WINTER/SPRING BREAK CAMP

PARENT MANUAL
2026-2027

ROSELLE PARK DISTRICT

WELCOME TO THE ROSELLE PARK DISTRICT DAY CAMP

This handbook should be used as a guideline to answer your questions about our camp program. If you have additional questions, please call the Recreation Supervisor at (630) 894-1039.

We are looking forward to having your child in camp this year. Roselle Park District offers winter break camp for children ages 6-14 years. Camp builds confidence and independence, as well as, a sense of responsibility, community, and an awareness of nature. Campers will meet new friends and develop social skills and patience. Camp also allows children the opportunity to express themselves through a variety of activities that may include crafts, nature, games, sports, special events, field trips, cook outs, and themed weeks. This parent handbook is for all children attending Roselle Park District Winter/Spring Break Camp.

IMPORTANT CONTACT INFORMATION

For matters that require immediate attention during program operating hours, along with late drop-offs and early pick-ups, contact the Camp Staff via cell phone: (630) 940-7172. This phone is staffed from approximately 8:00am-6:00pm. This phone is active as of the first day of camp.

For issues that do not require immediate assistance, including registration matters, contact the Camp Supervisor's desk line at (630) 894-1039.

Roselle Park District Front Desk (630) 894-4200

Clara Nesvacil
Recreation Supervisor
cnesvacil@rparks.org
(630) 894-1039

Mike Loszach
Superintendent of Recreation
mloszach@rparks.org
(630) 894-1029

THE CAMP TEAM

The key to an amazing camp at Roselle Park District is our dedicated and talented Camp Team. Camp Team Members create a safe and positive environment for our campers. The Camp Team consists of the Recreation Supervisor, Lead Counselors, and Counselors. Camp Team members are certified teachers, adults, college students, and high school students.

Roselle Park District's number one priority is the safety and supervision of each camper. The ratio of campers to counselors is 10:1. All staff members have attended a comprehensive staff training program. Examples of material covered includes positive reinforcement strategies, special needs training, and developing camp activities for all ages and ability levels. Counselors are required to be First Aid, CPR and AED certified, and all staff are required to undergo a criminal background check.

Everyone works together as a team in all activities, projects, and events that are happening at camp. Camp Team Members are responsible for getting to know each camper in their camp as an individual and create daily plans that allow campers to express themselves through crafts, games, sports, nature, music and more. We look forward to serving your child's camp needs. If you should have any questions or concerns, please contact the Recreation Supervisor.

GENERAL INFORMATION

Location Information

Clauss Recreation Center
555 W. Bryn Mawr, Roselle 60172
Drop Off/Pick Up - Clauss Recreation Center
Campers must be signed in and out by an authorized adult

Camp Hours

8:00am-3:30pm
PM Care - 3:30pm-6:00pm

Winter Break Camp Rates

R $64/NR $74
PM Care - $18/NR $23

Spring Break Camp Rates

R $64/NR $74
PM Care - $18/NR $23

Tips for a Successful Registration

- Be sure to complete all information on the forms (ePACT Pre-Requisite)
- Submit completed registration to the Roselle Park District
- Select specific days your child would like to attend
- If your child requires special assistance, please notify us upon registration.



Register Online

1. Log in to your online registration account at rparks.org
2. Select the Activity Type "Camps"
3. Add ePACT Pre-Requisite to your cart
4. Select days of attendance (Don't forget PM Care if needed)
5. Add to Cart
6. Complete ePACT once emailed to you





Registration: DON'T WAIT! Camp registrations must be made **1 week in advance!**
Refunds & Transfers: Day before and day of registrations are no longer accepted.

SIGN IN/OUT INFORMATION

When dropping off or picking up your camper, you must sign the attendance sheet, and fill in the time of day. The camper will not be accepted into the program or released without an authorized adult. Authorized adult will need to have their ID with them to show the camp staff.

Campers will not be released until 3:30 p.m. If your camper needs to leave before the program ends, please send a note informing the camp counselor of the time you will be picking up your camper. Pick up is at 3:30 pm, you must pick up your child within 10 minutes of the end of camp or you will be charged for PM Care that day.

GENERAL INFORMATION

What to Bring Each Day





- Backpack
- Gym Shoes
- Water bottle
- NUT free lunch *Refrigerators and microwaves are not available
- Medication (if needed)
- Children attending PM Care should bring additional snacks for the day
- Children should not bring money for vending machines

Attire

Please label all belongings your child brings to camp. Children should wear comfortable clothing; appropriate for the weather. Please do not send campers to camp with favorite outfits or special clothing as camp activities can get messy. Proper footwear should be worn each day.

- Dress for the weather – Layer clothing for comfort in case the day gets warmer or colder or send additional layers.
- Wear gym shoes for safety during activities.
- No clothing that depicts violence or inappropriate scenes is allowed.

Personal Belongings

- Bringing personal belongings and toys from home is strongly discouraged.
- Any toys that are brought from home must have prior approval from the Camp Coordinator.
- Electronic handheld games (Nintendo DS, etc.) and MP3 players (iPods, etc.) are only allowed as designated by staff.
- The trading of Pokémon cards, and similar items, is not allowed at camp.
    - o Campers are not to exchange money with other campers.
- Personal Belongings may not be shared with other campers.
- Mark your child's name on all personal belongings.
- Staff is not responsible for any lost, damaged, or stolen items, including backpacks, swimsuits, towels, glasses, toys and phones.
- Staff may restrict or withhold inappropriate items.
- If your child has a phone or Ipad, these items need to stay in the child's backpack, and are only allowed to be used if approved by camp counselor.

Extra money that the camper brings is not the responsibility of the camp staff. As a result, please do not send your camper with a large sum of money. Staff is not responsible for lost, stolen, or damaged items.

Lost and Found

Items not claimed by the last day of camp week will be given to charity.

Activities

Daily activities consist of gym games, arts/crafts, team building activities, as well as daily field trips. Movies may be shown. All movies shown are rated "PG" or "G."

Participants with Special Needs

Please notify the Roselle Park District of any medical condition, or special needs requiring attention from our staff. If a child has an aide or companion during the school day, the Park District highly recommends and encourages the same for camp participation. The district works closely with the Western DuPage Special Recreation Association (WDSRA) to ensure that students with special needs receive proper attention. Please reach out to the Superintendent of Recreation at (630) 894-1029 with any questions.

GENERAL INFORMATION

Field Trips

Camp will participate in off-site field trips periodically. Parents can view field trip schedules in the seasonal brochure. Campers will ride the bus to/from field trip locations. All camp rules apply at outside sites. Campers may not bring money for candy, souvenirs, etc. on trips, unless noted otherwise by the Camp Staff. Campers are responsible for any money/items purchased while on field trips. Campers must stay with their group/buddy while on field trips.

Transportation of Children

Roselle Park District provides bus transportation for all field trips, whether that be utilizing our own busses or bringing in a bus company (This is all dependent on how many campers we have register. All staff driving passengers in Park District vehicles are 21 years of age or older. All drivers have submitted a driver's background check that is given to our human resources department which shows they maintain a good driving record. Drivers have also gone through vehicle safety training.

CAMPER RULES

Be Safe

Our number one priority during camp hours is to ensure that your camper will be safe. All campers will be made aware of our specific guidelines for safety during the first few weeks of camp.

Be Responsible

- Treat both our staff and fellow campers with respect.
- Be tolerant of differences.
- Use good manners, no bad language.
- Be considerate of others feelings.
- No threats, hitting, or hurting anyone.
- Deal peacefully with anger, insults, and disagreements.
- Campers should be trustworthy.
- They should try their best to be responsible and consider the consequences of their actions.

Have Fun!

For all campers to have fun during camp, we need everyone to be kind and caring to one another. Campers should be fair during all games and activities that camp will be participating in.

Bus Rules

Yelling, throwing items, littering, standing, and other unsafe behaviors are not permitted. Refrain from eating and drinking in the bus and van. Remain seated until directed to disembark. All participants must wear a seat belt at all times.

Pool Field Trip Rules

Children listed as Swimmer or Unsure are swim tested. Based on the results, campers who are unable to swim 25 yards unassisted are restricted to certain areas of the pool.

Children must wear color-coded bracelets indicating those who are restricted swimmers. All regular pool rules apply. Running and horseplay in the pool and on deck are not permitted. Campers should not linger unnecessarily in the locker room. Label swimsuits, towels, bags, shoes and all personal items with your child's name using a permanent marker.

BEHAVIOR

The Roselle Park District expects program participants to always exhibit appropriate behavior. The following guidelines have been established to ensure the program is safe and enjoyable for all participants.

1. Be respectful to participants, volunteers, and staff
2. Respect the facility, equipment, and supplies
3. Treat others the way you would like to be treated
4. Physical aggression towards other participants or staff is prohibited
5. Refrain from using profanity, derogatory language or put downs
6. All school rules, both indoors and outdoors, apply



"Bullying" or "harassment" is defined as any gesture or written, verbal, graphic, or physical act that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm and/or emotional distress. It may or may not be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this procedure. Such behaviors are bullying or harassment whether they take place on or off park district property, at any park district sponsored function, or in a park district vehicle or at any place or time where a staff or participant's imminent safety or overall well-being may be an issue.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits their involvement. Staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and are to demonstrate behavior that is both respectful and civil. It is especially important for adults to model these behaviors to provide positive examples for participant behavior.

The Roselle Park District believes that standards for an individual's behavior must be set through interaction among the participants, parents and guardians, staff, and community members of the park district, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity per determining factors. Parents and guardians will be notified of the bullying incidences and of the district's plan. The consequences and remedial measure may include, but are not limited to, the examples listed below:

Examples of consequences:

- Verbal warning
- Temporary removal from the program
- Loss of privileges
- Program suspension
- Removal from program
- Legal action







The Roselle Park District prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment will be dependent on determining factors.

DISCIPLINE

A direct and positive approach will be used regarding discipline to help children develop self-control and learn to assume responsibility for their actions. Staff will use positive statements and reinforcements to redirect inappropriate behavior. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to individual situations. Documentation will be maintained regarding any problem behaviors.

In the event participants do not adhere to the established rules and guidelines, disciplinary procedures will be followed. The RPD reserves the right to bypass one or all steps listed below based on the severity of the infraction. Behavior reports will be issued by staff when a participant has broken the rules. The behavior report will be discussed with parent/guardian and must be signed by counselor, guardian, and camper involved. The parent must sign both copies. Any child receiving three behavior reports will receive an immediate suspension from the program. For the safety of all our children, the Roselle Park District reserves the right to ter
minate a participant's enrollment in camp at any time.

Immediate time-out and parental notification will be given if:

1. A child disturbs or hurts others, verbally or physically.
2. A child damages equipment or property.
3. A child places himself/herself or others in a dangerous situation.

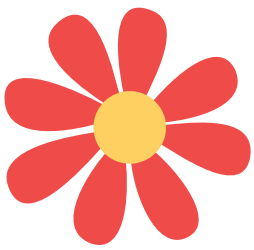
A child's continued misconduct will be handled as follows:

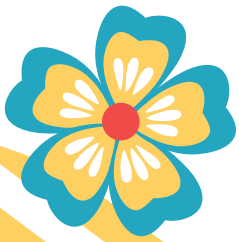
First Notice: Inappropriate behavior documented and discussed with the parent by Camp Counselor and Camp Coordinator. Parental failure to respond may result in suspension of the camper.

Second Notice: Continued inappropriate behavior documented and discussed with the parent by Camp Counselor and Camp Coordinator. A behavior plan will be put in place to set the child up for success. Parental failure to respond may result in suspension of the camper.

Third Notice: Continued inappropriate behavior documented and discussed with the parent by Camp Counselor and Camp Coordinator. A suspension based on Recreation Supervisor's discretion will be set.

If a camper engages in behavior which poses a threat of bodily harm to her/himself or others (including physically or verbally abuses a staff member), an immediate meeting with the parent or guardian may be called, or based on the severity of the incident, the individual will be immediately suspended or expelled from the program or facility.





PARENT CODE OF CONTACT

Any parent/guardian who displays any of the following behaviors, including, but not limited to: physical abuse, shaking, grabbing, hitting, pushing, verbal abuse including inappropriate language or threats to a child, family, or staff; or is in possession or under the influence of alcohol or illegal substance will be asked to leave the premises and may no longer be allowed on site.

If staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified. The staff's first responsibility is the safety of the children. If you have any questions or concerns please don't hesitate to reach out to Clara Nesvacil, Recreation Supervisor at cnesvacil@rparks.org or (630) 894-1039.

HEALTH & SAFETY

All children enrolled in camp are required to have a current health record on file. This requirement protects your child and the other children from the spread of communicable diseases. It is recommended that parents make certain their child is immunized according to the schedule published by the American Academy of Pediatrics. Your child's health is of major importance to us. ***Children must stay home if he/she has a communicable illness or any of the following: fever, a cold that is less than 4 days old, heavy nasal discharge, constant heavy cough, diarrhea, or vomiting.*** Child must be fever free for 24 hours before returning to camp.

ePACT

Roselle Park District utilizes ePACT to store all your child's important information. Upon registration you will receive an email from ePACT that must be completed before your child attends camp.

ePACT includes, but is not limited to:

General Information
Participant Information
Emergency Information
Authorized Pick-Ups
Health Care Provider/Insurance
Medications and Medications Dispensing Information
Allergies
Participant Conduct Agreement
Parent/Guardian Agreement



This not only saves paper, but it allows 24/7 access for our parents to update and change information as needed, always providing our staff with the most up-to-date information. Any changes made to ePACT must also be emailed to the recreation supervisor to inform the Roselle Park District of those changes.

Communicable Diseases

(Head Lice/Strep/Ringworm/Impetigo/Hand, Foot, and Mouth Disease/Conjunctivitis)
If your child is diagnosed with any communicable disease, please notify the teachers. A child that is diagnosed with a communicable disease must be non-communicable before return. A doctor's release may be necessary. The Roselle Park District staff will notify all participants in the program of the communicable disease.

HEALTH AND SAFETY

Illness

If your child is ill or has a fever, he/she should not attend camp. If your child becomes ill during the program, a parent or listed emergency contact person will be notified and asked to pick the child up. Children should not return to camp until they have been fever-free for 24 hours. In cases of a contagious disease, contact the Recreation Supervisor immediately, so that other families in the program can be notified.

Medical Emergencies

All Camp staff are CPR and First Aid certified. In the event of a serious injury that requires more than basic first aid, the following steps will be taken:

1. Staff calls EMS
2. Parent or Guardian is contacted (or listed emergency contact)
3. If necessary, paramedics will transport the injured child to the nearest hospital, accompanied by a Camp staff member.

Guardians are responsible for any emergency medical charges. Park District Employees are not allowed to transport injured parties in Park District or personal vehicles.

Medication

Whenever possible, medications should be dispensed or administered by parents or guardians before or after programs. Please note that Roselle Park District does not have medical providers (e.g., licensed medical professionals such as doctors, nurses, etc.) on staff. In some circumstances, the administration of medication cannot be performed by Roselle Park District staff because of specific and /or complex physician or manufacturer instructions, because a request requires medical diagnosis or judgment from our staff, and/or because the medication requires invasive procedures. Your request for medication dispensing/administration will be reviewed on a case-by-case basis and assigned staff will follow-up with you regarding any questions or regarding any requests that cannot be accommodated, including providing you with the reasons the request(s) cannot be accommodated.

If there is a need for the dispensing/administration of medication during a minor's participation in a District childcare program, the parent/guardian must:

Complete the following forms on the electronic portal (ePACT), by printing the forms from the rparks.org website, or hard copies can be picked up at the front desk (i.e., at the Clauss Recreation Center). For the Roselle Park District to analyze your request for the dispensing or administration of medication, the following forms must be filled out and submitted:

- Participation Information Form
- Medication Information Form
- Permission to Dispense/Administer Medication and Waiver of All Claims Form
- Allergy Action Plan (if applicable)
- Waiver and Release of All claims for Self- Administration of Inhaler or Auto Injector (if applicable).

Please note: This form is only filled out and submitted when parents/guardians are making a request that their child be allowed to carry an inhaler or auto-injector with themselves and self-administer to themselves as needed.

- All medication must be hand-delivered to the recreation supervisor (this includes epi-pens and allergy medication) in a gallon-sized baggie clearly labeled with your camper's first and last name.