



# SUMMER CAMPS



## Camp Handbook 2017

Dear Parents,

Camp is quickly approaching, and we are happy your child will be joining us for a summer of fun! The St. Charles Park District offers a variety of camps to meet the needs of your family. Campers as young as 3 years old can participate in camp activities all summer long. Our goal is to keep your child busy while engaging with other campers as they enjoy the outdoors, swimming and making new memories. This handbook will help you prepare your child for camp and answer frequently asked questions. We encourage you to read it thoroughly and become familiar with its procedures.

### Farm Camps

Searching for a unique camp experience? This is it! Learn what it's like to live on a farm. Start your day with chores, crafts and old-fashioned games. Milk a cow, gather eggs from the chicken coop and help feed the animals.

- **Down On the Farm Camp - Farmers** is for campers, ages 5-7, and meets on Tuesdays and Thursdays from 9am-12pm.
- **Down On the Farm Camp - Ranchers** is for campers, ages 7-12, and meets Monday through Friday from 8:30am-3:30pm. **Ranchers** will continue their afternoon adventure with a variety of on-site and off-site activities.

All campers should dress appropriately for fun farm activities and bring a full water bottle each day. **Ranchers** should bring a lunch each day.

### Nature Camps

Nature Camps are held at a variety of Park District sites and offer half-day or full-day camp options. From parent and tot camps to overnight teen adventures, your child will engage in hands-on exploration of the natural world. Themed camps include critter visits, campfires, creek walks, field trips, swimming and more! Look at specific camp descriptions to find out what exciting journeys await. All campers are required to wear closed-toe shoes and long pants. Half-day campers must bring a full water bottle and snack. Full-day campers must bring a full water bottle, snack and sack lunch.

### Pottawatomie Camps

Pottawatomie Camps, held in Pottawatomie Park from 8:30am-3:30pm, are always on the move! Camp staff offer a variety of adventures for campers to experience all summer long. From wacky active games to creative crafts, swimming to miniature golf to walking field trips, the activity opportunities are endless! Add a swim lesson to your child's camp day, and a camp counselor will escort your child to and from his/her lesson. To ensure the safety of your child, campers are required to wear a park district camp t-shirt, available for purchase at the Pottawatomie Community Center. Camp t-shirts are not included in the registration fee. Sandals and flip-flops are not permitted. Campers should bring a labelled, full bottle of water, sack lunch and a snack each day.

### **Traveling Teen Camps**

Traveling Teen Camps meet Monday through Thursday from 9am -5pm. Each day, teens meet in Pottawatomie Community Center's gym and then travel to exciting destinations around the Chicagoland area and Milwaukee. Teens will travel with On the Go Camp every Thursday. Campers are required to wear a park district camp t-shirt on field trips. Camp t-shirts are available for purchase at the Pottawatomie Community Center. Camp t-shirts are not included in the registration fee. Campers should bring a swim suit each day. A Teen Camp session guide that highlights field trip destinations and what items teens should bring to camp will be distributed at the Parent Meeting held in early June. These guides are available at [stcparks.org](http://stcparks.org) under Quick Clicks.

### **Swimming at Summer Camps**

Please use the following descriptions as a guide for selecting your child's appropriate swimming level during the registration process. Pre-designating swim ability helps ensure the safety of your child while s/he is participating in trips to aquatic facilities. You may designate your child as a **Swimmer** or **Non-Swimmer**.

**Swimmers** will have full access to all water depths and slides/features in which they meet the proper height requirements. Lifejackets may be required. To designate your child as a **Swimmer**, s/he must be able to:

- Enter the water and go completely below the surface
- Recover then float or tread for 1 minute with head remaining above water
- Turn completely around and swim on their front for a minimum of 25 yards without stopping or touching the bottom
- Exit the water by pulling self-up and over the side of the pool

**Non-Swimmers** are unable to independently swim distances of 25 yards and/or cannot play comfortably in water that is above their heads. If you designate your child as a **Non-Swimmer**, s/he will be restricted to these specific areas:

#### **At Otter Cove**

- Activity Pool with a max depth of 3.5 feet
- Splash Park where there is no standing water

#### **At Swanson Pool**

- Activity Pool with a max depth of 3.5 feet
- Sand Play Area

Both **Swimmers** and **Non-Swimmers** will be assigned to an "Aqua Squad" group with a camp counselor as their leader. Campers will be required to exit the pool and meet with their "Aqua Squad" counselor on dry land to check in at various times during the pool trip.

## **Lifejackets**

If your child is attending Kindergarten Camp, s/he will be required to wear a lifejacket at all times. This camp will travel only to Swanson Pool and swim in the Activity Pool with a max depth of 3.5 feet.

You may request that your child wears a lifejacket at all times for any camp session. Please note that request by marking your child as a **Non-Swimmer** on the Camp Safety Forms.

Park District staff reserve the right to require your child to wear a lifejacket while attending any camp session.

## **Sign In/Out**

Campers must be signed in and out when dropped off or picked up from Pottawatomie, Nature or Farm Camps. Camp staff will not dismiss a child to someone not on the 'Additional Persons Authorized to Pick Up Children' list on the Camp Safety Forms. Staff may require a photo ID at dismissal if someone other than a parent or guardian is picking up your child. Teens will be allowed to sign themselves in and out of camp with a note from a parent/guardian. Teens will not be able to sign themselves out earlier than 5pm. See enclosed maps in the back of this handbook for special camp drop off/pick up locations.

## **Electronic Devices**

The use of electronic equipment including, but not limited to, cell phones, hand-held games and music electronic devices are not permitted at camp. For security reasons, devices should be left at home. If devices are brought to camp, they must remain in the camper's backpack.

## **Lost/Stolen Items**

Camp staff will be happy to assist in locating lost belongings. Bringing additional items from home is discouraged. The St. Charles Park District is not responsible for lost, stolen or broken items.

## **Registration for Pottawatomie & Teen Camps**

Register for Pottawatomie & Teen Camps online or in person at the Pottawatomie Community Center. Schedule your child's day of fun around your family's summer schedule. You choose which days/weeks your child attends. Spots fill up quickly; day of registration may not be accommodated. Call the Pottawatomie Community Center Front Desk at 630-513-6200 to add extra days of camp or change the days you are attending. Changes to registration may be made through Thursday for the following week. Camp Supervisor approval is required for all change requests after Thursday. Since each camp has a maximum number of campers staff can accommodate each day, once we have reached that maximum, camp will be closed for further registrations. Your child will be placed on a waitlist, and you will be notified should space become available. If you need care for your child outside the regular camp hours, Before and Beyond Camp is available for Pottawatomie & Teen Camps for an additional fee. Extend your child's camp day from 7:15am-6pm. Wrap Up Camp is a five-day, full-day camp that runs the week prior to school starting. Spots in Before & Beyond Camp and Wrap Up Camp fill up fast. Staff will do its best to accommodate all registration requests. Traveling Teen Camp meets Monday through

Thursday with an occasional Friday for an additional fee. For more information, refer to the current park district activity guide or visit [stcparks.org](http://stcparks.org).

Should you need to withdraw from Pottawatomie or Teen Camps, we are able to assist:

1. Refunds requested will be issued, less a \$25 withdraw fee, for Kindergarten Camp, Adventure Camp, On the Go, CIT's and Traveling Teen Camps.
2. Refunds requested will be issued, less a \$4 withdraw fee, for Before & Beyond Camp, Little Scouts and Wrap Up Camp.

Refunds will be granted, less the \$25 withdraw fee, if a valid physician's written note or proof of relocation out of the area are submitted. Refunds may be pro-rated based upon the remaining number of classes in the session.

### **Registration for Farm & Nature Camps**

Register for camp online or in person at a park district facility with registration access. Select the week of the session for your child's camp. Session registration closes at 12pm on the Thursday before the camp is scheduled to begin. Late registration may not be available. For more information, refer to the current park district activity guide or visit [stcparks.org](http://stcparks.org).

Should you need to withdraw from Farm or Nature Camps, we are able to assist:

1. Refunds requested will be issued, less a \$25 withdraw fee, for:
  - Nature Camps: Go-4-It Camps, Wet-n-Wild & Rod N Reel
  - Down on the Farm Camp - Ranchers
2. Refunds requested will be issued, less a \$4 withdraw fee, for:
  - Nature Camps: 9am-12pm camps, Nature Discoverers, Wee Wonders & Before/After Nature Camp
  - Down on the Farm Camp - Farmers

### **Absences**

If your child will be absent from camp, contact the camp supervisor in advance.

### **Late Pick Up**

There will be a late charge for any parent/guardian who picks up a child after the designated end of camp time.

- For the first 1- 5 minutes, a \$5 late fee will be charged.
- An additional \$1 per minute will be charged thereafter.
- Late pick up fees will be placed on your park district account.
- Habitual late pick up fees may result in participant removal from the camp.

### **Child Care Expense Statements**

Parents/guardians may request receipts and/or a Statement of Account which includes all registrations and payments to St. Charles Park District for a given period of time. A Tax ID letter is also available. The St. Charles Park District is not responsible or liable for determining child care expenses.

### **Inclusion Services**

The St. Charles Park District is pleased to partner with the Fox Valley Special Recreation Association (FVSRA) who can provide additional assistance to participants with qualifying medical, physical, psychological and/or emotional needs. Accommodations may be made to assist your child. Parents/guardians must request assistance or assessment at least two weeks prior to camp. Lack of information may adversely affect the park district's ability to accommodate the needs of your child and may necessitate that participant's removal from the program. The St. Charles Park District is not responsible for any injuries, complications, damages or losses due to withheld information.

### **Healthy Kids Policy**

We ask that you assist staff in maintaining a healthy environment for all campers. Please follow these guidelines:

- Keep your child home if s/he shows signs of illness.
- If a camper seems to be running a fever or appears sick, camp counselors will call a parent/guardian and request that the child be picked up as quickly as possible. Campers will be made comfortable until a parent/guardian arrives. A child is to be fever-free for 24 hours before returning to camp.
- If your child contracts a contagious condition that restricts them from returning, you must inform the camp supervisor. A child must receive appropriate treatment, depending on the condition, before returning to camp. A medical release from a physician may be required before returning.
- Paramedics will be called to handle serious injuries. If your child needs emergency medical care, a staff member will accompany him/her to the medical facility. A parent/guardian must meet staff at the medical facility as quickly as possible.

### **Medication Procedures**

Strict policies have been established regarding the dispensing of medication to campers. These steps must be taken if a camper is required to receive medication while at camp. This includes restrictions for cough drops, vitamins, pain relievers and over-the-counter or prescription drugs.

Parents/guardians are required to complete the 'Medical & Dispensing Information' on the Camp Safety Forms for all medications that park district staff may assist with dispensing during camp hours. This form is available at [stcparks.org](http://stcparks.org) under Quick Clicks.

### **Prescription Drugs/EpiPen**

Parent/guardian will provide staff with the child's medication in the original container with prescription label that includes patient's name, physician's name, pharmacy name, name of medication and

complete dosage information. The proper dosage for the day should be sent in the original container each day.

Medication will be stored in a secure area and at a temperature consistent with the package instructions. If the program is held outside, staff will carry the medication in an emergency bag.

**Inhaler-Controlled by child for self-administration**

Medication must be in the original container with prescription label that includes patient's name, physician's name, pharmacy name, name of medication and complete dosage information.

**Sunscreen/Bug Spray**

Since campers spend so much time outdoors, staff requires each camper to bring sunscreen and bug spray to camp every day. We recommend that you apply sunscreen to your child before arriving to camp in the morning. We do encourage campers to re-apply sunscreen throughout the day. Campers are required to apply their own sunscreen, however we will assist with the application of spray sunscreen if needed. A sun screen stick is a great way for your camper to apply sunscreen to his/her face.

**Park District Camp Facilities**

- Pottawatomie Community Center: 630-513-6200
- Hickory Knolls Discovery Center: 630-513-4399
- Primrose Farm: 630-513-4374



-  Picnic Areas
-  Driving Route
-  Parking Area
-  To Interpretive Trails

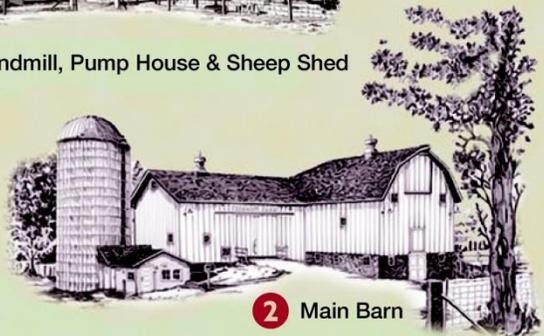
To Bolcum Road ↑



Community Gardens



**1** Windmill, Pump House & Sheep Shed



**2** Main Barn



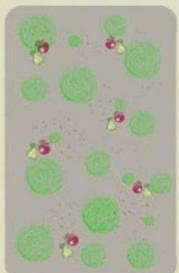
**3** Farm House



**4** Summer Kitchen



**5** Chicken Coop



**Directions to St. Charles from Chicago**

From the Southeast: Take Interstate 290 west to Interstate 88 west. Exit north onto Orchard Road. Turn left onto Randall Road. Proceed north to St. Charles.

From the Northeast: Take Interstate 90 west. Exit south onto Randall Road. Proceed south to St. Charles.

**Directions to Primrose Farm**

From Randall Road, turn west onto Bolcum Road. Turn left onto Crane Road. Pass ballfields and community gardens. Turn right into the entrance of Primrose Farm.

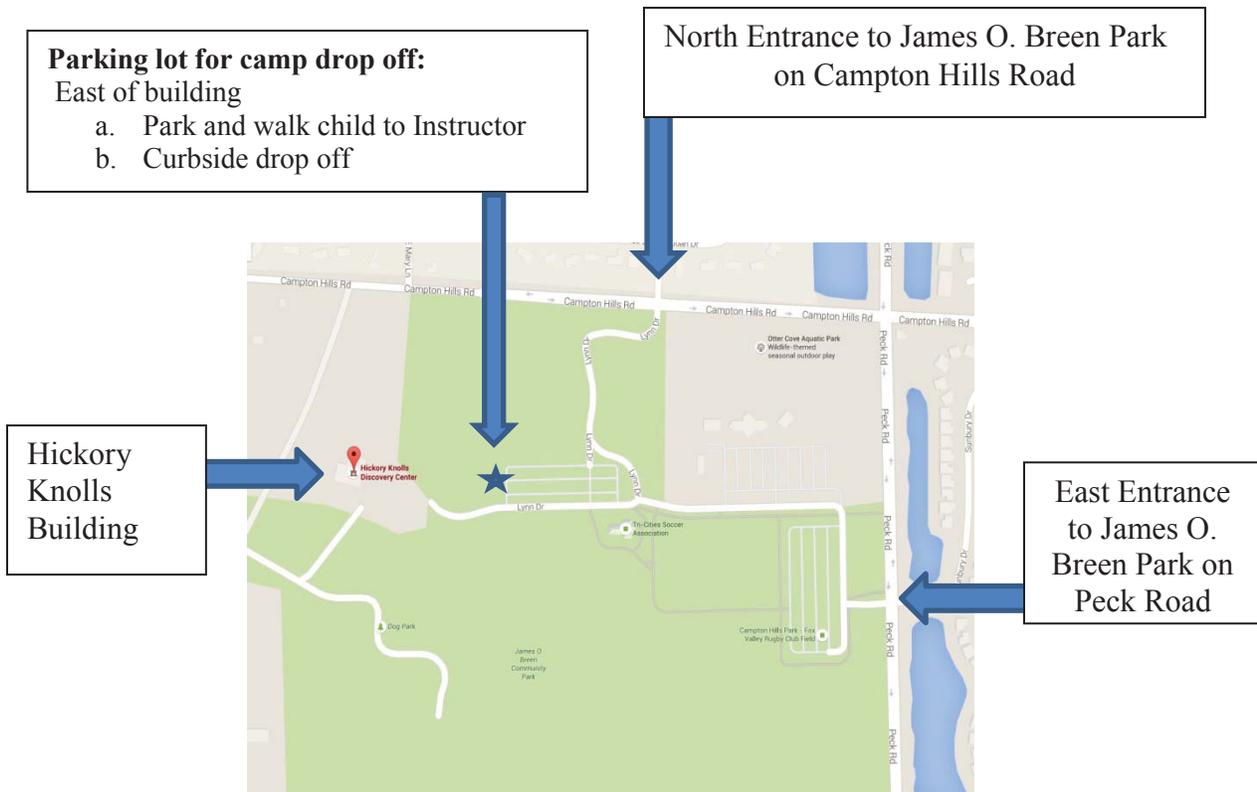
## DROP OFF / PICK UP PROCEDURES

**Hickory Knolls Discovery Center** is located within the James O. Breen Community Park, at the corner of Peck and Campton Hills Roads.

Camp drop off and pick up will be located in the parking lot east of Hickory Knolls Discovery Center, adjacent to the basketball courts. You have two options:

- a. Park and walk your camper to the Instructor
- b. Pull through and drop off with curbside service

In the event of poor weather, drop off and pick up will be located inside Hickory Knolls Discovery Center. Watch for signs.

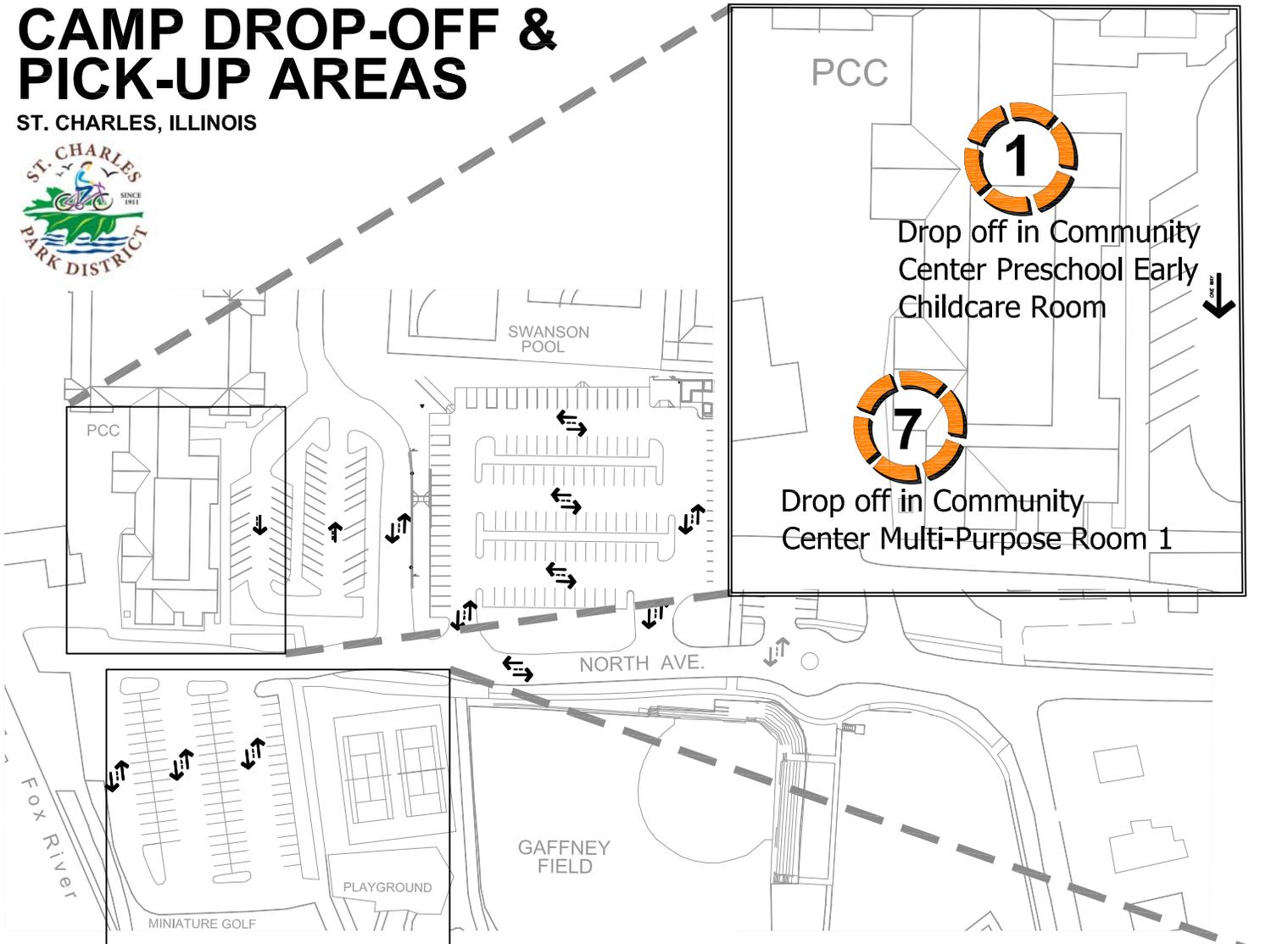


**YOU MUST SIGN YOUR CHILD IN AND OUT FROM CAMP EACH DAY.** If someone else will be picking up your child, please complete the Transportation Change section of the Consent Form.

**PLEASE DRIVE SLOWLY AND CAREFULLY WHEN DROPPING OFF AND PICKING UP, AS THERE ARE MANY CHILDREN COMING AND GOING AT THE SAME TIME.**

# CAMP DROP-OFF & PICK-UP AREAS

ST. CHARLES, ILLINOIS



- 1. Little Scouts
- 2. Adventure Day Camp - Navigators
- 3. Kindergarten Camp
- 4. On the Go Camp
- 5. Adventure Day Camp - Explorers
- 6. Beyond Camp
- 7. Before Camp

