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
- Frequently Asked Questions

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 members of our community. They are sensitive and flexible to the many needs of our participants. While keeping safety asa top priority, we strive to provide your child with fun camp memories and friendships that are lasting. Our camp is not licensed or regulated by the Department of Children and Family Services.

Participant Requirements:

- Independent personal care (hygiene, toileting, feeding)
- Ability to follow Round Lake Area Park District Code of Conduct and other pre-determined guidelines
- Participate with visual and verbal prompting within a ratio of one staff to twelve participants

Numbers to Know

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

Lauren Wood, School-Age Recreation Supervisor
Ext. 5086
Lauren_Wood@rlapd.org

Joan Ellis, Child Development Center Manager
Ext. 5085
Joan_Ellis@rlapd.org

Katie Gamroth, Executive Director
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 detailswill 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 and snacks
- Water bottle
- Spray sunscreen *(counselors will not apply lotion)*
- Hand sanitizer
- Towel and swimsuit
- Change of clothes (including shoes and socks)

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 Districtis not liable for any lost, stolen, or damaged items brought by participants. Please keep in mind use of cellphones is prohibited during program hours. If you needto contact your child during the camp day, please call Lauren Wood at (847)-886-5086 or the summer camp phone at (847)276-5693.

Camp Staff

Round Lake Area Park District Camp Staff have been selected based on their prior experience with children and camp knowledge. Camp Staff areindividuals who have experience working with children or are working towards/have received a degree in education or recreation in some capacity.

Camp Counselors must be 18+ adults, Camp Site Directors are preferred to be 21+ adults and Recreation Aids must be 17+ young adults. They have all gone through the Round Lake Area Park District'scamp training process focusing on safety, behavior management, CPR, first aid and AED. *All counselors are certified in CPR & first aid.

Registration Information

Register Online

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 February 2nd 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 5 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 Lauren Wood for availability. Based on registration status, in-person registration may be required.
- Space fills up early so make sure you register early.

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

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!**

Inclusion Services

The Round Lake Area Park District provides inclusion services to individuals with disabilities wishing to participate in Round Lake Area Park District recreation programs at no additional cost to the family. Please give us a minimum of 2 weeks to appropriately assign inclusion support. It is the parent's/guardian's responsibility to notify the Recreation Supervisor of any special needs. Please contact Lauren Wood if you have any questions.

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, and "safe hands" *(hands that do not hurt self, others, or other objects).*

Camper and Families 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 and guardian.

Campers & Families:

- 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 family is enrolled on a probationary status. Any family member 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 families 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 Early Bird camp day begins at 6:45 am. The regular Summer Camp day starts promptly at 9:00 am. Campers will be admitted into their group at the designated start time. The pick-up process will work in a similar fashion. The Extended Camp day ends at 6:00 pm. The regular camp day ends promptly at 3:00 pm. **Please have your ID out and ready when picking up**.

Sign In/Out Policy

No child will be released from the program until they have been signed 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. For your child's safety, we require photo ID for pick-up. 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. (i.e. 3:01pm – 3:15pm or 6:01pm-6:15pm will result in a $10 late fee. This fee will be scheduled for auto-payment on your next scheduled camp if no further camp weeks are scheduled the balance will be placed on your account and payment must be paid before any further registration. Consistent latepick-ups may result in dismissal from the program.

In the case of an emergency, please call Lauren Wood or the summer camp phone at 847-276-5693 to notify our staff. Make sure alternative arrangements are in place for pick-up in case of emergency. Emergency contacts will be called if there is no contact from parent/guardians by 3:15 pm or 6:15 pm. If we are unable to reach parent/guardians or emergency contacts by 3:30 pm or 6:30 pm, the police department will be notified as per DCFS requirements.

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 full24 hours before returning.
- **Diarrhea:** A child who has diarrhea twice in oneday 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 conjunctivitiswill 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 furtheractive 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 camp. 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 campers 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 ifa parent or guardian is unavailable.

Please have a plan in place if your child becomes ill or gets injured while at camp. If you are unable to pick up, please have someone who is able to care for your child on stand-by. **Children should be picked up within 30 minutes of being contacted.**

Accidents

Accident reports will be filled out for any injury requiring first aid. If the injury is a non-emergency, 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

A Medical Administration form must be received prior to your child's first day of camp. Form is required for inhaler, EpiPen or any oral medication while in our program. If the medication is a prescription, the physician's information must be labeled 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 9:00 am. If your child is registered to start camp at 9:00 am and registered for swim lessons, please drop your camper off at the Aquatic Center. If you are registered for Extended Camp, 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 do our best to not schedule field trips/events on swim days; however, if there is a field trip/event on a swim day there will not be make-up lessons. Make-up lessons only run when a lesson is cancelled due to weather or pool emergencies.

We are looking forward to a great summer with you.