



Wauconda  
Park District

# Wauconda Park District Camp Wauconda Parent Handbook

Revised March 2023

Dear Camp Wauconda Parents:

Welcome to Camp Wauconda! The beginning of summer camp is just around the corner. Camp will officially begin on Monday, June 3, 2024!

PLEASE READ THROUGH THIS HANDBOOK AS YOU WILL NEED TO AGREE TO ALL TERMS.

Upon registering you will receive an email from **ePACT** our online Emergency Form provider. Please fill out the online forms through ePACT and submit them by **Friday, May 31**. If you have not received an email by Friday, May 27 please contact Stephanie Marconi at 847-526-3610 as soon as possible, so we can make sure these forms are filled out on time. Campers will **NOT** be allowed to attend camp until we receive these forms. **Payment for each session is due 10 days prior to the start of each session. We prefer that you set-up an automatic payment prior to the due dates to avoid disruption to your camp schedule.**

**ITEMS TO SEND WITH YOUR CAMPER DAILY:** There will be no refrigerators, so please send items that will not spoil. The following is a list of things you will want to send to camp with your child:

- Camp Shirt (worn on all field trips) provided by the Park District
- Backpack
- Lunch
- Water Bottle
- Swimsuit and towel
- Sunscreen (Spray, not lotion) – **Please send child to camp wearing sunscreen**
- Bottle of Hand Sanitizer
- Comfortable gym shoes (**no sandals or flip flops**)
- **Please label all items with your child's first and last name**

If you have any questions, please feel free to call us at (847) 526-3610. We hope you and your child has a fantastic summer with us!

Sincerely,

Stephanie Marconi  
Camp Recreation Supervisor  
Wauconda Park District  
smarconi@waucondaparks.com

### **Philosophy of Camp Wauconda**

Camp Wauconda is designed to provide a safe and enjoyable atmosphere where children can gain new experiences in a structured environment supervised by trained staff. Camp Wauconda utilizes both camper and counselor-led activities which introduce the campers to various activities, arts and crafts, sports, games, creative play, nature study, swimming, weekly themes, and field trips.

### **Dates, Times, and Location**

Camp Wauconda will be held June 3-August 9. There will be 10 weeks of Camp in 2024.

#### **Times**

AM Care: 7:00-9:00am  
MAIN CAMP: 9:00am-3:00pm  
PM Care: 3:00-6:00pm

#### **Dates**

Week 1: June 3-7	Week 6: July 8-12 (Register by 6/14)
Week 2: June 10-14	Week 7: July 15-19
Week 3: June 17-21 (Register by 5/24)	Week 8: July 22-26 (Register by 7/1)
Week 4: June 24-28	Week 9: July 29-August 2
Week 5: July 1-5	Week 10: August 5-9 (Register by 7/29)

**Camp is held at the Wauconda Park District Community Center located at 600 North Main Street, in Wauconda.**

#### **Regular hours Drop-Off**

All children will be dropped off at the White Tent in Cook Park. Parents must sign in for their child for each day of camp. In the case of inclement weather, camp drop-off will be in the Community Center Gym, yellow signs will be posted at the front of the parkway stating that drop off will be in the gym. **Camp will start at 9:00a.m.** Drop off will **not be allowed** before 9:00am unless you are registered for AM Care. Campers arriving after 9:15am will have to locate their group. The front office staff has a copy of the group schedule and where your child may be. The camp staff will not have the time to stop and **escort you to your child's group.**

#### **Regular hours Pick-Up**

At 2:45pm, all campers will be by the picnic shelter/white tent at the end of the parking lot by the softball fields. **Parents must sign out their child. Children will not be dismissed in the Circle Drive. The Circle Drive is a fire lane, and NO PARKING is allowed in this area.** If there is inclement weather, the pick-up location will be downstairs in the gym and yellow signs will be posted at the parkway stating that pick-up is in the gym. Children **not** attending PM Care need to be picked up by 3:00 p.m. If your child has not been picked up by 3:05 p.m. they will be sent to PM Care, and you will be charged a fee for that day (\$1 for every minute late).

### **AM Care Drop-Off**

Children being dropped off for AM Care should be dropped off downstairs in the gymnasium. We recommend sending your camper with a morning snack. At 8:45 a.m. the children will be sent to their groups to begin their main camp day. If dropping your child off after 8:45am then you will have to bring your child outside and meet the group by the tent drop off.

### **PM Care Pick-Up**

**2:45pm – 5:00pm:** Campers will be at the Picnic Shelter/Playground at the far end of the softball field parking lot.

**5:00pm - 6:00pm:** Campers will be in the gymnasium downstairs at the Community Center.

All children attending PM Care will be provided with a snack at 4:00 pm at the picnic shelter at the far end of the softball field parking lot. Campers attending PM Care will stay at the playground/picnic shelter until 5:00 pm and then move inside into the gymnasium. If campers decide to come inside early due to excessive heat or weather a sign will be posted by the white tent

Children attending PM Care must be picked up by 6:00 p.m. A \$1per minute late fee will be levied for every minute you are late (example, if you are 15 minutes late the late fee is \$15). This fee will be automatically placed on your account the following day. Failure to pay this late fee could result in your child being removed from camp.

### **Late Pick-Up for PM Care Participants**

Unless you have notified us that you will be late in picking up your child, the following procedures will be taken:

At **6:00 p.m.**, staff will call the emergency number provided by you on the information sheet completed during registration.

At **6:10 p.m.**, staff will call the authorized pick-up contact provided by you on the information sheet completed during registration.

At **6:30 p.m.**, staff will notify the police, and your child will be taken into protective custody until you can be located.

Habitual tardiness will result in a request that your child be asked to leave our program, temporarily, then permanently. If you need to update any information in ePACT, please update your info electronically and notify the Camp Coordinator or Recreation Supervisor.

### **Authorization for Pick-Up**

In the event you will be unavailable to pick up your child, only individuals listed as an authorized pick-up individual on your ePACT forms will be allowed to pick up your child from the CLUB program. Any persons picking up your child will need to show proper photo identification **before** your child is released. **We will not release any child to an unauthorized person.** If you find the need to send an unauthorized person to pick up your child in case of an emergency, written notification may be sent, or a verbal authorization is permissible when you speak to the supervisor and only the supervisor.

Anyone can be added as an authorized pick-up individual on the ePACT portal at any time.

### **Walkers/bike riders**

Only campers going into grade 5 or older are able to sign themselves out. A written and signed note from a parent/legal guardian must be on file if your child is walking or riding their bike home from camp. You need to indicate ALL days and times that your child is authorized to sign themselves out.

### **Potty-trained**

All camp participants need to be potty-trained to attend camp.

### **Emergency Medical and Health Policy**

We will always try to provide a safe environment for your child; however, children being children may become injured. In the unlikely event of such an occurrence, the procedure below will be followed:

1. Paramedics will be called to handle serious accidents. They will also be called in the event of any type of head, neck, or back injury.
2. A call will be made to inform you of the situation. If you cannot be reached, we will call the emergency numbers that you provide on the information sheet in this packet. Again, please feel free to revise this list as many times as necessary.
3. If your child requires medical care, we will accompany them to the nearest medical facility.
4. If your child becomes ill while at camp, we will call you to notify you of the situation. If your child has a fever, is vomiting or experiencing diarrhea, we will request that you or an authorized adult pick up your child as soon as possible. This policy is not only for the protection of your child, but also extends to the other children in camp.

### **Medication Policy**

If your child needs to take medication while at camp, the Permission to Dispense Medication Form/Inhaler Form needs to be filled out online through ePACT. All medication must be sent in the original container with the following information on the label: Doctor's name, Patient's name, Pharmacy, Type of Medication, Strength and Dosage. **Parents should give all medication to the child's counselor.** Medication/inhalers will be kept with your child's counselor throughout the day, unless it needs to be refrigerated. Any refrigerated medication needs to be dropped off and picked up each day. We do not have a secure refrigerator for medication overnight.

### **Dress**

Campers should wear shorts, a T-shirt, socks, and gym shoes. **No sandals or open-toed shoes will be allowed.** Please remember that your child may get dirty at camp so appropriate clothes are necessary. All campers will receive a camp T-shirt, which **must** be worn on each field trip.

Please send your child to camp wearing their swimsuit on all waterpark field trip days or swimming days. Please also send a change of clothes for after swimming on these days.

Due to strict capacity guidelines at Phil's Beach the K-5 camp (5 days a week) will still attend Phil's Beach 2 days a week but those days can vary based on your child's group number. If your K-5 grade child attends camp 2 or 3 days a week they may only attend Phil's Beach one day a week. The Teen Camp will only attend Phil's Beach on Wednesday's.

Grades K-5 Beach Day:	Mondays, Tuesdays, Thursdays and/or Friday
Grades 6-8 Beach Day:	Wednesdays

### **Walking**

Camp requires a great deal of walking to go to the various places available for our use. Because the distance of some of the parks is sometimes long, it is important that your child be well prepared with proper shoes, clothing, sunscreen, and water to ensure their safety and comfort.

### **Personal Items/Toys from Home**

We ask that all personal items be marked with your child's name (i.e. backpack, coat, and boots). Please do not send personal toys with your child to camp. Items may get lost, broken or stolen and the Wauconda Park District is not responsible for said items. Each child is responsible for his/her own belongings.

We would appreciate it if your child could leave all iPod, MP3 players, portable games, trading cards, at home. No toy guns, gun paraphernalia, magazines, pocketknives, or play weapons are allowed. All cell phones will need to remain in your child's backpack.

Campers attending AM or PM Care may bring a book/coloring book and may have some quiet time early, or late in the day, to read or color. Campers may also bring a book on Wednesdays for the Field Trip bus ride.

**The Wauconda Park District cannot be held responsible for any personal items brought to Camp.**

### **Money for field trips**

Many children like to purchase a snack when they go to the beach. You can put money on your child's account by coming into our front office. When your child goes to the beach and they purchase something, they will be asked their name and that purchase will be taken off their account credit. You will be emailed a receipt for the items that they purchased. Counselors will not be responsible for holding your child's money on Beach Days.

On field trip days campers are responsible for holding onto their own money while at camp unless you work something out with the counselor in charge. We recommend not sending more than \$10 and placing the money in a sandwich bag or envelope with your child's name on it.

## **Rain**

Camp goes on – rain or shine!! Indoor areas are available and rainy-day activities are always up our sleeve.

## **Swimming**

The children will be swimming 1 to 2 days a week, depending upon the weather. Please check the weekly camp schedule to see which days your child will be swimming. Swimwear and a towel must be brought to camp. Please send a plastic bag that your child can put their wet clothes in after their swim time. Campers will not be allowed to swim in street clothes.

The Wauconda Park District Beach, and many waterpark field trip locations have a deep end. We require ALL campers to pass a one-time “deep water swim test”, administered by one of our Red Cross Certified beach lifeguards during beach days, in order to use the deep end. Most water parks require a swim test. Our counselors are responsible for knowing your child’s swimming ability. We will use a wrist band method that shows red for non-swimmers and green for swimmers.

If you do not want your child to swim in deep water, you must mark this on the ePact information. There may also be specific sections of certain waterparks that we will deem “off limits” to the younger campers regardless of if they’ve passed the deep water swim test. Certain waterparks may have their own rules in place as well based on height limit, age limit, etc.

## **Sunscreen**

The Wauconda Park District requires that campers use the following means of protecting themselves from the effects of the sun’s ultraviolet rays. Sunscreen should be applied before your camper comes to camp. We ask that you provide SPRAY waterproof sunscreen of at least SPF 30 in an original SPRAY bottle labeled with your child’s name. Camp counselors will verbally instruct your child on application. Staff is not permitted to rub sunscreen on campers at any time. Hats, sunglasses/visors are also advised.

## **Absence and Early Pick-up**

Please call the Park District or notify your child’s camp counselor if your child will be absent from camp. The staff will take attendance on a daily basis, but we do not call for absences, unless you give us a request in writing for a phone call. You may call the camp phone to notify us of an absence.

Since we are always on the go, please advise your child’s counselor if you intend to pick up your child early. This will enable us to tell you where we will be at that time.

**PLEASE NOTE: If your child does not show up to camp on a scheduled day, we will NOT call parents to find out where they are.**

## **Billing**

Payment is required no later than two Fridays (10 days) before each session’s start date. If we have not received payment for a session, you may lose your spot in that session. Your child’s space will be filled with someone from the waiting list, and/or a \$15 late fee will be charged. **If**

**you withdraw from a session, there will be a \$10 service fee and you must withdraw before full payment has been received. There are no refunds for camp after full payment has been made (10 days prior to the start of camp).** More than one change to camp registration will incur a \$10 service fee. Please contact Stephanie Marconi, Recreation Supervisor, regarding payment arrangements. Payment can be made at the Wauconda Park District office between 8:30 a.m. and 5 p.m. Monday through Friday. You may also pay on your account online, or mail your payment to the following address:

Camp Payment  
Wauconda Park District  
600 N. Main Street  
Wauconda, IL 60084

Payments can be made by cash, check, or credit card. Please make checks payable to the Wauconda Park District. There will be a \$35 fee for all NSF checks. **PLEASE DO NOT SEND PAYMENTS WITH YOUR CHILD!** For your convenience a nighttime drop box is located in our circle drive for you to leave payments when our office is closed. All payments left in the drop box will be processed on the next business day.

Please note the registration deadlines listed below:

	<b>Deadline date</b>
Weeks 1-3	5/24
Weeks 4-6	6/14
Weeks 7 and 8	7/1
Weekes 9 and 10	7/29



# **Wauconda Park District**

## **BEHAVIOR MANAGEMENT POLICY**

The Wauconda Park District reserves the right to dismiss a participant whose behavior endangers the safety of himself/herself or others.

Children are entitled to a pleasant and harmonious environment at camp and setting guidelines for good behavior is a part of the system we must follow. We hope that these procedures will help curb some of the more common forms of misbehavior and still allow us to work with children that may need some additional attention in following these behavior guidelines. We feel it is very important that parents take an active role in reinforcing these methods so that participants feel that parents and camp staff are working together. If you have any questions or concerns about this policy, please contact the Camp Coordinator 847/526-3610.

### **Behavior Policy (as approved by the Wauconda Park District Board of Commissioners)**

To ensure safe and enjoyable programs, activities and facilities for all residents, the Wauconda Park District has developed the following Code of Conduct. Participants are expected to always exhibit appropriate behavior when involved in Park District programs, activities, events, leagues and while using the Park District Facilities and Parks.

1. Show respect to all participants and staff.
2. Refrain from using foul or obscene language.
3. Refrain from causing bodily harm to participants and staff.
4. Refrain from communicating threats, inappropriate comments or actions that can be considered as any type of harassment, direct threats, or actions that pose a threat by gesture, word, or action.
5. Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
6. Show respect to equipment, supplies and facilities.
7. Exhibit good sportsmanship at athletic events whether an active participant or observer.
8. The use, suspected use or consumption of alcohol or illegal substances on Park District property is prohibited. While alcohol is approved for select special and off property events, it is expected that all residents and participants will exhibit good judgment and moderation when alcohol is consumed.

The Wauconda Park District reserves the right to dismiss without refund any participants who violate the Behavior Policy. In addition, if it is felt that such actions pose a threat to the general safety or welfare of other participants, an individual may risk consequences associated with the summoning of the Wauconda Police Department.

**The Wauconda Park District reserves the right to dismiss a participant whose behavior endangers the safety of himself/herself or others.**

The Wauconda Park District reserves the right to dismiss without refund any participant who violates the behavior policy. In addition, if it is felt that such actions pose a threat to the general safety or welfare of other participants, an individual or group may risk consequences associated with the summoning of the Wauconda Police.

Below are the discipline procedures for campers who are exhibiting consistently disruptive behavior. After all of these steps are exhausted the child will be discharged from camp and **no refund** will be given for the remainder of the session. ***The Wauconda Park District reserves the right to dismiss a camper based on any extremely inappropriate behavior without prior documentation.***

- Step 1** A “warning” will be given and documented. A “timeout” may also accompany a “warning”.
- Step 2** Most often the child will be required to sit in a “time out” or “cooling off” period for a few minutes.
- Step 3** The third warning in **one** day will result in a Behavior Conduct Report being sent home alerting parents or guardians to the problem. The Behavior Conduct Report must be signed and returned the next day of camp. (See example – next page). Behavior Conduct Reports can also be sent home for any serious infractions.
- Step 4** The **third** Behavior Conduct Report sent home during the summer will result in the child not being able to return to camp for the remainder of the summer, and **no refund will be issued.**

#### **Warnings/Timeouts Are Given For:**

1. Not following directions
2. Disrespect towards a counselor, lifeguard, or a Park District employee or patron.
3. Destruction of property, stealing or vandalism.
4. Swearing, racial slurs or verbal abuse towards **anyone.**
5. Not returning a Behavior Conduct Report.
6. Threat of abuse towards anyone.

#### **Behavior Conduct Reports Are Sent Home For:**

1. Any of the reasons listed above.
2. The third infraction for the day.
3. Physical abuse towards anyone.
4. Any infraction of a serious nature.

#### **Discipline**

As with any large group of children, rules of discipline must be reinforced by Camp Staff and the parents. We ask that you as parents please go over this information with your child, so they are aware of the consequences of poor behavior. Listed below are camp rules.

1. Follow all directions the first time they are given.
2. Show respect for the people around you (staff members, peers, patrons, etc.).
3. Show respect for the property of others (personal, supplies, equipment, facility, etc.).
4. No verbal or physical abuse (hitting, swearing, throwing objects, etc.).
5. Follow all beach, field trip and camp rules.
6. Do not leave the group or camp without permission.

# CAMP CONTACT INFORMATION

Wauconda Park District main office  
847-526-3610

## Camp Cell Phones:

K-5 Camp- **847-707-3612**

Teen Camp- **847-707-3613**

Please refrain from calling your child's cell phone while he/she is at camp. We ask the campers to keep their cell phones in their backpacks, so they are not lost.

Recreation Supervisor

Stephanie Marconi

[smarconi@waucondaparks.com](mailto:smarconi@waucondaparks.com)

Director of Recreation

Cindy Babicz

[cbabicz@waucondaparks.com](mailto:cbabicz@waucondaparks.com)