

# SUMMER CAMP

Welcome Packet



Bourbonnais Township  
PARK DISTRICT

# WELCOME to Summer Day Camp!

This packet is full of information that will guide you through the entire Summer Camp experience. Please read all materials carefully. If you have any questions that are not answered in these pages, feel free to contact to us.

**We cannot wait to share our summer with you!**



## CAMP CONTACT INFORMATION

Please use the following information to contact the individuals referenced in this document.

Camp Hotline	815-922-9977
Absentee Hotline	815-922-9241
Camp Directors	
Barik Olden BarikO@btpd.org 815-802-2935	Matthew Wepprecht MatthewW@btpd.org 815-802-2933

You can also email us at [youth@btpd.org](mailto:youth@btpd.org)



# REGISTRATION

Registration for summer begins at 9:00 am on May 1. BTPD Summer Camp is open to children ages 5 – 12 years. Walk-in registrations are accepted at Perry Farm House, Exploration Station, and Recreation Station. You may register online at [btpd.org/summercamp](http://btpd.org/summercamp).

To view the Summer Camp availability and to register, visit [btpd.org/summercamp](http://btpd.org/summercamp)

When you register your child for camp, you are signing them up for one full week (Monday-Friday).

**Summer Camp** is only offered in full-day sessions: 8:00 am to 4:00 pm

**Before Camp** is offered in the mornings and run from 6:30 am to 8:00 am

**After Camp** is offered in the evening, running from 4:00 pm to 6:00 pm

## TO REGISTER

You will need to register in person or online at [btpd.org](http://btpd.org). Please have all contact information and each camper's medical information on hand before you begin registration. Upon making a reservation, we reserve a space for your child. A nonrefundable and nontransferable \$40.00 registration fee is applied at the time of reservation.

## WAITING LISTS

If a session is full, you may join the waiting list. Joining the waiting list does not guarantee a spot at Summer Camp. You will only be contacted in the event that a spot becomes available.

## CANCELLATIONS AND REFUNDS

We require that ALL cancellations must be in writing; please send an email to [youth@btpd.org](mailto:youth@btpd.org). Summer Camp registration fees (not including the nonrefundable deposit) can be refunded if cancellations are made by May 31. After May 31, refunds and rescheduling are no longer possible. If a late cancellation is due to a medical emergency, a written, physician-authorized note is required before a refund can be issued. This policy is in effect for any and all weeks of camp.

Summer Camp participants that do not show up for their registered session will not be granted a refund or be rescheduled. If participants leave early on one or more Summer Camp days, they will not receive a refund.

# DROP OFF AND PICK UP POLICY

## IMPORTANT PICK UP INFORMATION

### YOU MUST BE ON THE LIST

Campers will not be released to any individual not on the pre-approved pick-up list entered on ePACT prior to camp. When providing this list please ensure ALL pertinent individuals are included, including yourself, parents, grandparents, etc. For the safety of all campers, **NO EXCEPTIONS TO THIS POLICY WILL BE MADE.**

### BEFORE CAMP DROP OFF

**6:30–8:00 am | Before Camp Drop Off**  
Exploration Station

Please drop off your child to Exploration Station. Staff will be there to greet your child and to record their attendance. After your child is recorded, you are free to go.

**8:00 am | Regular Drop Off**  
Perry Farm Park

Park in the Exploration Station parking lot and walk your child to the Pavilion. Please sign your camper in with their group.



**THANK YOU FOR YOUR COOPERATION.** These policies are for the safety of all campers.

### ePACT QR CODE

All approved individuals, including parents, must use ePACT QR code. The QR is used for contactless check-in and check-out. Parents can access the QR code by logging into their ePACT account and clicking on the QR Code symbol. The code is typically found on the ePACT website or app. Once the parent arrives, the program staff can scan the QR code to check the child in or out.

**ACCESSING THE QR CODE:** Parents need to log into their ePACT account and navigate to the QR Code section.

**QR CODE PURPOSE-SECURITY:** The QR code is secure and regenerated regularly, ensuring its validity.

**ALTERNATIVE TO QR CODE:** If a parent chooses not to use the QR code, they can still check their child in or out manually through the ePACT system.

### AFTERNOON PICK UP

**4:00–4:10 pm | Perry Farm Park Pavilion**  
Park in the front of the Perry Farm Park Pavilion.

**HAVE YOUR QR CODE READY TO SIGN THEM OUT.**

Pick up for full day camp is 4:00 pm daily. Any child not checked out by 4:10 pm will go to the extended After Camp and be charged \$10 for the extended care. Any child not picked up by 6:00 pm will be charged an additional \$1 per minute. These fees must be paid when picking up your camper. If you know you will be late, please call the absentee hotline at 815-922-9241.

**After 4:00 p.m. | After Camp Pick Up**  
Exploration Station

**HAVE YOUR QR CODE READY TO SIGN THEM OUT.**

# COMMON QUESTIONS

## **CAN I REGISTER MY CAMPER FOR MORE THAN ONE WEEK?**

We encourage you to sign up for multiple weeks! Each week is unique and filled with a variety of different experiences. We have several themes that rotate during the summer and include a field trip. To view a schedule, please refer to the REGISTRATION section.

## **CAN MY CHILD ATTEND SUMMER CAMP WITH A FRIEND OR RELATIVE?**

During registration, you will be given an opportunity to request a friend for your child to be grouped with. We can only guarantee one friend request per week and any number of friends over this amount may not be honored due to space needs and staffing requirements. We always encourage campers to make new friends at camp! Friend requests must be in the same age level and week of camp to be honored.

## **WHAT IF MY CAMPER NEEDS TO LEAVE DURING CAMP?**

Please notify your counselors at check-in if you know your child will need to leave early so they can make arrangements with you for pick up. If you are unable to pre-arrange an early pick up, please report this immediately by calling the Absentee Hotline. There are no refunds due to early departures.

## **WHAT IF MY CAMPER NEED TO ARRIVE LATE DURING CAMP?**

Please tell your counselors at check-out the day before if you know your child will be arriving late so they can make arrangements with you for drop off. If you are unable to pre-arrange a late drop off, please report each occurrence by calling the Absentee Hotline. There are no refunds due to late drop offs.

## **WHAT IF MY CHILD REQUIRES ANY ACCOMMODATIONS?**

BTPD provides an inclusive environment for all campers, with or without disabilities. We believe that the inclusive environment at Camp provides an opportunity for campers to explore, learn and connect. We will gladly do our best to fulfill any accommodations to make your child's camp experience as pleasant and fun as possible. During the Summer Camp registration process please share any additional accommodations that might benefit your child. You may also call the Camp Hotline, Monday through Friday from 9:00 am to 4:00 pm, to speak with a representative, or email us any time at [youth@btpd.org](mailto:youth@btpd.org).

## ALLERGIES

If your child has any food allergies, please make sure to enter their allergy in the ePact form. You are also welcome to send your camper with his/her own snacks as well.

We very commonly have campers who have peanut, tree nut, and/or other allergies. The camp counselors receive this information prior to the start of the week so they are aware of the needs of all their campers. For lunch time, counselors make sure to have a "peanut-free" area to ensure the safety of those campers with allergies. Our campers have access to restrooms to wash their hands before and after eating.

Our counselors are trained in and have experience working with children who have severe allergies. If you have any further questions, please feel free to call the Camp Hotline, Monday through Friday from 9:00 a.m. to 4:00 pm, or email [youth@btpd.org](mailto:youth@btpd.org).

## ARRIVING LATE AND LEAVING EARLY

Late arrivals or early departures can be accommodated but disrupt camp and cause staff to be pulled away from programming that may result in missed crafts or other activities for your camper. Please make every effort to respect the camp schedule. If absolutely necessary, late arrivals or early departures should be arranged in advance and can be done so by speaking with your counselors and/or calling the **Absentee Hotline**.



## BATHROOM POLICY

All campers\* must be fully potty trained and completely independent when using the restroom. If campers are not potty trained or require verbal or physical assistance of any kind, we reserve the right to send the camper home immediately and without a refund.

When in public restrooms, we follow the rule of three:

a camper is always accompanied by two camp counselors or one camp counselor and one other camper. Children are allowed to enter the restroom alone if it is a Camp area or is a single restroom.

Bathroom and water breaks are taken frequently throughout the day. If your camper requires a disability-related accommodation, please contact the **camp inclusion specialist**.

\*Campers who are unable to meet this camper requirement can attend camp with an adult (18+) to aid in these tasks. The Camp staff can assist in communicating bathroom break times/locations to a parent/guardian. You will not have to pay the camp fee to come assist your child.



## CAMP REQUIREMENTS

To enable our staff to provide your child with the best experience possible, please share information about your camper that will enable our staff to provide such an experience. The information you provide will be shared only with Camp staff and volunteers unless you request otherwise. Details will not be shared with other camp participants.

In an effort to provide the most meaningful, positive, and appropriate experience at Summer Camp, we require that all campers be able to:

- Follow simple directions and be able to communicate their interests and needs.
- Be willing to spend the week outdoors and participate in group activities.
- Administer any personal medication without camp counselor assistance.
- Fully and independently manage basic self-care skills like eating and toileting, or come to camp with an adult (18+) assistant to aid with these tasks.

## DISABILITIES

Please see **INCLUSION**.

## DISCIPLINE

Maintaining proper discipline at camp is an important job of the counselor. Why? Because discipline helps to create an ideal environment for safety, fun, and learning, while at the same time protecting children from harassment, bullying, and violence.

Camp Counselors set realistic expectations for campers to maintain the health and safety of all children in the program. To promote positive behavior, emphasis is placed on guided constructive activities while adequate time is allowed for free choice and self-expression.

Some of the methods we use to manage behavior issues may include discussions of undesired actions/behavior, modeling appropriate behavior, brief cool down period, visual and verbal warnings, switching groups, behavior reward systems, removing the stressor, shortening activity time, or earning or removal of privileges. We also are happy to discuss pre-established Behavior Management Plans (BMP) if your child uses this in a school or recreational setting to manage behavior.



In the event of a repeat problem, parents/guardians will be contacted for a phone conference to give guidance and establish mutually agreeable solutions for their child's behavior.

We rarely send campers home for disciplinary reasons, but if the child's behavior is repeatedly abusive (physically or verbally) toward other campers or staff, if the child's actions pose a threat to the safety of others or themselves, or if the child commits a criminal action, parents/guardians will be responsible for picking up the child immediately.

## BEFORE CAMP/AFTER CAMP

We offer early arrival and extended day care on Monday through Friday for \$10/week per camper. You may drop your camper(s) off as early as 6:30 am on these days. You may pick up your camper(s) as late as 6:00 p.m. for the weekly fee.

**Pick up after 6:00 pm or after 4:10 pm on Friday will result in additional late fees. See late pick up policy on page 7.**

## SHOPPING

Campers are not permitted to purchase any items from concession stands, food trucks, gift shops, or restaurants during camp sessions or field trips. PLEASE DO NOT send money to camp with your child for this reason.

## SPECIAL NEEDS

Please see **INCLUSION**.

## STAFF

Staff are screened for a background of excellence in programming for children. Camp staff are required to have previous experience with children and many staff are returners to Summer Camp at Bourbonnais Township Park District. All staff working with children undergo a federal background check prior to employment. To ensure high quality supervision, we follow the camper-to-staff ratios provided by the American Camp Association (ACA).

All BTPD Camp staff must pass an interview screening and background check, and participate in staff training and review sessions. These standards are required by BTPD and ACA.

CAMP	Minimum of one (1) counselor for every ten (10) campers.
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## T-SHIRTS

Campers are required to wear BTPD Camp t-shirts on field trips. This is a safety precaution and allows us to recognize campers easily among other visitors. Each child receives one shirt, with extra shirts available to purchase. T-shirts will be distributed the first week.

## WEATHER

Before arriving to camp, we advise campers and parents to look at the weather forecast for each day. While camp does have accessibility to indoor facilities, we make attempts to spend time outdoors as much as possible. With this in mind, we ask all campers to dress appropriately, rain or shine. In the event of severe weather, all camp staff have been trained to follow park-wide procedures to maintain the safety of campers and guests.





# CHECKLIST FOR YOUR CAMPER

- ☐ Lunch Bag/Lunch Box
- ☐ Snacks – Mark all snack bags “SNACKS”
- ☐ Water Bottle
- ☐ Comfortable Backpack
- ☐ Swimsuit
- ☐ Beach Towel
- ☐ Bag for Wet Clothes
- ☐ Gym Shoes (NO Flip Flops, Sandals, Crocs)
- ☐ Sun Block (Put in Backpack)
- ☐ Bug Spray (Put in Backpack)

***PLEASE LABEL ALL OF CAMPER'S ITEMS!***