



**OAKBROOK TERRACE  
PARK DISTRICT  
SUMMER CAMP**

## **Philosophy**

The Oakbrook Terrace Park District is committed to providing a variety of summer camps that support the needs and priorities of the child and family. Our camp 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 such areas as arts, nature, games and sports.

## **Oakbrook Terrace Summer Camps**

Get ready for a summer of fun! We have a variety of summer camps designed to offer something for everyone! Rising Star Camp, Super Star Camp, Camp Shorts, and Last Blast Camp help kids to create lasting memories in a safe and nurturing atmosphere. Each week features a new exciting theme, a schedule full of games, arts and crafts, outdoor exploration, and water play. Full time campers need to remember to bring sunscreen, water bottle, and a lunch each day. All registered campers will receive a camp t-shirt.

## **Contact and Registration Information**

### **Heritage Center**

1S325 Ardmore Ave, Oakbrook Terrace, IL 60181  
P: 630-627-6100  
Fax: 630-627-6180

### **Fitness Center**

1 Parkview Plaza, 22nd Street  
Oakbrook Terrace, IL 60181  
(630) 574-0420

For Camp information, questions and concerns contact:

**Jen Saylor**  
**Recreation and Fitness Manager**  
[jen@obtpd.org](mailto:jen@obtpd.org)

For registration and payment questions contact:

**Alesha Reed**  
**Rentals & Customer Experience Supervisor**  
[info@obtpd.org](mailto:info@obtpd.org)

## **Registration**

Participants must pre-register to attend camp by paying in full or signing up for a payment plan. Payment must be received before coming to camp. Registration is not taken without payment and is not guaranteed as some weeks fill up.

## **Cancellations**

All cancellations MUST be done in person at the Heritage Center. There is a \$5 fee per week, per child for all cancellations and transfers.

## **Early Bird Pricing**

By registering your child by May 1st, you will receive \$10 off each week you register for.

## **Dropping off an Unregistered Camper**

If your camper is dropped off at camp without being registered, the Park District will notify the Police Department. It is a liability for the Park District to have children in our programs who are not properly registered.

## **Arrival and Departure**

There is a dollar per minute late fee after 3:30pm for regular camp hours. If a child has been left 30 minutes past their pick-up time, with no contact with parent or guardian, the Park District will notify the Police Department. For security reasons, we ask that all children be signed in and out by an authorized adult. Authorization forms are included in the parent packet. Any person who is picking up your child must be on this list. Please make sure that you are picking up and dropping off your child curbside. Please let the counselors know in writing if someone new will be picking up your child. Identification will be required when staff is not familiar with an individual picking up your child. Please have your identification card available at pick up. If your child is going to be late for camp, notify the Park District. Camp does not wait for your child. You are responsible for locating your child's group and signing them in. If you are picking up your child early, you are responsible for locating them in our facilities and parks.

## **Vacation, Extended Absences and Sick Days**

The Park District does not offer refunds or prorations for campers who miss camp due to vacation, extended absences or sick days. If you are planning a vacation or extended absence, you are required to continue to make payments in order for your camper to stay enrolled in camp. If you choose to not make payments, your camper's enrollment will be forfeited.

## **Illness, Communicable Diseases & Medication**

Everyone shares in 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 returning to our programs.

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

- 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 is separated and you will be notified. It is your responsibility to pick up your child immediately or arrange for another person on your pick up list 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 the past 24 hours please withhold them from the program for an additional 24-48 hours. Children with head lice may not return to the program until the scalp is free from all traces of lice and nits. If your child is ill or has a communicable disease, please notify us so that we may inform staff and other parents to watch for symptoms.

## **Medication**

If your child is required to take prescription medicine while at the program the staff will administer it. The medication must be given to the Camp Director in the original, properly labeled container. The label must include the date the prescription was filled, child's name, physician's name, drug name and dosage, and instructions on when and how to give the medication. A Medication Release Form must also be filled out and on file before any medication can be given.

## **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 an atmosphere of mutual respect between adults and children, as we believe that is the foundation for development of positive social interaction skills.

## **Code of Conduct**

- Show respect to all
- Assure safety for everyone
- Share resources, staff time and other materials
- Assist children in using appropriate language to resolve conflict and express emotions
- Build concepts of mutual respect, cooperation and the sensitivity to the needs of others

## **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 walk while indoors
- Children must use inside voices while in the building
- Children must listen when the staff gives instructions
- Children must follow all directions given
- Children must use equipment carefully and appropriately
- Children must keep hands, mouth and feet to themselves

## **Staff Response to Negative Behavior**

- The staff will take all necessary steps to ensure safety to all of the participants.
- The staff always try to redirect negative behavior into positive alternative activities.
- If necessary, the child is removed from an activity when behavior is undesired and redirection has failed.
- After the situation is calmer, the staff will discuss with the child acceptable and unacceptable behaviors.
- When negative behaviors are consistently clear, consistent consequences are used. However, the parents are fully involved in planning and discussing the actions.

## **Continued...**

Consequences for not following expectations are implemented; this may include redirection, verbal corrections and loss of privileges. The next step is time outs to provide the child a chance to regain control. As a last resort, behavior reports may be written. If a child receives three reports, they will have a one day suspension from camp with no refund. If the system in place by the program is not working for a specific child, staff and parents are to work together to create a plan designed for the success of the child.

We expect the parents to be an active participant in the behavior management of their child. In behavior situations where the child is physical with others or not cooperating with staff, we may call parents/guardians to pick up their child. The parent/guardian are expected to arrange for immediate pick up.

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:

- Biting self or others
- Hitting or injuring self or others
- Spitting on others
- Additional behaviors considered to be unacceptable in a group setting are evaluated on a case by case scenario

The Oakbrook Terrace 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. Children may also be dismissed from the program if their parent(s)/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents may not be involved in disciplining any child other than their own. Failure to comply with our policies and procedures may result in suspension for as few as one day or as much as the remainder of the summer. If a child is removed from the program, no refund or proration is given. If a child is completely removed from the program they are unable to participate in any Park District programs for one year from the date they were removed.

## **Emergency Procedures**

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. Additionally, plans have been developed for fire and tornado procedures. If a child is injured in the program, we 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. Staff are trained in First Aid and CPR as well as bloodborne pathogens. By registering your child for the program, you have released the Oakbrook Terrace Park District from all liability which may arise from the child's participation in the program.

## **Confidentiality**

Information about health or ability of a child or a family status is considered confidential. Such information is only shared with the staff as it is necessary to meet the needs of the child. If necessary, family information will be shared with the Department of Children and Family Services (DCFS).

## **Accident Reporting**

Staff will fill out an accident report for all accidents, no matter how minor an accident may seem. If something happens throughout the day for which we do not need to contact the parent/guardian immediately, we will advise the parent/guardian at pick-up time. All accident reports are reviewed by the Safety Committee.

## **Recognizing and Reporting Child Abuse**

All Oakbrook Terrace 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). Oakbrook Terrace Park District works with DCFS and families as appropriate to ensure the health and safety of children in the program. When a report is made, Oakbrook Terrace Park District continues to work with and support the child and family. The report is treated confidentially.

## **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 or a leisure buddy, please speak with the Recreation and Fitness Manager at 630-627-6100 or via email at [jen@obtpd.org](mailto:jen@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.

## **Sunscreen**

Please apply sunscreen on your child prior to attending camp. If your child requires additional sunscreen, please provide only spray sunscreen. The Oakbrook Terrace Park District staff cannot apply lotion sunscreen. Campers will be outside all day, weather permitting.

## **Participant Information/Emergency Forms**

The Oakbrook Terrace Park District will be utilizing ePACT for camper information/emergency forms. Within 1 week of your camp registration, you should receive an email from ePACT to set up an account and complete your camper's electronic information/emergency forms. Information/emergency forms for each camper must be completed through ePACT prior to your child's first camp session and you only need to fill out the forms once regardless of how many camps your child is enrolled in. Campers will not be allowed to attend camp until the information/emergency forms are completed. If your camper is enrolled in a program that is currently using the ePACT system, you only need to update your child's information if something has changed.

## **Personal Items**

We strongly suggest that children leave their personal items at home. This includes: toy guns/weapons, stuffed animals/dolls, expensive personal items, candy and gum. The staff will make every attempt to return belongings to the appropriate person. If you are missing an item, please check the lost and found. At the end of each month, the lost and found items are donated to a local charity. Please make sure any items that come to camp with your child are clearly labeled with their name; this includes clothing and backpacks. The Oakbrook Terrace Park District is not responsible for lost, damaged or stolen items.

## **Electronic Devices**

There are NO electronic devices allowed at camp. This includes: cell phones, game systems, tablets and other devices. Please leave these items at home as they are expensive and something could happen to them. Any child who does not follow this rule results in the device taken away and given back to the parent/guardian at the end of the day. Items will be securely locked. The Oakbrook Terrace Park District is not responsible for lost, damaged or stolen items.

## **Photo Policy**

Say cheese! You may be photographed while at the Oakbrook Terrace Park District. The Park District may use photographs or participants in District publicity without permission or compensation. If you do not want your child to be photographed, please indicate that on the registration paperwork.

## **Addressing Your Concerns**

The staff is here for you and is more than willing to help with any concerns that may arise. If you have a question about something unique to camp, please start with the counselors or Camp Director. If there are questions about administrative procedures or general camp info, please contact the Recreation and Fitness Manager at 630-627-6100 or via email at [jen@obtpd.org](mailto:jen@obtpd.org).

## **Receipt Request for Tax Purposes**

It is your responsibility to hold onto your receipts. The Park District does not send out a year- end statement or send out receipts at the end of the year. You receive a receipt at the time of registration via email. If you wish to receive a paper copy of your receipt, please let the Rentals and Customer Service Supervisor know at the time of registration. **If you need to request receipts, it is \$5 per receipt requested. You also need to provide the Park District with 7 business days to process your request**

