, music, group games, hands-on learning activities, unstructured time outdoors, variety of field trips, pool day and live animal encounters.



Our goal is to offer a variety of recreational summer camp opportunities that meet the needs of the community in a safe and fun environment. We dedicate ourselves in choosing the best staff, and training them to provide the best possible program for you and your family. We are confident that we can meet your summer camp needs and look forward to having the opportunity to do so. The Warrenville Park District is taking a step towards growing healthy kids by promoting good nutrition and physical activity in our summer camp programs. Our daily schedules will include at least 60 minutes of fitness activity and staff will encourage physical fitness in all children, emphasizing the importance of healthy habits. Kids in our summer camps walk an average of two miles a day at camp doing routine activities. That is 98 miles walked every summer!

### ***Forms***

A Camp Registration form/waiver, wallet size photo of child, Field Trip Waivers, Emergency Biker/Walker Form.

Links to the printable versions of these forms are located on the website at [www.warrenvilleparks.org](http://www.warrenvilleparks.org)-Programs tab-Summer Camp. All registration forms must be received with payment in person, by mail or fax 630.393.7282 one week prior to the start of camp.

### ***Deadlines***

Registration for all Summer Camps is one week prior to the start of each camp week and is ongoing as space permits.

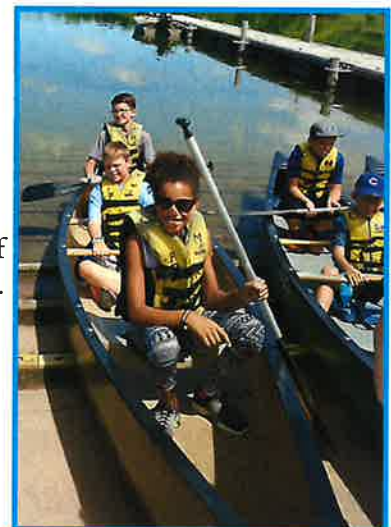
### ***Core Camp Information 3 ~ 14 year-olds - All day***

- Camp runs from 9 a.m. – 3 p.m.
- Before Care is available from 7:30 a.m.- 9 a.m.
- After Care from 3 p.m. - 5:30 p.m.

Campers should be dropped-off for camp by 9 a.m. and picked-up from camp by 3 p.m. For your convenience, you may drop off or pick up your camper 10 minutes before the start and 5 minutes after the end of camp. Camp staff will be in the designated camp Drop-Off area at 8:50 a.m. and in the designated Pick-Up area starting at 2:50 p.m. for parent or guardian to sign in & out.

### ***Late Pick-up:***

***Campers picked up after 3:05pm or 5:31pm are considered a late pick-up. A charge of \$20 per 10 minutes will begin to accrue for each camper picked up after the above referenced times.*** Please do not assume that your child will be entered into After Care if you're running late.



# Parent Guide



*Here are a few things to send with your camper(s) every day:*

- **Lunch** - Campers **MUST** bring a lunch with them each day. We strongly encourage that they bring a re-useable lunchbox and food containers to help reduce waste. Lunches are not able to be refrigerated/microwaved, nor will they be allowed to be purchased while on field trips. In the event that a camper forgets his or her lunch, the parent or guardian will be contacted. **If the parent or guardian cannot be reached, or a lunch is not able to be brought to the camper by the specified camp lunch time, a lunch item will be purchased from Tom's Market for that camper by the Camp Site Supervisor, a fee of \$15 will be charged.** The parent or guardian will then be responsible to reimburse the Park District by the next camp day. Please feel free to call the Recreation Supervisor at 630-393-7279 x. 307 with any questions.
- **Water Bottle** - Since campers will be spending time outdoors and away from the Recreation Center Gyms, we ask that you pack a reusable water bottle for campers to have with them throughout the day. All campers will be able to refill their water bottles using the water fountains.
- **Extra Clothes** - Camp activities happen both indoors and outdoors, so please dress for the weather and send along a light jacket or sweatshirt in case of light rain or chilly temperatures. Include a hat or sunglasses, if desired, for comfort in the sun or heat. For younger campers, please pack an extra set of clothing, including underwear, in case of any accidents.
- **Closed toed-shoes** - Camp activities include nature walks, relay games, and other physical activities, which require that close toed-shoes be worn to ensure safety. Gym shoes are a great option. Campers who come to camp wearing flip-flops and Crocs, may not be able to participate in all activities, due to safety concerns.
- **Sunscreen** - Please apply sunscreen to your camper(s) before the start of each camp day. The park district does not provide any sunscreen due to skin allergies. We ask that all campers be familiar with how to apply their own sunscreen. Spray is preferred.
- **Backpacks** - to help campers carry all the above items.
- **Restroom Habits** - All campers must be toilet trained. No pull ups allowed and no diapers will be changed. Parents will be called to pick up their camper .

Summer Camp Dates	
Week 1	June 5th
Week 2	June 12th
Week 3	June 19th
Week 4	June 26th
Week 5	July 3rd

Summer Camp Dates	
Week 6	July 10th
Week 7	July 17th
Week 8	July 24th
Week 9	July 31st
Week 10	August 7th



*Before & Aftercare Available*

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# Parent Guide



*Here are things to Leave at Home:*

**Electronic devices-** MP3 players, video games, **cell phones**, etc. **Please leave these items at home.** In case of emergency, camp staff will have access to a phone at all times.

**Valuables-** Please leave anything of particular value, such as special jewelry or souvenirs, at home. The Park District is **not** responsible for any lost or stolen items.

**Special Toys-** Transformers, Barbie dolls, stuffed animals, etc. Please refrain from bringing these or similar items to camp.

Exceptions can be made if:

- Your camper(s) needs a security item such as a blanket or small doll.
- Any and all items brought to camp must be taken home at the end of the camp day.
- Park District and staff will not be responsible for any items brought from home.

## **Weather:**

*Camp will take place rain or shine.* All Summer Camps have allotted indoor space. However, outdoor play-time and activities will still take place in rain, wind, or unseasonable temperatures, so please send your camper(s) with appropriate clothing and gear for the day's forecast. In the event of unsafe weather conditions (heat advisory, thunderstorms, etc) certain camp activities may be rescheduled and campers will remain indoors.

## **Warrenville Park District and the ADA**

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of a disability. The Warrenville Park District will make reasonable accommodations in recreations programs to enable participation by an individual with a disability that meets essential eligibility requirements for that leisure program and facilities. If you have questions or believe you have been unfairly discriminated against by the park district, please contact the Executive Director at (630) 393-7279. Those who use the Telecommunications Device for the Deaf may reach the park district by calling (800) 526-0844.

## **Inclusion Services**

WDSRA also offers inclusion services for those wishing to participate in regular park district programs but may need assistance. Inclusion is designed to provide the least restrictive environment while providing the maximum opportunity to participate in a program. **There is no charge for WDSRA's support.** If you would like assistance in camp, please indicate that special accommodations are needed on the park district registration form. A minimum of 3-4 weeks notice is required to secure WDSRA services. If you have questions, contact WDSRA at (630) 681-0962.

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# Parent Guide



## **Food: We are a Nut Free Camp!**

Due to the prevalence of **severe peanut and tree nut allergies**, we ask that parents/guardians do **not** pack their camper's lunch(s) with any foods that may contain peanuts or tree nuts, such as Peanut Butter, Trail Mix, or other nut products. Please be assured that the snacks we provide are nut free, although we **cannot guarantee** that they were processed in a facility that does not also process nuts.

For campers with severe nut allergies, please pack your own alternative snack from home including After Care Snacks.

## **Morning Snack brought from home**

Healthy snack breaks will be taken each camp day. Campers may bring their own daily snacks from **home** with suggestions of healthy food items such as: a fruit and a dry starch (pretzels, crackers, etc). Snacks are meant to help sustain camper's energy throughout the day, but are not meals and will not replace a balanced lunch.

## **Health, Allergy, or Dietary Concerns:**

Please note any health, allergy, or dietary concerns on your campers registration form, emergency release form, and **Speak with staff the first day of camp**. Camp staff will make every effort to accommodate the needs of each camper.

## **Medication**

If your camper (s) is taking any medications, we ask that you notify us and list those medications on your camper's emergency release form. If your camper (s) needs to take any medications during camp hours, please inform the Recreation Supervisor **prior** to their entering camp.

**Park District Medication Waiver will need to be filled out and signed. All medications must be in a current dated pharmacy labeled bottle.** A medication form must be completed and on file for anyone using self administered medications, (including asthma inhalers). Form should indicate permission for the camper to carry and use the medications while at camp. Self administered inhalers cannot be tracked by staff. Summer Camp staff are able to remind campers to take medications, but are unable to dispense medications of any kind. Any medications brought to camp must be taken home at the end of the day; the Park District cannot keep or store medications overnight.



# Summer Camp: The Happiest place to be!

# Parent Guide



## Field Trip Necessities:

Your child will need to come to camp **wearing their Park District Camp T-shirt**. The CAMP T-shirt is easily identifiable for the staff as well as for the place we might be visiting or for personal that are visiting us for the day's activities. Gym Shoes and sun block are required for all Field Trips.

## Camp T-Shirts:

All campers are required to wear their camp T-shirt for the Special Activities/Field Trip Days. Your child will get one T-shirt that will be distributed the first week of camp.

**Additional Camp T-shirts will be available for \$5 each.**

## Program Guidelines

Each camper will be assigned a counselor.

- Cooperation with and respect for the program staff is required at all times.
- When a staff member raises their hand or blows a whistle, campers need to be quiet.
- Inappropriate behavior will not be tolerated.
- No fighting or horseplay will be allowed while attending camp.
- There will be no abuse of Park District or school property;
- Any problems the campers have will be written in a formal report with the parents being notified. A Return Parental Signature will be required on the form.
- **Gym shoes must be worn at all times.**
- Camp T-shirts are required for Special Activities/Field Trip Days.
- Campers are expected to clean up after themselves.
- All campers are expected to comply with the Warrenville Park District Code of Conduct.

# Summer Camps



# Parent Guide



## Discipline Procedures for Camp

Participants are expected to exhibit appropriate behavior at all times . As with any large group of children, rules of discipline must be enforced by the Warrenville Park District staff.

**We ask that you, as parents and guardians, please review and discuss the Program Guidelines and the Park District Code of Conduct information with your child PRIOR to the start of camp, so they are aware of the consequences of poor behavior.**

Below is a list of some common behavior problems that will not be tolerated.

- Leaving the group or designated area
- Swearing
- Abuse of group site, equipment or environment
- Name calling
- Hitting, biting or any method of physical harm to self, staff or other campers.
- Stealing
- Destruction of property
- Overly disruptive behavior
- Disrespect to staff
- Disrespect to other campers



Park District staff will attempt to reinforce appropriate behavior through firm statements and redirection of activity. Listed below are our discipline procedures for participants who are exhibiting disruptive behavior:

- Step 1** Time outs are used as a disciplinary measure. During a time out, a camper will have to sit out from activities including games, swimming, crafts, etc. Time out logs will be kept by staff.
- Step 2** After two time outs are given to the same camper in any one day; a written report of behavior will be issued. The camp director will speak with the child and the parent/guardian. **Report will be signed by parent/guardian and returned the next day with a written plan of action.**
- Step 3** If an **additional two timeouts are issued during the same camp session,** a second written report will be filed. The **camper will be suspended from camp for the next day, no refund will be given.** The parent/guardian will be notified. Parents may be asked to pick-up their child early from camp if the behavior warrants. If additional infractions/time-outs are issued; this may result in suspension/dismissal from the camp with out a refund.

Warrenville Park District Staff has the discretion to issue a written report without timeouts, depending on the severity of the situation. Warrenville Park District Staff also reserves the right to suspend or expel any camper whose actions are seen as detrimental to the camp program **with no refund** given for the remainder of the session. Each situation will be evaluated on its own merit. **Campers start each day/session with a clean slate.**

# Enjoy Fun & Games with Friends this Summer!

# Parent Guide



## Before Care Information:

**\*\*\*Important Change for Summer 2023**-No refunds or cancellations on Before and After care once the camp week has begun.

**Before Care runs 7:30am-9:00am at the Park District Recreation Center.** It is designed for the parent who needs to drop off their camper earlier than the start of camp day.

- ◇ Location: Enter the Recreation Center through the lower level doors, you will arrive at the lobby. The drop off is in the Pre-School Room down the hallway to the right .
- ◇ **You are required to sign your child in with staff-no drop-offs allowed.**
- ◇ Before Care begins at 7:30AM, **dropping off before the designated time is not allowed.**
- ◇ No Breakfast is provided.

## After Care Information:

**Important Change for Summer 2023**-No refunds or cancellations on Before and After care once the camp week has begun.

**After Care runs from 3:00pm-5:30pm** and is for the parent who needs that extra time at the end of the day where your child will be in a safe and fun place.

- ◇ Pre-registration is required 24 hours in advance of using this program.
- ◇ A light snack as well as lemonade is served. If your child has severe nut allergies, please provide a snack from home to ensure the safety of the child; especially in-regard to the plant processing of the snack.
- ◇ Campers must be enrolled in camp program to use After Care Program.
- ◇ After Care camper pick-up and sign-out is located on the lower level of the Warrenville Park District Recreation Center.
- ◇ Parent or guardian signature is required at pick-up
- ◇ **After Care ends at 5:30pm;** Please arrive by 5:20pm if you need time with staff to find out about your camper's day
- ◇ **A LATE CHARGE fee of \$20.00 for every 10 minutes past 5:30pm that the child is not picked up from After Care. (No extra time will be given after 5:30pm)**
- ◇ If you are new to our camp program camp staff may ask for a photo ID *prior* to dismissing your child especially if the parent is not picking up.

## How do I Sign-Up for the Before or After Care Program?

- ◇ Registration is accepted in person at the Registration Office at the Recreation Center.
- ◇ 24 hour advance notice is required for Before Care to assist in proper staffing.
- ◇ 24 hour notice is preferred for After Care as well, but may be phoned in if same day is needed- 630-393-7279.
- ◇ Parents may register for the entire session or for one day of either program.
- ◇ **Campers will not automatically be transferred into After Care , If you are running late., you must Call In To Register or Late Fees will apply NOT After Care Fees.**

# Summer Camp: The Happiest place to be

Thank you for  
sharing  
your summer  
with us.

