

2026 Parent Handbook Summer Camp

Camp COMPASS

Navigating summer with fun, friends, and smiles!

Discover/Explore Achieve Lead/Succeed

Camp Proudly Sponsored By: Midland 

Welcome

Dear Families,

Welcome to Camp Compass Summer 2026! 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 recommended that you read over this handbook with your camp participant and contact me if you have questions, comments, or concerns.

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.

To accommodate each camper's 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.

Katie Inman, Recreation Supervisor—Youth

Email: kinman@belviderepark.org Phone: 815-547-5711 x 106

Location & Phone Information

The Camp Compass program takes place at Rivers Edge Recreation Center. Below are the locations and site cell phone of each main area they visit. Please use these numbers when you need to reach staff during Camp Compass operating hours. Please note that the drop-off will always be at Rivers Edge Recreation Center, but the pick-up location will vary due to the weather.

Rivers Edge Recreation Center – Pick-up location for all age groups on rainy days

Address: 1151 W. Locust Street, Belvidere

Phone: 815-547-9557

Cottonwood Shelter – Pick-up location from 4-6 pm

Address: 1001 West Locust Street, Belvidere

Explore/Discover Group (Grades Pre K – 1st)

Site Phone: 815-978-4074

Splash Pad – Doty Park

Address: 365 West Locust Street, Belvidere

Achieve Group (Grades 2nd- 3rd)

Site Phone: 815-978-6834

Bloom Park

Address: 1006 West Lincoln Ave, Belvidere

Lead/Succeed Group (Grades 4th- 8th)

Site Phone: 815-978-4219

Summer Camp programs 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 Policy

BPD BEHAVIOR MANAGEMENT POLICY

All participants in the Camp Compass program are expected to adhere to the behavior guidelines set forth in our behavior policy. They have been developed to ensure programs are safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary. The following is a behavior code of conduct for the BPD and is to be used as a guideline for discipline for any program participant.

PARENT CODE OF CONDUCT

- **Parents/Legal Guardians must demonstrate respectful behavior toward staff, have appropriate communication, and cooperation with program policies and procedures.**
- All Belvidere Park District program staff are mandated reporters. This means that the staff are legally required to report any suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS).

BEHAVIOR CODE OF CONDUCT

All participants shall:

- Show respect to all participants, staff, and volunteers.
- Follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, or staff.
- Refrain from eloping/running off
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

DISCIPLINE PHILOSOPHY

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, staff will work with the participant to find a resolution specific to the situation. The BPD reserves the right to dismiss any participant whose behavior endangers their safety or the safety of others and may bypass standard procedures to immediately dismiss participation if the severity of the situation warrants it.

BEHAVIORAL PROCEDURES

BPD Staff will determine the severity of action and immediately take steps to correct unwanted behavior. Action steps may include, but are not limited to:

- A verbal warning.
- Supervised time-out from an activity. The length of the time-out will vary based on age (a participant that is 5 years old will receive a 5-minute time-out)
- A suspension from the program for a designated period.
 - Time will depend on severity of actions, length of program or activity, any past behavior issues with the participant, and their willingness to improve unwanted/inappropriate behavior.
- Transfer to another program where inappropriate behavior may be less prone to occur.
- Limited/reduced timeframe a participant is allowed to attend the program.
- Dismissal from program or activity.
 - If inappropriate behavior persists or the behavior completely disrupts the program, removal may be necessary.
- Appeals should be directed to the Recreation Supervisor first, the Superintendent of Recreation second, and finally the Executive Director.
- Participants will show respect for equipment, supplies, and facilities.
- Participants will not use foul and inappropriate language at any time.
- Participants will not show aggressive/disruptive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless of whether the behavior is initiated or in retaliation.
- Participants will follow directions from Staff.
- Participants will always stay with the group. No running away from staff at any time or at any place.

DISCIPLINARY TOOLS

- **Time Out:** Staff will have the participant sit in a time out that is deemed appropriate for their age. After the time out, the staff will debrief the participant on why they were asked to sit out and how to improve their behavior before returning to the group.
- **Missed Activity:** If the participant continues inappropriate behavior, then they will have to sit out during the scheduled activity.
- **3 Strikes:** If staff are unable to help your child find a solution to inappropriate behavior, then a phone call home may be a solution. Staff may contact you regarding a different technique to help your child succeed. In worse case scenarios, participants can be issued a Behavior Strike and sent home for the remainder of the day. They may also receive a suspension from Camp Compass or be dismissed from the program after 3 Behavior Strikes. * **We do NOT issue refunds for suspensions or dismissal from the program.**
- **Damaged Property Replacement:** If your child intentionally breaks or damages Belvidere Park District property, you will be responsible for replacing/paying the damaged/broken item(s).

Inclement Weather & Cancellations

INCLEMENT WEATHER PLAN

LIGHTNING & THUNDER GUIDELINES

If lightning is seen or thunder is heard, all outdoor activities will be suspended for 30 minutes, and the program will seek shelter in an indoor location (if available). If an indoor location is not available, the program will be relocated to a safe area.

TEMPERATURE GUIDELINES

Extreme heat is defined as temperatures reaching 90°F or higher with the Heat Index. In instances of extreme heat, Camp Compass activities will be restructured to protect participants from conditions by providing a temperature-controlled facility.

All Camp Compass staff and participants take part in emergency preparedness drills; fire, lock down, and tornado/severe storm. These drills will explain, in detail, the actions that must be taken in the event of an emergency. Emergency exit plans are posted in all Belvidere Park District facilities.

- Drills (Fire, Severe Weather, & Lock Down) will be practiced once a month on the following dates:
June 10th, July 8th, & August 5th

Program Information

DROP-OFF/PICK-UP TIMES

Upon arrival, participants must be walked into camp by an adult and signed into camp on the daily roster. **If a child is not on our roster, we cannot keep them at camp.**

Drop-off Time:	<p>Camp drop-off time is between 7:00 am and 9:00 am.</p> <ul style="list-style-type: none">• Camp drop-off is at Rivers Edge Recreation Center• Campers must be walked into the building and signed into camp by an adult• Sign in by 8:30 am if your camp participant wants to be served breakfast• Camp day starts at 9:00 am
Pick-up Time:	<p>Camp Compass ends at 6:00 pm, daily</p> <ul style="list-style-type: none">• Camp pick-up is at Cottonwood Shelter between 4:00 – 6:00 pm (weather permitting)• Indoor pick-up is at Rivers Edge Recreation Center between 4:00 – 6:00 pm (rainy or extreme heat)• Please use the Rainout App to see the pick-up location or on our website: www.belviderepark.org• If you are late to pick up your participant, you will incur a late fee.• For the safety of your child, you must always sign your child out of the program. <p>Staff reserves the right to request a state-issued photo ID, at any point throughout the summer camp season.</p>

Camp participants are required to have the following items in a backpack daily: lunch (peanut free), water bottle, sunscreen, swimsuit, towel, and gym shoes. *Parents are responsible for providing their camp participants with the necessary daily supplies.

Program Information

ABSENCES/LATE ARRIVAL

If your child(ren) will not be attending Camp Compass or arriving late for any reason, please contact the site cell phone (call or text). If no one answers, leave a message.

Discover/Explore: (Grades Pre-K – 1st)	815-978-4074
Achieve: (Grades 2nd- 3rd)	815-978-6834
Lead/Succeed: (Grades 4th- 8th)	815-978-4219
Camp Coordinator:	815-978-4249
Recreation Supervisor-Youth:	815-547-5711 x 106

LATE PICK-UP PROCEDURE

We understand that situations arise, resulting in a late pick up; however, a late fee will be assessed for any pick-up after program hours.

A written warning will be given for the first offense. The second offense and any other offense thereafter will result in a late fee of \$15.00 for every 15 minutes of tardiness. For example, Camp Compass ends at 6:00 pm; 6:01pm – 6:15 pm is a \$15.00 charge, 6:16 pm – 6:30 pm is a \$30 charge, etc. The fee will be added to the cost of Camp Compass for that date of attendance. The late fee is required to be paid prior to registration for the next week of attendance.

Participants who are consistently picked up late will be removed from the program

REFUND PROCEDURE

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 participant misses or plans to miss a significant amount of time, they are responsible for payment.

LUNCH / SNACKS

Please pack a peanut-free lunch for your child. If a Camp Compass participant does not bring a lunch, one will be provided at a cost of \$8. One peanut-free snack will be distributed daily around 3:00 pm to Camp Compass participants. If your child is in need of a special snack or does not like what we serve, please provide them with a snack dedicated for Camp Compass each day.

WHAT TO WEAR AT CAMP COMPASS

Our program encourages outdoor play. Please keep the weather in mind when sending your child to camp for the day. Campers must wear gym shoes. We also take part in a variety of crafts and experiments. Staff will do their best to keep clothing clean, but sometimes fun can get messy. Generally, washable paints & easily cleaned items are used at Camp Compass. ***Please label everything that is brought to Camp Compass with your child's name.*** *A lost and found box will be kept at camp. Items will only be kept for two weeks after camp. After this time, all items will be donated.*

PERSONAL ITEMS FROM HOME

Staff kindly ask that participants leave all personal items such as toys, books, electronics, cell phones, & smart watches at home. Camp participants will not have access to their smart watches and phones while at camp. **BPD cannot be responsible for items brought from home that are lost, stolen, or damaged.**

Field Trips

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 the requested time on field trip days. Campers must wear their Camp Compass T-shirt on field trip days. Your child will only receive a camp T-shirt if they are enrolled in a week of camp that has an off-site field trip.

Emergencies, Illness & Allergies

MEDICAL EMERGENCIES

All Staff are First Aid/CPR/AED certified. Camp Compass always carries a fully equipped first aid kit with them. In the case of minor injuries, the injury will be assessed, first aid will be administered, and an agency accident report will be completed.

In the event a participant is seriously injured at Camp Compass, parents will be immediately notified, and staff are required to call emergency medical service. They will then transport the participant to a hospital of choice or the nearest hospital (if a parent/guardian cannot be reached). Staff are not allowed to transport participants, but they will accompany the camp participant to the hospital.

Authorization Statement: As part of enrollment in this program, the parent/guardian authorizes Belvidere Park District to take any emergency measures deemed necessary.

ILLNESS

For the protection of everyone participants should be kept home if they show any of the following symptoms: **temperature, diarrhea or vomiting, rash, nasal discharge, or discharging of the ears or eyes.** Parents/guardians should exercise every precaution and keep their participant home for at least 24 hours upon showing symptoms of illness. Participants should be well enough to participate in all regularly planned activities upon returning to the program from an illness.

If a participant becomes ill while at Camp Compass, they will be placed in a separate room, under the care of a staff member, and the parent/guardian will be contacted to pick the participant up immediately.

ALLERGIES

All allergies **MUST** be listed in ePACT. The Recreation Supervisor will check all participant files prior to first day of attendance to note the allergies listed. Those will then be transferred to a spreadsheet that will be kept in the program clipboard, at all times, and communicated with program staff.

SEIZURE DISORDER

If a participant has a known seizure disorder, a Seizure Action Plan (SAP) must be completed annually by a parent/guardian and physician. This document can be turned in to the Recreation Supervisor who will then upload it to ePACT. Or the parent/guardian can upload the form to ePACT on their own. If an SAP is not on file (in ePACT) or a participant does not have a known seizure disorder, Camp Compass staff will be instructed to notify 911 at the onset of a seizure. More specific Belvidere Park District seizure procedures are included in the SAP.

EMERGENCY CONTACTS & PICK-UP

The parent/guardian is required to provide at least two emergency contacts and they **MUST** be listed under participant's Emergency Contact/Pick-Up information in ePACT. These individuals will be contacted when a parent/guardian is unavailable and your participant is sick, injured, or still at camp after the program ends. The parent/guardian will be called first and foremost, but emergency contacts will be notified for pick-up if a parent/guardian is unreachable.

- The emergency contacts **MUST** show a state issued photo ID when picking the participant up for the first time – or unrecognizable to staff.
- No one other than the emergency contacts listed will be able to pick-up your participant from Camp Compass.
- If there are any changes to the emergency contact information – it **MUST** be updated via ePACT.
 - If you need assistance making changes to ePACT, contact the Recreation Supervisor.
- These procedures are implemented for the safety of participants and staff.
- Staff members may not be considered as an authorized emergency pick-up contact for a participant (including family members or close friends) if they are working or on the schedule to work that day. If not working, they may be considered as an authorized emergency pick-up contact.

Medication

MEDICATION

- Prescription & Non-Prescription Medications: there may be times when it may be necessary to administer medications to a participant while in Camp Compass. This is permitted with written permission from the parent/guardian. There are specific rules that **MUST** be followed when dispensing medications to participating.
 - A Medication Administration Form and Dispensing Log **MUST** be completed and signed in order to dispense medication to any participant. The medication information on the Dispensing Log **MUST** match the original container/label.
 - BPD Full Time Staff, Camp Compass Coordinators, or an appointed staff member are the only staff allowed to administer medication.
 - All medications must be current and not expired.
- To ensure proper dispensing of prescription medications:
 - All medications **MUST** be in original container, with the participant's full name clearly visible on the label.
- To ensure proper dispensing of Non-prescription Medications:
 - All medications will be administered according to the medication package instructions, regardless of parental instruction. If staff is to deviate from these instructions, directions from a doctor must be submitted, in writing.
 - Write the participant's name on the medication package/bottle.
- **DO NOT** send medications in a participant's backpack or their lunch. It will not be dispensed, and a parent/guardian will be contacted immediately if found in either location.

Communication

Communication is very important to the success of Camp Compass. All of us – participants, parents/guardians, staff, etc. work together to ensure everyone involved has a positive experience while participating in the program. This can only be achieved through effective communication.

CAMP COMPASS UTILIZES THE FOLLOWING METHODS OF COMMUNICATION:

Clipboard: all participants will be signed into the program via the program clipboard. Be on the lookout – program announcements may also be placed on this clipboard for an added layer of communication.

Email: all flyers, activity calendars, and any other pertinent information will be regularly sent out via email. Please make sure the Recreation Supervisor has a current and working email and it is also updated in RecTrac (BPD registration software) & ePACT.

Program Cell Phone: a parent/guardian may call at any time during the day to check on their participant's progress or leave a message. If no one answers, please leave a message and someone will get back to you, during program hours. If you call during non-program hours – a staff member will return your call as soon as the phone is retrieved for the next program session.

Drop-off & Pick-up: face to face communication is the preferred method of communication. Staff are available during drop-off and pick-up times to answer any questions or address concerns.

Remind: is a texting service used to specifically communicate pertinent program information in real time. Download the app on your smartphone to stay updated with Camp Compass happenings, along with easy to find reminders.



CCAP Guidelines

The following information is intended to assist and guide those who utilize the Child Care Assistance Program.

CHILD CARE ASSISTANCE PROGRAM (CCAP) Participation Guidelines

To ensure a safe and well-managed programming experience for all participants, please review the following guidelines. While many of these items are included in the Parent Handbook, we are emphasizing them here to reinforce their importance. CCAP program is a state-funded initiative that provides financial assistance to low-income families to help them afford quality childcare. CCAP helps parents work, attend school, or participate in job training by subsidizing childcare costs.

Enrollment and Notice Requirements

- **State Approval & Enrollment Notice:** A minimum of **one (1) weeks' notice** is required after state approval has been received before a participant may begin attending the program. This allows time for adequate staffing and preparation.
 - If your child(ren) is registered for a park district childcare program and is later approved for CCAP funding, those benefits may only be applied to future charges; payments you've already made are **non-refundable**.
- **Copayments:** Monthly copayments are due on the **third Thursday of the month prior** to attendance. Monthly copayments will be automatically deducted from the credit card on file. Copays will not be prorated for illnesses, absences or weather-related closures. Please refer to the parent handbook for more information regarding payments.
 - **If copays are declined**, participants will be removed from the program until payment is collected.
 - When copay declines, payment must be received by the fourth Thursday of the prior month to attending. If a failure to make payment occurs, the participant will be removed for the next month.
- **Failure of Payment:** Failure of payment by the deadline will result in removal from the first week of the following month. Payment needs to be completed to be eligible for the following week to attend care. The monthly copay will still be required in full.
- **Please note**, if you have three card declines within Summer Camp, you will be removed from installment billing.

Attendance & Absences

- **Absence Notification:** Parents/guardians must notify the program site **at least one hour prior to the start time** if their child is absent. Call the **site cell phone** to report absences. Timely notification helps ensure appropriate staffing levels.
- **No Call/No Show or Excessive Absences:** Participants must attend at least **85% of their scheduled dates each month**. Failure to meet this requirement will result in removal from the program.

Late Pick-Up Procedure

- Children must be picked up by **6:00 PM**. A late fee will be charged for any child picked up after this time. Please refer to the parent handbook for more information regarding the district's Late Pick-Up Procedure.
- This fee is the responsibility of the parent/guardian and **must be paid before the participant's next day of attendance**. Please note: this fee **cannot** be billed to or covered by the state.

Staffing Ratios

- **Camp Compass:** The program will maintain a **1:15 staff-to-participant ratio**.

Emergency Contacts

- Each participant must have two emergency contacts who are **reachable by phone during all program hours**.
- If contacted due to illness, injury, or behavior the participant must be picked up **promptly**.
- Emergency contacts must be listed in ePACT.

Parent Code of Conduct

- **Parents/Legal Guardians must demonstrate respectful behavior toward staff, have appropriate communication, and cooperation with program policies and procedures.**
- All Belvidere Park District program staff are mandated reporters. This means that the staff are legally required to report any suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS).

Program Handbook Acknowledgment

- Parents/guardians must initial an acknowledgment in ePACT confirming receipt of the Program Handbook and agreement to the policies, procedures, and expectations outlined therein.

Required Participant Information

- ePACT records must be fully completed and submitted **prior to the participant's first day of attendance**.

Medication Dispensing

- All **District medication forms** must be completed and submitted prior to attendance.
- Parents must follow all established **medication dispensing procedures** without exception.