



Round Lake Area
Park District

Summer **CAMP**

PARENT HANDBOOK

Register online at rlapd.org

Welcome to the Round Lake Area Park District Summer Day Camp Program

Please visit the Camp Program page on our website, www.RLAPD.org, to find important camp information, including:

- Parent Handbook
- ePACT Information and Link
- Camp Schedule and Fees

Program Overview

Round Lake is a richly diverse community. The Round Lake Area Park District encourages inclusion, sharing, respect, and responsibility. Campers are provided an opportunity to explore the world around them and to interact in a positive manner.

Our experienced camp staff are typically members of our community and are sensitive and flexible to the many needs of our participants. While keeping safety as a top priority, we strive to provide your child with fun camp memories and friendships that are lasting.

Numbers to Know

Guest Services/Main Office...847-546-8558
registration@rlapd.org

Katy Wells, School-Age Coordinator.....ext. 5086
Katy_Wells@rlapd.org

Joan Ellis, Preschool Director.....ext. 5085
joan_ellis@rlapd.org

Katie Gamroth, Supt. of Recreation.....ext. 5080
katie_gamroth@rlapd.org

Day Camp Specifics

The Round Lake Area Park District Day Camp will be held Monday-Friday exclusively on the Robert W. Rolek Community Center Campus:

814 Hart Rd.
Round Lake, IL 60074

We have separate outdoor sites that will serve as each camp's home base. Your specific site location, parking location, and pick-up/drop-off details will be provided to you via email before the start of camp.

Each camper will remain with the same group and staff (*pending illnesses/absences*) for the entire camp session.

The camp will be held outside rain or shine, hot or cold! In the event of severe weather, campers will have a predetermined indoor location on campus.

Preparing for the Camp Day

Each camper should bring the following items to camp every day:

- Lunch
- Water Bottle
- Spray Sunscreen (*counselors will not apply lotion*)
- Hand Sanitizer
- Towel and Swimsuit
- Change of Clothes
- Face covering (might be needed for offsite field trips)

Preparing for the Camp Day (cont.)

Please do not send children with toys, sports equipment, trading cards, valuable items, laptops, iPods, or money to camp. The Round Lake Area Park District is not liable for any lost, stolen, or damaged items brought by participants. Please keep in mind use of cell phones is prohibited during program hours. If you need to contact your child during the camp day, please call the Guest Services desk.

Camp Staff

Round Lake Area Park District Camp Supervisors have been selected based on their prior experience with children and camp knowledge. Camp supervisors are individuals who have accomplished or are working towards a degree in education or Recreation in some capacity.

Camp Counselors are of high school or college-age. They have gone through the Round Lake Area Park District's camp training process focusing on safety, behavior management, CPR, and AED. All camp staff is first aid certified.

Registration Information

Register Online NEW PAYMENT PLAN OPTION !!!

Online registration is available and encouraged for all Round Lake Area Park District programs. Space is limited, and you are not guaranteed a spot based on past registration. Registration opens in early spring to allow families to start paying for camp early if needed. If you have questions or concerns regarding camp payments or registering, please contact Guest Services at 847.546.8558.

- Installment payment plans are available. Two forms of payment are required if electing to pay in weekly installments. A primary and secondary backup payment if the primary fails or declines. Payments are drafted each Wednesday between midnight, and 3 am.
- Online registration will end the Wednesday prior to the following camp week.
 - If you missed the online registration deadline and need camp for the following week, please contact the camp director for availability. Based on registration status, in-person registration may be required.
- Weekly registration is only available as space will allow.

Refunds/Transfers

A \$50 cancelation/transfer fee will be applied to all requests made in less than ten business days prior to the week of service.

ePact

We are proud to announce our adoption of the ePACT Network for a faster, safer registration experience!

ePACT is a secure emergency network that we use to electronically collect medical and emergency contact information. ePACT replaces paper forms as well as ensures we have a way to communicate with you in the event of an illness, injury, or larger scale emergency.

Once you register for the camp program through our website, you will receive an email invite from the ePACT Network requesting you to complete and share your information with RLAPD. If you are a returning camper, you will be required to update your child's information.

Just click the link in your email to be taken to the ePact site to complete your registration.

You have until the week before camp to finish your ePact registration. **Any incomplete emergency information will result in removal from camp!**

Participants with Special Needs

The Round Lake Area Park District welcomes participants with special needs. It is the parent's/guardian's responsibility to notify the Recreation Supervisor of any special needs. We work closely with the Special Recreation Association of Central Lake County (SRACLC) to ensure proper care is available for your child .

Camper Social Contract

Equal Access

No participant shall, based on race, sex, creed, national origin, or disability, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

Behavior

Round Lake Area Park District expects program participants always to exhibit appropriate behavior. Appropriate behavior is defined as being respectful to oneself and others, using appropriate language, "safe hands" (*hands that do not hurt self, others, or other objects*).

Discipline

Children need to learn and respect the limits of acceptable and unacceptable behavior at the Park District and elsewhere. Discipline is creating internal controls of conduct, and our goal is to encourage self-discipline within each child.

Camper Code of Conduct

The following Behavior Code of Conduct has been adopted by the Round Lake Area Park District to be used as a guideline for discipline for any program participant:

Participants:

- Will show respect to all participants, staff, and volunteers
- Will follow directions from staff and volunteers
- Will show respect to equipment, supplies, and facilities
- Will not use inappropriate, abusive, or foul language
- Will not show any aggressive behavior (*hitting, punching, slapping, kicking, biting, etc.*) regardless of whether the action is initiated or in retaliation
- Will not show continuous disruptive behavior

Each child is enrolled on a probationary status. Any child who demonstrates the inability to benefit from the type of care offered by the program or whose presence is detrimental to the group shall be discharged from the program.

**All parents and campers are required to e-sign a Behavior Contract that outlines inappropriate behavior prior to the start of camp.*

Drop-off & Pick-Up Procedure

The extended camp day begins at 6:45am. The regular camp day starts promptly at 9 am. Campers will be admitted into their group at the designated start time. The pick-up process will work in a similar fashion. **Please have your ID out and ready when picking up.**

Sign In/Out Policy

No child will be accepted into the program until they have been signed-in/out by a parent or authorized adult listed on the Emergency ePact Form.

Plan to see a staff member each day to physically sign your child in or out on our I-pads. For your child's safety, we may ask to see a photo ID for anyone staff is not familiar with. Be sure to explain the sign-in/out procedure with anyone designated to drop off or pick up your child.

Late Pick-Up Policy

A late fee will be charged to any participant not picked up by **3 pm for camp only or 6 pm for an extended day**. The fee is \$10 for every portion of 15 minutes that you are late. This fee must be paid, either online or at the Guest Services desk, prior to your child's return on the following camp day. Consistent late pick-ups may result in dismissal from the program.

In the case of an emergency, please call the Guest Services desk to notify our staff. It is your responsibility to make alternative arrangements for your child. If a child is not picked up by 3:15 or 6:15 pm and there is no contact with the parent, the emergency contacts will be called. If no one is reached by 3:30 or 6:30 pm, the police department will be called to pick up your child.

Healthcare Policies

We are not licensed for the care of sick children; the staff has the authority to refuse any child who shows signs of illness using the following guidelines:

- **A temperature of 100.4 degrees or higher:** A child who is ill may not participate in the program, even if controlled by medicine.
- **COVID-19:** Any child with a persistent cough, sore throat, congested/runny nose (not due to allergies), chills, unexplained muscle aches, abdominal pain, or loss of smell/taste must be kept home.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for a full 24 hours before returning.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return after three doses of drops for re-admittance.
- **Head Lice:** A child must remain at home until the first treatment is completed, with no further active lice or nits seen.

Healthcare Policies (cont.)

A doctor's note will be required for readmission after any communicable illnesses. A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call-in advance before dropping your child off.

It is each parent's responsibility to verify their child's daily health is adequate before bringing him/her to school. A child who shows signs of illness should be at home for the benefit of all. If your child is exposed to a communicable disease, you must notify us immediately for the protection of the students and staff.

If a child becomes ill or injured while at camp, their parent/guardian will be notified immediately. Staff will use the emergency contact list provided through ePact if a parent or guardian is unavailable.

Have a plan in place in the event that your child becomes ill while at camp. If you are unable to leave work yourself, please have someone who is able to care for your child on stand-by.

Health Monitoring

- We will continue to monitor any Covid 19 updates in our area and follow any CDC and Health Department guidelines when necessary.

Accidents

Accident reports will be filled out for any injury requiring first aid. If the injury is a non-emergency, requiring only a Band-Aid or ice-pack, staff will administer basic first aid. If the injury requires more than basic first aid, staff will call 911. They will notify you as soon as the situation allows. If you are not available, the emergency contact(s) listed in ePact will be notified. If your child needs to be transported to the hospital in an ambulance, a staff member will accompany your child and wait until you arrive to meet them at the hospital.

Medication

If your child requires medication while in our program, you must complete a "Permission to Dispense Medication" form, which the recreation supervisor must receive before your child's first day. If the medication is a prescription, the physician's information must be on the label along with their instructions for dispensing. All prescription medications must be in the original packaging/bottle and labeled with your child's name and date.

Communication and Parent Involvement

Parent involvement in the program is essential. We are a team in ensuring your child has a positive and safe camp experience. Cooperation with all policies and procedures outlined in this manual is imperative. Please notify the Round Lake Area Park District of any medical condition, disability, or other situation requiring special consideration by the staff. Our team strives to serve each family in the most effective manner possible. We respect confidentiality and will make every effort to accommodate each unique situation.

Swim Lessons

Swim lessons will be offered for an additional fee. You can register your child through Jeff Ellis Management.

Swim lessons will begin at 9 am. If your child is registered to start camp at 9 am and registered for swim lessons please drop your camper off at the Aquatic Center. If you are registered for before care, we will walk your over to Aquatic Center. We will pick your child up in either case and return them to their camp group.



**We are looking forward to a great summer
with you**