



2025 Summer Camp Parent Handbook

Welcome

We're looking forward to a fun and safe camp experience. This parent handbook is intended to provide you with an overview of the guidelines that have been put in place to secure the safety and success of all the children who attend Fox Valley Park District camps. Please read through the handbook and keep it for your future reference.

Philosophy

The mission of Fox Valley Park District Camps is to provide opportunities for participants to develop a positive and confident self-image while engaging in activities that promote learning and personal growth. Our camps focus on teaching respect for their environment while developing a sense of responsibility for self and others.

Our aim is to provide warm, trusting, qualified and responsible camp counselors who understand the needs of the children and parents. We support and encourage parent involvement and open communication. It is the primary goal of the Fox Valley Park District to provide opportunities for participants to have positive camp experiences and create lasting friendships and memories.

Payment

Summer Blast Camp • Camp Blackberry Red Oak Adventurers & Legends • MVP Sports Camp

Participants choosing the 5-week session receive a 10% discount, prices listed in the Summer Camp activity guide and online registration reflect the 10% discount. A \$250 security deposit is due at registration for the 5-week session. The remaining balance for the first session will be charged on May 15, and the balance for the second session will be charged on June 15. Registrations processed on or after these dates must be paid in full.

Weekly registration is also available and must be paid in full. Registrations received after Wednesday of the previous week will incur a 10% late fee.

ePACT

The Fox Valley Park District has invested in using the software called ePACT. ePACT is a highly secure online emergency network used to collect your child's authorized pick-up list, medical and contact information.

Parents will be invited to create/update their ePACT account via a separate e-mail in May. **Please DO NOT ignore this email.** If you do not receive your ePACT invitation, please check your spam folder before contacting us to send a new invite link. Please set up your child's ePACT account using the email you received the ePACT invite. The process to complete your child's ePACT record takes 10-15 minutes. We ask that parents make their child's profile as thorough

and complete as possible. If your child already has an ePACT account from another program, please make sure to reconfirm the information and update any changes to contact information, medication, or special needs.

Your child's ePACT record must be complete prior to drop off on the first day of camp. If the record is not completed, your child will not be able to stay. If you need assistance with your ePACT account, please reach out to ePACT customer service at 1-855-773-7228 ext 2.

[ePACT details and instructions can be found at the back of this handbook.](#)

Arrivals/Dismissal Procedures

Depending on the facility at which your child is attending camp, you may be asked to participate in a circle drive/curbside drop-off and pick-up in an effort to keep the number of guests in the facility to a minimum. Facility-specific procedures will be communicated to you by your camp's Recreation Supervisor.

Children are required to be signed in and signed out each day. Children will only be released to parents, legal guardians and those designated on the pickup list in your child's ePACT. A photo ID is required at the time of pick-up.

Late Pick-Up

It's important to be on time to pick up your child at the end of the camp day. In the event you will be running late, it is the parent/guardian's responsibility to make every attempt to contact their child's camp supervisors and indicate an estimated time of arrival. Upon arrival, parents/guardians will be required to sign a Late Pickup form which will indicate the time and late fee to be applied. A late fee of \$1 per minute will be added to the child's account at the moment of pick up. The late fee will be applied to the household and not per camper. Any late fees will must be paid within 24 hours in order for your camper to continue attending.

If a parent/guardian has not been reached and is later than 15 minutes, the supervisor will start reaching out to the emergency contacts listed in the camper's ePact account. Our camp staff will maintain a positive, caring atmosphere for the camper during this time and will ensure that they are comfortable and safe.

General Guidelines & Safety

1. Campers should dress appropriately for the weather and possibly getting dirty.
2. Clothing should not be disruptive and/or inappropriate (e.g. cleavage-baring, strapless, sheer/see-through, short shorts, offensive languages or images). If a camper arrives in an outfit that is not suitable for camp, they will be asked to change or be given a camp shirt and charged for it.
3. Campers should wear closed-toe shoes each day to camp. Crocs and flip flops may be allowed under special circumstances. Camp counselors will indicate if/when they are allowed.
4. Be sure to clearly label all of your camper's belongings. Each site will have a lost and found area where all unclaimed items will be kept temporarily.
5. Staff are not responsible for any lost, damaged or stolen items. Campers are asked to keep all personal items at home.
6. Campers shall not possess any weapons or items that may be used as weapons.
7. Campers should not bring money with them to camp. Outside purchases will not be allowed.

What to Bring to Camp	Camp Blackberry	Camp by the Lake	Summer Blast Camp Eola	Summer Blast Camp Prisco	Summer Blast Camp Vaughan	Summer Blast Camp at The Wilds of Red Oak	MVP Sports Camp Eola	MVP Sports Camp Vaughan
Backpack	X	X	X	X	X	X	X	X
Labeled & Filled Water Bottle	X	X	X	X	X	X	X	X
Sunscreen	X	X	X	X	X	X	X	X
Lunch	X	X			X	X	X	X
Snack AM			X	X	X	X	X	X
Snack PM	X	X	X	X	X	X	X	X
Swimsuit	X	X			X			X
Towel	X	X	X		X			X
Spare set of clothes bagged and labeled				X	X		X	
Hat & Sunglasses	X	X	X	X	X	X	X	X
Bike Helmet		X						

Snacks/Lunch

Lunches and snacks are not provided at our day camps. Please send a lunch (with name clearly marked), two snacks and a water bottle each day in a backpack. Campers will stay with their group and eat in their home rooms. Appropriate cleaning and sanitation standards will be practiced during lunch times. Please remind your child that it's strictly forbidden to share lunch items with other campers.

Sunscreen/Bug Spray

All campers are required to supply their own sunscreen and/or bug spray, due to allergic reactions. Please make sure to label with your child's name. Reapplication reminders will occur throughout the day. Camp sites will carry a limited supply of sunscreen and bug spray.

Field Trips

On field trip days, campers should wear their camp shirts. Note: Campers may not alter the camp shirt in any way. Children should bring a swimsuit, towel and sunscreen on swim or water days. A field trip schedule will be distributed on the first day of camp.

For safety, parents/guardians will not be allowed to drop off or pick up from the field trip destination. All participants must leave from the camp facility and return to the camp facility.

Please arrive on time for field trips. Buses will leave at the scheduled time. Campers will not be able to stay at the community center if they miss the bus.

Walking Trips

From time to time, the camp groups will take short walking trips away from the camp location to visit nearby parks and trails and explore nature. These will be treated like field trips and campers are required to wear their camp t-shirts.

Electronics

If you allow your camper to carry a cellphone with them, it must be kept in silent mode and in their backpack during camp hours. If a situation arises where the camper asks to contact their adult/guardian, communication will be done through the camp site's phone with the assistance of their camp counselor or site supervisor. Counselors have the right to confiscate cellphones if they are a distraction and held until the end of the camp day when they will be returned. These guidelines apply to any and all communicative devices (cellphones, smart watches, etc).

Lost & Found

Please label all your child's items and encourage them to keep track of their belongings. The Park District and our counselors are not responsible for lost or stolen items. At each camp site, any unclaimed items will be kept in a specific location. At the end of each camp session, all items will be gathered and either discarded or donated.

Behavior Expectations

Our guidelines have been developed to help make camps safe and enjoyable for all participants. All campers are expected to exhibit appropriate behavior at all times. Additional guidelines may be enacted for specific programs as deemed necessary by staff.

The Fox Valley Park District insists that all participants comply with a basic behavior code and all parents/guardians are expected to provide support in addressing their camper's behavior.

All campers and their parents/guardians shall:

1. Show respect to all participants, staff and volunteers. Campers should follow program rules and take direction from staff.
2. Refrain from using abusive, threatening or foul language.
3. Refrain from threatening or causing bodily harm to self, others and staff.
4. Show respect for equipment, supplies and the facility.

If a camper exhibits inappropriate behavior or disregards our behavior guidelines, the following protocol will be followed:

1. Camp counselors will determine the severity of the behavior and immediately take steps to correct it. This may include:
 - A verbal warning
 - A supervised break or redirection to another activity
2. In these situations, a Behavior Discipline report may be used to clarify the infraction. The camper's parent/guardian will need to sign a copy after their camper's counselor or site supervisor has reviewed the incident with the parent/guardian.
3. A suspension from the program may be used if the infraction is a consistent distraction to campers and counselors or the behavior is deemed unsafe or threatening. In these situations, a Behavior Discipline report will be used to clarify the infraction. The camper's parent/guardian will need to sign a copy after the Site Supervisor or Program Supervisor has reviewed the incident with the parent/guardian.
4. Dismissal from the camp may be necessary should the inappropriate behavior persist, or the behavior completely disrupts the camp. The agency reserves the right to dismiss any camper whose behavior endangers their own safety or the safety of others. In these situations, the parent/guardian will be contacted for their camper to be picked up immediately. A letter of dismissal will be provided.
 - Other options may be discussed with the parent/guardian including transfer to another facility or program where inappropriate behaviors may be less prone to occur or the program has limited/reduced attendance.
 - Appeals by the participant's parent/guardian should be directed to the Facility Manager.

Inclusion Services

The Fox Valley Park District works in collaboration with the Fox Valley Special Recreation Association (FVSRA) to make reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) for individuals with disabilities. Modifications are determined in cooperation with FVSRA and may include a combination of additional training for staff, program adaptations, the use of modified equipment and when necessary, additional staff support.

Children with Individual Education Plans (IEPs) or 504 Plans

The Fox Valley Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. If your child has special medical, physical, psychological, and or emotional needs, an IEP or 504 plan from their school district, please check the "inclusion services for individuals with disabilities" box during your registration. Participation may be delayed for requests received after the suggested time frame.

Timeline for services

For new participants, FVSRA aims to complete an intake assessment within one week of receiving your request for inclusion services. Once an individual has completed intake on file, the average time to determine and coordinate modifications is two weeks. To provide the best customer service we ask for at least two weeks' notice before the start of the program to arrange modifications.

For more information on inclusion services, please visit FVSRA's FAQ page: <https://www.fvsra.org/inclusionfaq>.

Essential Eligibility Requirements

The following factors determine whether an individual can enroll in a Fox Valley Park District summer camp. In most cases, with reasonable modifications, an individual can meet the essential requirements for participation.

Capacity: Must register before the program fills

Fee: Must pay the appropriate registration fee

Age: Must be within the correct age guidelines set for the camp

Rules of conduct: Must comply with the Code of Conduct

Safety: Must refrain from placing themselves and/or others at risk with aggressive or unsafe behaviors

Relative skill: Must possess the following relative skills with or without reasonable modifications:

- Able to use a consistent form of communication to indicate basic needs and follow simple directions.
- Voluntarily engage in scheduled activities for a majority of the program time.
- Able to tolerate and function, with assistance, as a member of a larger social group (10 or more).
- Remain with the instructor, follow directions to the best of their ability and refrain from disrupting the program.
- Conduct services of a personal nature (feeding, dressing, toileting) independently.

Health

Injuries and Illness

1. If a child becomes ill during the program, a parent will be notified to pick up the child within an hour. The child must be fever, vomit and diarrhea-free without the use of medication for 24 hours before returning. If a child vomits, they must go home immediately. If a parent is unable to pick them up, emergency contacts will be called.
2. Please be considerate of other children and staff and keep your child home if they show signs of illness.
3. In case of contagious disease, please notify camp staff immediately. When necessary, participants' parents/guardians will be notified as soon as possible with out releasing any identifying details of the participant.
4. A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.
5. Paramedics (911) will be called to handle serious injuries. If a child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

Medication

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. Parents are required to complete a Permission to Administer Medication Form in ePACT for any and all medication to be administered to participants by the camp staff or the participants themselves.

All medication must be in the original container with the prescription label that includes the patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container.

Camp Staff will be responsible for holding onto camper's medication during camp hours including inhalers and epi-pens.

If you feel your child has the skills and knowledge to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a recreational program setting, you must fill out the Waiver to Release to All Claims for use of Inhaler or Auto Injector form.

Camper needs to stay at home when:

FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITALIZATION
Temperature of 100.4 deg or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head or active head lice	Redness, itching or 'crusty' drainage from the eye(s)	Hospital stay or Emergency Room visit

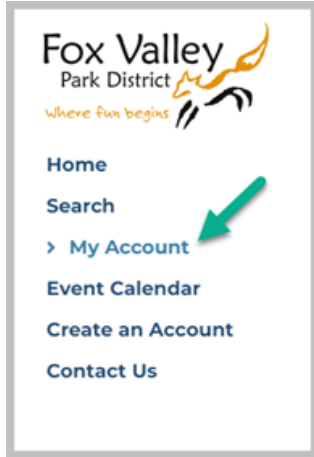
Camper may return to camp when:

Must be fever free for 24 hours without the use of fever reducing medication (Tylenol, Motrin)	Free from vomiting for at least 24 hours	Free from diarrhea for at least 24 hours	Free from itching/fever and have been evaluated by a doctor if needed	Treated with appropriate lice treatment at home	Evaluated by a doctor and have a note allowing return to camp	Released by a medical provider to return to camp
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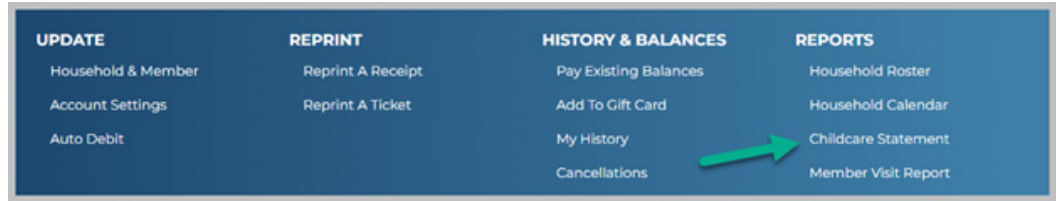
Tax Information

Childcare statements are now available through WebTrac. Login to your WebTrac account to print a copy of the statement for your tax purposes. See the steps below to navigate to and print your childcare statement:

Step 1. Login to WebTrac and select "My Account" from the menu.



Step 2. Under "Reports," click on "Childcare Statement."



Step 3. Choose the tax year and options to show totals each month and/or separate subtotals per child, if needed. Click "Submit."

Step 4. The program will then send a PDF statement to the email on file.

Hold Harmless Agreement

Please read this agreement carefully and be aware that by signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the District, including its officials, agents, program instructors, volunteers and employees.

I hereby authorize and give my consent to the District to photograph/video my child (or me), and without limitation, to use such photographs/video in connection with promoting/advertising the services, programs and facilities of the District, without consideration of any kind. I have read and fully understand the above important information, warning of risk, assumption of risk, waiver and release of all claims, and photo/video authorization.

Contact Information

Eola Community Center
630-851-8990

Prisco Community Center
630-859-8606

Vaughan Athletic Center
630-907-9600

Blackberry Farm
630-892-1550

Red Oak Nature Center
630-897-1808



MVP Sports Camp
(Eola) - Jason Grzywa
(Vaughan) - Mark Macek



Summer Blast Camp
(Eola) - Courteney Tillman
(Prisco) - Sarah Lozano
(Vaughan) - Joanne Lamb
(Red Oak) - Christy Graser



Camp Blackberry
Camp by the Lake
Laureen Baumgartner



Red Oak Camps
Christy Graser

SECURELY SHARING HEALTH AND EMERGENCY INFO USING EPACT

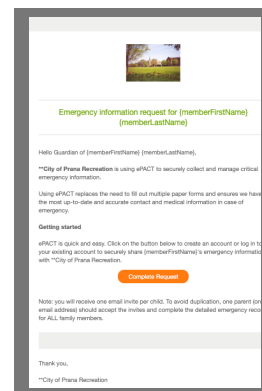
What is ePACT ?

ePACT is a secure online system designed to help organizations in your community support you and your family in any type of crisis.

ePACT is a tool that organizations like Park & Recreation Departments, YMCAs, sports associations, schools, daycares, employers and municipalities use to collect important emergency information that they used to collect via paper forms. It helps to make sure that the right data, is in the right hands at the right time.

Receive a request

1. Your organization will send you a request for each child participating in their program for this year or season.
2. Click on Complete Request to get started.



Emergency information request for (memberFirstName) (memberLastName)

Hello Guardian of (memberFirstName) (memberLastName),

**City of Prana Recreation is using ePACT to securely collect and manage critical emergency information.

Using ePACT replaces the need to fill out multiple paper forms and ensures we have the most up-to-date and accurate contact and medical information in case of emergency.

Getting started

ePACT is quick and easy. Click on the button below to create an account or log in to your existing account to securely share (memberFirstName)'s emergency information with **City of Prana Recreation.

[Complete Request](#)

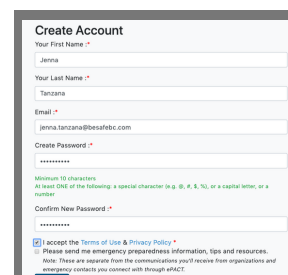
Note: you will receive one email invite per child. To avoid duplication, one parent per email address should accept the invite and complete the detailed emergency record for ALL family members.

Thank you,

**City of Prana Recreation

Create an account

1. Add your name and choose a password that is at least 10 characters long and includes a number or special character.
2. Accept our Terms of Use and now you're ready to go!



Create Account

Your First Name *

Jenna

Your Last Name *

Tanzana

Email *

jenna.tanzana@besafbc.com

Create Password *

Minimum 10 characters
At least ONE of the following: a special character (e.g. @, #, %, or a capital letter, or a number)

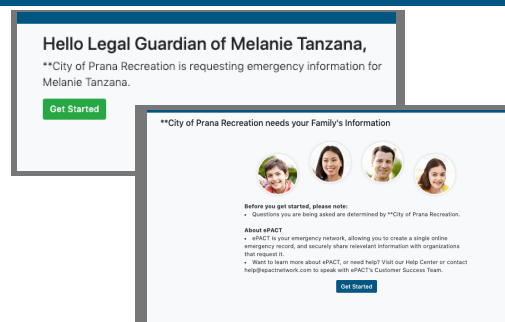
Confirm New Password *

☒ I accept the [Terms of Use & Privacy Policy](#) *

Please send me emergency preparedness information, tips and resources.
Note: These are separate from the communications you'll receive from organizations and emergency contacts you connect with through ePACT.

Getting Started

1. Read the instructions carefully.
2. Click on Getting Started.



Hello Legal Guardian of Melanie Tanzana,

**City of Prana Recreation is requesting emergency information for Melanie Tanzana.

[Get Started](#)

**City of Prana Recreation needs your Family's Information

Before you get started, please note:

- Questions you are being asked are determined by **City of Prana Recreation.

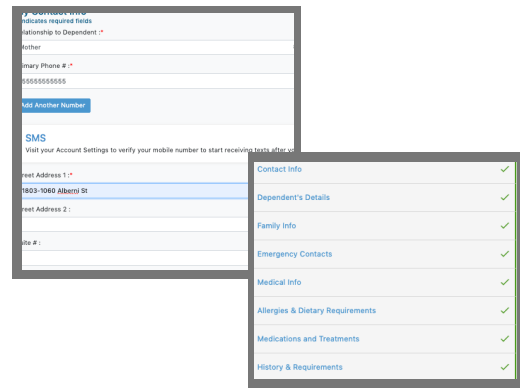
About ePACT

- ePACT is your emergency network, allowing you to create a single online emergency record, and securely share relevant information with organizations that request it.
- Want to learn more about ePACT, or need help? Visit our Help Center or contact help@epactnetwork.com to speak with ePACT's Customer Success Team.

[Get Started](#)

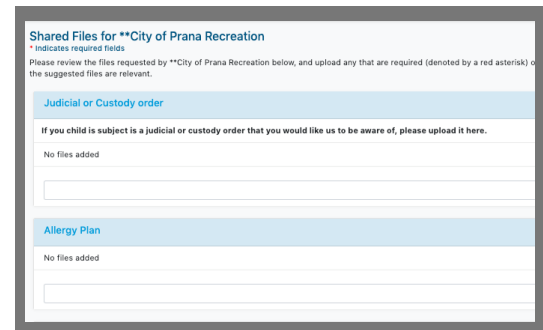
Follow the Steps

1. Answer questions on each step. Those with an * are required.
2. Ensure all the steps have a checkmark.



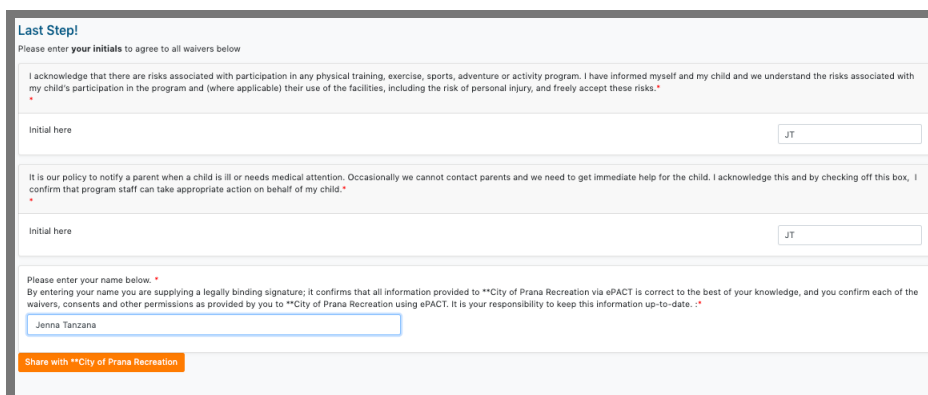
Add Additional Documents

1. You can upload additional documents like immunization records, custody orders or one of your organization's custom sheets like Medication Administration forms.



Add your initials and signature

1. Add your initials to each waiver (or agree by checkbox) and add your signature.
2. Click on the Share button to complete the process!



Success! Your organization can now see your info and you can expect an email confirmation!

For more information, or for assistance, please contact us at help@epactnetwork.com or 1.855.773.7228.

ePACT 
your emergency network

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