


# Rolling Meadows Park District



---

## CAMP 2022

WONDER • SOAR • QUEST

PARENT HANDBOOK

# TABLE OF CONTENTS

## CAMP BASICS

- Camp session information
- Session schedule
- Meals, snacks, and water
- Camp attire

2-4

## SAFETY

- ePACT
- Sunscreen

5

## MEDICAL

- Illness
- Injuries

5

## DROP-OFF/PICK-UP

- Drop-off/Pick-up Protocol
- Sign In and Out Procedure

6

## BEHAVIOR

- Code of Conduct
- Parent/Counselor Conference
- Camper Rights and Responsibilities

6-7

## SWIMMING

- Swim/Water Days
- Swim test
- Swim Lessons

8

- Payment information
- Daily schedule
- What to bring
- Communications and newsletter

- Camper to counselor ratios

- Medication

- Camper Pick-up Zones
- Late Pick-up Fee

- Behavior Guidance
- Anti-Bullying

- Pool Safety
- Swimming Wristbands

# DAILY SCHEDULE

8:45-9:15am

Camper drop-off/check-in & daily announcements

9:15-10am

Playground

10-10:15am

Snack/Water/Bathroom break

10:15-11am

Craft

11-11:45pm

Activities and Games

11:45am-12:15pm

Lunch

12:30-2:30pm (M,W)

Free swim

12:30-2:30pm (T,TH)

Outdoor water games

2:30-2:45pm

Snack/Water/Bathroom break

2:45-3:45pm

Outdoor games

3:45-4pm

Get ready to go home for the day & camper pick-up

# LETTER FROM THE CAMP SUPERVISOR

## Welcome to Summer Camp 2022!

Thank you for enrolling your child in our school age summer day camp. We are excited about the upcoming camp season and pleased your child will be part of our program. The school age day camp is about more than looking after kids. It's about nurturing their development by providing a safe place to learn foundational skills, develop healthy, trusting relationships and build self-reliance through the values of caring, honesty, responsibility and respect. Campers will have the opportunity to find new talents, try new activities, gain independence, and make lasting friendships and memories. And, most importantly, have fun!

We have prepared this handbook with you in mind, and we hope to clear up any questions and/or concerns you may have. Please take the time to become familiar with the policies and procedures of the camp program that we have put in place to provide a safe and enjoyable program for your campers. Please read it thoroughly and take time to discuss it with your camper.

Thank you for your patience, and understanding as we all learn how to safely enjoy camp together. This will be one memorable summer!

Sincerely,  
Clariza Wickell

Camp Wonder, Soar & Quest Recreation Supervisor

## Contact Information

**Camp Wonder, Soar & Quest Recreation Supervisor:** Clariza Wickell

Office Phone: 847-818-3200 x1225 | Cell Phone: 847-344-4878 | Email: cwickell@rmparks.org

In the event of an emergency, please call the Community Center front desk and speak to a registrar.

**Front Desk: 847-818-3200 x1221**

# CAMP BASICS

## Camp Session Information

Camps Wonder, Soar and Quest will run from 9am-4pm Monday through Friday. We will continue to offer both session-based and weekly options. You will be emailed your child's camp room and counselor prior to your first day of camp; please check your email and have your child's designated camp drop-off location memorized before you drop off your child on their first day of camp. We are offering Rise & Shine, Extended Stay, Full Day Camp and Individual Week Camp.

## Camp Locations

Camp Wonder (1st & 2nd Grade): Community Center Auditorium (Door K) | 3705 Pheasant Drive

Camp Soar (3rd & 4th Grade): Community Center Gymnasium (Door E) | 3705 Pheasant Drive

Camp Quest (5th & 6th Grade): Park Central Teen Center (Door A) | 3000 Central Road

## Payment Information

Automatic billing is required for camp payment plans. Payment plans must be set up online at [rmparks.org/summer-camp](http://rmparks.org/summer-camp). Payments will be withdrawn from your credit or debit card account on the 1st of each month from the start of your custom plan until paid in full. The billing statements will be emailed to the payer's email address. It is the payer's responsibility to check their monthly payments each month. Any payments that are declined will be charged a \$25 service fee. Registration will be closed once capacity is reached. Register early to secure your spot for camp.

Camp Wonder, Soar and Quest Handbook

## Meals, Snacks and Water

### Lunches

Campers must bring a sack lunch every day. We do not offer refrigeration or microwaves for lunches.

### Snacks

Pack a healthy snack for your camper with their lunch; groups will take two snack breaks throughout the day. If your camper is in Rise and Shine or Extended Stay, please pack an additional healthy snack.

### Water Bottles

Each camper must bring a water bottle to camp. Please make sure your camper's water bottle is labeled with their name. Your child will be able to refill the water bottle from the drinking fountain throughout the day as needed.

### Vending Machine

We prohibit our campers from using the vending/concession machine during the camp day. The Rolling Meadows Park District is not responsible for lost or stolen money.

## What to Bring to Camp

Your child should bring the following items to camp each day:

- Sack Lunch
- Labeled Sunscreen
- Labeled Change of Clothes
- Plastic bag to place wet swimsuit
- Snack(s)
- Labeled Insect Repellent
- Swim Suit and Towel
- Backpack with all above items in it
- Labeled Water bottle
- Hand Santizer

## Camp Attire

Face masks are not mandatory, but campers are welcome to wear them. Campers should wear comfortable and casual clothing to camp. Campers must wear close-toed shoes with socks. If your camper is wearing flip flops they will be asked to sit out during active camp games to avoid injury. Please send your camper dressed appropriately for weather conditions. All campers are required to bring a change of clothes in their backpack to avoid having to make multiple trips back to camp to drop off extra items. **On field trip days campers are required to wear their camp shirts.**

## Camp Communication and Newsletters

You will receive a welcome newsletter with reminders prior to the start of camp. You will also receive an email with general camp information. Parents and guardians will receive a weekly e-newsletter on Fridays to inform them on themes, activities, and any supplies they may need for the week ahead. If you do not receive a weekly camp e-newsletter on Friday, contact your camp recreation supervisor.

## Field Trips

There will be Friday field trips (including in-house) for School Age camp. T-shirts will be given out the first week of camp. If you lose your camp t-shirt, additional shirts may be purchased for \$7. Campers will also be given a wristband with the camp name and phone number prior to the first field trip. These wristbands are to remain on your camper's wrist for the remainder of the camp season. If the wristband were to fall off, they will be given a new one. No vending/concessions are allowed on field trips.

Every camper needs to pack a sack lunch and a drink. Campers must wear their camp t-shirt and proper clothing. Please arrive on time for camp field trip days, we will not wait for late campers. Campers who do not follow field trip rules may not be able to participate in future trips. On field trip days, we may arrive back to camp late due to unexpected delays. We will inform the front office staff of our estimated arrival time if such a delay occurs

## Lost & Found

In each building there will be a designated lost and found bin. Please check this bin regularly. At the end of each week unclaimed items will be donated to charity. The Rolling Meadows Park District is not responsible for lost, stolen, or damaged items.

## Camp Absence Form

If your child were to miss a day(s) of camp you either need to call the recreation supervisor and notify them of the absence or fill out the form found in the camp section of the website. Please note that a supervisor may contact you to follow up on symptoms.

# SAFETY

## ePACT

The Rolling Meadows Park District uses ePACT to collect reliable and up-to-date information for its members to ensure they can provide the greatest support and care in the event of an emergency. With ePACT, we can securely access critical information and communications anytime and anywhere, rather than relying on paper emergency forms, phone trees or other systems that may not be reliable in a crisis. You should have already received an email from ePACT. If you did not receive an email to create an account, please reach out to the recreation supervisor. If you need to update emergency information on ePACT, please log into your account and make the necessary changes.

Privacy and data security is ePACT's highest priority. ePACT network uses industry best practice encryption and security standards to ensure the highest quality data protection for both the system and its users. Please note: You own the information in your account and at no point does ePACT share information without a user's consent, nor will ePACT ever sell user's data.

## Camper to Counselor Ratios

Counselors will be in charge of ten campers (1:10 ratio) Camp counselors will be assigned to a group and will stay with that group for the duration of camp.

## Sunscreen

Please apply sunscreen before you bring your child in the morning and send a labeled bottle of sunscreen in their backpack so that your child can re-apply as necessary throughout the day. NOTE: Although aerosol sunscreen is easier to apply, keep in mind that the children who use this type of sunscreen at camp tend to burn more frequently than children wearing a lotion-based sunscreen. If your camper needs assistance with applying sunblock we will use the buddy system where they will need to ask a friend to assist in applying sunblock. Counselors will watch and ensure that the campers are reapplying sunscreen themselves.

# MEDICAL

## Illness

Parents/guardians need to be on the alert for symptoms of illness and to keep campers home when they are sick.

Campers who have a fever of 100.4 (38.0C) or above or other signs of illness should not be sent to camp.

Contact your Camp Recreation supervisor if your camper is exhibiting symptoms of a contagious illness; including, but not limited to, COVID-19, strep throat, hand-foot-mouth disease, Influenza or pink eye. An ill child must be symptom free for 24 hours before returning to camp. (i.e. no diarrhea, fever, vomiting for at least 24 hours.)

Camp staff will make a visual inspection of the camper for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, rash or extreme fussiness. If a camper says that they are sick, we will take them seriously. Camp staff will contact the parent/guardian or an emergency contact. Please understand sick children cannot remain at camp.

## Medication

To minimize the administration of a medication-dispensing program, we ask that parents/guardians administer medication prior to entering the program whenever possible. Medication should only be dispensed by camp staff when it is necessary to administer medication to a child during program hours. If your child will require medication administration during program hours, you need to fill out the Permission to Dispense Medication/Waiver and Release of All Claims section of our online emergency information portal on ePACT.

## Injuries

All camp staff are certified in CPR, First Aid, and AED. All steps will be taken to ensure the safety and welfare of your child. If your child is injured and requires more than basic first aid, the camp staff will take steps to assure the safety of your child. This may include calling the parent so that they may take them to seek medical attention, calling the emergency contact, or calling 911 if it is deemed necessary by the camp staff.

# DROP-OFF/PICK-UP

## Drop-off/Pick-up Protocol

Arrive on time for drop-off/pick-up every day. Parents/guardians enter the parking lot by the preschool entrance and follow signs for their specific drop-off/pick-up zone. Campers will exit/enter on the driver's side of their car when they are greeted by a camp staff member. If you have multiple children enrolled in camp, you need to drop off each child at their appropriate zone. Each door will have a sign posted at the front with its designated letter.

Pick-up procedures require staff to ask for identification; we will only release campers to authorized adults that are listed on the ePACT pick-up form after identification is verified. This is done to ensure the safety of the campers. Authorized adults can be added directly to ePACT. The same parents/legal guardians should drop-off and pick-up the child every day whenever possible. If any one-time changes need to be made to the drop-off/pick-up time, the parent/guardian must email their child's camp recreation supervisor within 24-48 hours. No exceptions.

## Camper Pick-Up Zones

Campers are to be dropped off and picked up every day at the appropriate drop-off/pick-up zone. Each drop-off/pick-up zone features a private entrance and is divided based on camp program. **You will receive an email from ePACT listing your campers drop off and pick up locations. An ID is required for all pick-ups.**

Children will not be allowed to use any entrance besides their assigned entrance in order to eliminate congestion.

## Sign In and Out Procedures

Head counselors will check in all campers once they enter their camp room and check out all campers once their Parents/guardian arrives. If the release of camper form has been signed by a 10-12 year-old's parent/guardian through ePACT, which allows your camper to bike or walk to & from camp. If your camper is at the Teen Center, they will leave their bikes on the bike rack located outside the building.

Our release form clearly states that the park district is ONLY responsible for your child during the regular day camp hours, and NOT on the way to and from camp. We do NOT contact parents when a child is absent or does not show up to camp. It is your responsibility to ensure the safety of your child to and from the day camp program.

## Rise and Shine

The staff will spend the morning interacting and playing games with the campers. Campers may bring a cold breakfast or pack a snack to eat at Rise & Shine. Breakfast will not be provided.

## Extended Stay

Campers will have access to puzzles, board games and simple art supplies during Extended Stay. If your 10-12 year old camper will be meeting at their parent's car outside of the building, they are only allowed to do so after camp ends at 4pm. If your 10-12 year old camper is outside the building waiting for a ride or waiting for their parent to pick them up from camp after 4pm, they will be put into aftercare and you will be billed according to the late pick-up fee policy. Due to dietary restrictions of many participants, Rolling Meadows Park District will no longer provide an after camp snack. Parents are welcome to send a snack and beverage if desired. If your child's camp is located at the Community Center please be sure to call the multipurpose room directly at (224)295-3872 to notify the staff that you are outside. If your child is located at the Teen Center, please be sure to call the Teen Center directly at (847)818-3200x1130.

## Late Pick-up Fee

Late pickups will be charged a penalty of \$5 at 4:01pm and \$1 for every additional minute after. These penalties will be charged on your credit card automatically each time a child is not picked up on time. Continuous late pick-ups may result in your child being dropped from camp. Note: there will be flexibility the first week as we work through the camp routine.

## Drop-Off and Pick-Up Locations

	Camp Wonder (1st-2nd Grade)	Camp Soar (3rd-4th Grade)	Camp Quest (5th-6th Grade)
Rise and Shine	CC Door D	CC Door D	Door D
Camp Drop-Off	CC Door K	CC Door E	Door A (Park Central)
Camp Pick-Up	CC Door K	CC Door E	Door A (Park Central)
Extended Stay	CC Door D	CC Door D	Door D

# BEHAVIOR

## Code of Conduct

The Rolling Meadows Park District reserves the right to suspend, expel or deny participation in any program to any person whose behavior interferes or disrupts the quality of camp, the enjoyment of camp by other participants or the ability of staff to conduct or manage activities.

A child's parent or guardian shall be notified of the first and second incident; the third incident shall require a parent meeting with the camp supervisor. The incident may result in a suspension of the child from the program. If a child engages in behavior which may result in bodily harm to others, an immediate meeting with the parents may be called. If such behavior warrants it, immediate suspension may result.

## Behavior Guidance

We attempt to help the camper process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. In the process of setting and enforcing limits, our counselors assist the campers in developing self-control and respect for the rights and property of others.

The following techniques will be used daily to maintain our goal of a fun and safe camp experience:

- A well-designed camp experience keeping the campers engaged in positive activities throughout the day
- Positive redirection when unacceptable behavior occurs
- Positive role modeling by camp counselors of appropriate behavior and communication
- Problem solving and conflict resolution when a situation arises
- Removal from a situation in order to give a child the opportunity to regain control of the situation and their emotions
- Parent/counselor conference if the child is unable to break the pattern of negative behavior

## Parent/Counselor Conference

There may be times during the summer when the camp recreation supervisor will call you to address a behavioral concern. Please remember that we are here to work with you, as a team, to benefit your child. Please understand that we are seeking your input and support to resolve a behavioral issue and we may need additional information such as: how they behave at home and/or at school during the school year, suggestions or insight on what kind of discipline is used at home. We recognize the importance of parent /counselor interaction and communication. If you need to address a concern or question to our camp staff, please contact the camp recreation supervisor and we will set up a call.

## Anti-Bullying

We want to provide an environment where your child feels comfortable, safe, and included. The Rolling Meadows Park District does not tolerate bullying in any form, including verbal. Our camp staff is trained with ways to create a positive environment. When we hear a verbal put-down, we will address the issue and guide the camper into a more appropriate way of communicating. We encourage campers to be open in regards to communication, so we can help support and advocate for them.

## Camper Rights and Responsibilities

Our camp is about fun, connection, self-exploration and self-expression. We strive to help our campers gain personal power and independence, build self-confidence and self-esteem, and develop friendships while having fun. To achieve this and to create a safe and enjoyable environment at camp, we have identified certain expectations, which all campers must observe. These expectations will be reviewed with your camper throughout the summer. We require that each camper abide by this Code of Conduct. Breaking the Camper Agreement on a continual basis may result in dismissal from camp.

### Summer Camp Participants have the Right to:

- Be free from cruel teasing and put-downs
- Be treated with dignity and respect by everyone
- Seek help from staff who are here to help
- Take part in all activities offered by the program

### Summer Camp Participants have the Responsibility to:

- Avoid fights of any kind with other children
- Play fairly and share equipment
- Be kind, considerate, helpful and respectful toward others
- Cooperate with others including adults
- Be truthful with everyone
- Listen to your counselors.
- Be fair and accepting of others eager to join any activity
- Use appropriate, acceptable language
- Respect everyone's property
- Be a good sport whether you win or lose
- If you have a problem, talk to your counselors. We will hear you and help you find a solution.

# SWIMMING

## Swim/Water Days

12:30-2:30pm (M,W)

Free swim

12:30-2:30pm (T,TH)

Outdoor water games

Swimming and water days will be on alternating weekdays. Please be sure to send your camper with a swimsuit and a towel every day. We may go to the pool on a non-designated swim day if the weather interferes with our schedule. It is highly encouraged to pack a plastic bag to put your camper's wet clothes in.

## Pool Safety

Pool safety is one of the biggest concerns when sending your child to camp. Please rest assured that the lifeguard staff at the pool are all certified by American Red Cross and must retain their certification by attending a number of in-service training sessions throughout the summer in order to keep fresh and up to date on the latest safety information. Additionally, our camp staff are positioned around the pool and locker rooms.

## Swim Test

The first time your camper attends free swim, we will conduct a swim test. We will ask your camper to swim approximately 15 yards in 5 feet deep water. We will have a lifeguard on the deck while the camp staff are placed in the beginning, middle, and end near the ladder. If your camper swims either a crawl or a strong doggy paddle without the assistance of staff, your child will be allowed down the slide and off the diving board if they meet height requirements. If your camper swims across, but struggles, without needing the assistance of staff, your child will only be allowed down the water slide and restricted from the diving boards. In this situation, depending on the individual child we may opt to wristband even though your child may be allowed on the slide.

## Swimming Wristbands

Our camps use swimming wristbands as an added safety feature during our free swim and swimming field trips. Campers who have beginning swim skills wear a wristband while at the pool. This is to help counselors recognize and keep non-swimmers safe in the shallow end of the pool. If your camper does not complete the swim test without assistance from the staff, they will be given a red wristband. Campers may request to retest whenever they feel comfortable and ready. If your child has a red wristband and is considered a non-swimmer, they will also be considered a non-swimmer on water park field trips.

## Swim Lessons

You may register your camper for swim lessons which take place from 8:15am to 8:45am at the Nelson Sports Complex during the camp session. If your child is registered for Rise and Shine, a pool attendant will pick up your camper and walk them to swim lessons. It is recommended your child come to Rise and Shine wearing their swimming attire if they are partaking in swim lessons. If they do not come dressed for swim lessons they are able to quickly change in the bathroom before they head to swim lessons. Once swim lessons are over, a camp counselor will walk the campers back to camp. Once they arrive to camp they will change into dry clothes. It is highly recommended to pack a plastic bag to place their wet swimsuit in. For the child's safety, participants must be registered the Wednesday before the session begins. Absolutely NO exceptions.