



# Lake View Nature Center Parent Manual

## Welcome!

We are pleased that you have registered your child for one of our Lake View Nature Center Programs. Below are specifics that will help you better understand what to expect at a Nature Program and how to prepare.

## Philosophy

The Oakbrook Terrace Park District is committed to providing a variety of nature programs that support the needs and priorities of the family and child. Our programs are designed to provide a safe, secure, and enriching environment in which children can grow socially, physically, and emotionally. Through supervised activities, children can explore many facets of nature, gain confidence in themselves, and learn about the natural world.

## Contact Information

Lake View Nature Center  
17W063 Hodges Road, Oakbrook Terrace, IL 60181  
630-941-8747

Heritage Center  
1S325 Ardmore Avenue, Oakbrook Terrace, IL 60181  
(630) 627-6100

For program or registration information, questions about individual programs, or concerns please contact:

Kate Johns, Nature Center Manager  
[kate@obtpd.org](mailto:kate@obtpd.org)

## Registration and Cancellations

All participants must pre-register for any Nature Center programs and payment must be received in full before the day of the program. Registration is not taken without payment. Cancellations must be done prior to the date of the program. There is a \$5 cancellation fee per child per program. The Oakbrook Terrace Park District will be utilizing **ePACT** for participant information/emergency forms. There are release forms that should have been sent to you through ePACT at the time of registration. Before the first day of the program, please make sure that these forms are filled out and submitted. If they are not, staff cannot allow the child to stay. Please note that these forms are required for each child attending programs/for each registration.

If your participant is currently enrolled in a program that is using the ePACT system, you only need to update your child's information if something has changed.



## Drop Off and Pickup

All program attendees must be walked up to the park district staff member by a parent or guardian, and signed in via a electronic Epack check in and out form.

## Punctuality

We ask that children be dropped off no earlier than 10 minutes before the program start time. Please bring children on time to ensure they will be able to participate in all activities.

**If child comes later than 10 minutes past start time, it is the parent's responsibility to find the instructor and drop off the child.**

For pickup, please be prompt. If you are going to pick up later than 10 minutes past the scheduled program end time, please contact the Nature Center or a staff member. **If a child has been left 30 minutes past their pick-up time and we have had no contact with a parent or guardian, the Park District notifies the Police Department.**

## What to Bring/Wear

**Water bottle** – Please bring a refillable water bottle for your child. We have bottle filling stations should your child run out of water. Please make sure your child's water bottle has their name on it.

**Sunscreen/Bug repellent** – Many programs take place entirely outside. Please apply sunscreen and bug repellent to your child prior to attending your program. If your child requires additional sunscreen or bug repellent, please provide only spray products. The Oakbrook Terrace Park District staff cannot help apply lotion products.

**Closed-toed shoes** – Make sure your child has a good pair of gym shoes to wear for programs. In the winter, please wear snow boots. In case of rain, consider bringing rain boots as we still will spend time outside. **Crocs do not count as closed-toed shoes**

**Weather appropriate clothing** – Most of our programs spend time outside regardless of the weather! Please send your child dressed accordingly. Items to consider in various weather conditions are raincoats and rain pants, winter hats, gloves or mittens, snow pants, long sleeved shirts, sweatshirts, and coats.

**Snack** – **Summer camps and Preschool ONLY** Please provide your child with a **peanut-free snack** every day of program. If your child does not bring a snack, we are unable to provide one.

## What to Leave at Home

**Personal Items** - We strongly suggest that children leave their personal items at home. This includes toys, stuffed animals/dolls, expensive personal items, candy, and gum. The Oakbrook Terrace Park District is not liable for lost, damaged or stolen items.

**Electronic Devices** - There are NO electronic devices allowed to be used during programs. This includes cell phones, game systems, tablets, and other devices. Please instruct your



child to leave these items in a backpack (or bag) until the program is over. Any child who does not follow this rule will have the device taken away and given back upon dismissal. We will make exceptions for medical or health tracking on a device. The Oakbrook Terrace Park District is not liable for lost, damaged or stolen items.

## Health Policy

Everyone shares the responsibility for reducing exposure and spreading communicable disease. Our illness policy requires children to be clear of any symptoms/illness for at least 24 hours before attending our programs.

**Our regulations state that if your child has any of the following symptoms, they cannot participate in our programs:**

- Fever over 100 degrees
- Diarrhea
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin/eye lesions/rashes that are severe, weeping/puss filled
- Stiff neck and headache
- Difficulty breathing or wheezing
- Complaints of severe pain
- Excessive nasal discharge

If your child shows any of the above signs, he/she will be separated from other participants, and you will be notified. It is your responsibility to pick up your child immediately or arrange another person to pick up your child. These policies are put in place for the health of all participants and staff in the program. If your child has had any symptoms within 24 hours of the program start date, please withhold them from attending the program, and notify us of the absence.

## Medication

If your child needs prescription medication during the program, they should self-administer if possible. If not, staff can assist with many medications—except those that are considered invasive and/or you need a higher level of medical training.

All medication must be given to staff in the original, labeled container, showing the child's name, prescription date, doctor's name, drug name, dosage, and clear instructions. Staff cannot administer any over-the-counter medications.

A completed Medication Release Form (included in your ePact forms) must be on file before any medication can be given.

If medication has complex or unclear instructions, staff will not administer it. Participation may be paused until further guidance is received.

## Allergies

If your child experiences allergic reactions to anything, including food, please indicate so on the medical information form. This form was emailed to you from ePact after program



registration. If you did not receive it, please contact the Nature Center Manager:  
[kate@obtpd.org](mailto:kate@obtpd.org)

## **Photo Policy**

Say cheese! You or your child may be photographed while at the Oakbrook Terrace Park District. The Park District may use photographs of participants in District publicity without permission or compensation. If you do not want your child to be photographed, please let us know by calling (630) 941-8747 or emailing [kate@obtpd.org](mailto:kate@obtpd.org)

## **Inclusion of All Children**

Oakbrook Terrace Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all children. Inclusion of different abilities within the program enriches the experience of all the children. If your child needs special accommodations, please speak with the Nature Center Manager at (630) 941-8747 or via email at [kate@obtpd.org](mailto:kate@obtpd.org). Oakbrook Terrace Park District is a diverse community of families representing a wide range of ethnic, cultural and geographical backgrounds. Children, parents, and staff each arrive with unique traditions and beliefs. It is the goal of the Park District staff to respond with sensitivity to diverse backgrounds and actively encourage a broad understanding and acceptance of diversity

## **Addressing Your Concerns**

The staff is here for you and willing to help with any concerns that may arise. If you have a question about something unique to any program, please address these by calling Lake View Nature Center at (630)941-8747 or emailing [kate@obtpd.org](mailto:kate@obtpd.org). If there are questions about administrative procedures, billing, or general park info, please contact the Superintendent of Recreation at 630-627-6100 or via email at [lauren@obtpd.org](mailto:lauren@obtpd.org).

## Behavior Management

Our goal is to have all children enjoy their time in our programs while feeling safe and secure, to learn appropriate social skills, and to develop problem-solving skills. We strive to create a positive learning and recreation environment.

### General Rules for Safety

There are specific rules that all children are expected to follow. The counselors go over these rules to reinforce expectations.

- Children must listen when the staff gives instructions
- Children must follow all directions given
- Children must use equipment carefully and appropriately
- Children must be respectful of staff and other participants

### Staff Response to Negative Behavior

The staff will take all necessary steps to ensure the safety of all the participants.

- When possible, the staff will try to redirect negative behavior into positive alternative activities.
- If necessary, the child is removed from an activity when behavior is unable to be redirected, and the staff will discuss with the child acceptable and unacceptable behaviors.
- When negative behaviors are persistent, a parent or guardian will be contacted to help create a plan designed for the success of that individual child.

Our staff puts safety of the children first. Since safety is a primary concern, Oakbrook Terrace Park District has established immediate pick-up procedures for the following behaviors:

- Hitting or injuring self or others
- Spitting on others
- Additional behaviors considered to be dangerous to self or others (evaluated on a case-by-case scenario).

The Oakbrook Terrace Park District reserves the right to suspend or dismiss a child from programs if the staff determines that the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal functions of the group. **If a child is removed from the program, no refund or proration is given.**