



2022 Teen Camp

Dear Parents and Campers:

Welcome to the South Barrington Park District's Summer Camp! We are looking forward to a summer filled with fun activities, field trips, special events, swimming and more. Our dedicated and well-trained camp staff can't wait to provide campers with a truly wonderful camp experience.

It is very IMPORTANT that you read and share all the information in this manual with your child in order to make the transition into camp a positive and enjoyable experience for everyone involved.

Camp Paperwork

Camper Information Forms give us information that we should have to help us work most effectively with your child (ren). It also gives you the opportunity to provide us with information that you feel is necessary. These forms are reviewed only by camp directors, and only the relevant information will be shared with your child(ren)'s counselors. The South Barrington Park District is partnering with CampDoc.com to better serve campers and staff. CampDoc.com offers a health-record system designed for camps that allows parents to complete and store camper health information electronically. The security and privacy of camper health information is important to us. The CampDoc.com site is secure, encrypted and password protected. Only South Barrington Park District staff have access to camper's health information. **Please note: If this information is not completed, your camper will NOT be able to attend camp.**

You will receive an "Invitation" email from CampDoc.com

*Click on the green "Accept Invite" link within the email to create a CampDoc.com account.

*Enter your full email address and click continue to set your password

*Once logged in, select your camper's name and click on the health profile link to complete your campers' information.

*Required questions are marked with an *(asterisk) and outlined in red.

Drop off/Pick up

Regular camp drop off will be at Marvin Dunteman Park-61 Witt Rd. Pick up will vary depending on the day. Please check your weekly camp news for more information.

Drop off: will be done curbside. Parents and campers will be asked to remain in their vehicle until a camp counselor is able to help them.

-Please listen for instructions as camp staff approach your vehicle.

-Staff will check off that child(ren) have passed symptom check.

-Parents will be verbally signing their child(ren) in.

Pick up: will be done curbside. Parents are asked to remain in their vehicle until a camp counselor is able to help them.

-Staff will escort child(ren) to the appropriate vehicle.

Camp Hours

Camp hours are Monday through Friday, 8:30am-4:30pm. For the safety of all children in our care, campers cannot be dropped off before 8:30am. Camp Counselors who are at their camp site are busy preparing for the day, and cannot assume responsibility for supervising campers until camp begins at 8:30am. Summer camps ends at 4:30pm. **Late fees in the amount of \$1 per minute will apply promptly at 4:30pm.**

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Field Trips

Campers will attend field trips throughout the summer. These trips are included in the session fee. Please check your weekly camp news for more information on the upcoming trips. Each camper will receive one camp shirt for the summer. Camp shirts **MUST BE WORN ON FIELD TRIP DAYS**. We will NOT allow any camper to attend a field trip without his/her camp shirt. Additional camp shirt may be purchased for \$10. Payment will be expected on the same day the shirt was issued.

Swimming

Campers will go to the South Barrington Aquatic Center on non-field trip days. Please have your child bring a swimsuit, towel, and sunscreen to camp on swimming days.

Attire

Campers should wear comfortable clothing; both for the weather and camp activities. We recommend that campers wear clothing that can get dirty, as our activities are hands on. Gym shoes are required. NO open backed sandals, flip flops or clogs.

What should you bring to Camp

Make sure all items are clearly labeled; South Barrington Park District Summer Camp Staff will not be responsible for lost or stolen items.

Backpack Gym Shoes Lunch in an insulated container Water Bottle Sunscreen/Bug Spray Afternoon Snack

What should you NOT bring to Camp

Cell Phone Electronic games and devices Toys Personal items from home

Parent Communication

Important camp information and reminders will be distributed weekly. At the beginning of each week, parents will receive a camp calendar that has all of the activities scheduled for that week's session.

RainedOut

South Barrington Summer Camps use RainedOut to send messages that are informational, such as camp changes and weather related information. You will not receive spam or unsolicited content, all messages will be sent from the South Barrington Park District Summer Camps. You may opt out of this service at any time.

Text SBPD4 to 84483 to receive alerts from camp

The South Barrington Park District summer camps will adhere to any COVID-19 health and safety guidelines or mandates required by IDPH/DCEO. We will adapt to changes as necessary.

Code of Conduct

The South Barrington Park District Summer Camp Staff would like your child to have the best experience possible while at camp this summer. Thus, all participants must understand and follow the camp guidelines and rules. These guidelines and expectations are in place to ensure the safety of your child and camp staff.

- Show respect to all campers and staff.
- Treat others as you would like to be treated.
- Refrain from using profanities and/or derogatory language.
- Physical aggression toward campers and/or staff is prohibited.
- Don not destroy or damage equipment and supplies.

In the event campers do not adhere to the Code of Conduct, the following disciplinary action will be followed. The South Barrington Park District reserves the right to bypass one or all steps listed below based on severity of the infraction.

- **1st Violation** - The camp counselor will address and document the issue directly to the camper. Camper may be removed from activity. Parent/guardian will be notified during the day or at the end of the day, depending on the incident.
- **2nd Violation**-The Camp Counselor will address and document the issue directly with the camper. The parent/guardian will receive a phone call and may be asked to pick up their child. Parent/guardian must sign camp incident report at the time of picking up their child.
- **3rd Violation**- The Camp Counselor will address and document the issue directly with the camper. The parent/guardian will be contacted immediately to pick up their child. The child may be suspended for the day or week that he/she is registered for depending on the severity of the incident. Parent/guardian must sign the camp incident report at the time of pick up.
- **4th Violation**- Camper will be dismissed from camp for the remainder of the program.



CampDoc.com

REQUIRED CAMPER INFORMATION FORMS

EVERY CAMPER REGISTERED FOR SUMMER CAMP MUST HAVE CAMPER INFORMATION FORMS FILLED OUT COMPLETELY.

Beginning this summer, as part of our continuous efforts to provide the best possible care for our campers, the South Barrington Park District is partnering with CampDoc.com, an electronic health record system for camps, to help us consolidate and integrate camper health information into a centralized and secure location. The system will give camp supervisors instant access to required emergency forms and information regarding allergies, medications, authorized pick-up persons, etc.

The security, confidentiality, and privacy of your camper's personal information will always be protected. Only select South Barrington Park District supervisors will have access to camper information; the CampDoc.com website is secure, encrypted and password protected.

HOW IT WORKS

- Prior to the start of camp, you will receive a "Welcome email" from CampDoc.com with information about how to complete your camper's health and emergency information
- Click the link in the email to login. Here you will be prompted to create an authorized user and set a password for your CampDoc.com account.
- Follow the instructions and complete all information for your camper. Alerts will appear for any missing required information.
- Upload any required documents to your CampDoc.com account, if necessary.
- Return to CampDoc.com at any time to make changes or updates to your camper's information before camp begins.
- If changes are made after camp starts, contact the South Barrington Park District so camp supervisors know to look for this updated information.
- Set register@CampDoc.com as a "safe sender" to avoid accidental delivery to junk and spam folders.

HOW IT WORKS

PLEASE CONTACT THE CAMPDOC HELP DESK WITH ANY CAMPDOC RELATED QUESTIONS.

CALL: 734-636-1000 • EMAIL: HELP@CAMPDOC.COM

WE ARE EXCITED TO CONTINUALLY EVOLVE, BUILDING SAFER, MORE PRODUCTIVE AND MORE EFFICIENT SYSTEMS TO CREATE THE BEST EXPERIENCE FOR YOU AND YOUR FAMILY!