



Mt. Prospect Park District

Little Explorers Preschool Camp

2025 Parent Handbook

Updated January 2025

Welcome and thank you for choosing Mt. Prospect Park District 2025 Little Explorers Camp program! Your camper is about to begin a safe program that will be filled with fun in a friendly environment. Periodically, additional information may either be sent home with your child or sent through email. Please pay close attention to distributed information. It is important that you are aware of any changes.

Our goals for Camp are:

- To provide every camper with a safe, fun, and memorable camp experience that helps develop a sense of self-respect, self-confidence, respect for others, cooperation, accomplishment, sportsmanship, and an appreciation of nature.
- To provide opportunities for campers to develop emerging social, cognitive, and self-help skills by giving the campers an opportunity to establish relationships with others, make choices, and be able to accept the outcome of their choices. Campers will explore, create and express themselves at their own levels.
- To provide for the physical and emotional well-being of each camper by creating an atmosphere of warmth, safety, and acceptance; as well as providing an environment that is stimulating and allows the camper to feel a sense of belonging.
- To maintain the high quality of the day camp program through excellent instruction in activities, a mixture of traditional and innovative programming, the teaching of fun games, an emphasis on appreciation of the environment and an emphasis on camper growth.

Please review this parent handbook with your child. This information should provide answers to any questions you have about day camp. The Parent Waiver must be acknowledged prior to registering and can be found on the last page of this Handbook. If you need additional information please feel free to **contact Amy Heinrichs** at ahenrichs@mpdpd.org or 847-640-1000 x205

Camp Staff Contact Info

Please use the numbers/email addresses below to communicate with the camp directors when necessary:

Phone Number: (847) 640-1000 x227 (RecPlex Preschool Room)

Email Address: youth4@mppd.org

Location: RecPlex Preschool Room, 420 W. Dempster

Registration

- Register online through your WebStore account
- Weekly format - you **MUST** register for each week that you need. Campers **do not** automatically get enrolled from one week to the next, and there is **no auto billing**.
- Waitlist: If you see "waitlist," please fully checkout (click Finalize Purchase) and you will receive a receipt for \$0. This will hold your child's spot. In the event of an opening, the District will contact you for payment.
- Registration for each week of camp will close 2 weeks in advance
- Camp Ratio is 1:7

ePACT - NEW 2025

The Mt. Prospect Park District's Childcare programs will be utilizing a new platform called ePACT. Overall, ePACT is a cloud based, Emergency Health Record, automation platform, which is HIPAA compliant. Health/allergy/medication forms, waivers, authorized pick up information, sign in/out, will all be done now using ePACT.

Staff will carry Park District issued devices such as iPhones and/or iPads, in order to ensure access to critical information anywhere and any time during Preschool hours.

Parent/Guardian Responsibility:

- Register for camp online through the Mt. Prospect Park District Webstore
- A month or two before camp begins, those who are registered will receive an ePACT invite
- Accept the invite and create your free account. Or, login if you have an existing ePACT account
- Fill out the form (per preschooler) and submit
- This form is then populated on the ePACT dashboard for staff to utilize
- **ALL INFORMATION MUST BE COMPLETED BEFORE THE CHILD CAN BEGIN PARTICIPATION!** Staff will deny entry into the program without the ePACT documents being completed in their entirety
- Please note: You can make updates within ePACT at any time. We no longer have paper forms and staff can only view a child's emergency information via this software. (For those returning, this is replacing the Additional Questions in the Webstore. Whatever you need to update/check (authorized pick up, allergies, etc), you will now do fully on your own using ePACT).
- There will also no longer be paper sign in and out sheets, and everything will be electronic, using ePACT. All those who are dropping off and picking up, must be listed in your account. There will be drop down menus and those listed will be the only ones to choose from.

[Additional ePACT Information can be found here.](#)

Refund/Cancellation Policy

Please see the chart below for specific registration and cancellation deadlines. There will be no refunds/credits given after the listed dates. You are able to cancel on your Webstore account. If the “Unenroll” option does not appear, the cancellation period has ended for that week. There will not be any exceptions to this policy (however doctor’s notes, family hardships, school related reasons, etc. will be considered on a case by case basis).

Camp Week of	Register By: *This is the very last day to register, if spots are available. All spots may be filled before this deadline*	Cancellation / Refund / Credit deadline *Date listed, by 12:00 noon
June 2 - 6	May 12, 2025	May 16, 2025
June 9 - 13	May 19, 2025	May 23, 2025
June 16 - 20	May 26, 2025	May 30, 2025
June 23 - 27	June 2, 2025	June 6, 2025
June 30 - July 2	June 9, 2025	June 13, 2025
July 7 - 11	June 16, 2025	June 20, 2025
July 14 - 18	June 23, 2025	June 27, 2025
July 21 - 25	June 30, 2025	July 4, 2025
July 28 - August 1	July 7, 2025	July 11, 2025
August 4 - 8	July 14, 2025	July 18, 2025

What to bring daily – Please label all Personal Items

- Backpack
- Water Bottle
- Snack (peanut free)
- Sunscreen (We recommend spray sunscreen as well as the face stick sunscreen)
- Hat (optional)
- Smile!
- Camp staff may ask for miscellaneous items to be brought from home. Please refer to the weekly calendars and/or notes sent home for these extra items.
 - Weekly calendars will be emailed home. Please review them with your camper to get them excited for the listed activities!

Proper Camp Clothing

Campers should be dressed in comfortable play clothes and prepared for anticipated weather and activities. Children should wear clothes that can get soiled because daily activities involve playing outdoors, running, painting and other potentially messy fun. **Proper footwear is required.** Gym shoes or rubber-soled shoes are a must. Sandals, plastic jelly shoes, crocs, or bare feet are not considered proper footwear. Some camp days will be “water days.” These will be stated on the weekly calendars, and information will be provided on what to wear/bring on these days.

Please have your child’s belongings **clearly labeled** with his/her name.

Camper’s Personal Belongings

Please do not bring valuable items to camp, especially toys, trading cards, money & electronics. The Mt. Prospect Park District and its employees are **NOT** responsible for your child’s personal belongings. Other miscellaneous items may be needed throughout the summer which would be communicated from the camp staff. Please bring a regular size backpack to carry all supplies.

The Mt. Prospect Park District will not accept responsibility for reimbursing any loss and/or stolen items.

Snack / Water Bottle

Provide your camper(s) with a peanut free snack and water bottle. Make sure to label both items with your camper’s first and last name. There is no sharing of food allowed.

Sunscreen

The Mt. Prospect 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. Camp staff cannot directly apply sunscreen, but can assist campers in the process. Please provide your child with labeled sunscreen **EACH DAY**. Sharing sunscreen is not permitted. Please provide your camper with his/her own bottle. **Check your child’s sunscreen throughout the summer to see if they are running low and replace as needed.** Spray sunscreen and a face stick are recommended.

Drop off / Pick Up Procedures

Drop off will be in the hallway of the RecPlex Preschool Room. An authorized individual must sign in your camper upon arrival, and sign them out at dismissal using ePACT. **No refunds or make up day(s) for day(s) absent.** An Identification Card must be presented at pick up, until the staff becomes familiar with the families. ID cards will be cross referenced to the names you have in your child’s ePACT portal. If you have any changes to those who can pick up, please update your child’s ePACT portal. At all times, please remember to use caution while driving in the parking lots, park in parking spots, and follow the appropriate speed limit.

Campers must be picked up by their designated end time. There will be a \$1.00 late fee per child for every minute late. Any camper that has not been picked up, and no authorized individuals can be reached, will then be transferred to the care of the Mount Prospect Police Department.

Authorized Pick up

At least one parent/legal guardian and one authorized pick up/emergency contact must be entered into your child’s ePACT portal. These people should be authorized to pick up your child whether it’s an emergency or not, within 15 minutes. The day camp staff will not release any child to an adult whose name does not appear in your child’s ePACT portal. You will be able to add people at any time to your child’s portal. All information in the portal will be taken as current. Therefore, if there are any changes in your child’s medical information or those authorized to pick up your child, you must update that in your child’s portal.

General Illnesses/Accidents

If your child has a contagious illness; such as head lice or pink eye, this information will be anonymously shared with other camp families. An ill child must be symptom free for 24 hours before returning to camp (i.e. no symptoms for at least 24 hours). In some cases, a doctor's note will be required to return to programming.

We take the sickness of each camper very seriously. If your child becomes sick at camp (i.e. vomiting, fever, diarrhea, etc.) camp staff will contact the parent/guardian or an emergency contact immediately. Please have your emergency contacts be within 15 minutes from camp.

NO SICK CHILD CAN REMAIN AT CAMP!!!

We understand that your child's summer camp may also be your childcare. To help promote a healthy environment, we recommend setting up a "sick day" alternative for your child, before the summer begins.

If your child has an "accident" in which they soiled their undergarments and/or clothing the parent/caregiver will need to come within 15 minutes to properly clean their child and provide clean personal attire. The park district staff does not attend to any toileting needs of the campers.

The Mt. Prospect Park District does not prorate or refund missing/absent day(s) of camp.

Behavior Management

As with any large group of children, rules of discipline must be reinforced by camp staff and PARENTS. Please review this information with your camper so that he/she is aware of the consequences of their behavior. Children need to be respectful to other campers, camp staff, and the camp room/supplies. Campers must also stay with the camp group at all times. Campers may receive several minutes of a break, if they are not following directions / listening to the camp staff. Parents will be notified of any behavior issues that arise.

If a child's actions violate the Mt. Prospect Park District Control Ordinance, appropriate action will be taken.

<p>The Mt. Prospect Park District reserves the right to dismiss a child from our programs at any time if the inappropriate action/behavior by the child warrants it.</p>

Please communicate with the Camp Director regarding your child's behavior and tendencies they could have during the camp day. We believe that all children are entitled to a pleasant and harmonious environment in camp, and all must follow the guidelines set for good behavior. We hope these procedures will help curb the common forms of misbehavior. Parents must take an active role in reinforcing our safety and courtesy rules. If your child has an IEP and/or 504 Plan, please feel free to provide a copy to Amy Heinrichs and/or the Camp Staff. Having this information will help foster a successful camp experience.

Codes of Conduct and Camper Guidelines

Camp participants are expected to exhibit appropriate behavior. The following guidelines have been developed to make Park District programs safe and enjoyable. Additional rules, policies, and guidelines may be developed as deemed necessary by staff. A firm positive approach will be used regarding their behavior. The Mt. Prospect Park District reserves the right to dismiss a participant if their behavior is detrimental to other campers or staff. Each situation will be evaluated on its own merit. Please review the following camp policies with your child.

- Talk in a pleasant manner, no foul language or put downs.

- RESPECT other campers, counselors, and their belongings and the natural environment.
- Refrain from disparaging remarks to include comments against an individual's race, ethnic background, religion, physical appearance, or disabling condition.
- Treat all equipment and supplies with proper care and respect.
- Remain with your group and camp counselor at all times unless directed to do otherwise.
- Refrain from causing bodily harm to self, other participants or staff.
- BE SAFE – always follow all camp rules.

Charts and/or other behavior management strategies may be put in place for more minor situations that come up during the camp day.

Other Daily Activities:

Preschool campers will stay at their camp location throughout the day. Outdoor walks and activities will happen if weather permits. There will be no swimming, but water days (slip n slides, water balloons, water/sand tables etc.) will be noted on the weekly calendars. It is our goal to both entertain and engage the campers all day long. Campers will enjoy the outdoors as much as possible.

Cleaning / Sanitation

All campers and staff are required to wash their hands and/or use hand sanitizer upon arriving at camp, and throughout the day as deemed necessary. Please continue to educate your child on the importance of personal hygiene. Highly touched surfaces and objects will be sanitized regularly.

Parent Code of Conduct

Parents and guardians are expected to exhibit appropriate behavior at all times while participating in any program, event or activity with the Mt. Prospect Park District. It is recommended that parents discuss with their children the activities that are planned for each day and while their child may wish not to participate in a specific activity, he/she is still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for particular programs as deemed necessary by staff.

- Show respect to all participants and staff, and take directions from staff.
- Refrain from using abusive or foul language on Park District property and/or towards staff.
- Refrain from causing bodily harm to self, other participants or staff.
- Show respect to equipment, supplies and facilities, and teach your children to do so as well.
- Follow safe driving practices in our parking lots / on MPPD grounds

***We ask that all general rules of good conduct and courteous behavior be observed.**

Although we understand this may be our child's first camp experience, parents are requested **not** to remain on the campground site/room during a camp session. Our program helps to promote a sense of security and independence without the presence of parents for our campers.

The Mt. Prospect Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in or viewing of any program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

Medical/Disability

It is the responsibility of the parent or guardian to notify and inform the Park District, at the time of registration, of any medical condition or disability. The Park District does not employ any nurses, doctors or other staff who are licensed, certified, or trained to provide medical diagnoses or care to patrons. We are generally able to assist with the

self-administration of medication (reviewing each particular request on a case-by-case basis), but we do not allow staff to diagnose medical situations or perform invasive or complex emergency procedures. **Any medication, including EpiPens and Inhalers (over the counter or prescription) will need to be kept in the possession of the staff in the camp first aid bag. This will travel everywhere with the camper. Proper Permission to Dispense forms must be filled out in your child's ePACT portal (and reviewed prior to the camper starting, to ensure it is a reasonable accommodation).** Epi-Pens and Inhalers will require a secondary form which can be found in your campers ePACT portal.

Please allow at least 2 weeks for all NWSRA Inclusion requests, however the earlier the better. Contact Amy Heinrichs at ahenrichs@mppd.org if you would like to request a one-on-one aide for your camper.

Custody Situations

Both parents will be allowed to pick up their child at any time, unless they provide legal documentation such as court orders explaining their custody arrangement. You will have the option to upload all pertinent information/documentation in your ePACT account.

Wait List Participants

If you are on the waiting list for a particular week(s), you will be emailed if and when an opening occurs. Please do not put in personal requests with the camp staff. They do not have the ability to allow campers into the camp from the waiting list.

Receipts

Camps are recreation programs but depending on your circumstances the cost of the program may qualify as child care for a tax deduction. Please retain your receipts for tax purposes. MPPD does not send out a tax statement. You may login to your webstore account to print your receipts at any time.

Insurance Information

The Mt. Prospect Park District assumes no liability for injuries or accidents that occur at programs, activities, field trips, parks and facilities. The Park District does not carry medical or hospitalization insurance for program participants. Such insurance would make program and user fees prohibitive. Your individual health care policy must cover all of your medical needs.

Emergency Procedures in case of injury

For any child who is injured, the Mt. Prospect Camp Staff will provide basic first aid on minor injuries. If a child is injured and required more than basic first aid, the following first steps will be taken:

- A. Call 911
- B. Attempts to contact a parent or guardian.
- C. Attempts to contact an emergency contact(s) listed.
- D. If necessary, the child will be transported to an emergency facility by ambulance, accompanied by a staff member

Lost and Found

Please Label everything your child brings to camp with his/her first and last name. The camp staff does their best to help the children keep track of their personal belongings, but we are **NOT responsible for lost or stolen items!** Please talk with your child about their responsibility as a camper to keep track of their belongings throughout the day.

ADA and Special Accommodations

The Mt. Prospect Park District has a cooperative agreement with Northwest Special Recreation Association. This team of therapeutic recreation professionals provides inclusion assistance for park district programs. If

you would like to consider additional support for your child, please contact Amy Heinrichs. If the teachers feel support is needed for a child they will have a conversation with the parent/guardian to set up at time for an observation from NWSRA.

Staff Training

All camp staff will receive training on general summer and safety procedures. Camp staff varies from both new and returning staff. Directors are CPR and first aid certified (counselors are strongly encouraged).

As stated in our brochure and remaining consistent with other park programs, no refunds or credit will be granted due to a camper's absence. We cannot prorate due to illness or vacations because we cannot fill the small portion of a camp's vacancy and our overall cost does not decrease due to the absence of several campers.

THANK YOU AND WE ALL ARE LOOKING FORWARD TO A WONDERFUL 2025 SUMMER!!!

LITTLE EXPLORERS PRESCHOOL CAMP 2025 PARENT WAIVER

Updated January 2025

REGISTRATION

I understand camp is week to week, rather than session format, and there is no auto enrollment. Registration for each week closes 2 weeks in advance. I must register online, through the Webstore. I have reviewed and understand the refund policy.

DAILY OPERATIONS

Upon drop off, I will acknowledge that my camper(s) is healthy. I will also make sure they have a snack and water bottle, as well as necessary supplies.

ACTIVITIES

The registered camper(s), under counselor supervision, has my permission to take walks or participate in indoor and outdoor activities throughout the summer.

BEHAVIOR

I will have a discussion with my child(ren) about the appropriate behavior that is expected at camp. If this behavior is not followed, I understand that the counselors and directors have policies that will need to be enforced.

PARENT HANDBOOK

I have read the Mt. Prospect Park District Little Explorers Summer Camp Parent Handbook prior to registering for camp. In addition, I will follow all guidelines as stated in the parent handbook.

I have read the above information and understand/agree with Mt. Prospect Park District camp format. I understand this information may be subject to change.