



## **Lemont Park District Camp Centennial Informational Packet 2022**

The Lemont Park District welcomes you and your child to Day Camp! Our goal is to have your child come home each day with a smile on their face. Your child will enjoy a vast array of activities including action games, arts & crafts, music, drama, misc. entertainment, walking field trips, sports, and much, much more. Our camps will not only be physically and mentally stimulating but will make many great memories of summer camp!

### **Staff**

All staff has been selected for their maturity, experience, leadership qualities, their strong communication skills and enthusiasm. Staff members are trained in first aid and CPR.

### **Camp Site-Lions Grove**

Jr. Day Camp, Pioneers and Explorers will be dropped off/ picked up under the pavilion. Located behind the playground across from the CORE at the south end of the drive. Adventures will be dropped off/picked up in Lions Grove- (large tent north of walkway). Lions Grove is located southeast of the CORE. Please Park in back lot

\* On very hot or rainy days, camp will meet in the CORE gym 3.



## Camp Schedules

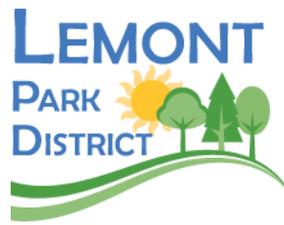
<b>Before Care</b>	<b>7-8:30 a.m.</b>
<b>After Care</b>	<b>4-6 p.m.</b>
<i>*Drop off and pick up location will be at the CORE gym 3.</i>	
<b>Jr Camp</b>	<b>8:30 a.m.-12:30 p.m. or 8:30 a.m.-4</b>
<b>p.m.</b>	
<i>4-6 year olds (NO swimming or Field trips)</i>	
<b>Lemont Park District Day Camp</b>	<b>8:30 a.m. - 4:00 p.m.</b>
<b>Pioneers-K-1<sup>st</sup> grade</b>	5-6 year olds
<b>Explorers-3,4 &amp; 5<sup>th</sup> grade</b>	7-9 year olds
<b>Adventurers-5,6,7 &amp; 8<sup>th</sup> grade</b>	10-12 Year olds

### **Late Fee**

Please be on time when picking your child up from day camp. Being the last child to be picked up can be an emotional experience for a child. All children should be picked up within 5 minutes of camp ending. Due to the abuse of pick-up time, a late fee will be assessed after the first 5 minutes you are late. An initial fee of \$5.00 will be charged the 1<sup>st</sup> 5 minutes and in \$5.00/5 minute increments after that. You will receive a bill for all late fees. If you fail to pay the late fee, it will be added to your household balance. We know emergencies do arise and things happen, but when a parent becomes consistently late, we will charge a late fee!

### **Pick up and Drop off procedures-ePACT information**

After registering for day camp, parents will receive an invitation from **ePACT**. **ePACT**'s emergency forms automation safely and securely stores all EHR, waivers, COVID-19 screening, contactless check-in, and check outs for campers. Please accept the invitation and complete your child's individual information. When arriving to drop off or pickup your camper all you will need to do is to bring up the app/QR code on your phone, show the counselors your campers QR code and they will be checked in or out for the day. If someone other than a parent/guardian has been listed as an emergency contact or is on



the pickup list for your camper, they will also need to download the app on their phone. The QR codes used to sign in/out your camper regenerate every 24 hours. For this reason, a screenshot of the code will not work once the code is expired. Parents should access the codes from the ePACT site each time they need to use it to avoid presenting an expired code. If someone other than the ePACT account creator is dropping off or picking up your camper and is listed as an emergency contact or on the pickup list you will need to send a new screenshot to that person each time they will be picking up or dropping off your campers.

Campers are to be dropped off and picked up at assigned location with age-appropriate camp. **NO EXCEPTIONS and not earlier** than 10 minutes before camp begins.

\*How to ePACT information attached.

### **Epact-Text Notification**

See attached on how to verify cell number in ePACT to receive day camp text alerts.

### **Extreme weather Arrival/ Departures**

On very hot or rainy days, camps may meet in the CORE gym 3. An A frame sign will be placed outside to notify parents. You are also welcome to call our service desk for campers location. 630-257-6787 ext. 0.

### **What to bring to Camp**

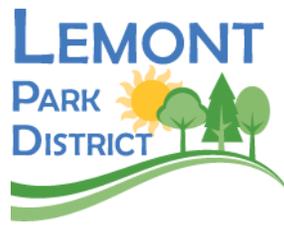
Each day your child should bring:

- A water bottle with your child's name on it
- Sunscreen/sun block (preferably spray)
- Sack lunch and small snack with child's name on it. PLEASE do not pack any items that will spoil as the children and their lunch will be outside most of the day.
- A small hand sanitizer

Campers are not to bring any type of electronic device toy from home.

### **DRESS**

Children should dress for play and wear gym shoes daily. (**NO Crocs or sandals allowed at day camp**). Please avoid restrictive clothing or jewelry. Campers will be given a camp T-shirt at the beginning of their camp session. These t-shirts **MUST** be worn on **ALL** field trips. Please label **ALL** your child's clothes, backpacks and personal items with their name.



### **Counselor in Training Program**

The counselor in training program is designed to give the older camper a better understanding of the responsibilities that come along with being a camp counselor. He/she is still required to participate in all activities, as the counselors do, and they will also be asked to help with additional camp related tasks. These tasks may include assist in organizing materials needed for each day, taking head counts, initiating games, and acting as a role model for other campers.

### **Additional Camp Information**

1. Swim days may be cancelled due to inclement weather or scheduling needs.
2. No refunds will be granted after 12 p.m. the Friday before the start of camp sessions.
3. One camp T-shirt per camper per summer. Additional shirts can be purchased for \$12.00.
4. Please place you child's name on **ALL** belongings. LPD is not responsible for lost or stolen items.

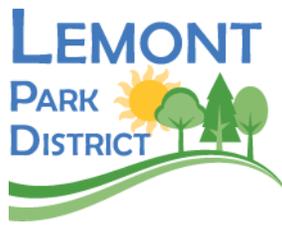
The staff of the Lemont Park District is looking forward to “**Making Memories**” with the campers that will last for years to come!!

#### Phone Numbers

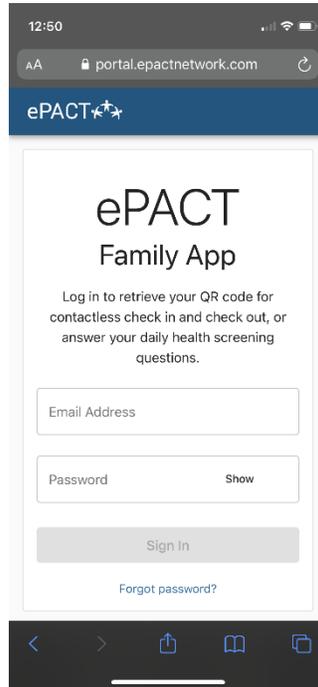
Lemont Park District-630-257-6787

Pam Carter x 3001 Manager of Education  
and Community Liaison

**How To: Using EPACT**



1. You will begin by clicking your phone. However, if App, instructions will be shown below as to how you are able to do that. and opening the EPACT App on you have not updated it into an App, instructions will be shown below as to how you are able to do that.
2. If you are using the web browser instead of the App, type in this link at the top of your browser: <https://portal.epactnetwork.com> Which should look like this:



3. From here, which applies when using the App as well, you can log in using the information you provided when you created an account with EPACT. (Which was emailed as an invitation.)
4. You will select “Health Screening” first and answer those questions prior to drop off.
5. Upon arrival, you will go back to select “QR code.” The day camp counselor will then be able to scan your personal QR code to check your camper in.



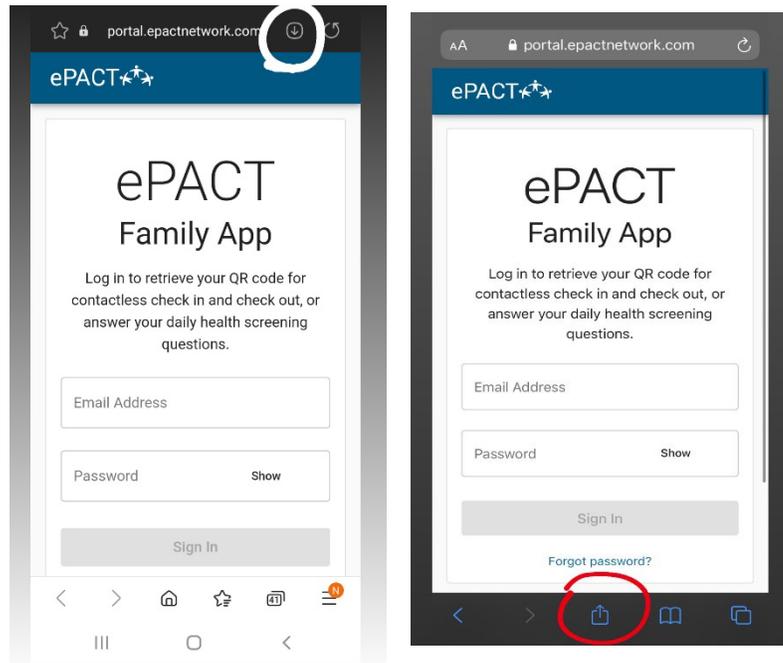
6. The same procedure applies however, you will not have

questions.

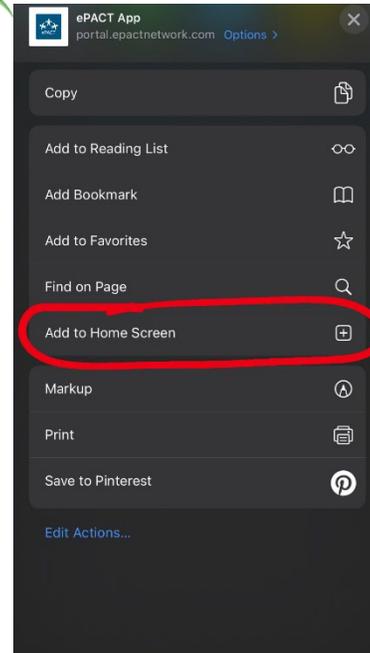
when checking out campers, to complete the health screen

### Setting EPACT as an App on your phone

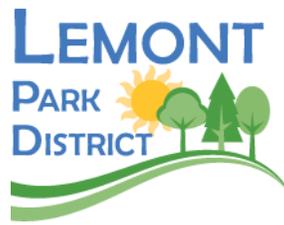
1. Open your web browser on your phone and type in <https://portal.epactnetwork.com>. Which should look like the photo attached to the top of the page.
2. Then, you will click on this button that is located on the bottom of your phone and is circled here. (For iPhone users, this button is located below and has an arrow pointing up. For Android users, you will click on the button on the top right hand corner with the arrow pointing down.)



3. Once you click the button, you will scroll down and click on, “add to Home Screen.” Which will look like this:

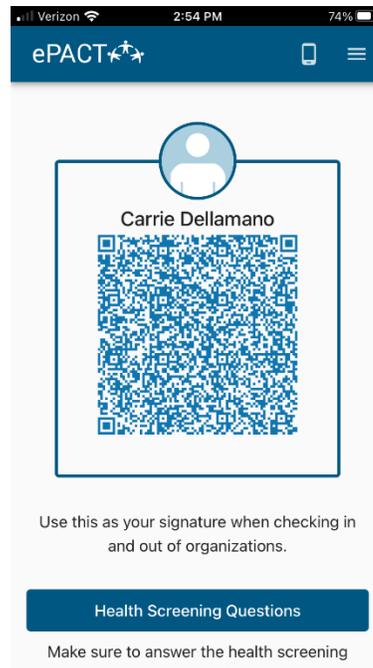


4. Then you will click the “add” button so that it will be added to the Home Screen on your phone and will be able to be quickly accessed. And it will appear on your phone as shows:

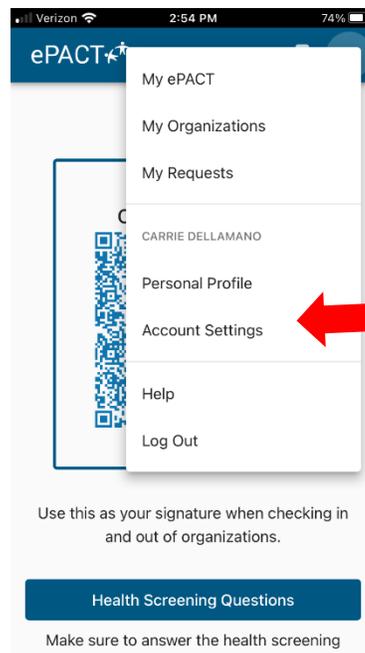


## DAY CAMP TEXT ALERTS! HOW TO VERIFY CELL NUMBER IN EPACT

### 1. Open ePACT Mobile App:

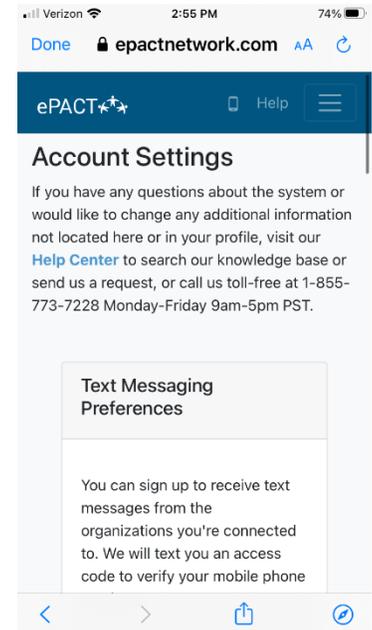


### 2. Go to Account Settings:

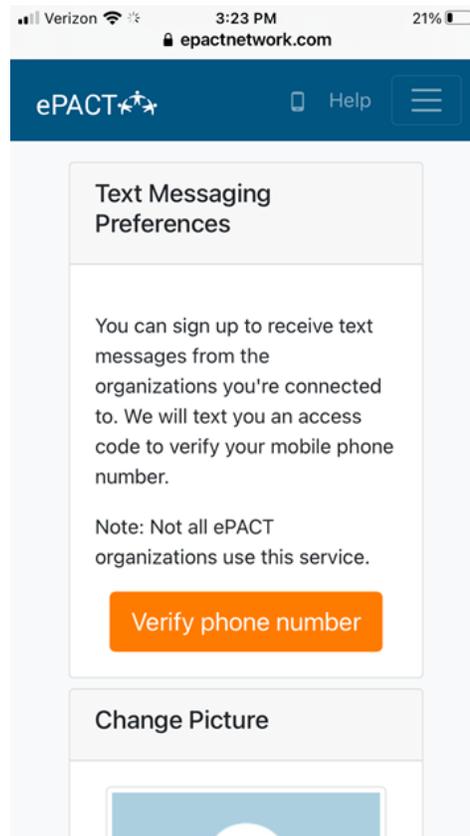


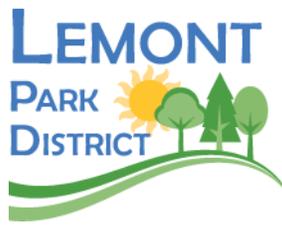


**3. Locate the Text Messaging Preference Section:**

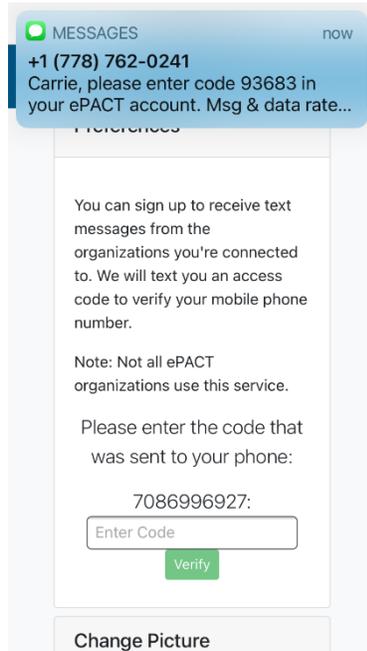


**4. Click on the Verify phone number icon:**

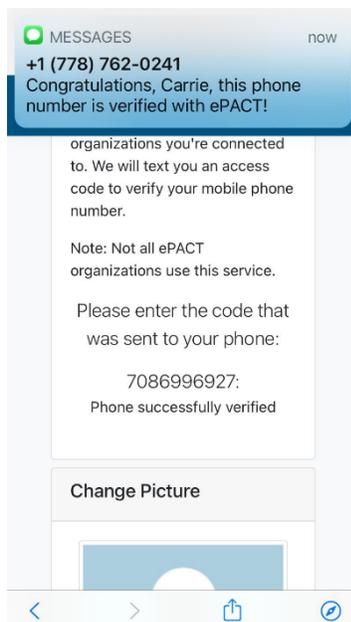




**5. You will be sent a Text Message with a Code to enter**



**6. Once the Code is entered! Your number should be verified, and you will start receiving text alerts!**





## Lemont Park District Behavior Management Policy

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### **Behavior**

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The agency insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, or staff.
4. Show respect for equipment, supplies, and facilities.

The following infractions will constitute utilization of the discipline procedures.

1. Harming ones' self such as, but not limited to:
  - a. Leaving grounds without permission.
  - b. Leaving designated group without permission.
  - c. Climbing on objects that are not recommended by staff.
  - d. Physical damage to self.
  - e. Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products.
2. Harming others such as, but not limited to:
  - a. Fighting
  - b. Throwing objects at or near others.
  - c. Bringing or using weapons, i.e., knives, glass, sharp objects, etc.
  - d. Hitting, kicking or biting others.
  - e. Extreme verbal abuse.
  - f. Profanity
  - g. Showing disrespect to other participants and staff.
  - h. Other aggressive behavior including any verbal or physical bullying.
3. Damage to Property
  - a. Vandalism
  - b. Tantrums resulting in damage to property.
  - c. Breaking, damaging or destroying property.
4. Theft
  - a. Taking any item that does not belong to the child.



## **Discipline**

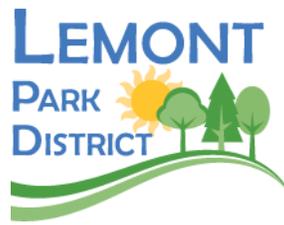
A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The park district reserves the right to dismiss a participant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

## **Procedures**

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - **Verbal Warnings:** Verbal warnings will be given for actions. More than one verbal warning may be given depending on severity of action.
  - **Time-Outs:** A supervised time-out from the program. The parent/guardian will be notified by the Recreation Supervisor and written documentation will be provided. 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 should be documented on an incident report and given to the full-time supervisor.
  - **Written Documentation:** Written documentation will be sent home to a parent or guardian, or the participant if he or she is an adult, to be signed and returned. The parent/participant will also be called by the Recreation Supervisor.
  - **Program Suspension:** The participant will be suspended from the program for up to three days. The suspension will be in effect the first day following the offense. The parent/participant will be notified by the Recreation Supervisor and written documentation will be provided. When determining the timeframes of suspension, staff should 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.
  - **Program Dismissal:** Depending on the situation and the severity of the offense, the participant may be permanently dismissed from the program following any offense.



2. Communication between staff and parent should be ongoing regarding any further incidences 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 is allowed to attend the program.

3. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director or the Director of Recreation. When to Contact the Police:

- If a participant makes a direct threat of hurting himself, call the parent/guardian immediately. If a parent/guardian is not available, call the police.

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If a participant becomes overly aggressive and violent, call the police.



## Lemont Park District – Day Camp DISCIPLINE PROCEDURES

Campers are expected to always exhibit appropriate behavior. As with any large group of children, rules of discipline must be enforced by the Lemont Park District Day Camp Staff. We ask that you, as parents, please go over this information with your child so they are aware of the consequences of unacceptable behavior. Below is a list of **some** common unacceptable behavior that will not be tolerated.

- \* Leaving group or camp without permission
- \* Abuse of camp site, equipment or environment
- \* Hitting, biting or any method of physical harm
- \* Destruction of property
- \* Swearing
- \* Teasing/Name calling
- \* Stealing
- \* Overly disruptive behavior

Camp staff will reinforce appropriate behavior through firm statements and redirection of activity. Listed below are the discipline procedures for campers who are exhibiting unacceptable behavior.

- Time outs are used as a disciplinary measure. During a time out, a camper will have to sit out from activities including games, crafts, swimming or a special event.
- If a child persists in unacceptable behavior, a written incident report will be issued. The Camp Director or counselor will speak with the child and their parent/guardian. The parent/guardian will then be required to sign the incident report.
- If a camper receives two written incident reports for unacceptable behavior during the same session, he/she will be suspended from camp for the following day. The parent/guardian will be notified of this situation.
- If unacceptable behavior continues following the one-day suspension, the child will be removed for the remainder of the current camp session or for the next session enrolled. A refund will not be issued for any missed days due to unacceptable behavior.

\*\*\*Lemont Park District staff reserves the right to suspend or expel any camper whose actions are seen as detrimental to the camp program. Each situation will be evaluated on its own merit. The camp staff may develop additional rules for each camp site as they deem necessary.

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Review with your camper. **Sign and return to day camp staff.**

I have read and discussed the Day Camp Discipline Policy of the Lemont Park District with my camper.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Child Signature

\_\_\_\_\_  
Date