



SUMMER CAMP
Under the Big Top!

Parent Guide



Questions? Please contact Ruth Brackmann at ruthb@warrenvilleparks.org or
630.393.7279 x 307. Thank you for sharing your summer with us!



**Drop Off the Completed Camp Packet
to the Warrenville Park District
Lower Level Guest Services Office**

**If you register Online-You still need to fill out the
Camp Packet Forms and email
them to info@warrenvilleparks.org**



Welcome to our Summer Camps!



Greetings, Summer Camp Parents!

Another exciting summer is just around the corner, filled with fun, adventure, and new experiences for your children! Our camps are designed for various age groups, offering activities tailored to each stage of development. No matter the camp, we guarantee your child will have the opportunity to play, learn, explore, make new friends, and create lasting memories.

Our **Parent Camp Guide** contains essential information about camp policies and procedures, so please review it carefully. To ensure a smooth start to camp, all required forms and waivers must be completed and submitted to the Guest Services Lower Level Office when you register - no later than **one week after registering for camp**.

One important requirement is a **wallet-sized photo of your child**. This helps our staff quickly and safely identify campers during outings, ensuring their well-being in case of separation. This precaution is recommended by PDRMA, the Park District's insurance carrier, as part of our commitment to safety.

Thank you for entrusting us with your children this summer! I look forward to meeting each of you and making this a fantastic camp experience for your family. If you have any questions or concerns, please don't hesitate to reach out - I'm here to help!

Welcome to the Warrenville Park District Camp Family!

Warmest Regards,
Ruth Brackmann, CPRP
Recreation Supervisor



Welcome to our Summer Camps!

Our fun-filled camps immerse children in the wonders of summer through engaging experiences in nature, creative art and music activities, exciting group games, and hands-on learning. Campers will enjoy unstructured outdoor play, thrilling field trips, refreshing pool days, and unforgettable live animal encounters. Every day is designed to spark curiosity, foster friendships, and create lasting summer memories!



At the Warrenville Park District, our goal is to provide a variety of recreational summer camp opportunities that serve the community in a safe, engaging, and fun environment. We are committed to selecting and training the best staff to deliver an exceptional camp experience for you and your family. We are confident that we can meet your summer camp needs and look forward to the opportunity to do so.

As part of our commitment to growing healthy kids, we promote good nutrition and physical activity throughout our summer camp programs. Each day, campers will engage in at least 60 minutes of fitness activities, with staff encouraging physical movement and reinforcing the importance of healthy habits. On average, children in our camps walk two miles daily through routine activities—that's an impressive 98 miles over the summer!

We encourage children to GET OUT AND PLAY!

Forms

Links to the printable versions of these forms are located on the website at www.warrenvilleparks.org Programs tab-Camps. All registration forms must be received with payment in person, by email to info@warrenvilleparks.org or by mail one week after registering for camp.

Deadlines

Registration for all Summer Camps is one week prior to the start of each camp week and is ongoing as space permits. If your child is on a waitlist and space becomes available, **2 attempts will be made to contact you before moving on to next child on the waitlist.**

Core Camp Information 3-14 year-olds-All day

- Camp runs from 9am - 3pm
- Before Care runs from 7:30am - 9am
- After Care runs from 3pm - 5:30pm

Campers should be dropped off for camp by 9am and picked up from camp by 3pm. For your convenience, you may drop off or pick up your camper 10 minutes before the start and 5 minutes after the end of camp. Camp staff will be in the designated camp Drop-Off area at 8:50am and in the designated Pick-Up area starting at 2:50pm for parent or guardian to sign in & out.

Late Pick-up:

Campers picked up after 3:05pm or 5:31pm are considered a late pick-up. A charge of \$20 per 10 minutes will begin to accrue for each camper picked up after the above referenced times. Please do not assume that your child will be entered into After Care if you're running late.

Late Drop-Offs or Early Pick-Ups at Off-Site Locations:

- **Not Permitted:** Early or late drop-offs and pick-ups at off-site locations such as pool or field trips.
- **Reason:** This policy is in place to maintain the required staff-to-camper ratios for safety.
- **Exceptions:** Any exceptions must be approved in advance by the Recreation Supervisor.
- **Bus Policy:** The buses will not wait for campers who arrive late.
- **Parental Responsibility:** Please ensure that your campers are picked up or dropped off on time or remain with you.

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Here are a few things to send with your camper(s) every day:

- **Lunch** - Campers MUST bring a lunch with them each day. We strongly encourage that they bring a re-useable lunchbox and food containers to help reduce waste. Lunches are not able to be refrigerated/microwaved, nor will they be allowed to be purchased while on field trips. In the event that a camper forgets their lunch, the parent or guardian will be contacted. If the parent or guardian cannot be reached, or a lunch is not able to be brought to the camper by the specified camp lunch time, a lunch item will be purchased from Tom's Market for that camper by the Camp Site Supervisor, a fee of \$15 will be charged. The parent or guardian will then be responsible to reimburse the Park District by the next camp day. Please feel free to call the Recreation Supervisor at 630-393-7279 x. 307 with any questions.
- **Water Bottle** - Since campers will be spending time outdoors and away from the Recreation Center Gyms, we ask that you pack a refillable water bottle for campers to have with them throughout the day. All campers will be able to refill their water bottles using the water fountains.
- **Extra Clothes** - Camp activities happen both indoors and outdoors, so please dress for the weather and send along a light jacket or sweatshirt in case of light rain or chilly temperatures. Include a hat or sunglasses, if desired, for comfort in the sun or heat. For younger campers, please pack an extra set of clothing, including underwear, in case of any accidents.
- **Closed toed-shoes** - Camp activities include nature walks, relay games, and other physical activities, which require that close toed-shoes be worn to ensure safety. Gym shoes are required. Campers who come to camp wearing flip-flops and Crocs, may not be able to participate in all activities, due to safety concerns.
- **Sunscreen** - Please apply sunscreen to your camper(s) before the start of each camp day. The park district does not provide any sunscreen due to skin allergies. We ask that all campers be familiar with how to apply their own sunscreen. Spray is preferred.
- **Backpacks** - to help campers carry all the above items.
- **Restroom Habits** - All campers must be toilet trained. No pull ups allowed and no diapers will be changed. Parents will be called to pick up their camper .

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Here are things to Leave at Home

Electronic Devices

MP3 players, video games, cell phones, etc. **Please leave these items at home.** In case of emergency, camp staff will have access to a phone at all times. Camp staff are not responsible for camper's electronic devices.

Valuables

Please leave anything of particular value, such as special jewelry or souvenirs, at home. The Park District is not responsible for any lost or stolen items.

Special Toys

Transformers, Barbie dolls, stuffed animals, etc. Please refrain from bringing these or similar items to camp. Exceptions can be made if:

- Your camper(s) needs a security item such as a blanket or small doll.
- Any and all items brought to camp must be taken home at the end of the camp day.
- Park District and staff will not be responsible for any items brought from home.

Weather

Camp will take place rain or shine. All Summer Camps have allotted indoor space. However, outdoor play-time and activities will still take place in rain, wind, or unseasonable temperatures, so please send your camper(s) with appropriate clothing and gear for the day's forecast. In the event of unsafe weather conditions (heat advisory, thunderstorms, etc) certain camp activities may be adjusted and campers will remain indoors.

Inclusion Services and ADA

Western DuPage Special Recreation Association (WDSRA) offers inclusion services for those wishing to participate in regular park district programs but may need assistance. Inclusion is designed to provide the least restrictive environment while providing the maximum opportunity to participate in a program. **There is no charge for WDSRA's support.** If you would like assistance in camp, please indicate that special accommodations are needed on the park district registration form. A minimum of 3-4 weeks notice is required to secure WDSRA services. If you have questions, contact WDSRA at (630) 681-0962.

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Food: We are a Nut Free Camp!

Due to the prevalence of severe peanut and tree nut allergies, we ask that parents/guardians do not pack their camper's lunch(s) with any foods that may contain peanuts or tree nuts, such as Peanut Butter, Trail Mix, or other nut products. Please be assured that the snacks we provide are nut free, although we **cannot guarantee** that they were processed in a facility that does not also process nuts.

For campers with severe nut allergies, please pack your own alternative snack from home including After Care Snacks.

Morning Snack brought from home

Healthy snack breaks will be taken each camp day. Campers may bring their own daily snacks from home with suggestions of healthy food items such as: a fruit and a dry starch (pretzels, crackers, etc). Snacks are meant to help sustain camper's energy throughout the day, but are not meals and will not replace a balanced lunch.

Health, Allergy, or Dietary Concerns:

Please note any health, allergy, or dietary concerns on your campers registration form, emergency release form, and **speak with staff the first day of camp**. Camp staff will make every effort to accommodate the needs of each camper.

Medication

If your camper (s) is taking any medications, we ask that you notify us and list those medications on your camper's emergency release form. If your camper (s) needs to take any medications during camp hours, please inform the Recreation Supervisor ***prior*** to their entering camp.

Park District Medication Waiver will need to be filled out and signed. *All medications must be in a current dated pharmacy labeled bottle.* A medication form must be completed and on file for anyone using self administered medications, (including asthma inhalers). Form should indicate permission for the camper to carry and use the medications while at camp. Self administered inhalers cannot be tracked by staff. ***Summer Camp staff are able to remind campers to take medications, but are unable to dispense medications of any kind.*** Any medications brought to camp must be taken home at the end of the day; the Park District cannot keep or store medications overnight.

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Field Trip Necessities:

Your child will need to come to camp **wearing their Park District Camp T-shirt**. The CAMP T-shirt is easily identifiable for the staff as well as for the place we might be visiting or for personal that are visiting us for the day's activities. Gym Shoes and sun block are required for all Field Trips.

Camp T-Shirts:

All campers are required to wear their camp T-shirt for the Special Activities/Field Trip Days. Your child will get one T-shirt included in your registration that will be distributed the first week of camp.

Additional Camp T-shirts will be available for \$7 each. If your camper does not have their t-shirt on field trip days, you will be charged \$7 for an additional shirt.

Program Guidelines

Each camper will be assigned a counselor.

- Cooperation with and respect for the program staff is required at all times.
- When a staff member raises their hand or blows a whistle, campers need to be quiet.
- Inappropriate behavior will not be tolerated.
- No fighting or horseplay will be allowed while attending camp.
- There will be no abuse of Park District or school property;
- Any problems the campers have will be written in a formal report with the parents being notified. A Return Parental Signature will be required on the form.
- **Gym shoes must be worn at all times.**
- Camp T-shirts are required for Special Activities/Field Trip Days.
- Campers are expected to clean up after themselves.
- All campers are expected to comply with the Warrenville Park District Code of Conduct.



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Discipline Procedures for Camp

Participants are expected to exhibit appropriate behavior at all times. As with any large group of children, rules of discipline must be enforced by the Warrenville Park District staff.

We ask that you, as parents and guardians, please review and discuss the Program Guidelines and the Park District Code of Conduct information with your child PRIOR to the start of camp, so they are aware of the consequences of poor behavior.

Below is a list of some common behavior problems that will not be tolerated.

- Leaving the group or designated area
- Swearing
- Abuse of group site, equipment or environment
- Name calling
- Hitting, biting or any method of physical harm to self, staff or other campers.
- Stealing
- Destruction of property
- Overly disruptive behavior
- Disrespect to staff
- Disrespect to other campers

Park District staff will attempt to reinforce appropriate behavior through firm statements and redirection of activity. Listed below are our discipline procedures for participants who are exhibiting disruptive behavior:

Step 1 Time outs are used as a disciplinary measure. During a time out, a camper will have to sit out from activities including games, swimming, crafts, etc. Time out logs will be kept by staff.

Step 2 After two time outs are given to the same camper in any one day; a written report of behavior will be issued. The camp director will speak with the child and the parent/guardian. **Report will be signed by parent/guardian and returned the next day with a written plan of action.**

Step 3 If an **additional two timeouts are issued during the same camp session**, a second written report will be filed. **The camper will be suspended from camp for the next day, no refund will be given. The parent/guardian will be notified.** Parents may be asked to pick-up their child early from camp if the behavior warrants. If additional infractions/time-outs are issued; this may result in suspension/dismissal from the camp with out a refund.

Warrenville Park District Staff has the discretion to issue a written report without timeouts, depending on the severity of the situation. Warrenville Park District Staff also reserves the right to suspend or expel any camper whose actions are seen as detrimental to the camp program **with no refund** given for the remainder of the session. Each situation will be evaluated on its own merit. **Campers start each day/session with a clean slate.**

Enjoy Fun & Games with Friends this Summer!



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Before Care Information:

*****Important Change for Summer 2025** - No refunds or cancellations on Before and After care once the camp week has begun.

Before Care runs 7:30am-9:00am at the Park District Recreation Center. It is designed for the parent who needs to drop off their camper earlier than the start of camp day.

- Location: Enter the Recreation Center through the lower level doors, you will arrive at the lobby. The drop off is in the Pre-School Room down the hallway to the right .
- **You are required to sign your child in with staff** - no drop-offs allowed.
- Before Care begins at 7:30AM, **dropping off before the designated time is not allowed.**
- No Breakfast is provided.

After Care Information:

*****Important Change for Summer 2025** - No refunds, cancellations or changes on Before and After care once the camp week has begun.

After Care runs from 3:00pm-5:30pm and is for the parent who needs that extra time at the end of the day where your child will be in a safe and fun place.

- Pre-registration is required 24 hours in advance of using this program.
- A light snack as well as lemonade is served. If your child has severe nut allergies, please provide a snack from home to ensure the safety of the child; especially in-regard to the plant processing of the snack.
- Campers must be enrolled in camp program to use After Care Program.
- After Care camper pick-up and sign-out is located on the lower level of the Warrenville Park District Recreation Center.
- Parent or guardian signature is required at pick-up
- **After Care ends at 5:30pm;** Please arrive by 5:20pm if you need time with staff to find out about your camper's day
- **A LATE CHARGE fee of \$20.00 for every 10 minutes past 5:30pm that the child is not picked up from After Care. (No extra time will be given after 5:30pm)**
- **If you are new to our camp program camp staff may ask for a photo ID prior to dismissing your child especially if the parent is not picking up.**

How do I Sign-Up for the Before or After Care Program?

- Registration is accepted in person at the Guest Services Lower Level at the Recreation Center.
- 24 hour advance notice is required for Before Care to assist in proper staffing.
- 24 hour notice is preferred for After Care as well, but may be phoned in if same day is needed - 630-393-7279.
- Parents may register for the entire session or for one day of either program.
- **Campers will not automatically be transferred into After Care, If you are running late, you must Call In To Register or Late Fees will apply NOT After Care Fees.**

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**Thank you for sharing
your summer with us.**





Warrenville Park District Summer Camp Behavior Management/Code of Conduct

BEHAVIOR

All participants, parents, siblings, volunteers and affiliate groups are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make all of the Park District programs, events and affiliate programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

Warrenville Park District insists that all participants, parents, siblings, volunteers and affiliate groups comply with a basic behavior code. All participants, parents, siblings, volunteers and affiliate groups shall:

1. Show respect to all participants, staff and volunteers.
2. Follow all Program/Event rules and take direction from staff.
3. Refrain from using abusive or foul language.
4. Refrain from threatening or causing bodily harm to self, other participants or staff.
5. Refrain from harassment of any kind to other participants or staff.
6. Refrain from any type of bullying.
7. Refrain from any type of aggressive and violent behavior during park district or affiliate sponsored programs.
8. Show respect for equipment, supplies and facilities.
9. Not possess any weapons.

The Warrenville Park District expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other individuals, staff, volunteers and district officials.

DISCIPLINE

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. Warrenville Park District reserves the right to dismiss a participant, parent, sibling or affiliate whose behavior endangers his or her own safety or the safety of others.

Factors for Determining Consequences:

- Age, development and maturity levels of parties involved
- Degree of harm (physical and/ or emotional distress)
- Nature and severity of behavior
- Past incidents and/or continuing pattern(s) of behavior

PROCEDURES

Upon registration the parent/guardian will be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian will be contacted for information about any behavior modification programs in place at school or home. Attempts will be made to utilize these in the program. For Warrenville Park District Programs, the inclusive coordinator from the Western DuPage Special Recreation Association (WDSRA) will be contacted for guidance. Documentation will be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant, parent, sibling, volunteer, or affiliate exhibits inappropriate actions, the following guidelines should be followed:

1. Program Leaders/Supervisors/Administrative Staff/Affiliate Boards should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - Child participants: a supervised time-out from the program. (One minute for each year of their age will be used for time-outs.) The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out will be documented on an Incident Report Form.



Warrenville Park District Summer Camp Behavior Management/Code of Conduct

- Participants, parents, siblings, volunteers and affiliates: a suspension from the program or activity for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions, the length of the program or activity, any past behavior issues with the individual and willingness to improve their inappropriate behavior.
 - Participants, parents, siblings, volunteers and affiliates: dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Warrenville Park District reserves the right to dismiss a participant, parent, sibling, volunteer or affiliate whose behavior endangers his or her own safety or the safety of others.
 - Affiliate members: the incident will be reported to the Affiliate Board President.
2. If a participant or sibling receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian. The supervisor will explain the inappropriate actions that were observed by the staff.
 3. Communication between staff and parent should be ongoing regarding further incidents of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant, parent or sibling is allowed to attend the program.
 4. Appeals by the participant, participant's parent/guardian, volunteer or affiliate should be directed to the Executive Director.
 5. Legal action, if required, will be discussed with the Executive Director.

WHEN TO CONTACT THE POLICE

- If a participant or sibling makes a direct threat of hurting himself or others, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
- If a parent, volunteer or affiliate member makes a direct threat of hurting himself, or anyone else, call the police.
- If a participant, parent, sibling, volunteer or affiliate becomes overly aggressive and/or violent, call the police.

Parental Responsibility:

I have discussed the code of conduct with my child/ren.

I will support the Warrenville Park District summer camp staff to create a mutual relationship that will benefit both the family (participant) and adhere to the Park District Code of Conduct.

Parent Signature: _____ Date: _____

Parent Printed Name: _____ Date: _____

Child/ren: _____



Warrenville Park District
3S260 Warren Avenue
Warrenville, IL 60555
Phone: (630) 393-7279
Fax: (630) 393-7282
www.warrenvilleparks.org

Cancellation/Refund Request Form-Camps

- Camp Cancellations must be submitted in writing:** This can be done in person, complete and sign the camp cancellation/refund form or send an email request to **info@warrenvilleparks.org** with your name, phone number and your child's name and reason for cancellation.
- No refunds or cancellations** on Before and After care once the camp week has begun.
- Fourteen (14) days advance notice of cancellation is required** to accommodate proper credit/billing and to provide proper staffing for camp. Upon approval of a cancellation, two options are available, a Household Credit or Refund.
 - Household Credit**-a credit is applied to the household for the amount paid, less any camp expenses prepaid by Warrenville Park District.
 - Refunds for Camp weeks 1-10** are subject to:
 - A 10% or \$5.00 minimum service charge per child per day or week enrolled.
 - Deduction of camp expenses prepaid by Warrenville Park District
- No refunds will be given once the camp week begins without a doctor's note.** Camp fees will be prorated starting from the day the Cancellation/Refund Request form is received in the Park District Guest Services. The amount of the approved refund will be credited to your household balance and may be used to register for other programs.
- Check Refunds** must be approved at the Warrenville Park District Board Meetings held on the third Thursday of each month, unless otherwise designated. Deadline for submission is the 30th of each month prior to the meeting.

Date of Application: _____ Name of Camp: _____

Dates: _____

Participant's Name: _____

Address: _____

Daytime Telephone: _____

City, State, Zip: _____

Evening Telephone: _____

Reason for Cancellation/Refund:

Original Method of Payment: Cash Check Charge (Visa/Mastercard/Discover)
(Only required if refund is requested)

Credit Card Number-List last four numbers and expiration date only

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Exp. Date: _____

Please specify if you would like your credit/refund applied to your account as a household credit.

HH credit requested

I have read and understand the refund policy in this application.

Signature: _____

(Refunds/credits will not be issued without required signature)