



# CAMP HORIZON



## Camp Horizon 2023 Parent & Camper Handbook



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# Letter to Camp Families

Dear Parents and Campers,

The Camp Horizon team is very excited for this summer to get underway. We have been preparing our staff, games, trips, and special activities..

This summer, campers will get to "Skill Builders"! Each themed week will explore a different, unique theme:

Week 1:	Plant It	Week 6:	Sports
Week 2:	<b>Animal Experts</b>	Week 7:	Circus Arts
Week 3:	Can You Build It?	Week 8:	Camping
Week 4:	Water Wizards	Week 9:	Crafty Creators
Week 5:	Self Care & Expression	Week 10:	Cooking

Activities, crafts, games, and special treats will focus on these themes! In addition to this, we intend to spend time at the Doty Park splashpad, swim at the Belvidere YMCA, play, at local parks, and invite special guests to be a part of our summer. Each week will include off with a special event or trip! This summer will include the opportunity for campers to spend time learning and develop specific skills tied to the weekly theme.

Our goal is to divide the campers up by age and ability, as we are able to do so. As much as we can, we will focus on two primary age groups: The first age group is 5-12 years, which is staffed on a 1:4 ratio. The other is 13-18 years, which is staffed on a 1:6 ratio. This division will allow for more age/ability specific activities to help each be more successful at Camp Horizon & Horizon's Teens and to have a fulfilling experience. Campers will both spend some of their camp day in groups, and will spend time with all the Camp Horizon campers. If you have questions on which group best suits your camper, please contact Sean Cramer.

If you have any ideas, suggestions, concerns, or positive feedback, then we encourage you to always pass them on to us! Here's to another happy summer full of memories just waiting to happen!.



Sean Cramer  
 Special Recreation Supervisor  
 scramer@belviderepark.org  
 Office: 815-547-5711 ext. 601  
 Cell: 815-391-4010

# Communication

Communication is very important to the success of our camp. All of us; parents, counselors, supervisors, etc. are working together to ensure each camper has a positive experience while they are in our summer camp program. This can only be achieved through effective communication.

Our counselors and recreation aides will do their best to answer any questions you may have in regards to the day to day of camp. Talking to a lead staff or program supervisor is your more important means of communication. If at any time you need to address any questions, concerns, suggestions, and of course, compliments, please notify a lead staff. Even though we may be busy with the hustle and bustle of the camp day, we will always be happy to help!

Camp Horizon utilizes the following methods of communication:

- **Clipboard** - You must sign your camper in and out on the clipboard daily. This communicates to the staff who is here, what time they arrived/picked up, and who was their transport from program..
- **Remind** - Remind is a downloadable app specifically for our program information. Download the app on your Smart Phone to stay up to the minute on Camp happenings along with easy to find reminders. **Download the app and add by: Texting to 81010, type @chorizon as the message OR email chorizon@mail.remind.com**
- **Cubby** - Each camper will be assigned a cubby on his or her first day of camp. In the cubby, campers will put their personal belongings (coat, change of clothes, lunch, swim bag, etc). Please keep in mind that cubby's are limited and campers may need to share. Large bags and excessive items brought to camp will be sent home as space does not unnecessary belongings.
- **Progress Report** - These reports are written, as needed, to let parents know more formally about their camper's daily behavior. This report can be used to communicate positive or poor behavior choices.
- **Parent Information Station** - Located in the lobby of the NASR facility. This media rack has information from NASR Belvidere along with area organizations that provide services for families with children with special needs. This is a great resource to find new activities to explore.
- **Phone** - You may call at any time to check on your camper's progress or to leave a message. **Camp Horizon cell phone: 815-298-6481**. If there is no answer, please leave a message and a staff member will return your call in a timely manner.
- **Website** - Check out [www.belviderepark.org](http://www.belviderepark.org) for upcoming events and to register for programs.
- **Find us on FACEBOOK** - Search "Belvidere Park District Special Recreation" and "like" us. This will allow you to get updates on upcoming programs, events & pictures.
- **Constant Contact** - NASR Belvidere Park District uses Constant Contact to keep our families up to date on all that is happening. We'll email you our newsletter, great resources, coupons, and special event information. Please make sure your current email address is printed on your child's annual information form or contact Sean Cramer at [sCramer@belviderepark.org](mailto:sCramer@belviderepark.org) to be added!
- **Program Supervisor**—Parents/guardians should always feel free to contact Special Recreation Supervisor Sean Cramer with any questions, concerns, or positive feedback, or ideas they may have regarding Camp Horizon or staff. Sean can be reached at [scramer@belviderepark.org](mailto:scramer@belviderepark.org), office number at 815-547-5711 x601 or business cellphone at 815-391-4010.



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# Our Mission & Staff

## **BELVIDERE PARK DISTRICT SPECIAL RECREATION MISSION & PHILOSOPHY**

It is the mission of the NASR-Belvidere Park District to educate our citizens to become responsible, productive, healthy, and contributing members of our society by preparing them through recreation with a dynamic and caring environment, which excites them and invites them to participate. The number one priority for staff is to provide camp memories that are lasting and enjoyable for your child.

When planning our summer curriculum, we try to consider individual differences and special abilities as well as family and cultural patterns.

## **FULL ACCESS FOR ALL - ADA**

NASR Belvidere Park District advocates for full participation under the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities. Every attempt at reasonable accommodation will be made so individuals may participate in a desired program. NASR-Belvidere is committed to meeting your unique, individual leisure needs.

## **MANDATED REPORTERS**

NASR Belvidere Park District is a mandated reporter. The Illinois Abused and Neglected Child Reporting Act mandates any Belvidere Park District staff having reasonable cause to believe that a child, known to them in a professional capacity, might be abused or neglected, shall immediately report the matter to their supervisor and the Department of Child and Family Services (DCFS).

## **CAMP HORIZON STAFF**

Camp Horizon staff re mature, caring, and energetic individuals who have a genuine love and compassion for working with individuals with disabilities. At least 80% of our staff are 18 years or over. All staff are carefully selected and thoroughly trained prior to the start of Camp Horizon. All staff and volunteers go through an extensive background check prior to hire. Training is our most useful tool for ensuring a professional, prepared, and caring staff. Training topics include: safety, dealing with behaviors in a positive manner, program/activity planning, emergency procedures, positive communication, disability awareness and more. All staff are required to attend a minimum of 20 training hours prior to the first day of camp. First Aid/CPR/AED and Handle with Care are also required. Staff attend weekly staff meetings where additional training is administered, procedures are reviewed, problems and solutions are discussed, and upcoming weekly information.

In order to keep up team spirit and our positive environment, staff enjoy a variety of staff teambuilding outings throughout the summer. We pride ourselves on our teamwork and cohesiveness.

Camp Horizon staff profiles will be displayed outside the camp rooms for the entire summer. Feel free to browse the profiles to learn more about your camp staff.



# Registration

## HOW TO REGISTER

### Online:

- ◇ Register online at Belviderepark.org and click on the "Register Now" button.

### Walk-In:

- ◇ Special Recreation Building (6581 Revlon Drive): M-F: 7am-9am; 3:45pm-6:00pm
- ◇ Rivers Edge (1151 W. Locust St.): M-F: 9am-5pm

## REGISTRATION FEES

Camp Horizon 2023 will be conducted in 10, one-week sessions. No deposit is required. Registration information must be completed via Epact **before** the 1<sup>st</sup> day of attendance. The fees for camp are as follows:

Full Time	Part Time	Summer School (DIST 100)	Camp Horizon Jr.
Mon-Fri \$155 week	Mon, Wed, Fri \$98/week	6/20-6/23 (Part T-R / Full F) \$117 6/26-6/30 (Part M-R / Full F) \$117 7/10-7/14 (Part M-R / Full F) \$117 7/17-7/21 (Part M-R / Full F) \$117 7/24-7/28 (Part M-R / Full F) \$117	T/TH (9am-12pm) \$40/week

The weekly camp fee includes Friday trip, one camp t-shirt (one t-shirt per camper, per summer), all activity materials, facility usage, opportunity for breakfast & afternoon snack, and full-time supervision at a grouped ratio.

## CAMPER INFORMATION FORMS

Once registration is complete, a parent/guardian will be emailed an invitation to Epact, an online camper information program. You can find detailed information on this process on page 9.

## INFORMATION FOR NORTH BOONE ESY CAMPERS ONLY

Camp Horizon at the Belvidere Park District is very excited to once again partner with the North Boone School District to offer a recreational summer day camp to its students on a part-time basis.

### NORTH BOONE ESY DATES

The following dates will be paid for by North Boone School District:

- Week 1: June 12<sup>th</sup>, June 14<sup>th</sup>, June 16<sup>th</sup>
- Week 2: June 21<sup>st</sup>, June 23<sup>rd</sup>
- Week 3: June 26<sup>th</sup>, June 28<sup>th</sup>, June 30<sup>th</sup>
- Week 4: July 3<sup>rd</sup>, July 5<sup>th</sup>, July 7<sup>th</sup>

If you would like to send your child to camp full-time (Monday-Friday). There will be a \$65.00 charge to your household per week for adding Tuesday & Thursdays.

### NORTH BOONE BUS TRANSPORTATION

Transportation to and from Camp Horizon is provided by North Boone School District busing. Pick-up & drop-off times are to be determined by the bus company. Camp Horizon is not involved with this transportation service, therefore please direct any questions about busing to North Boone Transportation at 815-765-2655.

If for any reason your child is at the program outside program hours while using North Boone Transportation (early drop off / late pick up), then parents will be responsible in paying a late fee; \$10.00 for every 15 minutes.

# Camp Payments

## REFUNDS

Refunds will not be given for sick or missed personal days. No refunds will be given past the deadline unless a doctor's note is presented, which will then allow for a prorated refund for days not attended.

## PAYMENTS

- ◇ Automatic Billing: We strongly encourage every participant to sign up for the Automatic Billing payment plan. On Monday before the attended week, your credit card will be charged or your checking account will be debited the cost of that week's attendance. You will be required to fill out a credit authorization form in order to participate in this program. This program makes payments easier and allows for household balances to stay current during a busy summer season. *Example: Week 1's Automatic Billing payment will be withdrawn 6/05/23 .*
- ◇ In-Person: In-person payment types include, cash, check, or accepted credit cards and must be paid by the Monday before attended week. All Participants must have a credit card on file and this will be ran if payment cannot be made. *Example: Week 1's payment is due by 5/31/22*

## HOUSEHOLD BALANCES

All household balances must be current in order to attend Camp Horizon. If you have a prior balance, owed to the Belvidere Park District for a past program, then it must be paid before starting a program. This includes individuals taking part in North Boone ESY. You will not be able to attend if this balance is not paid.

## SCHOLARSHIPS

Due to avid fundraising efforts, Camp Horizon offers Gregory's Gift Scholarship fund. Gregory's Gift is a scholarship fund that allows a child with a disability to attend Camp Horizon for one week during the summer season. Gregory was a child with a disability and the son of a long-time Belvidere Park District employee. After Gregory passed away in 2011, the scholarship fund was re-named in his honor. Although Gregory's time on earth was short, he will never be forgotten. If you would like to apply for a scholarship, you may receive an application by contacting the SR Supervisor. Scholarships are given based on need & subject to availability. If you wish to make a donation to the fund or assist in an upcoming fundraiser, please contact the SR Supervisor.

## PAYMENT PLAN

If you would like to setup a payment plan for your Camp Horizon fees, please contact the Special Recreation Manager, Katie Humphrey, at 815-547-5711 ext. 600 / [khumphrey@belviderepark.org](mailto:khumphrey@belviderepark.org)

## NON-ACCEPTANCE/DISMISSAL FROM PROGRAM

A participant may not be accepted into the program if:

1. Parent/guardian fails to return or fully complete the registration form.
2. Payment is not made by the start of the program session. Future registration will not be allowed until payment is made.
3. Behavior of the participant is not being followed according to our behavior policy and personal behavior plan. Staff/Supervisor will work closely with parent/participant to create a behavior plan as necessary.
4. Habitual tardiness for pick up from program is grounds for dismissal.

# Arrival Information

## ARE YOU READY FOR THE CAMP DAY?

Make sure you follow the checklist on page 8!!

### PARKING

During the summer months, all park district facilities are very busy. Parking can be a challenge during this time. ***Please park in designated areas only.*** Parking along the sides of the parking lot can create traffic hazards. Please be cautious of other drivers and young children while in park district parking lots. Our parking lot is specifically heavily congested between 8:45-9:15am and 3:45-4:15pm while our New Horizons Adult Day Program participants are transitioning to and from the program.

### OPENING/CHECK IN PROCEDURES

Check in will take place in the Camp Horizon rooms. If you arrive after 9am, a schedule will be posted, so you can find your camper's location or call the site cell phone 815-298-6481. When dropping your camper off, you must sign them in at the check-in table and inform the staff you have arrived. A child is NEVER to be dropped off without checking your child in with a staff member.

### CLOSING/CHECK-OUT PROCEDURES

For your camper's safety, you must always sign your camper out at the end of the day when he or she is picked up. Please bring a State ID for the first week of pickup of the summer. Inform all authorized pick up people that they will be asked to show ID until staff become familiar with them. Staff will not release your child to anyone who is not listed in Epackt. **Be conscious of daily pick up locations!**

### ABSENT / LATE TO CAMP POLICY

If your camper will not be attending camp or will be arriving late, please call the site cell phone to notify a staff member. If your child is not at camp by 9:30am, and a reason for absence is unknown, a staff member will be notifying parents in regards to the camper's attendance. For Friday field trips we will have to depart to our destination NO LATER THAN 9:10am unless otherwise posted. If your child has not arrived by 9:10am, then please be aware that Camp Horizon may have already departed on their trip. In this case, you will be responsible for your child's daily care OR you may drop them off at our field trip destination. If you chose to drop them off at destination, this must be coordinated with a Camp Horizon Coordinator.

### LATE PICK UP POLICY

If you are late picking your camper up, you will be issued a written warning for your first offense. The second offense will result in a late fee of \$10.00 for every fifteen (15) minutes you are late. For example: Camp ends at 6:00 pm; 6:01 – 6:15 is a \$10.00 charge, 6:16 – 6:30 is a \$20.00 charge, etc. Campers that are regularly being picked up late will be asked to leave the program.

### PROHIBITED ITEMS

All toys, sports equipment, money, electronics, live animals, vehicles etc. must be kept at home. Weapons of any kind, including, but not limited to, pocket knives, screwdrivers, guns, metal nail files, lighters, matches, war toys, or other toys of destruction are not permitted at our camp. Campers are also not allowed to bring hand held games/electronics (Nintendo Switch, Smart Watches, iPads, PSPs, headphones, etc.) or a cell phone to camp. NASR Belvidere Park District and all Park District facilities are alcohol and drug free. These items must not be used while on the property.

**The Belvidere Park District can not be held responsible for any lost or stolen items brought to the program.**



# What to bring to Camp?

## ARE YOU READY FOR THE CAMP DAY?



### COMFORTABLE CLOTHING

It is advised that all campers wear clothing that is non-restrictive. Camp Horizon is VERY active and enjoy playing outdoors! Exercise caution when sending children in skirts/dresses (please make sure shorts are underneath). REMINDER: Campers may get messy! Do not send in sentimental clothing!



### ATHLETIC SHOES

All campers must wear/bring athletic shoes with them to Camp Horizon. Many preventable injuries have happened due to improper footwear. In an active environment, athletic shoes or sport sandals that do not slip when running must be worn. Campers may wear their flip-flops at the pool only.

### SWIMSUIT & TOWEL



Even if it is not a scheduled swim day, please send a swimsuit & towel with your camper anyway. Weather is unpredictable, but when we are able we enjoy playing water games! Campers are responsible for any goggles or swim toys brought to the pool.

### LUNCH & BEVERAGE



Each camper needs to bring a sack lunch and beverage every day. Lunches should be clearly labeled with child's name. All lunches are "cold" meaning items will not become perishable before lunch time and will not need to be heated or prepared in any way. It is advised that campers use insulated lunch totes with an ice pack. Camp Horizon Jr. campers do not need to bring a lunch as this will not be a part of their schedule.



### DIAPERS/WIPES/SWIM DIAPERS

If a camper needs these items, please leave a package of them at camp in their camper cubby. When items are getting low, staff will remind parents that more need to be brought in. Camp Horizon does not provide diapers/wipes/swim diapers.

## SUNSCREEN & BUG SPRAY

All campers are asked to bring one, per summer: 50spf or higher sunscreen and insect repellent with DEET. These bottles will be kept with camp supply and used with all campers. If your child needs specific sunscreen or bug spray, please notify a lead staff, and provide the supply for the entire summer.

## LABELING BELONGINGS

All camper belongings must be labeled! Items such as towels, lunch, and backpacks frequently come to camp without a label. With many campers, similar style belongings, etc, finding the owner is at times difficult. Please take the time to label all items permanently. If items come to camp and are not labeled, then a Camp Horizon staff will mark the belongings with a permanent marker with the child's name and/or initials.

## SNACKS

A balanced snack will be provided at approximately 9:00am (for Camp Horizon Jr.) and 3-4pm (For Camp Horizon). Please keep in mind that our snacks are not a complete meal. Snack will also include a drink. If your camper is on a specialized diet, then please provide them with a snack each day.

## BREAKFAST (Optional)

Campers coming to the program early will be offered breakfast. Breakfast will be offered from 8am to 8:45am. If you are bringing your child after this time, please provide breakfast to them prior to drop off.

## OTHER DONATIONS

Camp Horizon is always accepting donations of sunscreen, bug spray, Clorox wipes, paper towels, craft supplies (markers, crayons, glue bottles & sticks, etc.), and baby wipes.

# Trips & Transport

## FIELD TRIPS

Field trips or special events are held every Friday during the 11-week day camp program. Field trips are generally all day long, but there will be some local or in-house trips.. Campers will be transported in Park District vehicles to and from every trip.

**Campers must wear their 2023 camp shirts and tennis shoes on field trip days. Don't forget to bring your lunch!!**

**Field Trip Drop Off:** Drop off time for field trips is no later than 9:00am\*. **Please be prompt**, vehicles will not wait more than 10 minutes for late arrivals.

**Field Trip Pick Up:** Return time is approximately 4:00pm\*. Due to unforeseen reasons, return may be delayed. If we are delayed, parents will be notified via Remind.. They will then place a note on the entrance door informing you of the late arrival. IF time allows, calls will be made home. Please look at the field trip info on the back page.

◇ *Please note that there are trip that may depart earlier and return later than standard time - see back cover for trip summary details.*

## SWIM DAYS & SPLASH PAD

Every Tuesday and Thursday, Camp Horizon will spend the afternoon at Doty Park. On Tuesdays, campers will spend time at the Doty Park splashpad. On Thursdays, campers will walk from Doty to the pool at Belvidere YMCA, to swim from 1-3pm and then will walk back to change and play at the playground. On these days, pick up will be between 4pm-6pm at Doty Park. If you need to pick up your child before 4pm, then please notify the Camp Coordinator. *Please send your camper to camp with shoes and socks (no flip flops) on these days, as we will be doing other activities before and after we spend time in the water.*

## DAYS AT THE PARK

Every Wednesday afternoon, Camp Horizon will be visiting a Belvidere Park District facility for a new form of recreation! Our visits rotate to a variety of locations, so please be conscious of where we will be. Pick up will be between 4pm-6pm at the Special Recreation facility. If you need to pick up your child before 4pm, then please notify the Camp Coordinator. If we are at a park location during the desired pick up time, then you will be required to pick them up from that location.

## TRANSPORTATION

NASR-Belvidere Park District provides transportation to all trips which are not held at the Belvidere Park District facility. The following policies and procedures have been implemented to ensure the safety of staff and participants during transportation.

- All passengers must be seated and buckled at all times.
- All wheelchairs must have brakes in working order.
- Participants riding in Amigo-type wheelchairs must be able to transfer into appropriate seating and be buckled into a seat.
- It is the responsibility of the driver to determine whether or not it is safe to transport a participant.
- If the driver feels conditions are not appropriate for transport, they may refuse transportation to any participant at anytime.

NASR-Belvidere Park District reserves the right to refuse transportation.

# Medication & Illness

## INFORMATION PACKETS

Camper information forms will need to be completed via Epact. After registration is complete, an email will be sent inviting you to complete the information. If your participant has already used Epact through the Belvidere Park District, you will simply need to update information and consents. All information must be completed to its entirety annually, and changes can be made by logging into Epact and updating.

- If your participant has a seizure disorder, a seizure action plan must be completed annually and turned in via Epact or to the Special Recreation Supervisor
- If your participant has allergies, please notate this in camper information via Epact and we encourage you to discuss these with the Special Recreation Supervisor..

## MEDICATIONS

Necessary medications may be administered to a camper at camp upon written permission from parent/guardian. To ensure proper dispensing of medications, we have specific rules that everyone must follow:

- All medications must be in their original container, with the camper's full name.
- A medication release form must be filled out and signed in order to dispense medication to your camper. This form can be obtained in person or through Epact.
- Belvidere Park District Special Recreation full time staff, Camp Coordinator, Assistant Camp Coordinator, or trained lead staff are the only staff allowed to administer medication.
- We must have one week worth of medication on the Friday before each week of camp.

Non-prescription medication may be administered upon written parental/guardian permission. Such medication shall be administered according to medication package instructions and shall be labeled with the camper's name and date. Any differences in medication procedures from parent instructions and packaged instructions will not be given without a doctor's note.

Aspirin and related products may not be used to control temperature at camp, but only as a pain reliever. Please hand the prescription or non-prescription medicine to the Supervisor with instructions to place it in the refrigerator or the medicine cabinet.

## DO NOT SEND MEDICATION IN A CAMPER'S LUNCH.

## ILLNESS

Do not send your participant to Camp Horizon if he/she is sick or has been exposed to a communicable disease. If a participant becomes ill while at program, staff will use their best judgment and attempt to keep the participant comfortable until a parent/guardian is notified to come pick up their child. If parent/guardian is unreachable, then NASR Belvidere staff will use the accepted call list on the Emergency & Pick Up Form. Participants MUST stay home and/or will be sent home from Camp Horizon for, but not limited to, the following:

- Coronavirus, Chicken pox, Conjunctivitis (pink eye), Diarrhea, Fever, Head lice & scabies, Hepatitis A Virus, Mouth Sores, Mumps, Ringworm, Skin rash, Sore throat, Vomiting, Nasal Discharge, Discharge from eyes/ears

Parents must exercise every precaution and keep their camper home for twenty-four (24) hours once these symptoms have occurred, and must be fever free for 24 hours.. In the case of head lice, a camper should stay home for 24 hours after his/her first treatment. Campers must be well enough to participate in all regular planned camp activities upon returning to camp from an illness.

If the camper has a contagious disease, he/she should be kept at home and the fact of his/her condition should be reported to the Special Recreation Specialist (i.e. COVID-19, strep throat, measles, mumps, chicken pox, pink eye, scarlet fever, head lice, etc. .are conditions categorized as "highly contagious"). NASR Belvidere follows the recommendations and guidelines of the Public Health Department. Kids that have a known illness or are sent home for illness may be asked to supply a doctor's not or a medical release form on official letterhead before returning to camp. *NASR Belvidere staff members will follow the same illness policy. Staff members will not be permitted to work until they are cleared from illness.* Staff also appreciate being notified if a camper is on her menstrual cycle, especially if it may inhibit play such as swimming.

# Emergency Procedures

## **INCLEMENT WEATHER PLAN**

Programs, special activities, and field trips may be cancelled due to inclement weather or unusable facilities affected by weather. If there are any changes to the daily plans, because of weather, then a staff will inform the parent of revised plan and pick up location. All programs will remain indoors at the NASR facility if faced with inclement weather.

## **EMERGENCY DRILLS**

All Camp Horizon staff and campers take part in emergency preparedness drills: fire, lock down, tornado/severe storm, and bus evacuation. These drills will explain, in detail, the action that must be taken in an emergency situation. Emergency exit plans are located in each program room.

## **LIGHTNING AND THUNDER GUIDELINES**

If lightning is seen or thunder is heard, outdoor activities shall be suspended for 10 minutes. All are required to seek shelter. All outdoor activities will stay suspended until 10 minutes after the last flash of lightning or sound of thunder.

## **TEMPERATURE GUIDELINES**

In the event of extreme heat or cold, camp will be restructured to appropriately protect campers from conditions by providing a temperature controlled facility and/or vehicle.

## **MEDICAL EMERGENCIES**

All Belvidere Park District Special Recreation staff are First Aid/CPR/AED certified. Camp carries a fully equipped first aid kit with them at all times. In the case of minor injuries; the injury will be assessed, first aid will be administered, and an accident report or minor accident report will be filled out with a copy being given to the parent upon request.

In the event that a child is seriously injured at camp, parents are notified immediately and staff is required to call the Emergency Medical Services (911) who will transport the camper to nearest hospital or hospital of choice (in the event that a parent cannot be reached). Staff is not allowed to transport campers, but will accompany the camper to the nearest hospital until a parent/guardian is present.

Please make sure your camper's paperwork is always up to date to prevent any communication issues during an emergency situation. If you need to revise any pertinent information, please contact the SR Supervisor.

*It is understood that all participants who register and participate in such activities assume all risk for liability, medial, or accident claims or damages. Your authorization for Belvidere Park District staff to take whatever emergency medical measures deemed necessary is understood to be part of this agreement.*

## **AUTHORIZED EMERGENCY PICK UP CONTACTS**

You are required to provide at least one emergency contact in addition to the parent/guardian. These contacts MUST be listed on your child's authorized emergency pick up form in Epact. These Emergency Contacts will be contacted when parents/guardians are unavailable and your child is sick, injured, or still at camp after the program ends. The emergency contact person MUST show a state issued photo ID when picking the child up. No one other than emergency contacts listed will be able to pick your camper up from camp. If there are to be any changes, a new form must be completed. This is required for the safety of your child.

\*Staff members may not be considered as an authorized emergency pick up contact for a camper (including family members or close friends) if they are working or on the schedule to work that day. If they are not working, they may be considered as an authorized emergency pick up contact.

# Camp Group Eligibility

In order to continue to provide a day camp program beneficial for all ability levels, Camp Horizon will now be offering two program groupings, Camp Horizon & Horizon's Teen. These groups will function independently for the majority of every camp day, but will team up for special, planned activities and all trips. If the minimum participation requirement is not met for either group, then groups will be merged together for the remainder of that day/week.

<b>Camp Horizon Eligibility Requirements by Group</b>			
	<b>Camp Horizon Group</b> 5-21 years old	<b>Horizon's Teen</b> 13-17 years old <i>*Between ages 13-17, or enrolled in a HS Program</i>	<b>Camp Horizon Jr.</b> 3-5 years old
<b>Staff Ratio</b>	Participant must be able to function in a 1:4 ratio situation during all hours of programming*.	Participant must be able to function in a 1:6 ratio situation during all hours of programming.	Participant must be able to function in a 1:3 ratio situation during all hours of programming*.
<b>Self-Care</b>	Participants will practice basic self-care (bathroom, change, eat, etc.) to the best of their ability in all environments. Staff may provide assistance with diapering, changing, and eating (cutting up food/supervision) as necessary.	Participants must show basic self-care principles independently or with limited assistance, such as hygiene, toileting, changing/dressing, time management, etc. Ability to stay with the group and not wander/stray from staff and other participants at all times. Ability to swim with confidence in shallow water. For swimming in deep water, a lifeguard instructed swimming test will be required (those with seizure disorders will utilize a 1:1 staff while in the water.)	Participants will practice basic self-care (bathroom, change, eat, etc.) to the best of their ability in all environments. Staff may provide assistance with diapering, changing, and eating (cutting up food/supervision) as necessary.
<b>Instruction</b>	Participants will practice good listening skills during all hours of programming. Staff may provide individualized direction to participants with additional needs.	Participant must have the ability to follow basic, step-by-step instruction, or with limited staff assistance and be able to communicate personal needs. Demonstrate willingness to participate in daily program activities with reasonable accommodation.	Participants will work on emerging listening skills and on following basic task demands.
<b>Participation</b>	Participants will practice good participation in all camp activities and challenge themselves to learn/improve on that recreational skill.	Participant must have the ability to participate in all camp activities with minimal prompt.	Participants will work on emerging behaviors such as active participation, increased participation time, and the acquisition of new recreational skills...
<b>Social</b>	Participant will practice social skills by interacting with peers in a positive way.	Participant must have the ability to get along with others, interact with peers and manage own behavior in a variety of environments.	Participant will practice basic social skills, including waiting, turn taking, and communication in a positive way.
<b>Behavior</b>	All participants must follow our Behavior Expectations and Code of Conduct during all program hours. Participants will be reminded of rules as often as seen fit.		

\*Careful consideration is taken into account when determining the groupings for staff to participant ratios. Campers of parents who have requested 1:1 supervision will go through an observation and skills assessment the first few days of camp to determine the appropriate staff to participant ratio.

# Behavior & Discipline

## DISCIPLINE

A positive approach will be used regarding discipline. Staff will regularly review rules with participants during the program. If inappropriate behavior occurs, prompt resolution will be sought and the behavioral code of conduct will be followed. Belvidere Park District reserves the right to remove a participant whose actions endanger the safety of him/ her and others. If your child needs to be disciplined, acceptable measure may include; redirection, stern verbal warnings, time out from activity, removal from activity and placed with staff away from group, suspension from camp, or removal from camp.

## BEHAVIORAL GUIDANCE

In order to promote your child's physical, intellectual, emotional, and social well being and growth, staff shall interact with the child and one another to provide needed help, comfort, and support and:

- Respect for personal privacy
- Respect differences in cultural, ethnic, and family backgrounds
- Encourage decision making abilities
- Promote ways of getting along
- Encourage independence and self direction
- Use consistency in applying expectations

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified and will include any disciplinary steps taken in response.

## BEHAVIORAL EXPECTATIONS

Good behavior will be encouraged daily in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. It is imperative that parents continue the behavior expectations at home in order to successfully teach each child of what is acceptable. Behavior problems that cannot be solved cooperatively will result in your child's dismissal from Camp Horizon.



## BEHAVIOR POLICY CODE OF CONDUCT

The following is the behavioral code of conduct for Belvidere Park District Special Recreation and is to be used as a guideline for discipline for any program participant.

- Participants will show respect to fellow participants, staff, and volunteers.
- Participants will follow direction from staff and volunteers.
- Participants will show respect to equipment, supplies, and facilities.
- Participants will not use foul and inappropriate language at any time.
- Participants will not show aggressive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless if the behavior is initiated or in retaliation.
- Participants will not show continuous disruptive behavior.
- Participants will stay with the group at all times. No running away from staff at anytime.

## CAMP RULES

Camp Horizon Rules & Code of Conduct are clearly displayed in the Camp Horizon rooms.

# Family Days

Bring the family to explore camp!



## Midsummer Party

When? Thur., July 6  
 Time? 5:30-7:30pm  
 Where? Doty Park  
 RSVP? By Monday, 7/3

All campers must be accompanied by an adult for the Midsummer party.  
 Campers will not be under direct supervision of a Belvidere Park District  
 Special Recreation Staff.

Invite a special lady to breakfast!



## Muffins with Mom

When? Thur., July 20nd  
 Time? 7:30am-8:30am  
 Where? Camp Rooms  
 RSVP? By Wed, 7/19

Invite a special guy to breakfast!



## Donuts with Dad

When? Thur., July 27th  
 Time? 7:30am-8:30am  
 Where? Camp Rooms  
 RSVP? By Wed, 7/26

Invite your dad, mom, and all your friends to...

# End of Summer Potluck

We're bringing back an old favorite! Join us for our annual End of Summer Potluck! Please bring a dish to pass. Hot dogs will be provided. This will be a fun time!

When? Fri, Aug 11th  
 Time? 5:30pm-7:00pm  
 Where? Special Rec. Building  
 RSVP? By Monday, 8/07

# No School Options

## Club Horizon - After School Program 2023-2024

Need a place where your child can go to learn and grow after school lets out? Then check out this program! Club Horizon is designed to offer child care for your child, with special needs, after school. We will have a variety of theme related activities planned for your child each week. Each day your child will spend time unwinding, doing homework, reading, and learning how to make their very own after school snacks! Club Horizon offers your child the chance to accomplish goals and learn independence through our structured environment. Program is based off the standard District 100 school schedule and will not be held on no school days. No School Day programs are available separately. If interested in Club Horizon contact Sean Cramer.

Fee: ACH Payment/Non ACH = \$17.00/day

Time: After School—6:00pm

Ages: 5-21 years

Min/Max: 8/20

Location: Special Recreation Facility

Transportation: Arrange for drop off at 6581 Revlon Drive with your child's bus company prior to start.

*All participants must complete an informational packet and attendance schedule prior to starting the program.*

## No School Day Camp—2023/2024

Looking for something fun to do on your day off from school? Hang out with your friends while enjoying an activity filled, themed day! Crafts, games, and special activities will be planned around each of the theme. More information will be available in the Fall and Spring Belvidere Park District Go Guides.

Fee: \$36.00 / day

Time: 7:00am-6:00pm

Ages: 5-21 years

Min/Max: 6/20

Location: Special Recreation Facility

Transportation: NONE



## Spring Break Camp

Do you have a week or two off of school and are you unsure of what to do? Join us for our Break Camp! Find more information about Spring Break Camp in our Winter/Spring program guide. Program must follow set min/max participation requirements per program so be sure to sign up early!

Fee: \$155.00

Time: 7:00am-6:00pm

Ages: 5-21 years



# Fundraisers

## 8th Annual Rubber Duck Derby



Belvidere Park District Special Recreation participants have the opportunity to raise money by selling tickets to "Adopt a Duck" for our 8th Annual Duck Derby. Tickets sell for \$5.00 each with 50% of that amount going directly back to your household account! The other 50% will be put towards race administration, equipment, and scholarships.

\*This money can be used for any recreational service provided by Belvidere Park District Special Recreation such as Camp/Club/New Horizons, Special Olympics, & Specialty Programs!

*Example: Sell just 10 tickets and earn \$25 for your programs!*

**LIMITED TICKETS AVAILABLE TO SELL!**



## COME CHEER ON THE DUCKS!

Duck Derby Race Day Information

Belvidere Park District's Baltic Mill Race

DATE: Saturday, July 15th

TIME: 9:00am Start



# 2023 Field Trip Summary

\*All Trips Subject to Change

Week	Date	Event/Location	Special Instructions
2	Friday, June 16th Depart: 9:00am Return: 3:00pm	Sensory Garden Playground/Lisle	*Regular Field Trip Instructions on page 8*
3	Friday, June 23rd Depart: 9:00am Return: 4:00pm	Brookfield Zoo / Brookfield	*Regular Field Trip Instructions on page 8*
4	Wednesday, June 30th Depart: 9:00am Return: 4:00pm	DuPage Children's Museum/ Naperville	Special Wednesday Trip. D100 Summer School Participants will be able to go. Regular Field Trip Instructions on Page 9
5	Friday, July 7th Depart: 9:00am Return: 4:00pm	Woodstock Waterworks/ Woodstock	*Regular Field Trip Instructions on page 8* Campers should bring swimsuits/towels.
6	Friday, July 14th Depart: 9:00am Return: 4:00pm	Slime Party/In House	In House Trip: Campers should come to camp dressed in t-shirt with swimsuit under clothes. The t-shirt should be one you are ok if ruined. A hat/sunglasses is suggested. Please bring undergarments to change into once done. Do not send camp shirt this day.
7	Wednesday, June 19th Depart: 12:30pm Return: 4:00pm	Rockford Speedway/Rockford	Special Wednesday Trip. D100 Summer School Participants will be able to go. Regular Field Trip Instructions on Page 8* Don't forget Camper shirt on this day.
8	Friday, July 28 <sup>th</sup> Depart: 9:00am Return: 4:00pm	Milwaukee County Zoo/Milwaukee	*Regular Field Trip Instructions on page 8*
9	Friday, August 4 <sup>th</sup> Depart: 9:00am Return: 4:00pm	Midway Village/Rockford	*Regular Field Trip Instructions on page 8*
10	Friday, August 11th Depart: 9:00am Return: 4:00pm	Spencer Park/In-House	*Regular Field Trip Instructions on page 8* We will be tie-dying this day, please send a white clothing or other cloth item to dye.
11	Friday, August 18th Depart: 9:00am Return: 4:00pm	Field Day&Cook Out/In-house	In-House trip: Send clothes to get messy in & a swimsuit. Cookout lunch of hot dogs/chips will be provided. Send a drink.

**DON'T FORGET TO WEAR YOUR CAMP T-SHIRT EVERY TRIP DAY!**