

PEORIA PARK DISTRICT



Summer Day Camp Parent Guide

2025



Peoria Park District Summer Day Camp Parent Guide

Peoria Park District Camps goal is to provide a safe, active, and engaging experience for all campers to learn new things, connect with others, and explore.

This guide applies to all Peoria Park District summer day camps and should enable you to become more familiar with our policies and procedures. Policies apply to the Counselor In Training program as well. Please read through this manual and keep it for future reference.

The Peoria Park District offers a wide variety of programs throughout the year. These programs include sports, arts, games, swimming, field trips, and much more. More information about specific programs can be found online at www.peoriaparks.org or call the Noble Center at 309-682-1200.

If you have any questions about the following day camps or services, please contact:

Ancient Oaks Day Camp

Tom Miller, Sommer Farm Manager
Sommer Farm
6329 N. Koerner Road
Edwards, IL 61528
309-657-8855
tmiller@peoriaparks.org

Lakeview Day Camp

Jess Main, Out of School & Camp Manager
Lakeview Recreation Center
1013 W. Lake Avenue
Peoria, IL 61614
309-681-3546
jmain@peoriaparks.org

RiverPlex Day Camp

Jess Main, Out of School & Camp Manager
RiverPlex Recreation & Wellness Center
600 N.E. Water Street
Peoria, IL 61603
309-681-3546
jmain@peoriaparks.org

Proctor Center Day Camp

Julie Craghead, Education Manager
Proctor Center
309 S. DuSable
Peoria, IL 61605
309-673-9183
jcraghead@peoriaparks.org

Zoo Camp

Julie Brunton, Zoo Educator
Peoria Zoo
2320 N. Prospect Rd.
Peoria, IL 61603
309-681-3516
jbrunton@peoriaparks.org

Inclusion Services for All Day Camps

Katie Van Cleve, Executive Director
Heart of Illinois Special Recreation Association
8727 Pioneer Road
Peoria, IL 61615
309-691-1929
kvanclave@hisra.org



TABLE OF CONTENTS

ACA Accreditation.....	4	Van / Bus Safety	9
Registration.....	4	Personal Items	9
Installment Billing.....	4	Inappropriate Use of Equipment	9
Camper Information – ePACT.....	4	Clothing	9
Refunds	4	Clothes Wetting Emergencies	10
Waitlist	5	Lost & Found	10
Inclusion Request Procedures	5	Food / Meals	10
Sign In / Sign Out Procedures.....	6	Food Allergies / Restrictions.....	10
Late Pick-Up	6	Water	10
Behavior Expectations.....	6	Injury & First-Aid	10
Health and Safety.....	7	Participant Illness	11
Non-Acceptance / Dismissal	7	Inclement Weather Plan	11
Medications	7	Parent Communications.....	12
Sunscreen & Bug Spray.....	8	Text Communications.....	12
Staff	8	ePACT Information.....	13
Attendance/Participation.....	8	ePACT Instructions.....	14
Field Trips	9		
Swimming.....	9		

Updated 1.7.25

1. American Camp Association

The Peoria Park District is proud to announce that all our camps are accredited by the American Camp Association (ACA). This nationally recognized program, developed exclusively for the camp industry, focuses on program quality, health and safety issues. It also requires us to review every facet of our day camp operations on an annual basis. We have voluntarily submitted to this independent audit by camp experts and have earned this mark of distinction. For more information on the standards required to receive accreditation, please visit www.acacamps.org/accreditation

2. Registration

You may register for camp online at www.peoriaparks.org or in person at Lakeview, RiverPlex, Proctor, or the Noble Center. To register for camp in person you will need to fill out a registration form on site and hand it in with payment for the chosen sessions.

Camp space is limited so early registration is necessary to ensure your child a spot at camp. Child must be the required age by the start of the session.

The registration process will include submitting camper information to ePACT.

3. Installment Billing

Camp fees can be paid in weekly installments through an automatic installment billing process. Installment billing must be set up at the Noble Center, RiverPlex, Lakeview, or online. A \$40 per-week non-refundable initial fee will be charged at the time of enrollment into installment billing (\$30 for Proctor).

Installment billing must be set up as an automatic charge/debit to a credit card. All charges will be processed the Monday two weeks prior to the respective camp week (example: if the camp week begins Monday, June 15, your account will be charged for that week on Monday, June 1.) For more information on installment billing, please contact the registration office at 682-1200.

4. Camper Information - ePACT

Camps are using ePACT Emergency Network to gather all important camper health and personal information. This will create a paperless, streamlined process for parents/guardians to enter and update information at any time across all camps. Upon registering for camp, you will receive an email from ePACT inviting you to create a free web-based account to enter your camper's information. Following the prompts, you will share information such as:

- | | |
|---------------------------------|---|
| -Campers name, DOB, and school | -Medications needed during camp |
| -Medical or behavioral concerns | -Authorized pick up adults/emergency contacts |

Each camper must have this completed *prior* to the first day of camp. Campers will not be accepted without their information submitted.

If your camper has medications, allergies, or other special considerations please ensure information is submitted a week before the start of camp to allow for proper review.

Special accommodations, such as assistance in setting up the account can be made upon request to the camp director. If your child is prone to seizures please contact your director asap to fill out additional forms.

If you have previously filled out ePACT forms you can update your information at anytime by logging into your account at www.epactnetwork.com A reconfirmation of your information will be requested every year.

Further information about ePACT, why we are using it, and how to access it is available at the end of this guide.

5. Refunds

Please read the Refund Policy for Day Camps carefully as this policy is different from the normal class/program refund policy of the Peoria Park District.

- The Peoria Park District must receive a written notice of cancellation of day camp **no later than 8:30 AM on the Monday prior to the start of the week of camp you are cancelling** in order to receive a full refund minus a **\$40.00 per week, per child** cancellation fee (\$30 for Proctor).
- NO REFUNDS will be issued if you submit your cancellation request later than 8:30 on the Monday prior to the start of the week of camp you are cancelling.
- Cancellation requests may be emailed to registration@peoriaparks.org.

Please see the tables below regarding charges and cancellation deadlines. Please plan accordingly.

CANCELLATION DEADLINES BY CAMP WEEK

	You will be charged a \$40 per week, per child cancellation fee, and refunded any additional amounts paid, if request is received:	You will receive NO REFUND if request is received:
Week beginning 5/27/2025	By 8:30 AM on 5/20/2025	After 8:30 AM on 5/20/2025
Week beginning 6/2/2025	By 8:30 AM on 5/26/2025	After 8:30 AM on 5/26/2025
Week beginning 6/19/2025	By 8:30 AM on 6/2/2025	After 8:30 AM on 6/2/2025
Week beginning 6/16/2025	By 8:30 AM on 6/9/2025	After 8:30 AM on 6/9/2025
Week beginning 6/23/2025	By 8:30 AM on 6/16/2025	After 8:30 AM on 6/16/2025
Week beginning 6/30/2025	By 8:30 AM on 6/23/2025	After 8:30 AM on 6/23/2025
Week beginning 7/7/2025	By 8:30 AM on 6/30/2025	After 8:30 AM on 6/30/2025
Week beginning 7/14/2025	By 8:30 AM on 7/7/2025	After 8:30 AM on 7/7/2025
Week beginning 7/21/2025	By 8:30 AM on 7/14/2025	After 8:30 AM on 7/14/2025
Week beginning 7/28/2025	By 8:30 AM on 7/21/2025	After 8:30 AM on 7/21/2025
Week beginning 8/4/2025	By 8:30 AM on 7/28/2025	After 8:30 AM on 7/28/2025

CANCELLATION FEES BY CANCELLATION VOLUME

Number of Children Being Removed From Camp					
Number of Weeks Being Cancelled	1	2	3	4	5
1	\$ 40.00	\$ 80.00	\$ 120.00	\$ 160.00	\$ 200.00
2	\$ 80.00	\$ 160.00	\$ 240.00	\$ 320.00	\$ 400.00
3	\$ 120.00	\$ 240.00	\$ 360.00	\$ 480.00	\$ 600.00
4	\$ 160.00	\$ 320.00	\$ 480.00	\$ 640.00	\$ 800.00
5	\$ 200.00	\$ 400.00	\$ 600.00	\$ 800.00	\$ 1,000.00
6	\$ 240.00	\$ 480.00	\$ 720.00	\$ 960.00	\$ 1,200.00
7	\$ 280.00	\$ 560.00	\$ 840.00	\$ 1,120.00	\$ 1,400.00
8	\$ 320.00	\$ 640.00	\$ 960.00	\$ 1,280.00	\$ 1,600.00
9	\$ 360.00	\$ 720.00	\$ 1,080.00	\$ 1,440.00	\$ 1,800.00
10	\$ 400.00	\$ 800.00	\$ 1,200.00	\$ 1,600.00	\$ 2,000.00

6. Waitlist

If the program is full, additional registrations will go on a waitlist. If a space opens up participants on the waitlist will be contacted to see if they are interested in attending.

7. Inclusion Request Procedure

If an ADA accommodation is needed to support an individual within any Peoria Park District program, it should be noted on the registration form at time of registration. An accommodation can be made for any individual based on their Individual Education Plan (IEP) goals and/or diagnosis. Some of the supports available can be, but are not limited to, extra staff support, behavior plans, rule modification or supply adaptation. If special accommodations were not included on registration form, the parents can contact the Program Coordinator as soon as possible. They will in turn contact Heart of Illinois Special Recreation Association (HISRA) and a review of the request will occur. **An accommodation can take 1-2 weeks so please contact early.**

Accommodations will be evaluated on a case by case basis. Campers with more involved medical needs may not be able to be accommodated as there is no medical personnel on staff.

Accommodations may not be available if requesting once the summer season has begun, dependent on staffing levels. If you have questions on if your camper could benefit from accommodations please contact your camp director, or HISRA, as early as possible to discuss options.

8. Sign In / Sign Out Procedures

All campers must be signed in at the beginning of the camp day and signed out at the end of the program. Children will only be released to individuals that are listed as a guardian or emergency contact within the ePACT system. Changes or additions can be made to this through your account at any time.

Please bring your photo ID with you when signing out your child every day. Individuals will be asked to show their ID when picking up a child to verify that they have been given permission to do so in the ePACT system. We do this to ensure the safety of all of our participants.

If the camp staff has any questions about an individual's authorization to pick up your child, you'll be contacted before your child is released.

While we will always attempt to follow parental wishes, the Park District cannot stop a listed parent from picking up their child unless we are provided court documents specifying guardianship. Please work with Camp Director to provide proper documentation, if needed.

Sign-In – Location of sign in (indoor vs outdoor) will vary between sites. More information will be sent out the week prior of your session. Please walk with your camper to the camp supervisor checking in and state your name and your campers name. You may be asked health wellness screener questions. You will be asked to initial on an iPad to sign in. Please report any concerns or updates at this time. You will likely *not* speak with your camper's specific counselor unless there is a special circumstance or request. Any notes or concerns can be told to the supervisor/staff checking in and will be relayed to their group counselors.

Sign-out – Please pick up at your sites designated location (specific info will be sent the week before). The camp supervisor checking out will ask for your camper(s) name and request your ID. Please **have a photo ID ready every time**, staff will be confirming that the individual is on the designated pickup list. You will be asked to sign your initials on an iPad. Upon sign-out, please wait in the designated location, staff will help campers gather belongings and lead them to their designated pick-up adult.

9. Late Pick-Up

Campers *must* be picked up by the designated end time (5pm for most camps). Each late pick up will be tracked, and habitual tardiness will result in suspension from all PPD camps. *Note: The Park District shall make every reasonable effort to contact persons authorized by you to pick up your child. If we are unable to arrange pick-up within 30 minutes, we will request the assistance of the Peoria Park District Police Department.*

10. Behavior Expectations

We want camp to be a safe and fun place for all. To do this we require all campers, and guardians, to behave in a respectful manner. When unacceptable choices are made, they will be discussed with a counselor on why it was a poor choice and how to make a better choice going forward. We ask for parents/guardians assistance in enforcing positive and respectful behavior with campers. If there are tactics, such as behavior reward charts, that your camper typically utilizes please inform us.

A successful camper will:

- Participate in all aspects of camp
- Stay with your group
- Treat others with kindness and respect
- Speak politely and use positive language
- Listen to staff on the first instruction

- Put all equipment away and use it correctly
- Follow all safety rules
- Not utilize electronics from home

When campers are unable to meet these expectations staff will use a progressive discipline, depending on the severity of the offense. More severe behaviors may result in skipping steps in the discipline procedures.

Level 1 offenses: refusal to follow directions, profanity/obscenity, damage to supplies/equipment, inappropriate remarks, provoking conduct and disrespect to others.

-A Level 1 offense leads to camper sitting out for discussion, and parent notification at pick up.

Level 2 offenses: inappropriate physical contact, elopement, intimidation/threats, discriminatory conduct, bullying, and vandalism.

-A Level 2 offense leads to a camper being immediately sent home for the day.

Level 3 offenses: fighting/biting/kicking/hitting/etc., theft, disregard for safety of self/others, sexual misconduct, use/possession of a weapon, and major property damage

-A Level 3 offense leads to a camper being immediately sent home for the day, plus suspension for an additional 2 full days.

- Three Level 1 offenses in one session (week) result in being sent home plus a full day suspension.
- Two level 2 offenses in one session result in being sent home plus a full day suspension.
- Two level 3 offenses in one summer season result in expulsion for the remainder of summer.
- A camper may only be suspended twice in one summer. On the third would be suspension, they will be expelled for the remainder of the summer season. Steps may be skipped if the situation warrants it.

11. Health and Safety

PPD camps will *not* have medical personnel (registered nurses, doctors, etc.) on site. All directors, supervisors, and other designated staff members are trained and certified in first aid and CPR. Emergency Medical Services (911) will be utilized in case of emergency. Campers will be treated by EMS and transported to the nearest hospital via ambulance, if necessary. Parent/guardian will be contacted immediately if 911 is called. Camper will remain accompanied by a PPD staff member until guardian arrival if transported.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each staff member is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated. Internal accident/incident forms will be filed when events occur and guardians will be verbally notified of the events and actions taken.

12. Non-Acceptance/Dismissal

A participant may not be accepted into the program if:

- Parent/guardian fails to return or fully complete the registration, information, and emergency contact forms (ePACT).
- Payment is not made by the start of the program session or arranged payment plan.
- Behavior of the participant or parent is harmful to self and/or others according to our behavior procedures.
- Habitual tardiness in pick-up is grounds for dismissal from the program.

13. Medications

Some participants may need to be given medication during the program. In order for the Peoria Park District to be able to dispense prescription or over-the-counter medication, these guidelines must be followed:

- Parent/guardian must sign the waivers in the ePACT information system and supply all requested information, including:
 - Type of medication and dosage
 - Time medication should be administered
 - Specific instructions

- Only prescription medications in original containers with the doctor’s name and the dosage on the label will be accepted.
- Send the designated amount that will be dispensed by authorized staff (director or supervisors only) for the duration of the camp. A log will be kept of the medication as it is dispensed. Peoria Park District staff will secure all medicine in a locked location. Please hand the medicine at drop off to the Camp Supervisor or Director, only. For the safety of all campers, children are not permitted to keep non-emergent medications with them.
- Over the counter medicine is *not* provided by camp. If your camper will require it, please fill out the permission and information forms within ePACT and bring the medicine in its original container. Please include specific information on when to dispense medication.
 - Ex: If sending Tylenol, please elaborate on the specific symptoms a camper must complain of to dispense medication on an as needed basis. For instance, please write out in the instructions “100mg if child complains of a headache” You will be contacted before medication is dispensed if there are questions on if it is necessary, as we do not have medical personnel on staff.
- PPD can only dispense medication taken orally, inhaled, or emergently injected. For all others please contact the camp director to discuss special accommodation options.
- If your camper requires an emergency auto-injector you will be contacted prior to camp to verify information and their action plan.

If the participant is going to self-administer and self-carry a prescribed inhaler or auto-injector, parents must sign the Waiver and Release of All Claims for Self-Administration of Inhaler or Auto-Injector form, when prompted in ePACT. If a parent or guardian does not choose to authorize his/her child to self-administer an inhaler or auto-injector but wants Park District personnel to store, dispense and/or assist with administration, they must fill out the medication information and sign off approval for staff to administer the inhaler or auto-injector when prompted in ePact. You may be contacted prior to camp to verify details.

Please reach out to your camp director with questions or concerns on properly filling out medication information within ePACT. Medications can be updated as needed at any time by logging into your account.

14. Sunscreen and Bug Spray

Parents/guardians are responsible for applying the first layer of sunscreen prior to morning drop-off. Camp staff will take all reasonable and appropriate steps to help each child reapply our provided spray-on sunscreen to exposed skin – including the face, the tops of ears, and bare shoulders, arms, legs, and feet prior to campers’ participation in outdoor programs. If your child is sensitive to the sun, please send your child with a swim shirt for swimming.

Ancient Oaks, Lakeview, RiverPlex, and Proctor camps will not provide bug spray, campers may bring their own if they wish. *Zoo Camp WILL provide bug spray that is safe for use around animals; Please use only the spray provided.

15. Staff

Our trained staff will lead your child in arts and crafts, fitness activities/lessons, educational lessons/experiments, sports, games, team building, and other various fun and safe activities. There are staff members who are CPR certified and trained in first aid and safety procedures who will be on duty at all times. Our staff encourages open communication to ensure that your child has the best possible camp experience with us. Please feel free to stop by or call to discuss any comments or questions with the supervisors. Camps will operate in a 1:6 counselor to child ratio for children ages 5, a 1:8 ratio for children ages 6-8, and a 1:10 ratio for children ages 9-13. All Peoria Park District summer camp employees are Illinois Department of Children & Family Services Mandated Reporters. All employees have completed the DCFS online mandated reporter training.

16. Attendance and Participation

Children are encouraged and expected to participate when present, unless sick or injured, in which case parents will be notified and the child will be sent home.

17. Field Trips

Camps may take field trips throughout the summer and will be using various modes of transportation (i.e. certified bus company or 15-passenger vans). Details about field trips can be found at each camp's sign in/sign out desk, and information will be sent out the week prior. Permission forms will be required for each camper for each individual field trip, provided the week of. If you believe your child may need accommodations for a field trip you must notify the camp supervisor 24 hours prior to trip. If you elect for your camper to not attend/participate in a field trip you must notify the director and make other arrangements for them to not attend camp during the trip. Alternatives will not be available and campers will be unable to remain at camp. Concessions, vending, or souvenirs will never be available on any field trip. Please do not send campers with money.

18. Swimming

If your child's camp is going swimming, campers are expected to wear appropriate swim wear and bring a towel. Swimsuits allowed include swim trunks for boys and one piece or standard two-piece suits for girls. Children with hair long enough to be in a pony tail will be required to have it up while swimming. Hair on their face is a safety concern because it may obstruct their view while swimming and their mouth while trying to breathe. Pool life jackets/floaties or toys will not be permitted. Pools with deep water will require the camper to do a swim check before being permitted in that section. Depending on the pool, a zero-depth splash area or wet sand area may be available for campers needing to remain in minimal water.

All pools attended will be staffed by certified lifeguards and PPD counselors will remain with the campers.

19. Van/Bus Safety Guidelines

Please discuss with your child the following safety rules for traveling:

- Keep voices down so the driver can concentrate on the road
- Listen to the driver and camp counselors
- Stay seated at all times with seat belt fastened, if available
- Do not put head or arms out the window or throw anything out of the window
- Use appropriate language
- Sit in the area assigned

20. Personal Items

Please do not bring any personal items such as iPads, iPods, Kindles, Nintendo 3DS, Switch, cell phones, toys, smart watches, collector trading cards, etc. and drugs, alcohol, or weapons of any kind, or pets to camp. **Peoria Park District will NOT be held responsible for any items if they are lost, damaged, misplaced or stolen.**

If a camper chooses to bring their own personal equipment for an activity, such as ice skates for skating, they will be held completely responsible for the item.

Campers will not be permitted to have cell phones with them. If you need to get ahold on your camper or check on their well being you may contact the camp supervisors. Please keep in mind that "no news, is good news!" If you don't hear from us you can assume that everything is okay, and we will contact you if otherwise.

21. Inappropriate Use of Equipment/Property

Children misusing or intentionally damaging another person's personal property or Park District equipment/property may be held responsible for its replacement. Such situations should be handled between the parties involved. The Park District will not be held responsible for replacement of items damaged by another child/participant.

22. Clothing

All participants should dress appropriately for the weather and the activities scheduled for their program. All campers must wear closed-toe shoes while at camp. We sometimes will get dirty during some of the activities, so older clothing is recommended. If your child's camp is going swimming, campers are expected to wear appropriate swim wear and bring a towel. Swimsuits allowed include swim trunks for boys and one piece or standard two-piece suits for girls. **Please label all items when attending camp.**

23. Clothes Wetting Emergencies

Campers **must** be toilet trained and independent with their personal hygiene. **Staff cannot assist a camper with restroom / toilet activities.** We will not have any clothes available for the children to change into. If your child has an accident and does not have a spare outfit, you will be contacted immediately to come to camp. Please inform us if your camper has been struggling with bathroom accidents and send an extra set of clothing in their backpack each day.

24. Lost and Found

Peoria Park District camps are not responsible for lost, misplaced, or stolen items. However, we will make every effort to see that your child returns home each day with the same belongings with which he/she arrived. Items that we find each day that resemble campers clothing, towels, footwear, hats, swimwear, fitness bags, backpacks, and the like will be stored at a designated lost and found location at each camp. Unclaimed items will be held for a period of 14-days, after which time they will be disposed of or donated.

You can help us by adhering to the following guidelines:

- Please label all items with first and last name.
- Remind your children to keep their items inside their backpacks at all times.
- Do not bring valuable items to camp (iPads, iPods, phones, Kindles, game systems, etc.)
- Routinely check the lost and found collection
- Best rule of thumb: if you don't want to lose it, *don't bring it!*

25. Food / Meals

For most sessions, campers should eat breakfast before arrival and pack a sack lunch. Microwave and refrigeration will not be available.

For select sessions we will partner with Peoria Public Schools to offer *free* breakfast and lunch. This is only available for select sessions based on their availability. You will be notified if your session qualifies. Their menus will be sent out prior to camp, but are very subject to change based on supply. If your child has dietary needs or is picky please send their own lunch.

This is a free, supplemental program through Peoria Public Schools, there is no charge reflected in registration fees for this. PPD has no control over the menu. Participation is optional.

**Is not available for Zoo Camp*

Use of vending machines will not be allowed during camp hours by campers. Use of any concession stands on field trips will not be allowed during camp hours. Please plan accordingly when packing your child's lunch.

26. Food Allergies / Food Restrictions

Camps are not allergen-free but strive to make camp environments as safe as possible for campers with food allergies or restrictions. **It's important that any food related concern be marked on your camper's ePACT form so it can be reviewed by the camp director and special precautions can be made and/or discussed with a parent/guardian.** Prior to camp, please talk with your camper about their food needs as camp lunch operations will differ from their school routine. To ensure the safety of your camper with a special diet, please pack a daily sack lunch and afternoon snack for them. We ask campers to NOT share food with each other in order to limit allergen exposures. *We recommend not relying on the PPS provided lunches as their menu is subject to change the day of and may contain allergens/restricted foods.*

27. Water

It is important that campers drink water during the day. Since campers are always on the move, water fountains may not be readily available for use. Campers must bring their own personal water bottles. Please make sure camper's name is on their water bottle. Campers will be able to refill their bottles throughout the day.

28. Injury and First-Aid

Should an injury occur at a program site:

- Depending on the severity (abrasions, cuts, etc.), first-aid will be provided by staff. This must be completed before the participant can return to the program.

- If the injury is severe, paramedics will be immediately notified and staff will take the necessary precautions and address the medical situations as needed; then notify guardians.
- If blood is visible on any part of the participant's clothing, that part of the clothing must be removed and replaced with clean clothing. A participant will not be allowed to return to the program with blood on his/her clothes. You will be asked to bring clean clothes or pick them up. Staff will take extra precautions to minimize the spread of germs. Proper hand washing techniques will be used when dealing with any bodily fluid (saliva, mucus membranes, urine, etc.)
- For minor injuries parents will be notified at pick-up. For more serious injury's parents will be called promptly.

29. Participant Illness

Our camps are not licensed for the care of sick children. For the health of everyone attending our camps, we require that any campers suspected of having (or have been diagnosed as having) a contagious illness stay home from camp. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

- **Temperature of 100.4 degrees:** A child who is still ill with a fever may not be at camp, even if controlled by medicine. Child must be fever free for 24 hours without medication before returning.
- **Vomiting:** A child who vomits will be sent home immediately. They may return 24 hours after vomiting has stopped.
- **Strep Throat:** A child must take antibiotics for 24 hours before returning, and can only return if there has been no fever for 24 hours and they continue to take antibiotics for 10 days.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until all blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Conjunctivitis – Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return 24 hours after treatment begins, or until the active infection passes completely.
- **Head Lice:** A child must remain at home until nit free.
- **Contagious Infestations or Infections:** Need prompt treatment to prevent the spread to others. If your child should come down with a contagious infection, other parents will be notified; names will be kept confidential. In these situations, a doctor's clearance note is required prior to your child's return to camp.
- **COVID-19:** All current IDPH guidelines will be followed for the return of a camper after a positive test or exposure. This currently includes exclusion from the program for 5 days, followed by mask wearing for 5 days upon return.

Make sure you have a plan in place in case your child gets sick while at camp. If you are contacted by staff to pick-up a child due to an illness, he/she needs to be picked up no later than *one hour* after notification.

It is the parent's responsibility to verify their child's daily health is adequate before bringing him or her to camp. A child who shows signs of illness should be kept home for the benefit of all. **If your child is exposed to a communicable disease**, you must notify the Camp Supervisor immediately for the protection of the other campers and staff.

The Peoria Park District continuously monitors the recommendations, guidelines, and requirements set forth by the Public Health Department. Kids that are sent home for an illness may be asked to supply a doctor's note or a medical release form on official letterhead before returning to camp.

30. Inclement Weather Plan

Some field trips / camp activities may be cancelled due to inclement weather. *Camp may be cancelled at Ancient Oaks due to limited access to an indoor facility.* If lightning is seen or thunder is heard, outdoor activities shall be suspended for 30 minutes. Employees and participants are required to seek shelter. All outdoor activities will stay suspended until 30 minutes after the last flash of lightning or sound of thunder. In case of a tornado, the site disaster plan will be followed. In the event of extreme heat, programs will be restructured appropriately to

protect campers from temperature conditions. If a field trip is cancelled due to inclement weather it may not be possible to re-schedule.

31. Parent Communication

Keeping our parents informed and parents keeping us informed are very important to the success of our summer day camps. Some of our camps will relay important information regarding field trips, camp weeks, and activities via email, Remind, and/or on their Facebook pages.

Parents must contact the camp supervisor if:

- Someone will be picking up who is not on the approved list
- A child cannot be picked up on time
- An incident or change occurs in your child's life that alters his/her attitude or behavior or causes emotional upset (i.e. divorce, loss of a pet, death in the family). Staff will be sensitive to such situations and will maintain the child's confidentiality.
- Your child has a contagious disease, (i.e. head lice, pink eye, chicken pox, COVID-19).
- Your child's medication changes during the week

Parents will be contacted immediately when:

- Your child has received an injury that could require immediate medical attention.
- Your child exhibits a medical condition that could be contagious or threatening to others in the program.
- Your child is ill and unable to participate in planned activities.
- Your child has a clothes-wetting emergency and does not have a spare outfit
- Your child is exhibiting unacceptable behavior

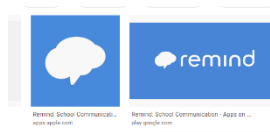
Parents will be notified at pick up time when:

- Your child receives a minor injury that does not require the service of a professional in the medical field
- Your child complains of a non-emergency condition or symptom
- Your child exhibits unusual or inappropriate behavior
- We want to share your child's accomplishments and positive social experiences

32. Text Communication

- In order to connect in a timelier manner, the Peoria Park District's Summer Camps will be using the REMIND APP. This is a communication platform that helps Camp Directors and parents connect in real time, if they choose. For example, if a field trip runs late, the REMIND APP allows us to let caregivers know in a timely manner when we will return.

Please follow instructions below to download the remind app for your phone:



1. Download the free app from the App Store (IOS) or Google Play Store (Android) to your cell phone. Your cell phone is preferred, but you can use an email address if you do not have a smart phone.
2. Create a profile by providing Full Name, Email Address, and Create a Password.
3. Choose the Parent Role.
4. Wait to receive Class Code from your specific Summer Camp.
5. Text Class Code (example @classcode) to number 81010
 - a. Ancient Oaks Day Camp: @ancientoa
 - b. Lakeview Summer Camp: @camplrc
 - c. Proctor Summer Camp: @proctorsum
 - d. Riverplex Day Camp: @riverplex
 - e.

33. ePACT Emergency Network Information

Why are we using ePACT?

- To save you time – with ePACT, you only need to complete your child’s information once, and then verify it annually to ensure it is still correct (reconfirming can be done in just two minutes!) This system will be used across all PPD camps
- Improved privacy and security – eliminating paper forms ensures that your key information is safe and secure, while authorized staff members can still access this information quickly anytime they need it
- Better support – ePACT makes it easy for you to share health and emergency contact details so we can provide the best support to your child. Authorized staff can quickly access their emergency information using the app, even on field trips. Plus, you can update their information at anytime and we will automatically receive it.

How it works

- An invitation to join ePACT will be sent to the primary email address on your household account used to register for camp
- Once you receive the emailed invitation, click the link to “Complete Request” to create a secure, free account – or log in if you already have an existing ePACT account through another organization (please note this is NOT the username/password used to register for camp, you must create a new one through ePACT)
 - You will be prompted to enter your name, create a password, and agree to the Terms of Use
- Enter all information as prompted. Those with an * are required
 - If taking medications at camp, be sure to list every medication and it’s dosage and instructions
 - List all approved adults (16 or older) who are allowed to pick up your camper as an “emergency contact”. Your camper will be released ONLY to people on this list
 - You can upload additional documents, like IEP’s or seizure care plans, if desired
- Once completed, click “Share” to send your information to the Peoria Park District
- At any time you can log into your account and make updates and we will be notified. Log on at epactnetwork.com
- If adding additional pick up persons please ensure you are adding to the Peoria Park District shared information. Instructions can be found here:
<https://epactnetwork.freshdesk.com/support/solutions/articles/47000663863-how-do-i-add-to-or-edit-pick-up-lists-after-i-ve-shared-add-a-new-emergency-or-pick-up-contact->

Need Help?

For assistance, questions, or accommodations regarding ePACT please contact the Camp Manager at camps@peoriaparks.org or call 309-681-3546

Please note you must create an ePACT account when sent the invitation, your login info used to register for PPD programs does not access ePACT.

For technical help with ePACT please contact ePACT directly at help@epactnetwork.com or call 1-855-773-7228

Further information and tutorials can be found at <http://www.epactnetwork.com>

SECURELY SHARING HEALTH AND EMERGENCY INFO USING EPACT

What is ePACT ?

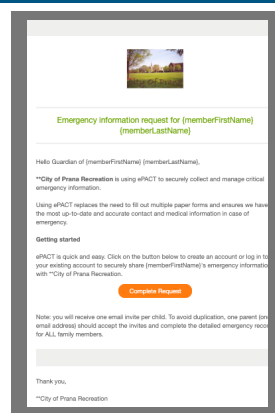
ePACT a secure online system designed to help organizations in your community support you and your family in any type of crisis.

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.

[Read more about ePACT's Privacy & Security Policies.](#)

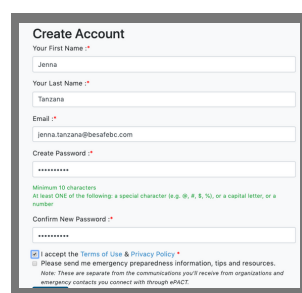
Receive a request

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.



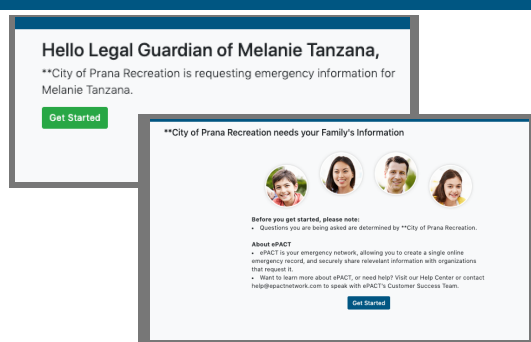
Create an account

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!



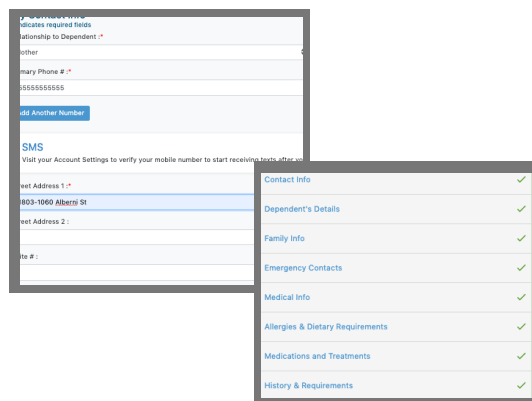
Getting Started

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



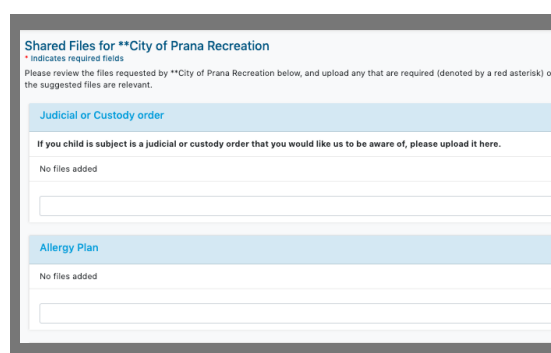
Follow the Steps

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



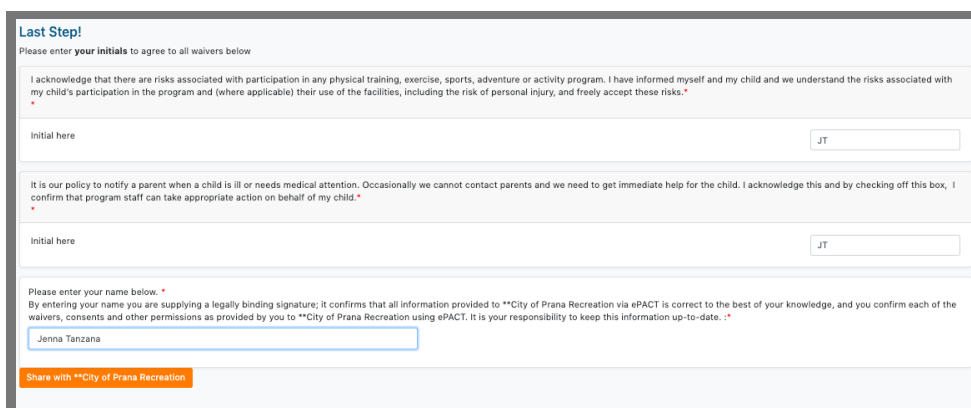
Add Additional Documents

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!

Adding Approved Pick Up Persons – Peoria Park District

Pick up persons must be 16 or older with a photo ID (ID required every time at pick up)

Visit www.epactnetworks.com and log into your account

Under “my organizations’ select Peoria Park District, then select your camper

The screenshot displays the ePACT user interface. At the top, the navigation bar includes the ePACT logo, 'My ePACT', 'My Requests', 'Family App', 'Help', and a user profile for 'Jessica'. The main content area is divided into several sections:

- Emergency Resources:** A section with a red cross icon and text explaining a 20% discount on emergency supplies.
- Notifications:** A list of recent notifications, including invitations to be an emergency contact or legal guardian.
- My Household:** A section titled 'People who live with you and all your dependents.' It lists Jessica (Me), Nick (Household Member), Dwight (Dependent), Nolan (Dependent), and Ozzie (Dependent). There is an 'Add to My Household' button.
- My Support Network:** A section titled 'Trusted friends and family who help you and your household in case of a crisis.' It includes an important note about adding emergency contacts for specific organizations and lists three emergency contacts: K..., Scott I..., and J... There is a 'Manage Contact Relationships' button.
- My Connected Organizations:** A section titled 'Trusted organizations, such as sports leagues, recreation programs or schools, that have invited your family to share emergency information.' It shows 'Peoria Park District' with a dropdown menu listing members 'Dwight' and 'Nolan N...'. This section is circled in red.

*****Note that you need to edit info under the “Peoria Park District” tab, so that we can have access to it *****

Under this tab you can edit ANY information that you want shared with us (schools, behavioral concerns, medications/dosages, etc)*

ePACT My ePACT My Requests Family App Help Jessica

Nolan [Redacted]
Dependent

Personal Profile **Peoria Park District** Forms (0) Files

Contact Info [Edit]

Full Name: Nolan [Redacted]
Address: [Redacted]
Primary Phone #: [Redacted]
Secondary Phone #: [Redacted]
Legal Guardian Phone #: [Redacted] Verified to receive text messages

Medical Info [Edit]

Basic Medical Info
Date of Birth: [Redacted]
Gender: Male

Profile Actions:
Add a profile picture
Disconnect From Organization
Download Record

[Return to My ePACT](#)

Scroll to the bottom where it says “Family Info” and “Emergency Contacts”. Click edit on either of these. Anyone listed within either of these is an ‘approved pick up person’

No files have been uploaded for this file type.

Waivers

Waivers can't be edited because they are a legal agreement required by Peoria Park District. Please contact Peoria Park District for more information.

I have completed the Participant Information Form to the best of my ability. In the event of an emergency and that parents or a designated responsible adult cannot be reached, I authorize the Peoria Park District to send my child (properly accompanied) to the nearest hospital facility for emergency medical treatment.

I understand that my child will be released ONLY to those individuals listed, who are 16 years or older, with valid identification.

Family Info [Edit]

Legal Guardians:

Jessica [Redacted]
(Me)

Siblings:

Emergency Contacts [Edit]

Emergency Contact:

Scott [Redacted]

Did you know?
Anytime an emergency contact updates their information, the organizations you are connected to are automatically updated.

Click “Add new emergency contact” (or add new legal guardian if you select to edit family info)

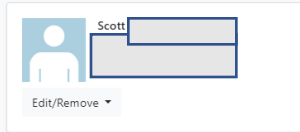
Emergency Contacts for Peoria Park District

* Indicates required fields

You can add a photo for emergency and pick-up list contacts that are visible to all connected organizations to assist them during the check-in and check-out process. Please note that if you add an email, the contact will have a chance to review the information you added for them and make any changes including changing or removing this picture.

Emergency Contacts *

An Emergency Contact is an adult who acts as an alternate guardian during an emergency when legal guardians cannot be reached. Trusted relatives and close family friends who live nearby make good emergency contacts. Once connected to you, they will be able to view emergency information for your dependent.



Select Emergency Contact

Add New Emergency Contact

Contact Relationships*

Peoria Park District would like to know the relationship between each Contact and Nolan

Manage Relationships

Add their information in (you can select “skip email” if you wish) and hit ‘save’ at the bottom

Add New emergency contact

* Indicates required fields

First Name :*

Donna

Last Name :*

[Redacted]

Please note that if you add an email, the contact will have a chance to review the information you added for them and make any changes including changing or removing their picture.

To list an emergency contact for your child but ensure they cannot view or edit the information you entered about them, please select the SKIP EMAIL option when creating the Emergency Contact entry.

skip email

Email :

[Redacted]

Primary Phone # :*

[Redacted]

Mobile

Add Another Number

Your contact will receive the following email. You can personalize it with your own message.

After hitting save, it will take you to this page and prompt you to ‘manage relationships’, click on that



Contact Info	✓
Dependent's Details	✓
Family Info	✓
Emergency Contacts	✎
Medical Info	✓
Allergies & Dietary Requirements	✓
Medications and Treatments	✓
Immunizations	✓
Shared Files	✓
Complete info	✓

Emergency Contacts for Peoria Park District

* Indicates required fields

You can add a photo for emergency and pick-up list contacts that are visible to all connected organizations to assist them during the check-in and check-out process. Please note that if you add an email, the contact will have to review the information you added for them and make any changes including changing or removing this picture.

Emergency Contacts *
An Emergency Contact is an adult who acts as an alternate guardian during an emergency when legal guardians cannot be reached. Trusted relatives and close family friends who live nearby make good emergency contacts. Once they will be able to view emergency information for your dependent.



Select Emergency Contact

Add New Emergency Contact

Contact Relationships*

Peoria Park District would like to know the relationship between each Contact and Nolan

Please enter Emergency Contact Relationships

You have not yet specified Nolan relationship to all Emergency Contacts. Please click the "Manage Emergency Contact Relationships" button below to complete this required information.

Manage Relationships

Add in their relationship, click save

Contact Relationships

Please specify which label best describes each Contact's relationship to Nolan

Donna [redacted] is Nolan's:

Scott [redacted] is Nolan's:

Save Cancel

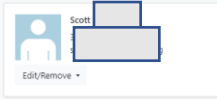

Add in any other contacts that you wish. Then hit save!

Emergency Contacts for Peoria Park District

* Indicates required fields

You can add a photo for emergency and pick-up list contacts that are visible to all connected organizations to assist them during the check-in and check-out process. Please note that if you add an email, the contact will have to review the information you added for them and make any changes including changing or removing this picture.

Emergency Contacts *
An Emergency Contact is an adult who acts as an alternate guardian during an emergency when legal guardians cannot be reached. Trusted relatives and close family friends who live nearby make good emergency contacts. Once they will be able to view emergency information for your dependent.



Select Emergency Contact

Add New Emergency Contact

Contact Relationships*

Peoria Park District would like to know the relationship between each Contact and Nolan

Manage Relationships

Save Back to Profile