

# CAMP ROSELLE

Summer Camp  
Parent Manual  
2026



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 Gina Vanassche, Recreation Supervisor (630) 894-1039.

We are looking forward to having your child in camp this year. Roselle Park District offers summer camp for children ages 6-13 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

## 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 Coordinator 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, or you need to reach the Camp Supervisor prior to the first day of camp, call the front desk at (630) 894-4200.

**Roselle Park District Front Desk** (630) 894-4200

**Riley Spoczynski**  
*Camp Coordinator*

camproselle@rparks.org  
(630) 940-7172

**Gina Vanassche**  
*Recreation Supervisor*

gvanassche@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, Camp Coordinator, 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 include 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 creating 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 or Coordinator.

## REGISTRATION INFORMATION

### Tips for a Successful Registration

- Register for age-appropriate camp
- 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 on to your WebTrac account at 3.1 WEB Splash (rparks.org)
2. Select the Activity Type "Camp"
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 **7 business days in advance!**

**Refunds & Transfers:** Day before and day of registrations are no longer accepted.

### Payment Due by 5:00pm On:

Week 1	6/3-6/5	Wednesday, May 27, 2026
Week 2	6/8-6/12	Monday, June 1, 2026
Week 3	6/15-6/19	Monday, June 8, 2026
Week 4	6/22-6/26	Monday, June 15, 2026
Week 5	6/29-7/3	Monday, June 22, 2026
Week 6	7/6-7/10	Monday, June 29, 2026
Week 7	7/13-7/17	Monday, July 6, 2026
Week 8	7/20-7/24	Monday, July 13, 2026
Week 9	7/27-7/31	Monday, July 20, 2026
Week 10	8/3-8/7	Monday, July 27, 2026

### Camp Hours

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

*View our Summer Brochure at  
[rparks.org](http://rparks.org) to view our camp fees.*

## 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 adults will need to have their ID with them to show counselor.

Campers will not be released until 3:30p.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 3:30pm, you must pick up your child within 10 minutes of the end of camp or you will be charged for PM Care that day.



Maple Room - Ages 6-7 years  
North Side of Gym - Ages 8-9 years  
South Side of Gym - Ages 10+ years

*\*Campers must be signed in and out by an authorized adult\**



## 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. An Inclusion Notification Form should be completed and submitted with registration.

## GENERAL INFORMATION

### What to Bring Each Day

- **Backpack** - Please send your camper with a backpack to carry their belongings
- **NUT free lunch** All campers must wash their hands each day before and after lunch. Campers may NOT purchase snacks or beverages from the vending machine. Children attending PM Care should bring additional snacks for the day. \*Refrigerators and microwaves are not available
- **Water bottle**
- **Medication (if needed)** Please see the Medication Section below for more information on drop off/pick up procedures.
- **Hats** Hats are optional but highly recommended
- **Bathing Swim and Towel** (Pool Days on Monday and Wednesday, Water Day on Friday)
- **Camp Shirt** Campers must wear their camp shirts on Field Trip days (Tuesdays and Thursdays)
- **Sunscreen** Please apply sunscreen to your child prior to camp. Send extra sunscreen in your child's backpack so that they may reapply it later in the day. Campers will need to be able to apply their sunscreen themselves, so please provide them with a product that they are able to use/apply easily without assistance.\*Summer camp staff can only assist with applying spray sunscreen
- **Bug Spray** optional, but encouraged

### 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.

### Sunscreen

Roselle Park District **does not provide sunscreen**, nor does the staff apply sunscreen to the campers. It is your responsibility to apply sunscreen on your child prior to camp and to educate your child on how to apply sunscreen. Please provide your child with a labeled sunscreen each day. Sharing sunscreen is not permitted. Please provide your camper with their own bottle. Check your child's sunscreen through the summer to see if they are running low and replace as needed. If your child is not provided with sunscreen it could result in them missing out on a swim day. Spray sunscreen as well as a face stick are recommended.

If your child is sensitive to the sun, a long sleeve swim shirt on swim days and a hat are recommended.

## GENERAL INFORMATION

### 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.
  - 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.

Any 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.

### Rain Days and Inclement Weather

In case of inclement weather, camp will run as planned. Staff will adapt activities to run indoors, this excludes swimming. Campers will be exposed to a variety of weather and temperature changes over the summer. We will use the following temperature readings as a guide for appropriate selection of camp activities:

**Caution:** 85 to 94 degrees F° physical activity may cause fatigue

**Extreme Caution:** 95 to 105 degrees F° possible heat cramps and/or heat exhaustion with prolonged exposure

**Danger:** Above 105 degrees F° possible heat stroke with prolonged exposure; heat exhaustion and heat cramps likely.

Every precaution will be taken to ensure campers' safety. We will have frequent water breaks and children will be monitored closely for overheating. All staff receive training on heat-related illnesses. We will schedule activities for shady and covered areas during outside playtime and limit outside time throughout the day. Children will be watched closely for signs of sunburn and dehydration.

In the event of thunder, children will be brought indoors immediately. Parents have the option of not bringing children to camp or picking them up early if they believe weather conditions are unsafe. Refunds will not be offered due to weather.

For swimming changes due to inclement weather, please use the Rainout Line. You can choose to:

1. Sign up for text or email alerts at this link:  
<https://rainoutline.com/subscribe/notify/2248648056/0>
2. Download the app to your smartphone
3. Call the hotline number for a recorded update: (224) 864-8056

### Activities

Mondays and Wednesdays Camp Roselle gets shuttled or walks to Kemmerling Pool.

Tuesdays and Thursdays Camp Roselle goes on field trips off site.

Daily activities consist of being outside playing games, arts/crafts, sports, as well as team building activities. Movies may be shown. All movies shown are rated "PG" or "G."

## GENERAL INFORMATION

### Lost and Found

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

### Field Trips

Camp will participate in off-site field trips. Parents should visit the Roselle Park District website for their child's field trip schedule, these are located in the 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 Coordinator. 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 registered. 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 throughout all 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 Camp participants to always exhibit appropriate behavior. The following guidelines have been established to ensure the Camp 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 Camp 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.

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.

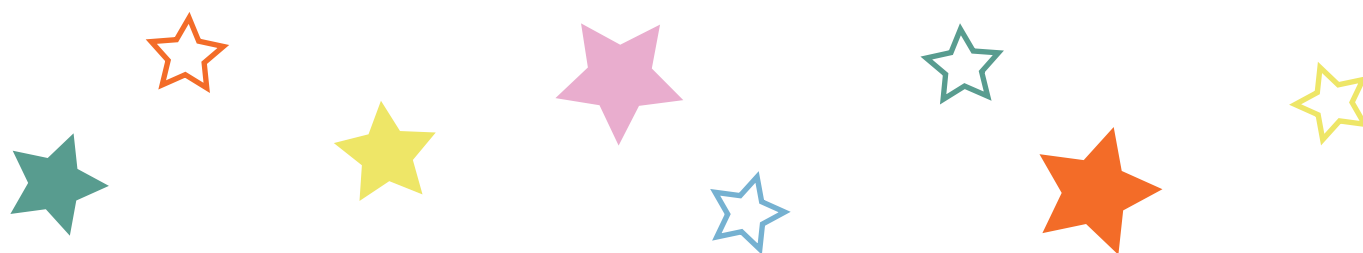
The Roselle Park District believes that standards for an individual’s behavior must be set through interaction among the participants, parents and guardians, staff, and community members of the park district, producing an atmosphere that encourages participants to grow in self-discipline and their ability 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
- 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 terminate 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.

## PARENT CODE OF CONDUCT

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. We look forward to working with you this year and cannot wait for safe, fun camp!

If you have any questions or concerns please don't hesitate to reach out to Gina Vanassche, Recreation Supervisor at [gvanassche@rparks.org](mailto:gvanassche@rparks.org) or (630) 894-1039

## HEALTH AND SAFETY

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.

### Illness

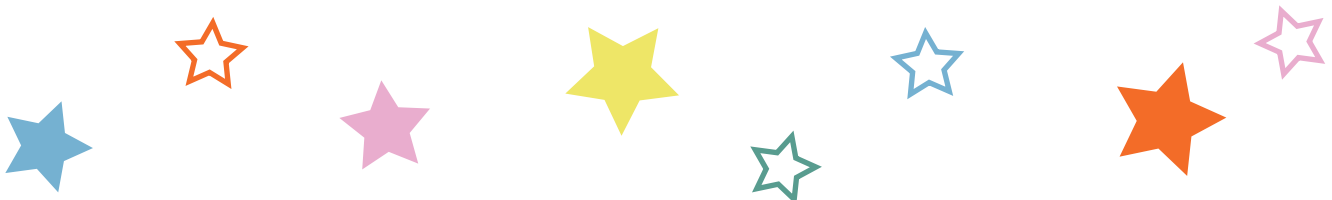
If your child is ill or has a fever, he/she should not attend camp. If your child becomes ill during the program, a parent or listed emergency contact person will be notified and asked to pick the child up. Children should not return to camp until they have been fever-free for 24 hours. In cases of a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

### Allergies

We will take every precaution necessary to protect those with an allergy. However, the Roselle Park District is not a nut or allergen free organization. No matter how mild or severe, allergies must be communicated and noted on child's forms. Dispensing of allergy medication follows the same protocol listed above. Note, the allergy action plan (included in the E-PACT app) is not required to be completed by a physician-this can be completed by a legal guardian or parent. To protect children with allergies, surfaces are cleaned before and after arts and crafts, snacks, and meals. Hands are washed before and after all meals, and food sharing is not permitted. Staff will sit near the children with allergies and ensure that others sitting near them do not have allergens in their lunch.

If a camper develops sickness symptoms while at Camp:

- Parent/Guardian will be contacted for prompt pick-up (within 30 minutes)
- The child will be isolated from other campers and as many staff as possible
- The child will wait with a designated staff member until they are picked up



## HEALTH AND SAFETY

### 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 Camp Coordinator. 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.

### 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.

Do not leave medicine in your child's backpack. All medication must be in its original container. Under no circumstance may medication be shared, including siblings.

- If medication is being dropped off, you must complete the sign in and sign out medication release form.

### 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](http://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.