



Elk Grove Park District Hattendorf Camps:

Kiddie Summer Fun 3 - 5yrs.

And

Fun in the Sun Camp

4 - 8yrs.

Family Handbook 2025

Welcome to Summer at the Hattendorf!

ARRIVING & DEPARTING

Fun in the Sun Campers

NEW THIS YEAR

Drop-off is between 8:45 - 8:55am at Gym Door #4 of the Hattendorf. Please park your vehicle in the Elk Grove Blvd parking lot. (This lot is located next to the Hattendorf playground). Walk through the gate and down the sidewalk to the gazebo and wait with your child by Door #4. This is where the Counselors will greet you and your camper as well as sign them in for the day.

Pick-up is at 3:15pm.

Please wait outside of Door #4 and wait for the Counselors to open the door and begin dismissal. The Counselors will check your **Photo ID**, and sign-out your child for the day.

****Early Fun & Late Fun Campers--**If your child is registered for Early Fun and/or Late Fun, please Park in the Elk Grove Blvd. Lot, walk through the Playground, and make your way to the **Doorbell at Door #5** nearest the Playground Shed. Our Staff will take your camper at the Door, and sign them in, or at pick-up, once you **ring the Doorbell**, the Counselors will gather your child and their belongings to meet you outside Door 5.

Kiddie Summer Fun

Drop-off is between 9:15 - 9:25am. on the sidewalk nearest Main Door #1 of the Hattendorf.

Please park your vehicle in the Elk Grove Blvd. parking lot. (This lot is located next to the Hattendorf playground). Please wait with your child on the sidewalk near Main Door #1. Staff will greet you and your camper at the door and sign them in for the day.

Pick-up is at 12:15pm.

Please park your vehicle, and wait outside of **Main Door #1** on the sidewalk., The Counselors will release the children one by one after checking your **photo ID**, as well as sign them out the day.

General Procedures:

Campers will only be released to an authorized individual with a Photo ID. If there are any changes to who is picking up, please make the counselors aware. In case of an emergency or if an early or change in pick up is needed, please call or text your child's camp. Please put this phone number in your contacts.

Fun in the Sun Camp (full day camp) cell phone number is 224.723.4274

Kiddie Summer Fun (half day camp) cell phone number is 224.630.1586

If you are unable to reach us on the cell phone a backup phone number is Customer Service at 847.364.7224.

Late Pickup

In an event that you are running late after program dismissal time, it is suggested that you have alternate pick up arrangements. Summer Care Camp staff must be notified as soon as you know you will be late by calling or texting the cell phone at 224.723.4274. In the event that a child is not picked up 10 minutes after their scheduled time, the emergency phone numbers will be called and the designated individual(s) will be asked to pick up the child. If the child is not picked up 20 minutes after program dismissal and the staff fails to hear from a parent or authorized pickup, we will seek the assistance of the local police department.

Late Pickup Payment

A \$1 fee will be charged to your Park District account for every minute each child is picked up late starting one minute after your child's program ends. If a child is picked up late 3 times, they may be removed from the program.

Absences

If your child will be absent from Camp, leaving early, or arriving late, or for any other reason their day will be different, please text or call your child's Camp Cell Phone.

****Refunds will not be given for missed days of camp.***

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Inclusion

Elk Grove Park District works cooperatively with Northwest Special Recreation Association (NWSRA) to integrate campers with disabilities into our recreational programs. Inclusion aides may be present at camp to work one-on-one with a specific camper. If your child needs additional assistance at camp, be sure to communicate the necessary information on your Emergency Form.

Lost/Stolen Items

The Elk Grove Park District is not responsible for any lost, stolen, or damaged personal property. All toys and electronic devices including but not limited to: **cell phones, watches, iPods, iPads, Nintendo Switch, PSP, etc. are NOT allowed at camp.**

Parent Communication

Most concerns may be dealt with at the time of your child's pick up or drop off. However, feel free to make special arrangements with your child's Camp Directors to discuss any concerns you may have. They can be reached by **calling/texting your child's Camp Cell Phone**. If you wish to contact the Early Childhood Coordinator directly, please email Jen LoBosco at jlobosco@elkgroveparks.org

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Illness

If a child becomes ill, has diarrhea or is vomiting at camp, the parent(s)/guardian(s) or other emergency contact person will be notified immediately. The child should be picked up from camp within 30 minutes. If a parent/guardian is reached, but cannot pick up their child within thirty minutes, it becomes the parent/guardian's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. If a parent/guardian cannot be reached, the staff will begin to call the people listed as emergency contacts until arrangements can be made for the child to be picked up.

For the protection of all children and staff, we are unable to accept a child who appears to be ill or is *not* of full wellness. The camp staff has the right to refuse admittance of a child who appears to be ill on any given day.

Please contact your child's **Camp Cell phone via Text/Call In** your child's absence or update. If we do not hear from you regarding your child's absence, the Camp Director will call you to ask the reason for their absence.

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You should keep your child home and call your physician when the following symptoms persist:

Fever of 100.4 or higher, children must be kept home 24 hours after fever arrives and must be fever free without the use of fever reducing medication for 24 hours.

- Nausea or vomiting
- Skin rash or sores
- Inflamed, swollen, or reddened eyes
- Excessive coughing, sneezing
- Diarrhea
- Sore Throat
- Headache/earache

Campers who are experiencing any of the above symptoms can return once they have 24 hours with no diarrhea, no vomiting, no fever without the use of fever-reducing medications. A return to camp Doctor's Note will also be accepted with on-going, unrelated symptoms that may take longer to resolve.

If your child has contracted a communicable disease, please notify our camp site immediately. For any questions regarding policy or safety, contact our Safety Coordinator & Risk Manager at 847.228.3499.

Injuries

If your child gets injured and requires more than basic first-aid, the following will occur:

1. We will attempt to contact parent or guardian
2. We will attempt to contact persons on medical form
3. The injured child will be transported by the paramedics to a local hospital**

***You will be responsible for the emergency medical charges upon receipt of the statement. Your authorization for the program staff to ensure emergency medical care for your child and your commitment for payment is part of your registration agreement. A staff member will remain with your child at all times.*

Medication

If your child will be taking any medication during their time at camp, please be sure to email and ask our Camp Director or Office for a Medical Dispensing Form, or visit our Preschool webpage online under Summer Camp and print out our authorization form at www.elkgrovecamps.org

All medication must be given to program staff and not kept in your child's backpack in individual dosage containers, clearly labeled, or in original prescription bottles with full instructions. *No medication will be given unless the proper forms are completed and authorized.*

Snacks & Lunches

Campers will need to bring their own labeled lunch, a labeled water bottle, and for Fun in the Sun camp only three labeled snacks. We are able to refill water bottles throughout the day via our bottle Hydroboost Fountain. Lunch and snacks should be ready to eat. We will not have the ability to refrigerate or heat food/beverage items. Due to potential allergies, **please make sure that all food items are peanut and tree nut free. Please avoid peanut butter or Nutella, granola bars with nuts, trail mix containing nuts, cookies or baked goods with nuts.**

Spray Sunscreen

Each child in Fun in the Sun is responsible for bringing their own spray sunscreen, labeled with their name. Please generously apply sunscreen to your child before arrival at camp. If you would like to have spray sunscreen reapplied by a staff member **(Fun in the Sun only)** you must authorize that on the back of the Child Release/Information Form.

Clothing

Your camper should arrive for camp each day wearing weather appropriate clothing that is comfortable, that you don't mind if it gets dirty, along with closed toe shoes and socks. Water shoes or water sandals will be allowed for water activities near our splash pad only. Sunscreen should be applied generously at home each morning before arrival. Each camper should also plan to bring a spare change of clothes. All items from home should be labeled with their name and placed into a clear ziplock bag, to keep in their designated Summer Camp backpack. If a child's name is not on an item we will hold it for one week. For safety reasons, we cannot hold undergarments.

Refunds/Withdrawals

In order to receive a full refund, notification to withdraw from camp must be received by the registration deadline date. Please refer to the online guide for specific camp registration deadlines. Withdrawal/refund requests made after the registration deadline may be assessed a 10% (minimum \$5, maximum \$25) service fee per camp based on the total camp cost. These requests must be initiated by completing a withdrawal/refund request form, available at the customer service counter or online. After the camp start date, withdrawals may be given on a prorated basis from the date of the submitted refund request, less the service fee. Withdrawals/refunds will not be issued after the camp has been completed. Due to the demand for participation in Elk Grove Park District camps and the limited number of spots available, refunds will not be issued for camp days that campers are unable to attend.

Mandatory For All Hattendorf Campers: The Hattendorf Child Release/Information Form must be completed and submitted via SignNow prior to camp. If you have more than 1 child attending the Hattendorf Camp, please complete a form for each child. Please access this form via the link located in the welcome letter for your camp. Your child will be unable to attend camp if we do not have this form on file.

Code of Behavior Summer Camp Policy

The Elk Grove Park District Early Childhood Program uses positive and proactive approaches to help children in this age group develop social/emotional skills and strategies. The role of our staff is to help lead children toward self-regulation and self-direction. We individualize further interventions to children who need further support within our possible means. Some means are beyond our parameters. Staff use behavior breaks and comforting pauses as a means of calming the participant, allowing the participants to gain control of themselves in a dignified and thoughtful manner.

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help keep participants safe and have an enjoyable experience. Additional rules may be developed as deemed necessary by the staff.

The Elk Grove Park District insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff and volunteers.
2. Follow camp 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, staff or volunteers.
5. Show respect for equipment, supplies and facilities.

Discipline Policy

Along with the Elk Grove Park District's Code of Conduct, the District has a Code of Behavior which is progressive. It begins with a verbal reprimand and progresses to removal of the participants from the program. If misbehavior is extreme, the discipline plan may be disregarded for more serious consequences. Please note: The discipline procedure is for the entire summer, or the duration your participant is at camp. The discipline process does not start over with each new week.

- **Oral Reprimand:** The participant is spoken to by the staff. They are allowed the potential of three verbal warnings/redirections in a given day.
- **Supervised Sensory Nook Behavior Break/Written Report of Warning/Family or Guardian Contact:** If the participant receives more than one warning in a day, or the behavior or actions are severe enough, this is noted in writing and given to the Program Staff and Recreation Supervisor. The participant will also be given a supervised sensory behavior break if staffing is within ratio. If not, an authorized Family member or Guardian will need to pick up the participant immediately. The sensory behavior break may vary according to the situation (observational: from the sidelines of activity; exclusion: away from the group but within view of activity; separation: area with a staff member present away from view of the activity). The Staff/Recreation Supervisor will also discuss the participant's behavior with their parent(s) or guardian(s).
- **Letter to Parent(s)/Guardian(s):** If the participant receives one written disciplinary report due to their behavior, a letter will be sent home explaining the inappropriate actions and the potential next step which is suspension from camp.
- **Suspension from Camp:** If the behavior continues, and a second letter is sent home explaining their actions and the participant may be suspended from camp for a length of time to be determined by the Recreation Supervisor and Superintendent
- **Dismissal from Camp:** After issuing written discipline reports, letters home, and suspending camp attendance, if the action or behavior continues, the camper will be dismissed from camp. This final step is necessary to insure the well-being of other participants and staff.

NOTE: There will be NO REFUNDS for missed days due to the disciplinary infractions.

PROGRAM, POLICIES AND FEE REVISIONS

Early Childhood Management reserves the right to revise any fees, policies, or guidelines after proper participant notification.

Our Goal is to provide a safe and engaging environment, and make the best summer camp memories for your child. Thank you for joining us this Summer 2025! We look forward to servicing your family.

Updated Revision per Elk Grove Park District
6/1/2025