



# GENOA TOWNSHIP PARK DISTRICT

## SUMMER CAMP PARTICIPANT HANDBOOK

*Kids Klub and Day Camp Director*

*Kelly Heuser*

*If you have any questions or concerns, please  
contact:*

*Doug Kenney [dougk@genoaparks.com](mailto:dougk@genoaparks.com)*

*400 E. Second Street*

*Genoa, IL 60135*

*815/784-5612 office 815/784-5051 fax*

## Summer Care Parent Handbook

The philosophy of Camp Chamberlain is to provide a fun and safe environment. The program is designed to allow children to explore and gain new experiences. It is very important not to totally structure the program, as children need a chance to unwind, relax and play with their peers. The camp program will offer both structured and unstructured activities each day. Activities include arts and crafts, sports, games, creative play, board games, swimming and field trips.

Staff is aware that each child has different needs. Some children are very excited, active and need to run off their tensions, while others need a quiet place to relax. The staff will make every effort to assure that the individual needs of each child are met. The children will have a variety of activities to be involved with.

### General Policy

Enrollment is open to children ages 5 through 11 years old and provided the program can meet the needs of the child. We do not accept children in diapers or pull ups.

### Information Updates

If at any time the participant or parent/guardians' telephone number, address or other pertinent information changes, please notify the Camp Director or the appropriate staff person listed on the list above.

### Concerns/Problems

Any troubles your child has at other activities or at home may affect behavior during the program. Please keep us informed of any circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with family. Your input is vital to accomplishing this goal.

### Photographs

Pictures may occasionally be taken of the campers through the summer. These pictures are used for historical and marketing purposes (seasonal brochure, website, Facebook, Instagram, etc. By registering for Genoa Park District Summer Day Camp, you have granted us permission to use your child's images.

### Emergency Medical

We will always try to provide a safe environment for your child. If a child is injured at camp, the staff will administer first aid to any minor injury (bumps, bruises, cuts, scratches, etc.) If a serious injury occurs, the parent/guardian will be contacted by phone immediately and a staff person will remain with the child until the parent arrives. If you cannot be reached, we will call the emergency numbers you provided on the information form. In the unlikely event of a serious injury or illness that requires emergency medical attention, paramedics will be called, and if need be, transported via ambulance to the nearest facility. A staff member will accompany them to that nearest facility. If your child becomes ill while at camp, we will call you to notify you of the situation. If your child has a fever or is vomiting, or experiencing diarrhea, we will request that your child be picked up as soon as possible. The site supervisor will determine if your child should be removed for that day

## Camp Contacts & Phone Numbers

Superintendent of Recreation

Doug Kenney 815/784-5612

[dougk@genoaparks.com](mailto:dougk@genoaparks.com)

Administration Office – Billing/Payments

Sandi Rease 815/784-5612

[sandir@genoparkdistrict.com](mailto:sandir@genoparkdistrict.com)

Monica Napiorkowski June 1-August 8

815/784-5612

[Monican@genoparkdistrict.com](mailto:Monican@genoparkdistrict.com)

due to the illness. If it is decided that it would be in the best interest to do so, AN AUTHORIZED PERSON MUST PICK THE CHILD UP FROM CAMP.

### Health Policy

Children with contagious illnesses or infestations (such as head lice) will not be permitted to stay in the Camp Discover while the illness or infestation is still active. While we do realize this may be an inconvenience, we must follow health guidelines on this matter, to ensure the safety and health of all our students and staff.

If your child is showing symptoms of COVID-19, we will ask you to pick up your child immediately. Your child will be quarantined in the administration room until you come to pick up your child. In order to return to our program, the participant must be symptom free for 72 hours after the last symptom, a note from doctor confirming a negative test result.

*Head Lice:* The participant must be nit free in order to return to the program and a release note from a healthcare professional should be obtained and submitted 2 full business days prior to a student's intended return.

*Conjunctivitis (Pink Eye):* Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours after treatment begins.

*Viral Conjunctivitis:* Requires a doctor's release stating the participant does not have bacterial conjunctivitis.

*Chicken Pox:* Participants with chicken pox may return to the program when all blisters have dried and formed scabs, about 7 days after the onset of the rash.

*Streptococcal Sore Throat:* Participant may return to the program 24 hours after the treatment begins, providing there has been no fever for 24 hours and antibiotics will continue for 10 days.

*Fever:* Any fever over 99.5 participants should stay home. Participants must be fever free for 24 hours before returning to the program.

### Medication

Campers that need to take medication need to fill out a medication form before we can dispense any medication. *The form can be picked up at the front desk.* Medication can be dropped off at that time to the Superintendent of Recreation or Camp Director. Medication needs to be in the original prescription bottle with the child's name on it and specific directions for dosage. The correct dosage must be on the bottle. Please do not let campers carry their own medication. We prefer not to dispense over-the-counter medication, but if it is imperative the medication form must still be filled out and the medication must be clearly marked with the child's name, the name and dosage of the medication and explicit directions of administration.

### Allergy/Asthma

If your camper has a severe allergy (nuts, bee stings, etc.) and or/if there is a prescribed EpiPen, please complete and Allergy Action Plan. If your camper has Asthma and may need to use an inhaler at camp, please complete and Asthma Action Plan. All medication forms can be picked up in the administrative office.

### Attendance and Participation

Campers are encouraged to participate when present, unless sick or injured, in which case parents/guardians will be notified and the camper will be sent home. Please notify staff of any known absences. (See numbers on page #2)

## Camp Activities

Camp leaders will be responsible for the activities for the campers. These will include art and nature activities, games, swimming, quiet time and some free play time. Organized activities will take place from 9:00 am – 4:00 pm. 4:00-6:00 pm we will be at Chamberlain Park. If we have severe weather, rain or extreme heat, we will stay in the camp area.

## Drop off/Pick up Policies

### Arrival to Camp

#### Absences or arrival after 9:00 am

If a camper will be absent or arriving late to camp, it is important to call the Park District and leave a message for the Camp Director and staff, 815-784-5612.

#### Early Pick Up

In cases you may be picking your camper up early, you MUST notify camp staff when dropping your child(ren) off in the morning.

#### Late Pick Up

Please make sure to pick up your child promptly at 5:30 pm and sign them out. Starting at 5:31 pm, you will be charged \$15.00 for every 15 minutes pickup is delayed. Payment is due at the time of pickup paid directly to staff. Participants whose parents are habitually late (more than 5 times) will be removed from the program. If you're going to be late, please call the camp phone at 815/757-0660 if after 4:00 pm.

## Departure from Camp

Parents/guardians are required to sign their children out each day of camp. If your child will need to leave camp early, please leave a written note at the sign-in table in the morning to let us know that you will be picking up your child early and what time. Campers can be signed out at the park district office or where the camper's activities are taking place when being picked up early. Only the people listed on the "Personal Information Form" will be authorized to pick up your child(ren) at camp. If there is any change in a pick-up person, the change needs to be made on the form ahead of time. If it is a one-time thing, we will need a note given to us ahead of time by the parent. We do check IDs.

## What should campers wear?

Campers should wear clothing appropriate for the weather. Camp will be outside as much as possible. Shorts and T-shirts are usually perfect. Your child will come home dirty with some things that may not come out in the wash, so please make sure they wear play clothes. All campers need to wear socks and gym shoes. Sandals are not permitted. Sunblock should be applied before coming to camp. Camp leaders will remind children at times during the day to reapply sunblock. Parents are required to provide sunblock for their camper. The Park District will not be responsible for providing sunblock.

### Items campers need to bring

- A large healthy lunch
- Swim Suite that fits Appropriately
- Towel
- Sunblock with an SPF of at least 30, SPRAY BLOCK IS RECOMMENDED
- Book to read during down time
- Extra change of clothes (optional)
- Water bottle (optional)
- Plastic bag for wet clothes (optional)
- A backpack to put everything in – with their name on it

### What not to bring to camp

Money

Gum

Glass bottles

No electronic equipment (phones, video games/devices, etc.)

No personal possessions from home (toys, action figures, trading cards, etc.)

### **EVERYTHING NEEDS TO BE LABELD WITH YOUR CHILDS NAME ON IT**

Genoa Township Park District and Staff Are Not Responsible For Lost, Misplaced, Damaged Items

### Cell Phone policy

If parents require that their child possess a cell phone with them at camp for emergencies or after camp hours, the cell phone MUST remain in their back pack while at camp.

### Fire Arms Policy

Firearms are prohibited on park district property. No Firearms Signs are posted clearly on all park district doors, which are located on the main office, pool door and day camp room entrance door.

### Background Check Policy

All camp/club staff comply with the background check and clearance procedure through Illinois Department of Human Services CCAP. The park district also provides a background check through a third party for all park district staff. This is required on a yearly basis.

Please Note: Genoa Township Park District is not licensed or regulated by DCFS.

### Swimming

All campers will take a swim test with the Chamberlain Park Pool staff before being allowed in the pool. Campers will receive wristbands determining which areas of the pool they can swim. GREEN wristbands allows swimmers to swim in all areas of the pool while being supervised by a camp counselor. They are only allowed to use the bowl slide if: they can tread water for 1 minute without assistance, meet the 48" height requirement, and if given parental permission. RED wristbands are only allowed in water that is no deeper than their chest. They may use the small blue slide if they meet the 42" height requirement and if given parental permission.

### Swim Lessons

Your camper will be escorted to and from their swim lesson by a camp counselor. If your camper is not an attending camper on a swim lesson day you are responsible for getting your child to the lesson. No refunds will be given for missed lessons. This includes but not limited to, vacation or sick days.

### Supervision at Chamberlain Park Pool

Campers are placed in small groups with a camp counselor with access to the areas their bands allow them to go. Campers will be supervised at all times while at the pool. Campers will need to notify a counselor when a bathroom break is needed. Campers will be escorted to and from the locker room facilities.

### Sunscreen

Because camp can have outdoor activities, please apply sunscreen to your camper before he/she arrives for the day. A recommended sunscreen of at least SPF 30 should be provided for your camper. Please provide your camper with SPRAY on sunscreen. Label the bottle with your campers' name. Put name on duct tape first so that it can be returned if lost. The Park District will not provide sunscreen. If your child burns easily, you might want to consider sending a white t-shirt and hat. Campers are instructed to apply sunscreen at every swim break, which occurs every hour on the hour. Also, at that time we hydrate and use the restroom. Staff will assist your child only if the child asks. Help is limited to areas the child cannot reach.

### Camp Code of Conduct

In keeping with our program goals, we encourage fun for all of our participants. However, certain rules are necessary to ensure everyone's safety and enjoyment. Participants are expected to:

- Show respect for all participants and staff
- Treat others the way you want to be treated
- Keep your hands, feet and objects to yourself
- Be polite and courteous and listen when others are talking
- Always clean up after yourself
- Stay with your group
- Show respect for equipment, supplies and facilities

### Discipline at Camp

As with any large group of children, discipline must be reinforced by camp staff and the parents. We ask that you, as parents/guardians, please go over this information with your child so they are aware of the consequences of poor behavior. There are certain consequences that may affect me or my child(ren's) participation or attendance of field trips for not following policies and procedures.

Below is a list of some common behavior problems, but not limited to, that WILL NOT be tolerated at camp:

- Endangering the health and safety of the children and/or staff
- Theft or damage to camp facilities or personal property
- Continuous disruption of the program
- Lewd or obscene behavior
- No obscene or foul language
- No photographic devices
- Leaving the program area without permission

First offense: Explain to the child the park district rules, what they did that was incorrect and why they should not repeat the action. This seems to work most of the time.

Second offense: Same as above, but with removal from the activity.

Third offense: Same as above, but with parental notification at this point. Ongoing problems after the third warning will involve a parent conference with possible removal from camp. Depending on the infraction, any of these steps may be eliminated.

When the action becomes a safety concern to other campers and themselves, we may ask you to pick up your child immediately. Please make yourself or an emergency contact that can pick up your child within 30 minutes of notification, available to pick up your child.

In rare circumstances your child may be removed from the remainder of the program.

*There is zero tolerance for violence at the Genoa Township Park District.*

### Camp Fees

Camp fees are based on your daily needs for 1 – 5 days a week. Below you will find a list of our weekly rates and payment schedule. There is a \$35.00 non-refundable registration fee. Camp payments are due on Friday prior to the start of the following week. ***Campers will not be allowed to attend camp if the weekly fee has not been paid in full.***

Resident 1 <sup>st</sup> /2 <sup>nd</sup> Child(ren)	Non-Resident 1 <sup>st</sup> /2 <sup>nd</sup> Child(ren)
5 Days \$185.00/\$175.00	5 Days \$205.00/\$195.00
4 Days \$155.00/\$145.00	4 Days \$170.00/\$160.00
3 Days \$125.00/\$115.00	3 Days \$135.00/\$125.00
2 Days \$105.00/\$95.00	2 Days \$115.00/\$105.00
1 Day \$55.00/\$50.00	1 Day \$60.00/\$50.00

Attached you will find a credit card automatic authorization form. You MUST have a current credit card on file at all times. **No refunds will be given for missed camp days.**

### Weekly Payment Schedule

Week #1—06/01/26-06/05/26	Week #6—07/06/26-07/10/26
Week #2—06/08/26-06/12/26	Week #7—07/13/26-07/17/26
Week #3—06/15/26-06/19-26	Week #8—07/20/26-07/24-26
Week #4—06/22/26-06/26/26	Week #9 – 07/27/26-07/31/26
Week #5—06/29/16-07/01/26 (No Camp 07/02-07/03)	Week #10-08/03/26-08/07/26

### Tax Information

Summer Care Programs are recreation programs but depending on your circumstances the cost of the program may qualify as child care for a tax deduction. If you and your tax advisor decide you can use this, our tax id is 366006293. Please retain your receipts for tax purposes. The Genoa Township Park District does NOT send out a yearend tax statement. Receipts will be sent via email. Please make sure we have a current email on file.