



Welcome to Outdoor Adventure Camp 2025!

Everyday will bring us closer to nature with hands-on activities including both indoor and outdoor fun.

Our goals for camp are:

1. To provide a safe, supervised, constructive environment for your child.
2. To encourage enjoyment and appreciation of nature through planned activities.
3. To provide your child the opportunity to work and play as a member of a group while expressing their own unique contributions.
4. To develop healthy habits, a sense of fair play, respect for the world of nature, property and others.

There will be one Camp Director who will be your main point of contact throughout the summer. Counselors vary week to week based on availability and enrollment numbers. We have a variety of returning and new camp counselors!

**Contact Information:**

OAC Email Address: [youth7@mppd.org](mailto:youth7@mppd.org)

Friendship Park Conservatory Phone Number: 847-298-3500

**General Details:**

-Camp runs 9:30 AM-12:00 PM

**Registration**

- Register online through your WebStore account
- Weekly format - you **MUST** register for each week that you need. Campers **do not** get automatically 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 closes a few weeks in advance. Please see below for exact details.
- Camp Ratios will be between 1:8 and 1:10
- Please see the brochure for camp registration codes. Options are only M/W/F or T/TH. There are no day switches.

**Registration deadlines / 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 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
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 to Camp Daily – Please label all Personal Items with camper's first and last name!**

- Personal Backpack with all daily necessary supplies
- Water Bottle
- Snack (peanut free)
- Sunscreen - We recommend spray sunscreen as well as the face stick sunscreen
- Bug Spray (optional)
- Hat (optional)
- Smile!

Weekly calendars will be emailed home. Please review them with your camper to get them excited for the listed activities! Dress up days / special activities / special snacks will also be listed, so please make sure to read carefully so you do not miss any important information!

**ePACT - New in 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 camp 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 camper) 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, life jacket, 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.](#)

#### **Attendance**

If your camper is unable to attend camp due to illness, vacation or other reasons, please send an email to [youth7@mppd.org](mailto:youth7@mppd.org) and/or Kristina Winans at [kwinans@mppd.org](mailto:kwinans@mppd.org). Please state your child's name, and the dates they will not be attending.

If your child attends camp with any symptoms of illness or is not feeling well during camp, we ask that they be picked up immediately to maintain a healthy and safe environment for all campers and staff.

Campers will generally be grouped into 2 age groups: ages 5-7 and ages 8-12 years old. Some rotations will be separated, and larger group activities will be done as a whole group.

#### **Drop off / Pick up / Authorized Pick Up**

For drop off, please park **in a parking spot**, walk into the campsite, and sign your child in. Campers are not allowed to sign themselves in. Do not park in the fire lanes!

For pick up, please park in a parking spot, walk indoors, go to the camp room, and sign out your camper. **An Identification Card must be presented at pick up**, until the staff becomes familiar with the families. Staff will cross reference the authorized pick up list to the ID. Any changes in those authorized must be submitted via ePACT. Verbal and or emails with changes will not be accepted. All of this must be documented in ePACT.

At all times, please remember to use caution while driving in the parking lots and follow the appropriate speed limit.

On your ePACT portal, at least one parent/legal guardian and one authorized pick up/emergency contact, including phone numbers, must be entered. You may also upload their photographs to ePACT. 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 is not in your camper's portal. All information entered will be taken as current unless updated by a parent. Therefore, if there are any changes in your child's medical information or those authorized to pick up your child, you must update ePACT right away. There will be no verbal and/or written consents.

### **Proper Clothing**

Campers should be dressed in play clothes that can get dirty. Daily activities involve playing outdoors, making crafts using a variety of messy materials, and large group play. **PROPER FOOTWEAR IS REQUIRED.** Gym shoes, rubber soled shoes or outdoor sandals are a must and socks are strongly encouraged.

### **Food & Drink**

All campers must bring a snack (not a full meal) & water bottle labeled with their first and last name. The snack break will occur around 10:30/11:00 AM, and last about 15 minutes. Snacks are not to be shared.

### **Behavior/Discipline**

As with any large group of children, rules must be respected and will be enforced by camp staff in conjunction with parents. Following is a list of common behavior problems that will not be tolerated; please review the list with your camper.

- Bullying
- Disruptive behavior
- Swearing, bad language
- Leaving the group without permission
- Hitting, biting, kicking or other method of physical harm
- Stealing
- Destruction of property
- Antagonizing other campers or derogatory remarks about a fellow camper
- Disrespect towards a counselor or any staff member

First offense will result in a verbal warning. The second offense results in a one day suspension. Third offenses result in removal from the program. The Mt Prospect Park District reserves the right to dismiss a child from its programs at any time if inappropriate behavior by the child warrants it.

For more minor offenses, campers will first receive a verbal warning, followed by a break from the daily activities, if needed. Parents will be notified at the time of pick up if any of these behaviors occur during the camp day.

Children are entitled to a pleasant and harmonious environment in camp. All must follow the guidelines set for good behavior. This will allow us to work with all children in a positive environment. We rely on parents and caregivers to partner with us and take an active role in enforcing our safety and courtesy rules.

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

### **Medical/Disability**

It is the responsibility of the parent or guardian to notify and inform the Park District 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 Epi Pens or 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 also be completed (and reviewed prior to the camper starting, to ensure it is a reasonable accommodation) on your camper's ePACT account.** Epi-Pens and Inhalers will require a secondary form. Please remember to take back your medication at the end of the summer / last camp attendance 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 Kristina Winans. If the staff 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.

Please allow at least 2 weeks for all NWSRA Inclusion requests, however the earlier the better. Contact Kristina Winans at [kwinans@mppd.org](mailto:kwinans@mppd.org) if you would like to request a one-on-one aide for your camper.

### **Medical / Emergency Procedures**

If your camper is injured, our staff will take whatever steps necessary to obtain emergency medical care. Our staff will provide basic first aid for minor injuries and you will be informed of any incidents and treatments given when your child is picked up. In case of serious injury, an ambulance or paramedic will be called. We will contact a parent or guardian immediately. A staff member will remain with your camper until you arrive.

1. The names of 2 people other than a parent or guardian must be listed with phone numbers.
2. Staff will not release any child to an adult that does not appear on ePACT
3. Please update any changes to authorized persons or medical information as soon as possible.

### **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!!!***

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.**

**Personal Belongings**

The Mt. Prospect Park District and its employees are **NOT** responsible for your camper’s personal belongings. Please refrain from having your camper bring unnecessary personal belongings to camp. MPPD will not accept responsibility for reimbursement of any lost items. Please do not send any electronic devices. Cell phone usage is prohibited. Please do not bring anything that could be considered a weapon.

**Weather / Sunscreen / Bug Spray**

Weather permitting, we will be outdoors daily, so please make sure your camper is wearing sunscreen and bug spray before they come to camp. MPPD will not provide sunscreen or apply it to your camper. It is highly recommended to pack sunscreen and bug spray daily, and campers will be encouraged to apply throughout the day. Campers will not be allowed to share unless they are from the same household.

The activities scheduled depend a great deal on the cooperation of the weather. We will still conduct activities outside in a light drizzle. Please make sure to label all clothing items when sending rain gear, light jackets etc.

The Mt. Prospect Park District does not provide sunscreen, nor does the staff directly 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 name labeled sunscreen bottle/spray **EACH DAY**. Sharing sunscreen is not permitted. **Check your child’s sunscreen throughout the summer to see if they are running low and replace as needed.** Spray sunscreen as well as a face stick are recommended. We do not want campers missing out on activities if they do not have sunscreen.

**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.

We are looking forward to fun adventures with your campers!

Kristina Winans

[kwinans@mppd.org](mailto:kwinans@mppd.org)

(847) 640-1000 x210

Early Childhood & Youth Manager