



# Camp Wewannago

## HANDBOOK

Recreation Supervisor - Bethany Lerch  
blerch@newlenoxparks.org  
815-485-3584

### **CWWG Blue: 1-3 Grade**

Haines Elementary School/Haines Wayside Park

Before Care/After Care

Camp Cell Phone:

**779-435-2446**

*Program phone is only on during program hours, 6:30a-6:30p*

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### **CWWG Green: 4-7 Grade**

Liberty Junior High School/Walker Country Estates Park

Before Care/After Care

Camp Cell Phone:

**815-666-4218**

*Program phone is only on during program hours 6:30a-6:30p*

### **Sign-In and Sign-Out Procedure**

Signing your child in and out is **mandatory** at the beginning and end of each day. A picture ID will be required for whoever is picking up your child. You must walk-up to the camp facility to sign your child in and out every day. Your child will not be allowed to leave camp with anyone who is not on the pick-up list in ePACT. If someone who is not on the approved pick-up list will be picking up your child, **you must update the pickup person in ePACT ahead of time.**

- If your child will be arriving to camp late or departing early, call your designated camp phone to let the staff know.
- If arriving late on a field trip day, staff will not hold the bus for your camper.
- Dropping off or picking up from a Field Trip location is not permitted.

### **Discipline**

To provide a safe and effective program for your child, certain rules have been established and must be followed. Disciplinary action will be taken if rules are ignored. We have a three-strike policy. Steps may be skipped for a serious offense. The NLCPD reserves the right to terminate a camper's participation in a Park District program due to a campers disruptive behavior or conduct.

**Strike One:** Written warning, parent signs form.

**Strike Two:** Written warning, parent signs form, phone call with Recreation Supervisor to talk about behavior modifications.

**Strike Three:** Written incident about behavior, parent signs form, dismissed from program, no refunds given for services already received.

### **Behavior that would warrant a strike**

- Disrespect or talking back to NLCPD staff, volunteers, patrons or other participants in the program
- Physical fighting, including rough-housing or horseplay (punching, kicking, biting, spitting, choking)
- Verbal abuse/misconduct such as name calling or foul language toward someone
- Threats or offensive language
- Vandalism of any type (park property, participant property, school property, staff property)
- Taking other participants or staffs property and not giving it back OR taking others property multiple time after being told not to
- Brought personal possessions from home and would not put them away when instructed to OR continuously getting personal possessions back out
- Finding something that is inappropriate, dangerous or potentially harmful and not reporting it to staff
- Child would not listen to and follow instructions that are given by NLCPD Staff repeatedly
- Inappropriately touching self or others

**Participants should adhere to the following:**

- All campers will listen to and follow instructions that are given by staff
- Campers will respect staff, as well as their fellow campers
- Campers will demonstrate good sportsmanship while participating in any activity
- Campers are to inform a staff member when disturbed, taunted, or bullied by other campers
- All personal items should be left at home
- Campers shall not bring any animals, toy weapons or personal sports equipment from home.

**Personal Items, Including Cell Phones**

We will allow your child to bring their cell phone to camp; however, it must be kept in their bag at all times. Please explain to your child due to safety concerns, absolutely no pictures or videos are allowed to be taken of any campers or NLCPD staff members. No Exceptions! If you must call your child, you must call the designated camp cell phone. Electronic devices and games are not allowed at camp. We will not provide time for children to play with electronics. Apple Watches or Smart Watches are not allowed at Camp. We are not responsible for any lost or stolen electronics.

**Field Trips**

If the bus is going to be late (after 3:30pm) and affect pick up time you will be notified. All campers must attend field trips if they are registered on the designated field trip day. If a field trip would be cancelled, we will stay onsite at camp for the day. Staff will facilitate games and activities for the campers if this is the case. **ALL FIELD TRIPS ARE SUBJECT TO CHANGE.**

**Lunch/Water bottle**

Campers are required to bring a lunch and a water bottle(s) labeled with first and last name to camp. You will be notified if the Park District provides lunch or snacks in the Thursday parent email that is sent out the week prior.

**Water Days**

We will inform you of water days in advance. On water days, your child should come to camp wearing their bathing suit, under camp clothes and bring a towel. Campers will not have time to change before departing the water park. Campers will all have 25-30 minutes of time to dry off before departure back to camp.

**Sunscreen**

Send your child to camp wearing sunscreen. Campers should come to camp with additional spray sunscreen in their bag for the day. There will be reapplication times throughout the day. Do not send lotion sunscreen if your camper cannot apply it themselves. Spray sunscreen is preferred. Camp staff will not apply sunscreen to your camper unless it is spray on.

### **Extra Clothing**

It is important to send your child with an extra change of clothes daily. This is due to several reasons including a spill, they could fall in mud, their clothes could get wet, rip/split their pants, they could have an emergency that needs to vacate their body.

### **Health and Safety**

Do not send a camper who has any of the following symptoms the morning of camp: fever, coughing, diarrhea, vomiting, pink eye, etc. Camp staff has the right to refuse a child who appears too ill to attend camp that day. If a child becomes ill during camp, a parent will be notified and asked to pick up their child. If a parent is unavailable, the emergency contact will be called.

### **Bathroom/Accident Procedure**

All children must be potty-trained to participate. In the case that there would be a bathroom accident staff is not permitted to physically clean a camper. However, staff are permitted to talk a camper through cleaning and changing themselves. In the case of an accident, guardians will be notified and will have to bring a change of clothes if there is not an extra set in their bag.

### **Medication**

We encourage giving your child their medication at home prior to the program. If your child needs to take medication during the program:

- A licensed physician must provide written permission for our staff to administer the medication. Upload your doctor's note into ePACT. This must include specific directions for administering the medication.
- Guardians will be required to complete a Medication Information Form for their camper prior to sign in at camp. This paperwork documents the medication onsite and allows the staff to log the medication given to your camper. This document is linked on our website and can be completed in advance to their first day.
- Medications must be labeled with your child's name on it. We will not accept expired medication.
- Any medication or EpiPens must be given to our Camp Leader to keep in the Leaders medical bag.
- We cannot keep medication temperature controlled.

### **Emergency Procedures**

In the event of serious injury or illness, it is the policy of the Park District to seek immediate medical attention (ambulance if necessary) for your child and then contact the parent. The Park District, however, will not assume the cost of the above.

### **Inclement and Severe Weather Facility**

The School gymnasium/cafeteria will be used in case of inclement/severe weather conditions during camp hours. Sign in/sign out during inclement weather will be held in the hallway at School. camp will not be canceled for inclement weather unless you are emailed by the Park District.

### **Photo Disclaimer**

Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary.

### **Refunds/Credits**

No refunds or credits will be given for days absent, including changes in schedule, sickness, vacation. We will not transfer absent days into future weeks.

### **Registration Information and Camp T-Shirts**

Each participant is required to pay a one-time nonrefundable registration fee of \$37 which can be done online. Online registration for the days needed at camp will be available **after** the registration fee has been paid. Campers must wear a camp t-shirt each day and t-shirts are \$10 each. Camp shirts should be picked up at our main office (701 W. Haven Ave) prior to the first day of camp.

- Weekly payment is due by end of day on Tuesday of the previous week.
- A \$25 late fee per child will be charged starting Wednesday of the previous week.
- After Thursday at 12pm, we will no longer accept your registration.

Camp staff have been instructed not to accept any campers who are not on the roster for the day. If you are not on the roster, they will ask to see your receipt of registration. If you cannot supply them with a receipt, staff will not be accepting your child into camp for the day. Registration can hit a cap at any time depending on our enrollment numbers and how many campers we can take on a field trip. We suggest registering for multiple weeks/months to secure the days you need in advance.

Payment can be made, during office hours, online, faxed to (815) 485-3589 or dropped off at the drop box located outside of the NLCPD Administration Building, 701 W. Haven Avenue. Registration forms cannot be dropped off at camp, our staff are instructed not to accept registration forms. You must register and pay within the timeframe listed above. We offer an Automatic Payment Plan (Commitment) option for those individuals who are attending camp on a set schedule. View the Commitment Form and the Financial Agreement Form on our website. **Note:** To be enrolled in the Commitment Plan, you must complete and submit these forms to the Park District Office one week prior to starting the program.

### **ePACT Information**

Your ePACT account and profile must be submitted for your camper before their first day of camp. ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper forms, but it will also ensure we have a way to communicate with you.

**Additional rules may be developed for our programs as deemed necessary by staff.**  
**Visit our website for additional camp information, important FAQ's, reminders, calendars and registration information. [Newlenoxparks.org](http://Newlenoxparks.org)**