



Summer Camp 2026

PARENT MANUAL



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WELCOME

Welcome to the Downers Grove Park District's Summer Day Camp program! Your child is about to embark on a fun-filled adventure. Day camp offers children the opportunity to build character and self-esteem through challenging and rewarding experiences in both small and large group settings.

The Parent Manual is designed to provide you with an overview of our policies and procedures. You will be able to access this manual as well as the weekly schedules for camp at www.dgparks.org. Please read all information carefully and thoroughly.

Information in this Parent Manual is subject to change and parents will be notified of any changes.

PAYMENT AND REGISTRATION POLICY

It is our goal to safely accommodate as many families as possible. The Downers Grove Park District reserves the right to adjust locations based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

All registrations are based on program availability, proper completion of registration, payment status/history and the Park District's ability to meet any special needs the participant may have.

In order to register, each participant must:

- Complete and sign proper registration and waiver forms for each child.
- Pay all outstanding fees due to any Park District programs and remain in good financial standing with the Downers Grove Park District.
- Must register and turn in **ALL** forms, including emergency forms in ePACT, no later than the Wednesday prior to desired week of camp. **Registrations received after this point will only be considered pending availability.**

FINANCIAL ASSISTANCE PROGRAM

In an effort to provide recreation, health and wellness opportunities to all residents, including those who are experiencing financial hardships, the Downers Grove Park District has established a Financial Assistance Program. Participants must reside within the boundaries of the Downers Grove Park District to be eligible. For eligibility requirements or to donate to the Financial Assistance Program, please visit dgparks.org/financial-assistance-program.

WAITLISTS

Waitlists are automated for traditional day camps. This includes Early Childhood camps, Kinder camp, Adventure Camps, Teen Trekkers, Nature and Museum camps. Once a participant has dropped out, the next individual on the waitlist will receive an email notification giving them 48 hours to either accept or deny the spot, before it will move on to the next participant.

CAMPER PARTICIPANT INFORMATION/EMERGENCY FORMS

The Downers Grove Park District utilizes ePACT for all camper information/emergency forms. If you do not have an ePACT account, within 24 hours of your camp registration, you should receive an email from ePACT to set up an account and complete your camper's electronic emergency forms. If you were enrolled in Summer Camp in 2022, 2023, 2024, 2025 or another program that utilized ePACT, you do not need to fill out new forms. **You need to review the information to make sure it is accurate before the start of a camp session.** ePACT accounts can be updated at any time to add additional pick-up persons or change authorized pick-up persons. All forms must be completed prior to a camp session beginning in order for your camper to attend. Parents will be able to go into their ePACT account at any time and update information.

CUSTODY ORDERS

To honor specific custody orders and/or orders of protection, it is the responsibility of the parent to provide a copy of the custody order and/or order of protection. The document must be signed by the court with the legal seal present, date effective and ending date if applicable.

WITHDRAWALS/CANCELLATIONS

Cancellation/refund requests must be submitted at least 5 days prior to the start of a camp session to receive a full refund minus a \$5 service fee. Any refund requests received within 5 days of a camp session beginning will only be approved if accompanied by a doctor's note due to a medical reason and will be subject to a \$10 cancellation fee. Self-cancellation prior to the deadline can be done online through your account or you can visit dgparks.org/request-a-refund to complete a refund request form. No refunds will be given for missed camps days unless cancelled by the Park District.

GENERAL INFORMATION

Arrival and Dismissal

Each day a parent, or authorized adult, must come and sign their child(ren) in and out. For their safety, children will be released only to persons listed on the authorized pick up list in their linked ePACT account. A circle drive will be created in the Museum parking lot off of Maple Avenue. Parents will pull around the circle and a staff member will meet you at your vehicle to check in your camper. Parents will remain in the vehicle while your child/children are checked in/out.

There are no more paper sign in and out sheets for parents. Instead, we will utilize the check in and out feature through the ePACT Family App. Each approved drop off/pick up person will need to create an ePACT account in order to gain access to the specific QR code assigned to your child. At drop off/pick up guardians will check their child in/out by logging into ePact on their mobile device and presenting their child's QR code to be scanned by the park district staff.

Please do not screenshot your QR code and send it to family members; a picture of the QR code will not work for drop off/pick up.

You will want to be sure anyone who is dropping off or picking up your child is listed in your "Support Network" in ePACT and has a valid email address saved in their contact info. This will prompt ePACT to verify the contact information you have provided, and ePACT will send a message to that person so they can create their own account. Below we have included a link to instructions on how to connect your ePACT account to your friends and family:

[How do I connect my ePACT account with friends and family?](#)

We also encourage all people on your support network to add a picture to their account, as this will help our staff verify their identity. We do still ask that anyone picking up a child from camp have photo ID available as we may ask for ID verification, especially on the first day of camp.

If a pick up person does not have access to a computer, email address or smart phone, please contact the Recreation Supervisor to discuss alternative check in and check out procedures.

Attendance

The camp day is from 9:00am to 12:00pm. If you need to pick your child up early from camp or drop off late, please contact the Recreation Supervisor, Felicia Camacho or the museum directly.

Participants MAY NOT be dropped off or picked up from field trips.

A photo ID is required to pick-up your child(ren). If there are any questions, parents/guardians will be contacted before the child is released.

Hours of Operation

Camp: 9:00am-12:00pm

Late Returns

Some camps may leave camp locations for local field trips. Due to weather, traffic or various reasons beyond our control, camp may be late in returning to the site. If we anticipate running more than 15 minutes late, notification will be sent via ePACT.

Late Pick-up Fee

A \$20 flat fee plus a \$1 a minute late fee will be implemented when a child is picked up late. The fee must be paid, online or in person at the registration desk at any of our facilities, within two days. If you are going to be late, a courtesy call would be greatly appreciated although it will not exempt you from the late fee.

CAMP EMERGENCY/URGENT PROCEDURES

Evacuation procedures for each program have been established in the event of a major emergency that would require removing children from the site. Additionally, plans have been developed for tornado procedures. If an individual child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe we will call 911 without hesitation. The parent/guardian also authorizes the Park District and its employees, to consent to medical treatment. By registering your child for the program you are releasing the Downers Grove Park District from all liability which may arise from the child's participation in the program.

In the event of an urgent/emergency situation where camp drop off may be delayed or early pick up may be required, staff will first send out an Emergency Message through ePACT. Depending on the situation emails and phone calls may follow the ePACT message.

ABSENCES AND ILLNESS

Absences

If child(ren) are ill and are not going to be attending camp please call/email or text the camp phone to report your child absent. If your child has contracted a contagious illness such as COVID-19, Hand, Foot & Mouth, chicken pox, strep, flu, lice or pink eye, you will need to report this as soon as possible to the Recreation Supervisor.

Illness

Children should be kept home if they exhibit any of the following symptoms:

- Fever of 100.4 or higher
- Sore throat
- Nausea/ vomiting
- Diarrhea
- Congestion/runny nose
- Cough
- Shortness of Breath
- Unusual Fatigue
- Body aches
- Rash
- Discharge from eyes or ears
- Red/crusty eyes

Child Ill at while at Camp

- If a child becomes ill while at camp, the child will be isolated with a staff person until a designated adult arrives to pick up.
- A designated pick up person MUST arrive within one hour of the initial call to parents.
- The child will need to remain home and follow our illness policy below.

What to do if my child is not feeling well or showing illness symptoms?

- If your child has any symptoms listed above, your child should remain home from camp.
- Your child must be symptom free and fever free for at least 24 hours without the use of fever reducing medication or until a doctor indicates that your child can return to camp.

Parent Communication regarding contagious illnesses

- If we are notified of a contagious illness in your child's camp, and we identify your child as a close contact, you will be notified via email as quickly as possible.
- As of the start of camp, campers are not required to quarantine if identified as a close contact. If a child becomes symptomatic, please keep your child home and follow the illness policy.
- There may be times during the Summer that staff require campers to wear a mask for a short period of time while at camp due to varying circumstances and varying levels of community spread of illness (due to COVID-19 positive cases, etc.). Parents will be notified during the illness communication if a mask is required for a period of time.

Please note:

- While we do not anticipate cancelling camp due to COVID-19 or other illness exposures, there may be situations throughout the Summer that require the Park District to cancel a camp for a short period of time due to quarantine purposes or staffing challenges.
- Any illness policy in this manual may be modified at any time depending on changes in the State of Illinois health mitigations or due to the current community health situation. Any changes to the illness policy will be emailed to parents.

ALLERGIES

The Downers Grove Park District is dedicated and committed to providing a safe environment for all children. Please note any allergies on the camper information forms in ePACT. Please contact the Recreation Supervisor to discuss your child's personal needs, if any. We will be happy to work with you to provide reasonable accommodations that will make your child's camp experience a safe one.

MEDICATION

Campers requiring any type of medication must have a signed medication consent form on file. These forms are available in ePACT. Medication cannot be administered without the consent form. If your child is taking medication, the medication must be unexpired, in its original container with the child's full name on the label and the correct dosage enclosed. Medication and instructions must be given to the site director upon the child's arrival at camp. All medication is kept in a safe and secure location.

Transfer/Possession of Medication

Transfer/possession of all medications provided to camp staff must be signed in on the first day of camp attendance and signed out on the final day of camp attendance. This is to help ensure all medications such as EpiPens, inhalers, etc. are properly returned in a safe and timely manner.

MEDICAL EMERGENCIES

All camp staff are CPR and First Aid certified. In the event of a serious injury that requires more than basic first aid, the following steps will be taken:

1. Staff calls EMS
2. Parent or Guardian is contacted (or listed emergency contact)
3. If necessary, paramedics will transport the injured child to the nearest hospital, accompanied by a staff member.

Guardians are responsible for any emergency medical charges. Park District Employees are not allowed to transport injured parties in Park District or personal vehicles.

BEHAVIOR EXPECTATIONS/MANAGEMENT

Code of Conduct

Participants, parents and guardians are expected to exhibit appropriate behavior at all times. The following standards have been established for the benefit of our programs as a whole. The safety, structure, and integrity of the program will take priority over those of any one individual. Behavior guidelines are not limited to, but are based on, the following overall rules and apply to all participants. The term “participant” will henceforth be used to represent children, parents, and guardians.

1. Participants must show respect to all other participants, staff, property, equipment and facilities.
2. Participants must follow the directive of staff and all program-specific rules.
3. Participants may not harass, bully or intimidate through the use of words, foul language, gestures, body language, phones, texting or other devices, social media or menacing behavior.
4. Participants must refrain from threatening or causing physical harm to other participants and staff.
5. Participants may not place themselves or others in dangerous situations through their actions or behavior.
6. Participants may not possess weapons, devices that may be used as a weapon, or illegal substances.
7. Participants may not demonstrate any sexual suggestiveness or sexual activity.
8. Parents/guardians may not instruct their children to disregard staff’s directions or to respond physically with violent or threatening behavior or language.
9. Parents/guardians may not direct, discipline, or instruct children other than their own.
10. Staff reserve the right to dismiss, suspend or ban any individual who represents a risk or danger from program premises (including buildings, parking lots, playgrounds, and surrounding areas).
11. Participants must keep track of their own belongings. Staff are not responsible for lost, stolen, or damaged belongings including backpacks, glasses, towels, toys, cell phones, spending money, etc.

Bullying, verbal and physical abuse, threats, and disrespect will not be tolerated. Participants will be held accountable for their actions in compliance with the DGPD Code of Conduct. All threats or threatening behavior will be taken seriously and will be reported to the authorities. Participants using threats of death, violence, or suicide will be immediately suspended. Participants may be required to undergo a professional psychological evaluation at their own expense. The participant may be eligible to return to the program upon approval of the DGPD and receipt of said evaluation stating that the participant is not at risk to themselves or others.

The Downers Grove Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Behavior Management

It is the goal of the summer camp program to provide each child with an environment that is safe, nurturing, and enjoyable. To meet this goal, the staff will help every child exhibit qualities and characteristics that lead to a positive environment. Summer camp participants will be expected to treat the other children, staff, facilities, and materials with respect through their words and actions. The children are encouraged to show trustworthiness by being honest and doing the right thing. They must use appropriate language at all times. The children must be responsible for their actions and choices. They are asked to be kind, caring, and fair to themselves, others and their environment. Participants should show citizenship by helping better the community and environment.

The following behaviors are unacceptable at camp and may result in removal from the summer camp program, and may include immediate pick up from camp.

1. Harming one's self, such as, but not limited to:
 - Leaving the program boundaries without permission
 - Leaving the designated group without permission
 - Failing to follow verbal instruction meant to ensure safety
2. Harming others, such as, but not limited to:
 - Fighting
 - Throwing objects at or near others
 - Bringing or using weapons (real or fake), i.e., knives, glass, sharp objects, etc.
 - Hitting, biting, spitting or kicking others
 - Verbally abusing others, i.e., name calling, taunting, etc.
 - Verbally or non-verbally showing disrespect
 - Physically or verbally assaulting a staff member
3. Damage to property, such as, but not limited to:
 - Vandalism
 - Tantrums resulting in damage to property or materials
 - NOTE: The child's family is responsible for all damages

Discipline Procedures

We believe that the role of our staff is to help lead children toward self-discipline and self-direction. We will redirect your child from the situation as a means of calming the child, and allowing the child to gain control of him/herself in a dignified and thoughtful manner.

Behaviors which endanger the safety and security of the child or others may result in skipped steps or immediate and/or permanent suspension from the summer camp program, as listed above. If unacceptable behavior continues, we will take the following actions:

1st Offense

- Verbal Warning
- Staff will talk with the parent/guardian

2nd Offense

- The staff will complete a behavior log
- The staff will talk with the parent/guardian and have them sign the behavior log
- Immediate pick-up may be requested depending on the severity of the behavior
- As appropriate, privileges related to the behavior may be removed

- One-day suspension from the program beginning the day following the offense
 - If a child is suspended or removed from the program no refund or proration is given

3rd Offense

- The staff will complete a behavior log
- The staff will talk with the parent/guardian and have them sign the behavior log
- Immediate pick-up may be requested depending on the severity of the behavior
- A meeting will be requested with the parent/guardian to discuss behaviors
- Depending on the severity of the behavior, a behavior plan may be implemented
- As appropriate, privileges related to the behavior may be removed
- One-week suspension from the program beginning the day following the offense
 - If a child is suspended or removed from the program no refund or proration is given

4th Offense

- If the same or similar behavior reoccurs the staff will complete a behavior log
- The staff will talk with the parent/guardian and have them sign the behavior log
- Immediate pick-up may be requested depending on the severity of the behavior
- The child will be removed for the summer camp program for the remainder of the summer
 - If a child is suspended or removed from the program no refund or proration is given

The Downers Grove Park District reserves the right to suspend or dismiss a child from the program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal daily functions of the group. If a child is suspended or removed from the program no refund or proration is given.

ACCOMMODATIONS/SPECIAL NEEDS

The Downers Grove Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological, or emotional needs, receives any special services, or needs accommodations please list them in detail in your participant information forms.

If your child needs accommodations from the South East Association for Special Parks And Recreation, please contact Felicia Camacho so that we can submit a request immediately.

Lack of information will adversely affect the Park District's ability to accommodate the needs of your child. Problems resulting from withheld information may necessitate the participant's suspension from the program until appropriate accommodations can be made for a more successful camp experience.

All participants must be toilet-trained and are responsible for all of their own toileting needs. All participants will be held to the same code of conduct and behavior policies, unless otherwise discussed.

RECOGNIZING AND REPORTING CHILD ABUSE

All Downers Grove Park District staff are considered mandated reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Children and Family Services (DCFS). Downers Grove Park District will work with DCFS and families, as appropriate to ensure the health and safety of children in the program. When a report is made, Downers Grove Park District will continue to work with and support the child and family. The report will be treated confidentially.

CONFIDENTIALITY

Summer camp programs will maintain confidentiality and respect family privacy, refraining from disclosure of confidential information. Disclosure of children's records beyond family members, program personnel and consultants having an obligation of confidentiality shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

TAX INFORMATION

The Downers Grove Park District tax identification number is 36-6161023. If you should need a receipt, please contact the Park District at 630-960-7500.

CAMP SESSIONS

Camp Sessions

<u>Session</u>	<u>Dates</u>	<u>Ages</u>	<u>Theme</u>
1	6/08-6/12	5-8	American Girl Doll Camp
2	6/15-6/18	7-10	Museum Discovery Camp
3	6/22-6/26	7-10	Introductory Archaeology Camp
4	7/6-7/10	7-10	Haunting History Camp
5	7/13-7/17	9-12	Messy and Exploding Art Camp
6	7/20-7/24	5-8	Jr Messy and Exploding Art Camp
7	7/27-7/31	5-8	Fairytales and Folktales Camp
8	8/3-8/7	5-8	Young Explorers Camp
9	8/10-8/14	7-10	Mysteries at the Museum Camp
10	8/17-8/21	7-10	Advanced Archaeology Camp

COMMUNICATION WITH CAMP AND ADMINISTRATIVE STAFF

For communication purposes, the museum staff have a camp cell phone and landline phones are located in each building and will be accessible throughout the day by camp counselors. In order to contact the museum staff about absences, late arrivals, early pick-ups or a family emergency, please contact the museum camp staff at **630-742-6792**, the museum at 630-963-1309, or email us at museum@dgparks.org. Voicemail will be checked at the beginning of each camp day. Participants may not use personal cell phones while at the camp unless authorized by staff.

Recreation Supervisor Felicia Camacho oversees all history and museum camps and can be reached at 630-960-2113 or fcamacho@dgparks.org

CAMP STAFF

All camp activities are under the administration of the park district's full time recreation supervisors. They oversee all camp counselors and facilitate the day-to-day operations. Camp counselors lead and implement the daily activities.

PARENT COMMUNICATION WITH CHILDREN

Parents are to refrain from speaking with other children regarding behavioral issues. Please bring all concerns regarding conduct and behavior to the camp Staff. Only Downers Grove Park District staff is permitted to manage participant conduct and behavior.

CAMPER ACTIVITIES

Camp Activities

After all of the campers have arrived for the day, we will begin our camp day of activity rotations. Each rotation will be approximately 25 to 30 minutes. Activities will include crafts, history-based activities and a variety of camp games.

Restroom Breaks

Scheduled restroom breaks will occur throughout the day. Campers will be supervised walking to and from the restroom, but staff will remain outside of the restroom. Campers will be allowed to use the restroom whenever needed outside of the scheduled restroom break. Campers must be fully potty-trained and require no assistance from staff for any toileting needs.

WEATHER

All camps will be held rain or shine! Messages will be sent via ePACT to notify parents of changes to camp drop off or pick up locations, or send out quick reminders.

In cases of extreme heat, camp staff will take proper precautions to ensure safety of the campers, such as: frequent water breaks, utilizing shade or covered spaces, limiting physical activity or relocating to an air conditioned location for a brief period during the day.

Museum camps will utilize the three buildings on the Museum campus in cases of inclement weather.

FIELD TRIPS

Camps may attend a field trip based on camp themes and week. These trips are included in the session fee. Please check your weekly camp newsletter for more information on the upcoming trip. Camp T-shirts must be worn on all field trips for easy identification of our group. If you leave your child's shirt at home on field trip day, you will be asked to go home and retrieve it, or charged \$5 for replacement on that day.

Transportation

Transportation will be provided by our Park District staff with our 15 passenger vehicles or by a First Student school bus.

CAMP SHIRTS

Each camper will receive one camp T-shirt for the summer. It is to be worn on any field trip days, for easy identification of our group. If you leave your child's shirt at home on field trip day, you will be asked to go home and retrieve it, or charged \$5 to purchase an additional camp shirt. The fee must be paid, online or in-person at the registration desk at any of our facilities, within two days.

WHAT TO BRING TO CAMP

Clothing

Most activities have been planned for the outdoors, so it is important children are prepared. Gym shoes are required and comfortable clothing is recommended. Hat and/or sunglasses recommended. For the safety of all the children, Heely shoes are not permitted in camp.

All children must be completely potty-trained and out of Pull-ups. We understand that accidents happen so we encourage parents to send an extra pair of clothes to camp.

What to bring to camp

Please clearly label all belongings with your camper's name

- Backpack
- Change of clothes
- Filled Water Bottle
- 1 snack (Snacks will not be provided)
- Sunscreen for reapplying

Sunscreen

Children will be participating in outdoor camp activities. It is encouraged that children have sunscreen on before they come to camp. Campers must bring their own sunscreen from home daily, for reapplying. Staff will be unable to assist with applying sunscreen, but will monitor the application and verbally assist children with the process. We recommend a sunscreen stick as a great way to apply sunscreen to cheeks and noses.

What NOT to bring to camp!

Bringing personal belongings and toys from home is strongly discouraged. Any personal items brought from home are the responsibility of the child. The Downers Grove Park District and its staff are not responsible for any lost, damaged or stolen items, including but not limited to backpacks, swimsuits, towels, glasses, toys, cash and phones. Staff may restrict or withhold inappropriate items.