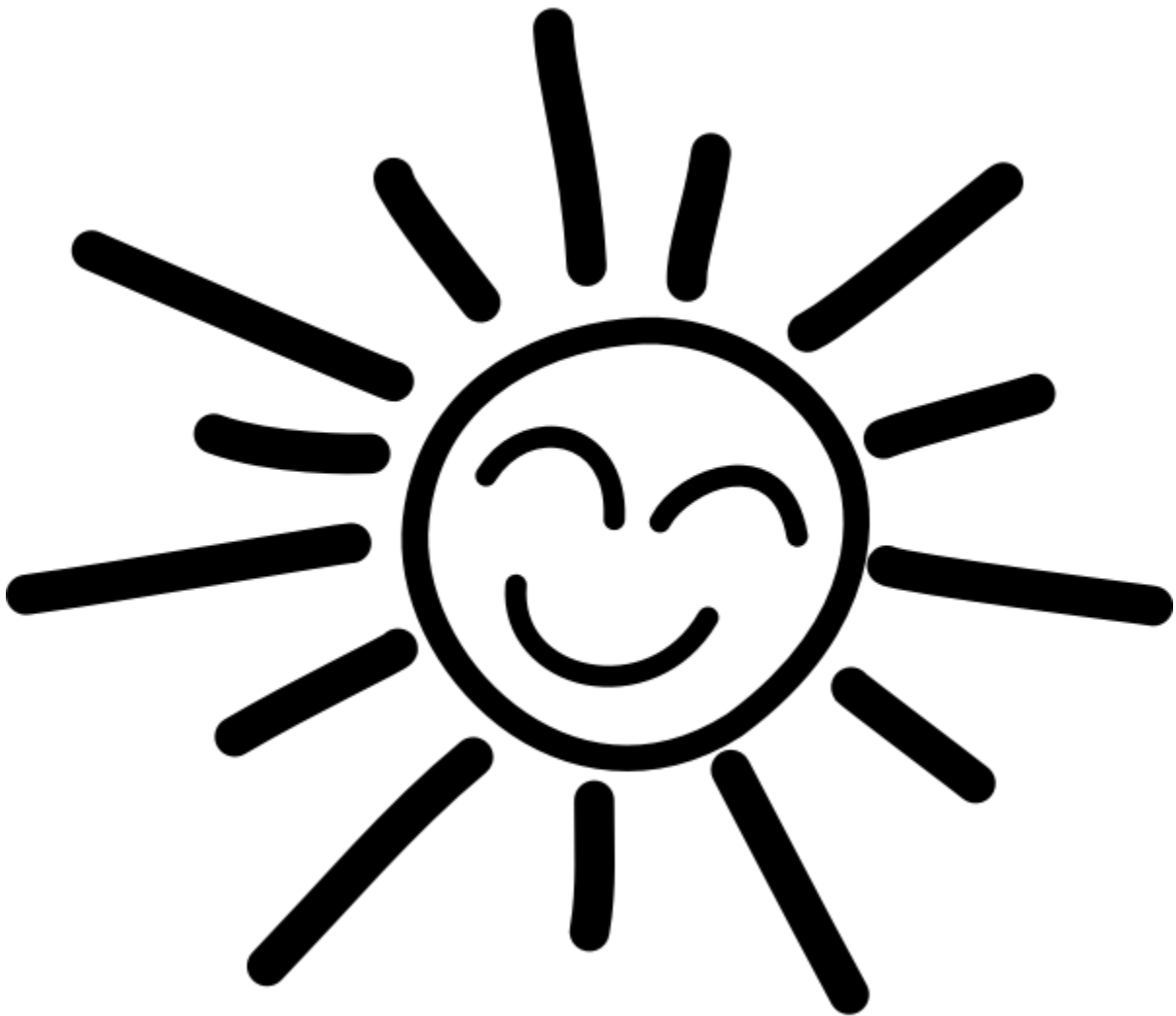


Winfield Park District Day Camp Handbook



Welcome to Camp!

The goal at the Winfield Park District Summer Camp is to create a fun, safe, and enjoyable environment for every child. Spending such a significant amount of time with the campers is a responsibility that my staff and I take very seriously, and we strive to provide a positive experience for both you and your child.

Staff Contacts

Cayla Pruitt

Recreation Coordinator

caylap@winfieldparkdistrict.com

630-653-3811 ext. 115

Tom Bower

Superintendent of Recreation

tomb@winfieldparkdistrict.com

630-653-3811 ext. 113

Front Desk Staff

Monday-Friday 9am-5pm

Saturday 9am-12pm

630-653-3811

Camp Sites

Before Care/After Care

7am-9am/4pm-6pm

0N020 County Farm Road

Winfield, IL 60190

630-653-3811

Wynwood Park

4.5-7 yr. old campers

0S060 Wynwood Road

Winfield, IL 60190

630-470-1583

Oakwood Park

7-12 yr. old campers

0N555 Winfield Road

Winfield, IL 60190

630-388-8737

Registration Information

Initial Registration

Registration can be completed at the Winfield Park District building, online at our website, or over the phone with Front Desk staff. Please note that registering online will require that payment is made in full for all days of camp participation.

Payment Plans

Payment plans are available, and require a two-week deposit at the time of registration. Payments will be due every 2 weeks beginning in June. In order to start a payment plan, registration must be completed in person or over the phone with Front Desk staff or by contacting the Recreation Coordinator. Please note that the park district does not save payment information or automatically withdraw funds for payment plans. Payments can be made in person or by phone with Front Desk staff, or by logging in to the household's online account.

Refunds/Credits

Refunds require a minimum 24-hour advance notice. Refunds will not be given for same-day notice of a camper's absence at the program. If 24-hour+ notice is given and camp has been paid in full, a refund will be processed to the initial form of payment. If camp has not been paid in full and there is still a balance owed, a credit will be placed on the household account to put towards the next payment owed. If there is no balance, but the camp date has not yet been paid for, it will be removed from the household account and not charged.

Changes to Camp Registration

After the initial registration, all changes including cancellations, adding/swapping dates, etc. must be approved and completed by the Recreation Coordinator. The front desk staff is not authorized to approve changes to camp schedules.

Waitlist Participants

The park district reserves the right to establish a waitlist for camp participants if days are full. If a participant is on the waitlist, payment is not collected and they are not guaranteed a spot at camp. If a spot opens up at camp, participants will be contacted in the order they reserved their spot on the waitlist to pay. If payment is not made by the end of the business day (Monday-Friday 5pm), the next participant on the list will be contacted.

Inclusion Services

Inclusion Services are provided through Western Dupage Special Recreation Association (WDSRA). Inclusion Services provide support through accommodations within the camp program, and anyone with a special need registering for camp is eligible for accommodations, at no additional cost. Accommodations may include: activity modification, disability awareness training, behavior management support, sign language interpreter, observation and evaluation, adaptive equipment, visual systems, or varying levels of staff support. Please notify Front Desk staff or the Recreation Coordinator at the time of registration if you feel Inclusion Services may be needed for your child.

ePACT Network

What is ePACT Network?

The Winfield Park District utilizes ePACT Network, an online system to obtain emergency information for all day camp participants. ePACT will collect emergency information that is securely stored and accessible electronically. This system replaces paper emergency forms, and allows park district staff to communicate with parents in the event of illness, injury, or information that needs to be distributed quickly, such as a change of camp site location due to weather.

How do you submit information to ePACT?

The parent/guardian listed as the main contact will receive an email after registering for camp with directions and a link to complete forms through ePACT Network. The ePACT information that is required includes: individuals authorized to pick up, emergency contacts, medical information, day camp waivers, etc. ePACT information must be completed prior to your camper's first day.

ePACT Network - Alerts/Updates

ePACT Network is the system park district staff will use to communicate updates, alerts, etc. Parents can choose to receive alerts by email or text. Alerts/updates may include:

- Changes to camp site locations due to inclement weather
- Updates regarding swim/field trip information

Who has access to ePACT information?

All ePACT information is secure and confidential and will only be accessible by approved and trained staff. Park district staff only have access to the files when all information is completed. Should you have issues submitting ePACT forms, you will need to contact ePACT's customer service or visit the ePACT Help Page while logged into your ePACT Network account. The most common issue with submitting forms include:

- The required number of emergency contacts hasn't been met
- One or more waivers have not been acknowledged

Emergency Care

All staff are First Aid/CPR/AED certified. In the event your child becomes ill or injured while attending camp, the following actions will occur:

1. Parents will be contacted and asked to pick up their child if necessary. If the parent cannot be reached, emergency contacts will be called.
2. Basic first-aid will be applied for minor injuries
3. For serious injuries, staff will contact local paramedics and notify parents or emergency contacts. If staff is unable to reach the parent/guardian, paramedics will take the participant to the nearest medical facility.

Camp Procedures

Drop-Off/Pick-Up Procedure

Drop-off and pick-up at each park site is curbside to ensure a smooth transition into/out of camp each day. Please remain in your vehicle and in the designated drop-off/pick-up line for safety purposes. This procedure also allows staff to speak with each parent/guardian individually, answer any questions, and discuss your child's day at pick-up. Unfamiliar authorized pick-ups may be asked to provide a photo ID before a camper is released from camp.

Late Arrival/Early Pick-Up

Staff is available for drop-off at camp from 9-9:30am and pick-up from 3:30-4pm. If you need to drop-off your camper after 9:30am or pick-up prior to 3:30pm, please contact your camper's Camp Director using the phone number listed on page 1 so a camp staff can receive/release your child to/from camp. Campers must arrive on time for field trips/swim days and remain at camp for the day. Campers will not be able to attend camp if they will not arrive prior to the bus leaving or need to be picked up early from a swim/field trip location.

Late Pick-Ups

Campers not picked up from their park site by 4pm will be assessed the 1-day rate for the After Care Program (\$15/child).

The following late fees will be applied to pick-ups from After Care after 6pm:

- 1-5 minutes late - \$10.00/child
- 6-30 minutes late - \$25.00/child

Absences

If your child will be absent from camp, please contact the Recreation Coordinator and Camp Director for your child's assigned camp site.

Before & After Camp Care

Before and After Camp Care is available to any participant registered for Winfield Park District's summer day camp program. Both programs are held at the Winfield Park District building. Participants will be transported to/from their designated park site if registered for before or after care.

Before Care: 7-9am

Participants registered for Before Care can arrive anytime between 7-8:45am. Participants will arrive at the park district for dropoff and should be walked into their designated program space to be signed in. At 8:45am, participants will be transported to their camp site. If participants anticipate an arrival after 8:45am, they will need to be dropped off at their park site.

After Care: 4-6pm

Participants registered for After Care will be transported from their park site to the park district building beginning at 3:45pm. Authorized parents/guardians/emergency contacts should pick up participants from their designated program space inside the building. Participants must be signed out by 6pm to avoid late fees in addition to the After Care fee. Registration for After Care must be completed by 3:15pm to ensure participants are able to board the bus to be transported to the building.

Camp Procedures

Transportation

Park District 12-passenger mini buses will be used to transport campers to/from their park sites for the following purposes:

- Transport to/from Before and After Care
- To evacuate park site if inclement weather occurs
- Travel to/from local parks

Hired school buses will transport campers to/from park sites on swim and field trip days.

Inclement Weather

When inclement weather prevents camp from being held outdoors, camp will move to the park district building. If inclement weather occurs during the camp day, campers will be directed to seek shelter at their park site and be transported to the park district building using park district mini buses. Authorized pick-ups will be alerted through ePACT Network when inclement weather impacts camp locations. Inclement weather includes rain, lightning detected in the area, heat advisories, air quality alerts, etc.

Emergency Medication

Self-carry inhalers, EpiPens, etc. are allowed when proper forms have been filled out. Medical information should be completed in ePACT Network. Asthma or Allergy Action plans that have been completed by your child's physician are required. Campers should keep inhalers, EpiPens, or any other life-saving medications in original packaging and in an easy to locate place in their backpacks.

Medication Dispensing

The Recreation Coordinator should be notified of any medications your child may need to take during the camp program. Medication dispensing forms must be completed by your child's physician prior to their first day of camp. The Camp Director will maintain a medication dispensing log each day. For daily medications, please provide no more than one week of medication at a time.

Lost & Found

We recommend sending your camper with clearly labeled items, and encouraging your camper to keep track of their belongings. The Winfield Park District will not be held responsible for lost or stolen items. There will be a Lost & Found bin at each camp site, and the park district building. Please feel free to look through the Lost & Found bin to check for items that may be missing. If items from camp have not been claimed by Friday, September 2 at 5pm, items will be donated or thrown away.

Cell Phones & Electronic Devices

Cell phone and electronic device (i.e., iPads, iPods, Nintendo Switch, etc.) usage is prohibited during camp hours. If a cell phone or electronic device is sent to camp, it must remain in the child's backpack. Campers that wear smartwatches will be asked to remove them during swim days or any times that include water activities. The Winfield Park District is not responsible for lost, stolen, or broken items that children have brought to camp.

Camp Procedures

Reporting Illness








Participants diagnosed with a communicable disease, infection, rash, head lice, etc. should notify the Recreation Coordinator at the time of diagnosis. The chart below includes common symptoms and situations that may occur during the camp season and when campers are able to return to the program.

Covid-19 Policy: Revised as of 5-11-2022

Participants with Covid-19 symptoms will be sent home and unable to return to camp until test results have been received. Campers who test positive may return to camp after day 5, and be required to wear a mask on days 6-10. Asymptomatic siblings/household members may remain at camp. Campers who test negative will be allowed to return once symptoms improve or according to the chart including below.

Covid symptoms may include:

Fever, cough, shortness of breath/difficulty breathing, fatigue, muscle/ body aches, headache, loss of taste or smell, sore throat, congestion/runny nose, nausea/vomiting, diarrhea

Camper needs to stay at home when:						
						
FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITALIZATION
Temperature of 100.4 degrees or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head or active head lice	Redness, itching or 'crusty' drainage from the eye(s)	Hospital stay or Emergency Room visit

Camper may return to camp when:						
Fever free for 24 hours without the use of fever reducing medication (Tylenol, Motrin)	Free from vomiting for at least two solid meals	Free from diarrhea for at least 24 hours	Free from itching/fever and have been evaluated by a doctor if needed	Treated with appropriate lice treatment at home and proof is provided	Evaluated by a doctor and have a note allowing return to camp	Released by a medical provider to return to camp

Camp Procedures

Day Camp Guidelines

To make camp enjoyable and safe for all participants and staff, the following guidelines should be followed by all participants:

1. Show respect for all camp participants and staff
2. Listen carefully and follow directions the first time
3. Stay with your assigned camp group
4. Refrain from using inappropriate or foul language
5. Refrain from causing bodily harm to self, other campers, and staff
6. Use all equipment and supplies in an appropriate manner

Please note this list is a general guideline for expected behavior from participants. The Winfield Park District reserves the right to establish and create additional guidelines as needed throughout the camp program to ensure safety for all participants and staff.

Staff will use a positive and caring approach regarding discipline and behavior intervention. Methods for handling positive and negative behavior will be fair and consistent for all participants.

Camp rules and expectations will be reviewed each day of camp, as well as posted at each camp site as a guide and reminder to campers. Camp rules and guidelines for bus transportation, pool days, field trips, and mini trips will also be established and reviewed with campers each week.

Discipline Policy & Procedures

A caring positive approach will be used regarding discipline and behavior intervention. Camp rules and expectations will be reviewed each day of camp, as well as posted at each camp site as a guide and reminder to campers.

In the event a camper does not adhere to the established rules and guidelines, the following disciplinary procedures will be followed. The Winfield Park District reserves the right to bypass one or all steps listed below based on the severity of the infraction.

1. The camper will be given a verbal warning
2. If needed, the camper will be given a time-out, be removed from the activity, or given an alternate activity to choose from
3. Continued misbehavior will be discussed with the parent and documented with a behavior ticket for the camper and parent to sign.

Behavior Ticket Protocol

The behavior ticket system follows a 3-2-1 protocol:

1. 3 behavior tickets during the duration of the camp program = 1 day suspension to be served on the next registered camp day
2. 2 additional tickets during the duration of the camp program = 3 day suspension to be served on the next 3 registered camp days
3. 1 additional ticket during the duration of the camp program = removal from the camp program

Camp-At-A-Glance

About the Camp Staff

The Winfield Park District strives to hire positive, outgoing, and enthusiastic individuals to facilitate the summer camp program.

All camp staff attend an extensive camp training session prior to the start of the program that includes topics such as: supervision, safety techniques, behavior management, activity planning, etc.

Camp staff are also required to pass a criminal background check through the Illinois State Police every year, as well as complete First Aid/CPR/AED certification for Adults, Children, and Infants that is valid for 2 years. All Winfield Park District staff, including camp staff, are mandated reporters to the Illinois Department of Children and Family Services.

Camp Staff Positions

The Recreation Coordinator oversees all aspects of the Winfield Park District summer camp program. On-site camp staff include Camp Directors, Head Counselors, & Counselors.

Camp Director

Each camp site is overseen by a Camp Director. Camp Directors are highly qualified and experienced in camp leadership. The Camp Director has a minimum of 3 years experience working in a camp or classroom environment. Camp Directors are responsible for supervising and guiding staff, planning and implementing activities, supervising campers, and communicating daily with parents and guardians.

Head Counselor

The Head Counselor has a minimum of 1 year experience working in a camp or classroom environment, and is qualified in camp leadership. The Head Counselor will assist the Camp Director in guiding staff, facilitating activities, supervising campers, and communicating with parents. If necessary, Head Counselors will assist as Camp Directors if the assigned Camp Director is absent.

Camp Counselors

Camp counselors are an enthusiastic mix of high school and college students who have a passion for working with children. Camp Counselors are responsible for supervising campers, facilitating activities, communicating with Head Counselors and Camp Directors, and creating a positive camp environment for all participants.

Overview of Camp

Camp will provide daily activities including: crafts, games, sports, pool days, and field trips for kids ages 4.5-13 years old. Camp is held Monday-Friday from 9am-4pm.

Weekly Newsletters

Weekly newsletters will be distributed by the Thursday prior to the next week of camp (i.e., the June 13-17 newsletter will be available by June 9). Parents/guardians will receive the newsletter by email, and paper copies will be available at each park site and the park district registration desk.

Camp-At-A-Glance

Weekly Themes

Each week of camp will have an assigned weekly theme. Staff will use the weekly theme to prepare activities, crafts, and games for non-travel camp days. Some themes will have special camp days assigned to them (i.e., decades week will have special days for campers to optionally dress up). The weekly theme, special days, swim/field trip information, etc. will be included in the weekly newsletter.

Camp Weekly Themes: 2022

- Week 1: Under the Sea
- Week 2: Animal Adventures
- Week 3: Decade Days
- Week 4: Wild, Wild, West
- Week 5: Space & Science
- Week 6: Pirate Party
- Week 7: Disney Days
- Week 8: Carnival Craze
- Week 9: Summer Camp Olympics
- Week 10: Summer's Last Splash

Things to Bring to Camp Daily

- Reusable Water bottle
- 1-2 snacks
- Lunch
- Gym shoes
- Spray Sunscreen
- Backpack
- Jacket/Sweatshirt
- Change of clothes (optional)
- Camp t-shirt (field trip days)

Please send campers with clearly labeled items to ensure lost belongings can be returned.

Camp T-Shirts

Camp participants who are scheduled to attend any field trip days must wear their orange camp t-shirt. T-shirts are available for purchase at the registration desk for \$10. Camp t-shirts will not be required on pool or mini trip days.

If a camper arrives on a field trip day without their orange t-shirt, a phone call home will be made. If a t-shirt cannot be provided prior to departure, a t-shirt will be given to the participant and the \$10 fee will be billed to the household account.

Clothing & Shoes

Campers should dress in comfortable play clothes, and be prepared for anticipated weather and activities. Gym shoes and socks are recommended daily, since activities may involve playing in the grass, running, and other physical activities. A sweater or jacket should be stored in campers' backpacks in case we move indoors.

Sunscreen

The park district does not provide sunscreen, and cannot apply lotion sunscreens to campers. Staff can assist with spray sunscreens/face sticks for campers that may need help reapplying sunscreen. Campers should come to camp with sunscreen already applied, and have a labeled bottle of spray sunscreen with them each day. Counselors will encourage and assist with reapplication at various times throughout the day. If your child uses a particular sunscreen that does not come in a spray bottle, please notify the Camp Director at your child's park site.

Camp-At-A-Glance

Lunches & Snacks

The park district does not provide snacks or lunch, unless designated on special camp days. Lunch, snacks, drinks, and utensils should be brought to camp each day. A phone call to parents will be made if a child does not have lunch, and a lunch will need to be dropped off at your child's park site. The park district is able to refrigerate lunches, but does not have access to microwaves to heat lunches.

We recommend sending 1-2 additional snacks per day. Lunches and snacks do not need to be peanut/tree nut free. Campers that have food allergies will be seated at an allergy-free table for lunches and snacks.

Campers will be encouraged to eat at least half of their lunch. Parents are encouraged to pack snacks separately, so campers know which snacks are for designated snack times. There is no sharing of food allowed.

A Typical Day of Camp

A typical day of camp will include crafts, games, and activities centered around the weekly theme for camp.

Example Daily Schedule:

9-9:30am Drop-off/Freetime
9:30-10:30am Group Game/Activity
10:30-11am Snack
11am-12pm Craft
12-12:30pm Small Group Games
12:30-1:30pm Lunch/Freetime
1:30-2pm Small Group Games/Small Craft
2-2:30pm Group Game/Activity
2:30-3:30pm Camper's Choice
3:30-4pm Pick-up/Freetime

Pool Days

Campers will travel to West Chicago's Turtle Splash Water Park most Tuesdays, weather permitting. Buses will leave from park sites at 10:45am and return to park sites at 3:30pm. Campers can be sent to camp in their swimsuits, or use on-site restrooms to change prior to leaving for the pool. They will also have the ability to change out of swimsuits prior to boarding the bus back to their park site.

Campers must bring the following items on all pool days:

- Swimsuit
- Towel
- Snack
- Lunch
- Water bottle
- Spray sunscreen
- Plastic bag for wet items
- Backpack
- Goggles (optional)
- Life jacket (optional)
- Money for concessions (optional)

Campers will be assigned wristbands based on their swim ability/age group for pool days. Swim abilities will be indicated on ePACT Network forms, and yellow and green wristband swimmers will be swim tested during their first week of camp.

Wristband Color Designations:

- Red Wristband - novice swimmer, no deep end & no body/tube slides
- Yellow Wristband - moderate swimmer, no deep end, body/tube slides are ok
- Green Wristband - strong swimmer, deep end & all slides are ok

Camp-At-A-Glance

Field Trips

Campers will have an on-site or off-site field trip on Thursdays, with the exception of two weeks of camp. Please refer to the field trip schedule for exact locations and field trip days.

Field trip departure times may vary throughout the summer, and campers will be expected to arrive at camp by 9:30am and be at camp until 3:30pm. We cannot hold buses for late arrivals at camp, and camp staff cannot stay behind to wait for campers. The buses should return to park sites by 3:30pm on all field trip days. If for any reason a bus is going to be delayed due to traffic or any other situation, a notification will be sent out through ePACT Network.

For field trips where campers do not travel off-site, entertainment will be brought into camp. If weather does not permit us to travel to scheduled outdoor field trips, alternate plans will be made to travel to an indoor field trip and a notification will be sent through ePACT Network. Indoor locations may include movie trips, bowling, laser tag, etc.

Campers may bring money for gift shops, concessions, etc. It is not guaranteed that we will stop at gift shops on all trips. Money should be in a labeled envelope with the camper's name and amount of money enclosed. For campers ages 4.5-7 years old, assigned counselors will hold money and assist campers with making purchases.

Campers must bring the following items on field trips:

- Orange camp t-shirt
- Gym shoes/socks
- Snack
- Lunch
- Spray sunscreen
- Water bottle
- Backpack
- Money for concessions (optional)
- Money for gift shops (optional)
- Swimsuit and towel, if field trip requires it

Field Trip List (2022)

June 9 - Turtle Splash Water Park

June 16 - Brookfield Zoo

June 23 - Coyote Crossing Mini Golf/Splash Pad

June 30 - SkyZone Trampoline Park

July 5 - Magic with Gary Kantor (onsite, Tuesday)

July 14 - Otter Cove Water Park

July 21 - Blackberry Farm

July 29 - Splash Country Water Park (Friday)

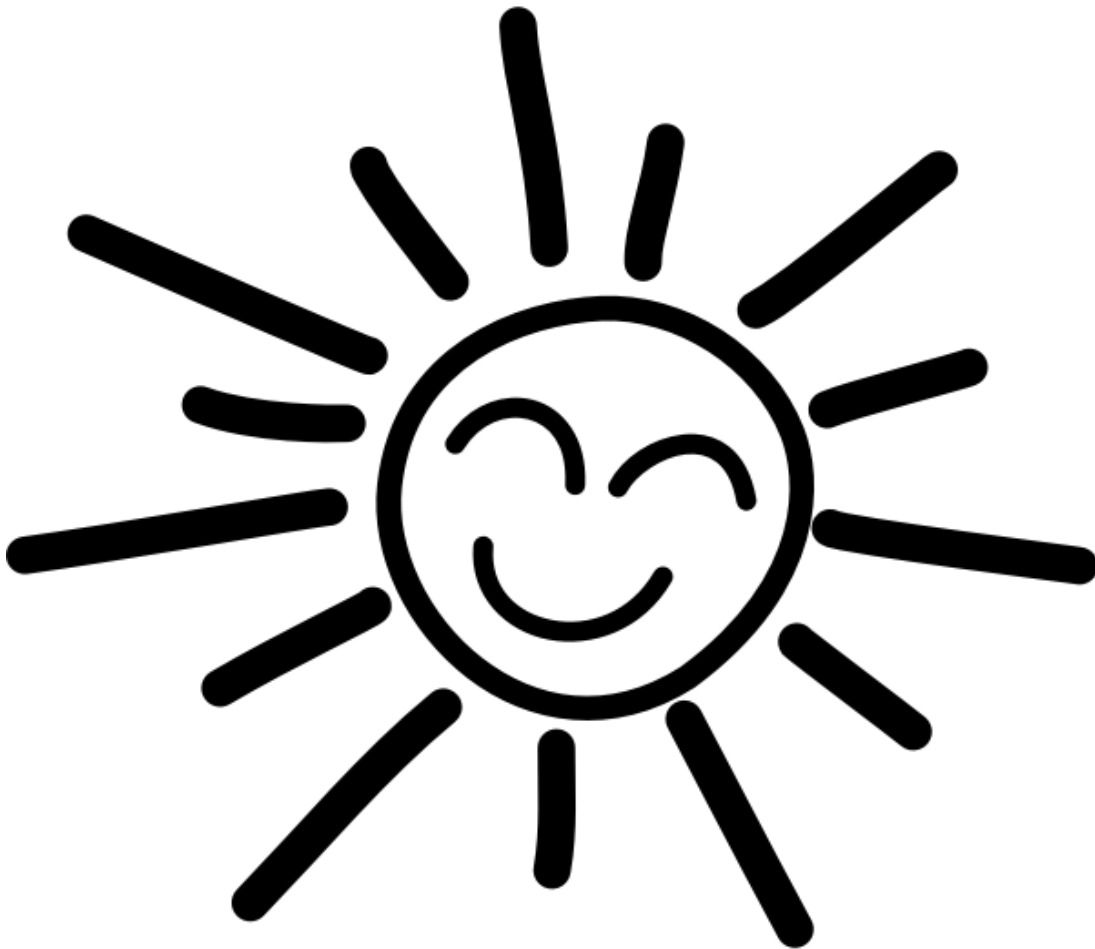
August 4 - RC Mobile Racing (onsite)

August 11 - Sea Lion Aquatic Park

Mini Trips

Throughout the summer, campers will take short walking or mini bus trips away from their park site to visit nearby parks and explore the community. These mini trips will be outlined in the weekly newsletter. Details in the weekly newsletter regarding mini trips will include location, travel times, any items required, etc. Wearing orange camp t-shirts on mini trips is preferred, but not required.

**We look forward to a happy, healthy, and
fun-filled summer!**



- Winfield Park District Summer Camp Staff -