

Camp COMPASS

Navigating summer with fun, friends, and smiles!



2024

Parent Handbook

Discover /Explore Achieve Lead /Succeed

Letter to the Families

Dear Parents and Campers,

Welcome to Camp Compass summer 2024! This Parent Handbook is to be used as a resource for your upcoming summer. The handbook contains important information about Camp Compass and the day to day operations. I strongly recommend that you read over this handbook with your camper and contact me if you have questions, comments, or concerns.

In an effort to be more environmentally friendly and better protect your child's information, Camp Compass will be using an online system ePACT to collect general, medical, and emergency information. You will receive an email before the start of camp with instructions on how to complete all forms required for attendance. The ePACT: www.epactnetwork.com/login. **If ePACT is not complete by the 3rd day of camp, your child will not be eligible to return until it is complete.**

Our camp activities will include participating in swimming, outdoor play, arts & crafts, songs, active games, and community trips. Camp Compass aims for the campers to accomplish goals, develop independence, and learn how to recreate with peers in a safe and structured environment.

In order to accommodate for each campers developmental needs we divide our camps into age/grade categories. This will allow for age appropriate activities and more hands-on instruction when campers are divided into smaller groups. The groups will come together multiple times throughout the day to ensure each camper gets to create more memories with all their Camp Compass peers.

If you have any questions or concerns throughout the summer, please feel free to contact me, at your convenience.

Contact Information

Camp Cell Phone #'s:

EXPLORE/DISCOVER: 815-978-4074

ACHIEVE: 815-978-6834

LEAD/SUCCEED 815-978-4219

KATIE INMAN– 815-547-5711 X.106



Camp Compass is located at the River's Edge building, 1151 W. Locust Street. Below is a list of other Belvidere Park District locations

Splash Pad-Doty Park



Address: 365 West Locust Street Belvidere, IL Phone: Call Camp Cell Phone #

Rivers Edge: PICK UP LOCATION FOR ALL AGE GROUPS ON RAINY DAYS



Address: 1151 West Locust Street, Belvidere, IL Phone: 815-547-9557 X202

Cottonwood Shelter: PICK UP LOCATION FOR ALL AGE GROUPS (WEATHER PERMITTING)



Address: 1001 West Locust Street, Belvidere, IL Phone: Call Camp Cell Phone #

Bloom Park:

Address: 1006 West Lincoln Ave. Belvidere, IL (Behind Administration building)

How to Register

REGISTRATION FEES

Parents are encouraged to sign up their child for Camp Compass early, as space is limited. This will allow for adequate staff to be scheduled, activities planned, and the amount of supplies needed to make camp a success.

Camp Compass 2024 will be conducted in 9, one-week sessions starting June 10TH– August 9TH. General, medical, and emergency information must be completed ONLINE **before** the 1st day of attendance. An email will be sent to you to complete the online information. ePACT information must be completed in order for your child to be eligible to attend camp. **Registration is due the Monday at 11:59pm before the week attending.**

The fees are as follows: Weeks 1-9 \$165R/\$170 NR

Camp weeks 2 & 4 are short weeks, so the fee is reduced to \$132R/\$136NR

The weekly camp fee includes a field trip or special activity, all camp materials, Rivers Edge usage, a morning breakfast and an afternoon snack each day.

HOW TO REGISTER

You can register any of the following ways:

Rivers Edge Recreation Center: Walk-in between normal business hours Mon-Friday : 9:00am-5:00pm

Online: Belviderepark.org

REFUNDS

Refunds are given on a case by case basis. Refunds will not be given for sick or missed personal days.

PAYMENTS

Payment, in full, must be made by Monday at 11:59pm the week prior to your camper attending the program. Your camper will not be able to attend the current week unless that weeks full payment has been made.

Mission & Philosophy

CAMP COMPASS MISSION & PHILOSOPHY

Camp Compass is a camp where kids will have the opportunity to explore, discover, achieve, lead and ultimately succeed. Our goal is to provide a fun and safe environment where campers will have the chance to experience all the fun summer has to offer. Our trained staff plans themed weeks where games, crafts, swimming and field trips fill the days. Let us be your child's guide as we navigate summer with fun, friends, and smiles!

We provide many hands-on activities, sports, games, and field trips. We take special care to make sure all games and activities are age appropriate for the children. Flexibility is an essential element of the program. By combining both structured and unstructured time, it provides the camper with the opportunity to adapt and explore.

All campers are asked to try new things and then make a choice about whether they like it or not. Children are not forced to participate in activities that they do not wish to join.

Field Trips

Participants will be transported in a Belvidere Park District vehicle or by a contracted bus service. Field trip times may vary, please have your child to camp by requested time on field trip days. Campers must wear their Camp Compass t-shirt on field trip days.

Behavior

BEHAVIOR POLICY CODE OF CONDUCT

Thank you for enrolling in our program. Belvidere Park District promotes and encourages the concept of fun for everyone. In order to ensure the quality of this program and safety of the participants, each participant must follow the program rules. The following guidelines have been established to make sure -Belvidere's programs are safe and enjoyable for everyone. Belvidere's participants are expected to demonstrate appropriate behavior during programs. The district's basic behavior guidelines and expectations insist that participants shall:

General Rules

At the Site:

- Show respect to each other and staff
- Abstain from using foul or abusive language
- No play fighting or wrestling
- Follow directions and leadership from staff
- Demonstrate respect to equipment and facilities
- Keep hands, feet, and all other objects to yourself
- Stay within program boundaries
- Refrain from inflicting bodily harm to any individual, including yourself

On the Vehicle:

- Sit facing forward
- Buckle seatbelt if available
- Talk quietly
- No eating or drinking

The following incidents will be cause for IMMEDIATE STRIKE and SUSPENSION from the program until a parent/child/counselor conference is held:

- Any negative physical contact
- Stealing
- Intentionally destroying Park District or School property
- Entering restricted areas of Host Site
- Disrespect towards staff
- Foul or abusive language
- Bullying of other children
- Bringing weapons, real or fake, to the program
- Leaving the group/and or building without permission

If the staff encounters behavior problems with any child, he/she will first attempt to resolve the problem with the child. A caring, positive approach will be utilized regarding the use of any disciplinary methods including but not limited to timeouts, calls home, suspension, or dismissal from the program. Additional or individual behavior management plans may be developed on the advice of parents, guardians, Belvidere Park District staff, or other professionals. Belvidere Park District reserves the right to dismiss a participant if the above noted guidelines and expectations are not adhered to, and/or, parent/guardian response to a problem situation is not attempted. Each situation will be evaluated individually and on its own merit.

Discipline Plan—3 strikes Out: example, Suspension for 1 day, 3 days, 1 week, dismissed from the program

Additional rules may be developed for particular programs as deemed necessary by Belvidere Park District staff.

NO REFUNDS WILL BE GIVEN IF A CHILD IS GIVEN A DAY OFF OR DISMISSED FROM THE PROGRAM.

Daily Information

OPENING/CHECK IN PROCEDURES

Check in will take place downstairs at the Rivers Edge until 9am. If you arrive after 9am, please call the appropriate site cell phone. When dropping your camper off, you must sign them in and inform the staff you have arrived. A child is NEVER to be dropped off without checking your child in with a staff member. Campers can't be signed in/out more than once per day.

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. Closing will typically be outside at Cottonwood Shelter. If there is rain or threat of storms, campers will be located at Rivers Edge. 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 on the medical information card.

ABSENT OR LATE POLICY– ALL Camps

If your camper will not be attending camp or will be arriving late, please call the appropriate camp site cell phone to notify a staff member. Our field trips times vary, please be as prompt as possible, the bus will not wait!

LATE PICK UP POLICY– All Camps

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 \$15.00 for every fifteen (15) minutes you are late. For example: Camp ends at 6:00 pm; 6:01 – 6:15 is a \$15.00 charge, 6:01 – 6:30 is a \$30.00 charge, etc. Campers that are constantly being picked up late will be asked to leave the program.

CAMP CLOTHING

Campers should wear comfortable clothes to camp. Tennis shoes and socks are highly recommended. Our program encourages outdoor play. Staff will do their best to keep clothing clean, but Camp is supposed to be full of fun and sometimes can get messy. Generally, washable paints & easily cleaned items are used at camp.

Please label everything that is brought to camp with your camper's name. A lost and found box will be kept in the camp office. Items will only be kept for two weeks after camp. After this time all lost and found items will be donated.

NO PERSONAL ITEMS FROM HOME

We ask that you leave all personal items such as toys and electronics at home. **We cannot be responsible for items brought from home.** No weapons, animals, personal sports equipment, vehicles, alcohol, drugs, or inappropriate clothing may be brought to camp. Campers are also not allowed to bring hand held games and electronics (iPods, PSPs, headphones, etc.) cell-phones to camp. The Belvidere Park District can not be held responsible for lost/stolen items.

PERSONAL ITEMS TO BRING TO CAMP: You will need to bring the following items to camp daily! In a backpack is best.

These items must be clearly marked with your camper's name.

-Lunch , -Swimsuit, -Towel, -Water bottle, -Sunscreen , -Disposable sack lunch on field trip days, -Gym shoes & socks

TYPICAL CAMP SCHEDULE

***Breakfast is served from 8:00am-8:30am, so make sure your child is signed in by 8:30am if they choose to get breakfast.**

7am – 9am Check in and Breakfast/Open Activities

9am – 4pm Activities include, but are not limited to: games, crafts, teambuilding, outdoor play, gym time, field trips, lunch, playground time, and swimming.

4pm – 6pm Pick Up and Closing



SHARING YOUR EMERGENCY INFO



What is ePACT ?

ePACT is your emergency network, 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



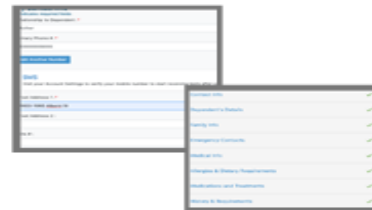
Getting Started

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



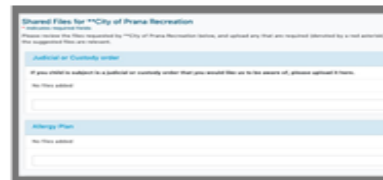
Follow the Steps

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



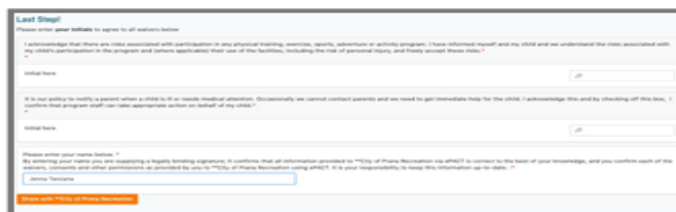
Add Additional Documents

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.
3. Click on the Share button to complete the process!



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

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