



Camp Seager 1<sup>st</sup>-4<sup>th</sup> Grade  
Seager Park  
2019 Parent Handbook

**Camp Seager 1<sup>st</sup>-4<sup>th</sup> Grade (north location)**

Seager Park - Pavilion

1163 Plank Road

Naperville, IL 60563

**On-site cellphone: Camp Seager 1<sup>st</sup>-4<sup>th</sup> Grade at Seager Park cellphone number is: 630-219-8767**

**RAIN SITE:**

Prairie Elementary School - enter & exit through door #1 (main entrance of the school)

500 S. Charles Ave. - Naperville, IL 60540

**NAPERVILLE PARK DISTRICT 630-848-5000**

**95<sup>th</sup> Street Center**

2244 West 95<sup>th</sup> Street (2<sup>nd</sup> floor)

Naperville, IL 60564

630-864-3955

**Alfred Rubin Riverwalk Community Center**

305 W. Jackson Ave.

Naperville, IL 60540

630-848-3615

**Fort Hill Activity Center**

20 Fort Hill Dr.

Naperville, IL 60540

630-995-8900

**Knoch Knolls Nature Center**

320 Knoch Knolls Rd.

Naperville, IL 60565

630-864-3964



Summer 2019

Hello Parents and Campers,

I would like to welcome you to Naperville Park District's Camp Seager. Participants will enjoy outside events in the park, venture on a variety of field trips, take part in arts and crafts, games, sports, swimming, and much more. During your child's stay at camp, different weekly activities will be planned, but may change due to the weather or the campers' desires.

The Naperville Park District is looking forward to a fun and safe summer. I would appreciate reviewing the procedures and rules found in this handbook with your child. Please join us for 'Meet Your Counselors Night' on Thur., May 30<sup>th</sup> from 6:30-8 p.m. at Seager Park. A participant information form is included and needs to be completed. It can be handed in to the Camp Director at 'Meet Your Counselors Night' or at the first day of camp.

If you have any questions or concerns about camp, please notify the director of the camp your child attends. If you have additional questions, please contact myself at [dnydenoff@napervilleparks.org](mailto:dnydenoff@napervilleparks.org) or 630-995-8924.

Thank you for choosing to spend your summer with us at the Naperville Park District, where the benefits are endless!

Sincerely,

David Naydenoff  
Program Manager

## Seager Park Amenities Available for Camp Use

- 1 Pavilion
- 1 Restroom Facility with Water Fountains
- 1 Playground (next to the park)
- 1 Basketball Court
- 1 Sand Volleyball Court
- Trails
- Open field space

## Arrival

For those who will be dropping off children at camp, we ask that all rules be followed to ensure a safe and happy summer.

- **Before Camp participant check-in is between 7:00 a.m. and 8:00 a.m.**
- **Check-in is between 8:00 a.m. and 8:30 a.m.**
- **Participants may NOT be dropped off at camp earlier than 8:00 a.m. if they are not registered for Before Camp and participants MUST be dropped off at camp by 8:30 a.m. to be able to participate in camp that day.**
- **If your child will be absent from camp, please contact the director by 7:30 a.m.**
- **Participants MUST be signed-in by an adult every morning.**
- **Check-in is at the picnic tables located under the pavilion at the top of the hill. Please look for signage at the check-in table that you are checking your child into the 1<sup>st</sup> - 4<sup>th</sup> grade camp and not the 5<sup>th</sup> -8<sup>th</sup> grade camp. DO NOT drop your child off in the parking lot. Please walk your child up to the awaiting staff and sign your child in for the day.**
- **Participants will receive a colored wristband denoting which group they will be in that day.**

## Departure

- **Pick-up is between 3:00 p.m. and 5:30 p.m.**
- **Due to field trips on Thursdays, participants may get back to camp after 3:00 p.m. Please verify with the Camp Director if you plan to pick up your participant before 4:30 p.m. on a Thursday.**
- **All participants MUST be picked up by 5:30 p.m. every day.**
- **Participants MUST be signed-out by an adult every day.**

### Walking/Bike Riding Procedures

Children may walk or ride a bike to/from camp only if they have an adult with them to sign them in/out.

### Attendance

- If you know in advance your child will not be attending camp on a day, please notify the director by 5:30 p.m. the day before.
- To report an absence on that day, please call the camp cell phone by 7:30 a.m. **Camp Seager 1<sup>st</sup>-4<sup>th</sup> Grade On-site cellphone: 630-219-8767.**
- If counselors have not received notice of an absence of a child who is not in attendance at camp, the counselors will call the parent of that camper at 8:30 a.m.
- Participants **MAY NOT** be picked up between 8:30 a.m. and 3:00 p.m.
- Participants **MAY NOT** be picked up from field trips, movies, or Centennial Beach.

If you need to contact the Camp Director during the camp day, please call the camp cell phone number. If the camp staff does not answer the phone, please leave a voicemail as the Camp Director will frequently check voicemail to retrieve messages.

### What to Wear

- Play clothes
- Close-toed, comfortable shoes
- Sunscreen/Sunglasses/Hat
- Sweatshirt/Jacket
- All campers will receive a camp t-shirt, which **MUST** be worn on each Thursday field trip.

**Dress appropriately for the weather and camp activities!** Do not send your child in new clothes or sandals. Be sure to label everything!

### What to Bring Each Day - please mark your child's name on everything!

- Sack lunch and drink (Mon.-Thurs.)
- Two snacks (Mon.-Fri.)

Please be sure the food will not spoil easily in the heat. There is **NO** refrigerator available, so please pack lunches with a cold pack if needed.

- An inexpensive, filled water bottle
- Swimsuit/Towel
- Sunscreen/Insect repellent (Please apply this to your child before camp each day)
- Sweatshirt/Jacket
- Personal reading book
- Extra change of clothes
- Backpack to keep belongings in

All other personal belongings should remain at home, unless specifically needed at camp.

### **What NOT to Bring to Camp**

Please do not send the following items to camp with your children. If any camp staff member discovers them, the items will be given to the Camp Director for the remainder of the day.

- **No electronic equipment (cell phones, mp3s, ipads, game devices, etc.)**
- No personal possessions from home (toys, action figures, trading cards, etc.)
- No sports equipment unless specified by camp staff

### **Cell Phones**

**Campers are NOT allowed to bring cell phones to camp!** Any cell phones that are discovered during the camp day will be removed from the camper's possession and returned to the parent at the end of the day.

### **On-Site Entertainment: Mondays**

- On Mondays, entertainment will visit the camp on-site. Please review the separate handout to see who will be visiting camp. In partnership with Naperville's own Inside Out Club, campers will be participating in a service based project during a handful of dates throughout the summer.

### **Swimming: Tuesdays/Fridays**

- The campers will be going to Centennial Beach on Tuesdays and Fridays, weather permitting.
- For safety reasons, campers will wear a wristband with the camp phone number printed on it.
- Campers will be transported by school bus.
- Please send your child with a swimsuit, towel, and sunscreen to camp.
- Sunscreen should be applied before your child comes to camp.
- No swim instruction is provided, but the lifeguards and camp counselors will supervise the campers.
- Participants will also be divided into groups of similar swimming abilities.

- Parents will be asked to identify their child's swimming ability on their Participant Information Sheet.
- Children wanting to swim in the deep end must pass a deep-water test with the lifeguards at Centennial Beach.
- Children may bring money or parents may purchase a gift card for concessions but the staff is not responsible for it. See the last page of this handbook for more information.

### **Movies: Wednesday**

- The campers will be going to Classic Cinemas Tivoli Theatre in Downers Grove on Wednesday mornings to see a movie.
- For safety reasons, campers will wear a wristband with the camp phone number printed on it.
- Campers will receive a Kiddie Combo: a child-size popcorn, soft drink, and fruit snack.
- The movies are rated *G* and *PG*. Please review the separate hand out listing the trip dates and movie titles. This information is also located on our website at [www.napervilleparks.org/camps](http://www.napervilleparks.org/camps). Look at Field Trips and Movies located under Camp Seager 1<sup>st</sup>-4<sup>th</sup> Grade.

### **Field Trips: Thursday**

- The campers will be going on a different field trip each Thursday.
- For safety reasons, campers will wear a wristband with the camp phone number printed on it.
- Children may bring money to purchase more tokens on trips where tokens are used, but the staff is not responsible for it. Money may NOT be brought on trips for purchasing souvenirs or concessions.
- Please review the separate hand out listing the trip dates, destinations, etc. This information is also located on our website at [www.napervilleparks.org/camps](http://www.napervilleparks.org/camps). Look at Field Trips and Movies located under Camp Seager 1<sup>st</sup>-4<sup>th</sup> Grade.

### **Field Trip Rules**

- Campers will ride on a school bus to and from the field trips. All campers will go on the trip.
- Don't forget to send a lunch, drink, and two snacks with your child. Purchasing concessions is not an option on field trip days.
- For safety reasons, campers will wear a wristband with the camp phone number printed on it. This must be worn for the entire trip.

- To ensure an enjoyable time, it is important that campers follow field trip rules. If a camper continues to disobey the rules on trips, they will not be able to attend camp on field trip days.
  - Follow the Camp Code of Conduct, including following the bus rules.
  - Stay with your group and group leader.
  - Ask a counselor if you need to use the restroom.
  - Always keep track of your partner.
  - Listen to your counselor.
  - Follow the rules of the place we are visiting.
  - Clean up after yourself.
  - Show respect to everybody working at or visiting the field trip locations.
  - Wear your Camp Seager t-shirt on ALL Thursday field trips.
  - Keep your wristband on.
  - Do not talk to strangers.

### **Friday Lunch**

- On Fridays, the park district will provide a cheese pizza, chips, and lemonade lunch. (If your child does not wish to participate in this lunch, then they may bring a lunch from home each Friday.)
- Friday lunches will be eaten at the beach. All campers must clean up after themselves.

### **Staff to Participant Ratios**

Camp Seager will be divided into groups for activities. The ratio of staff to participants is 1:10 when on-site at camp. When the participants travel off-site, the staff to participant ratio is between 1:6 and 1:8.

### **Inclement Weather**

We are pleased to announce that we offer Rainout Line - a convenient way to find out if park district activities are cancelled or facilities are closed due to weather.

- Day camps will not be cancelled due to inclement weather.
- Additional precautions will be put in place during hot weather, including: frequent water breaks, staying in shady areas, and modifying activities.
- Day camps may need to move indoors due to inclement weather.
- When unsure of the weather, please check where camp is meeting at in the morning. Meeting location information will be updated no later than 6:30 a.m. Please check for updates.
- Camp may also need to move inside in the event of inclement weather that arises during the day. Please check for updates.

**There are 5 Ways to Be Notified of Weather Cancellations:**



Park District participants can use Rainout Line and choose to get their information in five different ways:

- Call the Rainout Line number at 630-883-4242
- Visit <http://www.napervilleparks.org/cancellations> or go to our website and click on the Weather Cancellations & Closures tab (in red at top of home page)
- Opt in to receive email updates\*
- Opt in to receive text updates\*
- Download the free smartphone app\*

\*To select any of these options, visit the Naperville Park District's Rainout Line page at <http://www.napervilleparks.org/cancellations>. Then click on the "Email & Text Alerts" link or select the AppStore or Android Market icons to download the app.

Details regarding the status of activities are segmented by the specific sport or facility. Parents can manage text/email subscriptions by selecting the activity or facility (in this case the activity would be "Day Camps") and establishing the length of time for which to receive notifications (in this case you may choose just the dates that your child is registered for camp).

Days when the weather is inclement, the camp will be transported by school bus to Prairie Elementary School. Once camp has been transported to the school for the day, they will NOT be transported back to Seager, so pick-up from camp on those days will be from the school. Camp will enter/exit through door #1, the main entrance of the school.

### **Illness**

Children must be fever-free for 24 hours before returning to camp. Please do not send your child to camp with fever, vomiting, diarrhea, or other signs of communicable illness.

If any child becomes ill:

- The parent/guardian will be notified by phone at once to pick up the child.
- If the parent/guardian cannot be reached, the emergency names listed will be contacted.
- If the child is well enough to attend/return to camp, they will be expected to participate with the rest of the campers.

### **Injuries**

While your child is at camp, the staff will administer first aid to any minor injury (bumps, bruises, cuts, scratches, etc.). The parent/guardian will be informed of

the injury at the time of pick-up. If a serious injury occurs that requires medical attention, the following steps will be taken:

- 911 will be called and the child will be taken by ambulance to the nearest hospital for treatment. A staff member will accompany the child in the ambulance and to the hospital.
- Parent/guardian will be contacted by phone.
- If the parent/guardian cannot be reached, the emergency names listed will be contacted.

### **WDSRA (Western DuPage Special Recreation Association)**

Any individual who registers for a park district program and has a special need is eligible for inclusion services. The goal is to provide the least restrictive environment for an individual. Assistance varies depending on the needs of the individual and can range from adapting materials to sending support staff. There is no additional cost for participants to receive inclusion services. Reasonable accommodations are provided at no cost through WDSRA and the park district. Participants pay the regular program fees to the park district. If your child has a special need, please inform the park district at the time of registration.

### **Medication**

Medication will be administered by assigned staff and only under the following conditions:

- The medication must be in its original container.
- The label must show the child's name, directions for administering the medication, dosage, and doctor's name.
- A Medication Dispensing Form must be completed and signed by the parent/guardian before the medication can be administered. See your Camp Director for a Medication Dispensing Form. This form is also located on our website at [www.napervilleparks.org/camps](http://www.napervilleparks.org/camps). Look at Dispensing Medication Procedures and Form located under Camp Seager 1<sup>st</sup>-4<sup>th</sup> Grade.
- Non-prescription medication may not be given unless accompanied by a doctor's note.
- Inhalers should be kept with child at all times and must be administered by the child. Please make sure inhalers are properly labeled.
- Severe allergy medications, such as an EpiPen, will be kept with the child's camp counselor while they are at camp.
- All other medication is kept with the Camp Director in a locked container.
- Dispensing of medication is subject to approval by the park district.

### **Food Allergies**

Given the rise in childhood food allergies in recent years, the Naperville Park District is dedicated and committed to providing a safe environment for all children. Please note any severe food allergies on the camper registration form. Please contact the Camp Director to discuss your child's personal needs. We will be happy to work with you to provide reasonable accommodations that will make your child's camp experience a safe one.

### **Camp Code of Conduct and Bus Rules**

In keeping with our program goals, we encourage fun for all our participants. However, certain rules are necessary to ensure everyone's safety and enjoyment. Participants are expected to:

- Show respect for all participants and staff. Follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.
- Follow proper bus rules including:
  - Remain seated while bus is moving.
  - Keep hands, arms, legs, and hair inside the bus at all times.
  - Refrain from throwing objects in or out of the bus.
  - Be silent when approaching railroad crossings.
  - Assist in keeping the bus safe and sanitary at all times.
  - Do not yell or distract the driver.
  - Listen to the counselors at all times.
  - Wait until the bus has stopped completely to get on or off.

Failure to follow the Naperville Park District Code of Conduct may result in removal of the participant from camp.

### **Discipline**

Please see accompanying Behavior Management Policy for more information on how Naperville Park District programs address behavior concerns.

### **Dismissal Policy**

The Naperville Park District tries to meet the needs of each child enrolled in our program. We will make every effort to communicate and work with parents if there are concerns. However, the Naperville Park District reserves the right to terminate enrollment of any child. The decision to terminate child's enrollment may fall into different categories:

- If it is decided that the placement of a child is inappropriate or not in the best interest of the child.
- The Naperville Park District staff and the parent/guardian are not able to come to a mutually acceptable course of action after identifying and processing concern.
- A parent/guardian fails to meet their obligation.
- Any type of physical or verbal abuse of children, other parents, or staff by the parent/guardian. Confrontation with other children at the program is also not acceptable.

We hope that by our staff communicating with the parents, it will deter any behavior that may be inappropriate. Every child is entitled to a safe, fun, and pleasant environment at camp. We feel it is very important that parents take an active role in working with the staff in making the summer enjoyable for all campers.

Revised 03/2019