

Camp COMPASS

Navigating summer with fun, friends, and smiles!



2025 Parent Handbook

Discover /Explore Achieve Lead /Succeed

Letter to the Families

Dear Families,

Welcome to Camp Compass Summer 2025! The parent handbook is to be used as a resource for the upcoming summer. It contains important information about Camp Compass and the day-to-day operations. It is 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 uses 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 login for ePACT is: www.epactnetwork.com/login. **ePACT must be completed before your child attends camp.**

Our camp activities will include participating in outdoor play, arts & crafts, songs, active games, swimming, 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.

Here's to a great summer, **Katie Inman** -Recreation Supervisor-Youth, 815-547-5711, ext. 106, kinman@belviderepark.org

Contact Information

Camp Cell Phone #'s:

EXPLORE/DISCOVER: 815-978-4074 (Grades Pre-K-1st)

ACHIEVE: 815-978-6834 (Grades 2-3)

LEAD/SUCCEED 815-978-4219 (Grades 4-8)

KATIE INMAN– 815-547-5711, ext. 106



Camp Compass is located at the **Rivers Edge Recreation Center** (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 Avenue, Belvidere, IL (Behind Administration Building)

How to Register

REGISTRATION FEES

Parents are encouraged to sign up their child early for Camp Compass, 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 2025 will be conducted in 10, one-week sessions starting June 2nd– August 8th. 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 prior to the week attending. If payment is not received on the Tuesday prior, your child will not be eligible to attend camp that week.

The fees are as follows: Weeks 1-10 \$170 Resident /\$175 Non Resident

Camp weeks 3 & 5 are shortened weeks due to holidays, so the fee is reduced to \$140 R/\$146 NR ** No Camp June 19 or July 4**

The weekly camp fee includes a field trip or special activity, all camp materials, and a daily morning breakfast and afternoon snack.

HOW TO REGISTER

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

Online: Belviderepark.org

REFUNDS

Camp Compass does not offer refunds or credits given for missed days; including personal vacation time off and program suspensions due to behavior. If a camper misses or plans to miss a significant amount of time, they are responsible for payment.

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 week's full payment has been made.

Mission & Philosophy

CAMP COMPASS MISSION & PHILOSOPHY

At Camp Compass 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, 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 encouraged to try new things and then make a choice about whether they like it or not.

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. Your child will only receive a t-shirt if they are enrolled for a week of camp that has an off-site field trip.

The Rivers Edge Facility and Camp Compass program are not licensed or regulated by the Department of Children and Family Services (DCFS). However, the facility is considered "license-exempt". The Belvidere Park District follows the guidelines put in place by the Illinois Department of Human Services (IDHS) and accepts requests for childcare assistance from DCFS. Parents/guardians are responsible for registration fees until the State of Illinois authorizes financial assistance.

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 / Field Trip:

- 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

In a Vehicle:

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

The following incidents will be cause for a behavior strike/suspension or dismissal

- Any negative physical contact
- Stealing
- Intentionally destroying Park District property-**Parents will be responsible for replacing any damaged/broken items.**
- Entering restricted areas of 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, behavior strike/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, Strike 1/Suspension for 1 day, Strike 2/Suspension 3 -5 days, Strike 3-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 SUSPENSION OR DISMISSED FROM THE PROGRAM.

*The Belvidere Park District reserves the right to bypass standard procedures and dismiss participation immediately if the situation's severity warrants it.

Daily Information

OPENING/CHECK IN PROCEDURES

Check in will take place downstairs at 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 pickup. Inform all authorized pick up people that they will be asked to show ID until staff become familiar with them and can ask to see ID at any time. Staff will not release your child to anyone who is not listed on the medical information card.

ABSENT OR LATE POLICY

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

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; 6:01pm – 6:16pm is a \$15.00 charge, 6:01pm – 6:31pm 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. Closed toe shoes and socks are highly recommended. Our program encourages outdoor play. Staff will do their best to keep clothing clean, but camp is 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 are not 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 are not 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.

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

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

TYPICAL CAMP SCHEDULE

***Breakfast is served from 8:00am-8:30am, 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, scheduled activities and playground time.

4pm – 6pm Pick up and closing

**** Parents will be notified via email with any important changes during the summer or camp day.**

SECURELY SHARING HEALTH AND EMERGENCY INFO USING EPACT

What is ePACT ?

ePACT is 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.



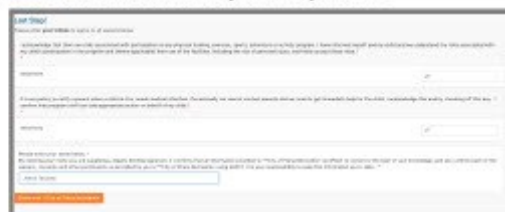
Add Additional Documents

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!