

Summer Camp

HANDBOOK

2023



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 You *belong* here.

  @urbanaparks

URBANA PARK DISTRICT 2023 SUMMER CAMP HANDBOOK

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URBANA PARK DISTRICT CAMP CONTACTS

The Urbana Park District offers a variety of summer camps to better meet the needs and interests of our diverse community. Each camp is described in detail in the sections that follow. As needed, reach out to the designated camp coordinator as indicated below if you have further questions.

Athletics Program Staff

Joe Manning (he/him), Athletics Coordinator, Brookens Gym
217-255-8601, ext. 305 or jamanning@urbanaparks.org

- Sports Camp & Sports Extended Camp

Community Program Staff

Matthew Lewis (he/him), Community Program Coordinator, Phillips Recreation Center
217-367-1544, ext. 276, or mylewis@urbanaparks.org

- School's Out for Summer Camp
- Summer Arts Camp & Summer Arts Extended Camp
- Preschool Arts Camp & Preschool Arts Extended Camp

Environmental Program Staff

David Subers (he/him), Environmental Public Program Coordinator, Anita Purves Nature Center
217-384-4062, ext. 361, or dasubers@urbanaparks.org

- Nature Day Camp & Nature Extended Camp
- Preschool Nature Camp
- Wild Child Camp

Chelsea Prah (she/they), Environmental Education Coordinator, Anita Purves Nature Center
217-384-4062, ext. 360, or ckprahl@urbanaparks.org

- Junior Counselor program
- Counselor-in-Training program
- Camp FRESH!

Office Staff

Clay Taylor-Sanford, Office Service Specialist II, Phillips Recreation Center
217-367-1544, ext. 271, or cdtaylor Sanford@urbanaparks.org

- Scholarships
- Child Care Resource Services (CCRS)
- Camp Payments

Champaign-Urbana Special Recreation (CUSR)

Christina Mott, CUSR Program Manager/Inclusion Coordinator, CUSR Center
217-819-3980, or Christina.mott@champaignparks.org

- Inclusion Aides & Inclusion Assistance

Camp Leaders & Supervisors

The Urbana Park District employs highly qualified individuals who are eager to contribute to your camper's fun and rewarding summer. Many are college students working toward teaching or recreation degrees. The staff-to-camper ratio is a maximum of 1:12. Our staff participates in intensive training that includes leadership skills, effective teaching strategies, age characteristics, behavior intervention, and more. All camp staff members are certified in CPR/First-Aid.

Counselors-in-Training and Junior Counselors

Counselors-in-Training (CITs) and Junior Counselors (JCs) are middle school and high school students who enjoy working with children and are learning the leadership skills necessary to become camp counselors. Each is assigned to a camp location for the entire session. They act as assistants to the leaders, take part in all camp activities, and have their own staff training.

URBANA PARK DISTRICT SUMMER CAMPS INFORMATION

GENERAL CAMP INFORMATION

- If you have any registration questions, call the Phillips Recreation Center at 217-367-1544, ext. 1.
- All campers must be toilet trained unless limited by a disability.
- Participants will be the correct age for camp enrollment by September 1, 2023.
- Camps may be canceled at any time if weather conditions become severe or threaten the safety of the campers and staff. No refunds are issued when camps are canceled due to weather.
- **There is no camp on Monday, June 19, in observance of Juneteenth.**
- **There is no camp on Tuesday, July 4, in observance of Independence Day.**
- Full payment is preferred at registration. An extended payment option is available for anyone who registers in person or online.
- Participants can be enrolled in a camp when all of the following conditions are met:
 - Registration and full payment is made by cash, check, or credit card, or deposits are paid by cash, check, or credit card **and** the Extended Payment form is turned into the Phillips Recreation Center.
 - Space remains in the camp session(s) requested. As camps fill, waiting lists are created on a first-come, first-served basis. Contact the Phillips Recreation Center for more details.
- If needed, an Inclusion Aide from Champaign Urbana Special Recreation can be requested. See pages 4-5 for more information.

DEPOSITS, REFUNDS & EXTENDED PAYMENT OPTION

There is a \$25 nonrefundable deposit for every camp session. Refunds for the camp price, minus the \$25 deposit, will be issued if requested at least two weeks prior to the camp start date. No refunds are issued when camps are canceled due to weather. If your camper cannot attend all days of a camp session, you are still required to pay for the entire camp session. Fees cannot be pro-rated.

In the circumstance of serious contagious illness of a camper, you may receive a partial refund. If a child needs to stay home and misses at least three days of the camp week due to illness, you may request a 50% refund minus the \$25 deposit. We are striving to keep campers and staff as healthy as possible.

The Extended Payment option allows you to pay for camp in regular installments instead of paying the entire fee up-front. This option is **only available for registration in person or online**; phone registration is not available. If you choose to pay in installments, a \$25 per camper, per week, nonrefundable registration deposit is required. This deposit will be applied to the full payment of the camp fee. The remaining balance must be paid by automatic withdrawal (either by a credit card or a bank account). In addition to the registration form, you will complete an Automatic Withdrawal Approval form authorizing the Urbana Park District to make scheduled withdrawals from your checking account or credit card.

The payment plan is a set schedule established by the Urbana Park District. Your credit card or checking account will be debited two weeks before the first day of the camp session. Payments will be charged at 12:01am Tuesday morning. If an automatic payment is declined for any reason, a \$25 service fee will be assessed. The camp fee and the service fee must be paid by 6pm on Wednesday of the same week to avoid your camper being unenrolled from camp due to non-payment.

Extended Payment Plan Calendar:

Camp Weeks and Dates	Automatic Payment Due Date	Drop Date if Payment Not Received
Week 1: June 5-9	Monday, May 22	Thursday, May 25
Week 2: June 12-16	Monday, May 29	Thursday, June 1
Week 3: June 20-23*	Monday, June 5	Thursday, June 8
Week 4: June 26-30	Monday, June 12	Thursday, June 15
Week 5: July 3-7*	Monday, June 20	Thursday, June 22
Week 6: July 10-14	Monday, June 26	Thursday, June 29
Week 7: July 17-21	Monday, July 3	Thursday, July 6
Week 8: July 24-28	Monday, July 10	Thursday, July 13
Week 9: July 31- Aug 4	Monday, July 17	Thursday, July 20
Week 10: Aug 7-11	Monday, July 24	Thursday, July 27

***No camp on June 19th or July 4th**

MULTIPLE-CHILD DISCOUNTS

Families with more than one child attending any Urbana Park District camp during the same session receive a discount of \$14 per session for each additional child. Multiple-child discounts are only available over the phone or in person, not online.

FINANCIAL ASSISTANCE & SCHOLARSHIPS

Requests for scholarships must be received no later than two weeks before a program's deadline. Call the Phillips Recreation Center at 217-367-1544 for more details. Space is not guaranteed, and a spot is not saved for your camper until the payment or the \$25 deposit has been made. The regular camp payment schedule still applies.

If you receive assistance from CCRS (Child Care Resource Services): A \$10 deposit per child per week will be required to save a spot. These deposits will be refunded at the end of the summer as long as your camper attends 80% (4 out of 5 days) of camp for each week enrolled. Due to the cost of camps and the amount that CCRS can cover, Extended Camps are an extra fee that will not be covered by CCRS. If you would like to register for these camps, you will need to sign up for the regular payment plan. An approval letter for the Urbana Park District or payment in full will be required by the Thursday before a camp begins in order for your camper to attend. You are responsible for any remaining balance after CCRS. Once your letter is received, payment must be made or a payment plan set up with the Office Service Specialist II within one week for your camper to continue attending camp.

EQUAL ACCESS / INCLUSION ASSISTANCE FOR CAMPERS / AMERICANS WITH DISABILITIES ACT

The Urbana Park District complies with and is committed to providing equal access in accordance with the *Americans with Disabilities Act (ADA)*, which prohibits discrimination in the provision of services, programs, or facilities to individuals with disabilities. The District works in cooperation with Champaign-Urbana Special Recreation (CUSR) to offer equal access to our recreation programs and services for individuals with specific needs.

CUSR offers inclusion services for Urbana Park District programs. Upon an initial assessment, services that are deemed appropriate based on each individual may be provided. If needed, a one-on-one aide may be available to work with your camper. When registering, please fill in the "ADA Information" section as needed on the registration page. **If you register online, you must contact the Phillips Recreation Center to arrange special services.** Services must be requested as early as possible (at least three weeks) prior to a program in order to best serve your camper.

EQUAL ACCESS / INCLUSION ASSISTANCE FOR CAMPERS / AMERICANS WITH DISABILITIES ACT (Continued)

All campers must follow the behavior guidelines and program expectations. Failure to do so may result in suspension or expulsion from camp(s). See the Urbana Park District Camp Rules & Behavior Procedure (page 10-11) for more details.

If you have any questions about the ADA, or would like information on our inclusion process, please contact the Urbana Park District at 217-367-1544.

WHAT IS ePACT?

The Urbana Park District uses a secure, paperless system called ePACT to organize and secure your camper's information. This web-based program stores data such as the campers medical conditions, dietary restrictions, in case of emergency contacts, and is used to perform daily tasks such as camper check-in and check-out. After registering your camper, **you will receive an email invitation to set up or update an ePACT account through their website or free mobile app. The email address on file in the UPD's ACTIVENet registration system must match the username you create in ePACT.** If you need to update your email address on file please call 217-367-1544.

Once you receive the email invitation, please click on the orange "Complete Request" button and, if you haven't setup an ePACT account in the past, click on the blue "Create Account" button. Your ePACT account is different from your ACTIVENet account, so your login credentials for ACTIVENet will not work as your ePACT login credentials. Once your account is created, you can designate who is allowed to pick-up your camper from camp and upload photos of those individuals. Parents & guardians as well as people designated as emergency contacts are automatically included in the camper's pick-up/drop-off list. **Creating an account in ePACT and designating at least one additional adult as an emergency contact is a requirement.**

It is required that each camper has all of their information completed in ePACT before the first day of camp. You will not be permitted to drop off your camper at camp until this step is complete and you see the "successfully submitted" screen. If you need technical assistance or would like to use an internet-connected device in order to set up your camper's ePACT account, please contact Nicole Hilberg at 217-384-4062 (ext. 355). To learn more about ePACT, visit www.epactnetwork.com.

FIRST DAY CHECK-IN

On the first day of each session that your camper attends, you must check-in your camper at the camp's designated check-in site (see specific camp information below). Staff will ask for the camper's name and make sure that all fees have been paid and all forms have been completed. Staff will direct you to the camp's daily gathering location. Leaders will be there to greet campers and get them settled into their groups. There may be a few changes during the first day, so be prepared. You will receive a weekly schedule that will identify your camper's leader(s) and activities for the session.

ABSENCES / EMERGENCIES

If your camper will be absent from camp, or if you need to speak to your camper in the event of an emergency, please call the corresponding site after 8:00am:

- | | | |
|-------------------------------------|----------------------------|----------------|
| • Sports Camp/Extended Camp | Brookens Gym | (217) 255-8601 |
| • Preschool Arts Camp/Extended Camp | Phillips Recreation Center | (217) 367-1544 |
| • Summer Arts Camp/Extended Camp | Phillips Recreation Center | (217) 367-1544 |
| • Preschool Nature Camp | Anita Purves Nature Center | (217) 384-4062 |
| • Nature Day Camp/Extended Camp | Anita Purves Nature Center | (217) 384-4062 |
| • Camp FRESH! | Anita Purves Nature Center | (217) 384-4062 |

ABSENCES / EMERGENCIES (Continued)

Keep your child home if:

- Your child has a temperature of 100°F or higher (and continue to keep them home for 24 hours after their temperature is back to normal)
- Your child has a severe cold, COVID-19, RSV, or other contagious virus
- Your child has inflammation of the eyes
- Your child has been vomiting or has had diarrhea

In addition to the list of symptoms above, **keep your camper home if they have head lice**, until they have had their first treatment.

In the circumstance of serious contagious illness of a camper, you may receive a partial refund. If a child needs to stay home and misses at least three days of the camp week due to illness, you may request a 50% refund minus the \$25 deposit. We are striving to keep campers and staff as healthy as possible.

SIGN-IN & SIGN-OUT PROCEDURES

For your camper's safety, you must drop off and pick up your camper with the camp staff each day. **All campers must be signed-in and signed-out each day using the ePACT app on the tablets provided at the drop-off location.** No camper will be allowed to leave the camp unless accompanied by an adult designated in ePACT. **Picture identification will be required.** You may upload photos of designated adults into your camper's ePACT account. If the adult designated for pick up is not pictured in ePACT, they will be required to show a government-issued photo ID that matches their name in ePACT. Designated adults may be added to or deleted from ePACT at any time.

DROP-OFF / PICK-UP SCHEDULE

7:30 – 8:30am	Drop-off (except Camp FRESH, where drop-off starts at 8am)
8:30 – 9am	Camp activities begin
2:45 – 3:00pm	Pick-up for regular camps
3:00 – 5:30pm	Extended camp hours (pre-registration required; pick up at any time)

EXTENDED CAMP DROP-IN

If you know in advance you will not be able to pick your camper up by 3pm, you may have the option to enroll your camper in Extended Camp Drop-In at a rate of \$16/day, **provided there is space available.** This fee may be paid over the phone by calling the Phillips Recreation Center at 217-367-1544, ext. 1.

LATE PICK-UP FEES

You are expected to pick up your camper by the designated time. **The Urbana Park District will charge a fee of \$5.00 per every 5 minutes that your camper is picked up late. Fees begin at 10 minutes late for regular camps and at 5 minutes late for extended camps.** For example:

Camp	No Late Fee	Late Fee - \$5	Late Fee - \$10	Late Fee - \$15
Preschool Nature Camp	12:00 - 12:09pm	12:10pm	12:15pm	12:20pm
Nature Camp, Arts Camps, Sports Camp, Camp FRESH, Wild Child Camp	3:00 - 3:09pm	3:10pm	3:15pm	3:20pm
All Extended Camps	5:30 - 5:34pm	5:35pm	5:40pm	5:45pm

If you are charged late fees but are unable to pay that day, they must be paid by Friday for your camper to remain enrolled in any remaining weeks of camp.

LATE DROP-OFF & EARLY PICK-UP

There are times when you may arrive late to camp. If you know in advance that you will be late, make arrangements with your camper's leader. Staff will locate where your camper's group will be when you arrive and direct you to that location. They will also contact the group's leader to inform them of your arrival time. If your camper's group is away from the area, your camper may be placed temporarily with another group.

If you must pick up your camper early from camp, please make arrangements in advance. Give a note to your camper's leader/site supervisor to ensure that your camper is waiting at the agreed-upon location at the appropriate time. If this advance arrangement is not possible, we will locate your camper. We ask that special pick up requests be kept at a minimum so as not to interfere with the camp schedule and your camper's experience.

LUNCHES & SNACK TIMES

Campers are very active at camp. As such, we recommend packing a larger-than-average lunch. For more details about lunches and afternoon snacks, refer to the individual camp sections on the following pages.

If your camper has food allergies or sensitivities, alternatives can sometimes be provided. **Indicate any dietary restrictions or food allergies on your camper's ePACT account.** If you prefer to send your camper with their own snack, please do so in a clearly-labeled container.

Campers with extreme food allergies will be allowed to sit apart from others during lunch time. **If you wish to bring in food to share with the camp**, like cupcakes for a birthday celebration, **you must have those items approved by the camp supervisor beforehand.**

The Urbana Park District cares about decreasing environmental impacts. That is why we recommend you try packing a "waste-free" lunch for your camper. Here are some easy tips to cut back on waste that would otherwise go to a landfill:

1. **Buy food in bulk.** Instead of buying individually-packaged foods, buy larger quantities and pack lunch portions in a reusable container. This can also save money over time!
2. **Pack food that has its own container**, like apples, oranges, grapes, cherries, bananas and other fruits. Some camps even have small-scale composting for food waste!
3. **Use a reusable lunch box/bag.** They can last for many years and save money on disposable lunch bags.
4. Pack **reusable utensils, containers, drink bottles, napkins**, etc.
5. Ask your camper to **bring home their lunch leftovers.** This is a great way to discover what your camper is and is not eating.
6. **Have your camper help pack their own lunches.** They will be more likely to eat the lunches that they help prepare. Not only is this a great life skill, it can help ensure that their lunches are waste-free!

Campers will also be encouraged to recycle appropriate items during camp. For more tips for packing a waste-free lunch, check out "How to Pack a Waste-Free Lunch for Your Kids" at <https://recyclenation.com/2017/05/how-to-pack-a-waste-free-lunch-for-your-kids/>.

FIELD TRIPS AND CHAMPAIGN-URBANA MASS TRANSIT DEPARTMENT (MTD)

Field trips are excursions where the campers leave the typical camp location. Summer camps may use MTD busses to transport campers to field trip locations and the outdoor pool for swim days. Camp coordinators will purchase bus tokens and/or passes for campers. Adults and guardians will be informed of trips through weekly schedules or notes home. On occasion, a field trip day may necessitate an alternate location for drop off and/or pickup. Contact your camper's coordinator with questions or concerns (see page 2 for contact information).

SWIMMING & “WATER PLAY DAYS” (GENERAL)

Weather permitting, day camps and extended camps will typically have recreational swim at the Urbana Indoor Aquatic Center (“the indoor pool”) and/or the Crystal Lake Park Family Aquatic Center (“the outdoor pool”) at least once a week (varies by camp and by session). Please send your camper to camp with a swimsuit and towel on those days. Staff will make sure your camper is wearing sunscreen prior to visiting the outdoor pool. Adults who wish to visit the pool with their camper must pay the full admission fee, even if they do not swim. Preschool Camps will not take pool trips due to the discontinuation of toddler swim times. Some camps may choose to have occasional water play days with Preschool Campers.

All campers will be required to pass a swim test (once per summer or once per camp) before they will be allowed to enter the deep pools. During a swim test, a certified lifeguard will watch campers attempt to swim the length of the pool. Campers who succeed will be granted access to the deep pools. Campers who do not pass their swim test may try again each week during camp. Campers who do not pass the swim test, or who do not want to attempt the swim test, will be designated by a colored bracelet so that lifeguards and camp staff know that those children are restricted to the shallow pools. Camp staff will be stationed at each pool and at the camp’s “dry activity” location.

Weather permitting, camps may also plan “water play days” with water games and water-related activities. On these days, please dress your camper in clothes that can get wet, or in layers with swimwear underneath, and send a towel. You may choose to send extra dry clothes for your camper.

Check your camper’s weekly schedule for more information, or find the specific camp’s swim day information in the appropriate section below.

HAZARDOUS & RAINY WEATHER

Campers spend a significant amount of time outdoors. If the weather becomes hazardous, camp may be cancelled. The Urbana Park District understands the inconvenience that these rare incidences may present but must keep the safety of the campers and staff in mind at all times. The decision to cancel a camp is not made lightly. Camps will not be cancelled due to rainy weather alone. On the very rare occasion a camp is cancelled, no refunds are issued, and camp days cannot be made up.

Staff make every effort to accommodate campers during rainy weather. However, indoor space large enough to accommodate each day camp program over an extended period of time is limited. Staff members are instructed to remain in the nearest secure facility until severe weather has passed. Please bear with us during these days and expect to spend a few extra minutes waiting for your camper. Your camper’s safety is our first priority at all times.

If there is a severe weather watch or warning, or severe flooding, you may call the appropriate location listed on page 2 for more information. Receive instant notifications on weather updates and changes of plans by email and/or text message through the ePACT system. Please be sure contact information is accurate.

ITEMS NOT ALLOWED AT CAMP

In order to ensure an enjoyable and safe camp experience the following items are **not** allowed at camp: drugs, alcohol or nicotine products; violent or sexual images; lighters or matches; pocket knives, weapons or items that look like weapons; toys; portable electronics (iPads, video games, etc.); and valuable items. Toys or portable electronics may be permitted for campers with specific sensory needs. **Cell phones will be permitted but can only be used for emergencies and must be kept on silent.** The Urbana Park District is not responsible for lost or stolen items.

LOST AND FOUND

Remember to label ALL belongings with your camper's name (including towels and extra clothing on water days). The Urbana Park District will not take responsibility for lost personal items. Lost and found items will be kept at each camp location.

ACCIDENTS

All camp staff are trained in general first aid and CPR. If a participant has an accident serious enough to require professional medical attention, Urbana Park District staff will contact you by phone. If you cannot be reached, the designated emergency contacts listed in ePACT will be called. If it is necessary for the participant to go to the hospital, you may transport the camper, or an ambulance will be called at your expense. In very severe circumstances, 911 will be called and you will be notified after the 911 call. If staff are unable to reach any adult responsible for the camper, or if time is critical, an ambulance will be called and the camper will be taken to the hospital. A staff member will accompany the camper to the hospital, and Urbana Park District staff will continue trying to contact you.

ASTHMA AND FOOD ALLERGIES

You must record any food allergies or other severe allergies in your camper's ePACT account. Specify the severity of the allergy and intervention needed. Inform staff if your camper carries an Epi-pen or requires any special accommodations. If your camper has asthma or severe allergies (including food allergies), please have your camper's physician complete an **Asthma Action Plan** or **Allergy Action Plan** and upload it to your camper's ePACT account. This will allow us to best care for your camper.

MEDICATION / MEDICAL NEEDS

We strongly discourage administering medication at camp unless medically necessary. If possible, please ask your physician to write the prescription so that the medication can be given outside of camp hours. All prescription drugs must be given to the camp staff (typically the camp supervisor) who will administer the drug at the designated times. **Please explain medical needs in detail in your camper's ePACT account, AND communicate your camper's special needs in person with their camp leader and camp supervisor. You must also complete a Medication Administration Packet, available at the camp site. You must indicate any allergies or dietary restrictions your camper has in their ePACT account. Specify the severity of the allergy and intervention needed. Inform your camper's leader and camp supervisor if your camper carries an Epi-pen or requires any special accommodations.**

NO FIREARMS POLICY

No person will carry or have in his or her possession any firearm, air pistol, air rifle, pellet gun, explosive device of any nature or any other instrument capable of launching or firing any projectile, rocket or noxious substance, whether propelled by gunpowder, gas, air, spring, or any other means while within any Park, Boulevard, driveway, or other public place of the District, except that this section will not apply to any law enforcement officer authorized by law to carry a weapon within the District and except in a District organized, authorized, and supervised recreational program.

CAMP RULES & BEHAVIOR PROCEDURE

The Urbana Park District is committed to providing positive, safe and fun experiences for everyone. The following code of conduct will be enforced to help keep Urbana Park District programs and facilities safe and enjoyable for all.

The expectations below apply to **all** participants in **all** UPD camps. Failure to follow these rules may result in dismissal from camp.

ALL camp participants must:

1. Not harm or endanger themselves or other participants or staff.
2. Stay with their assigned group or camp leader.
3. Respect themselves, other campers, their leaders, and the program rules.
4. Use respectful, appropriate language towards staff and other campers.
5. Respect supplies, equipment, facilities, parks and the environment.
6. Leave inappropriate items at home. (See page 8 for a list of items not allowed at camp.)

Safety is the primary concern. If a camper is having trouble adjusting to camp or abiding by the rules, staff will work with the camper and their adult guardian(s) to provide individualized support, including sensory accommodations as needed. The success of each camper is important. Urbana Park District Camp programs revolve around positive choices. Camp staff work with campers to help them make the best behavior choices. Camp staff give as much positive reinforcement and recognition as possible to campers who are meeting expectations. Expectations of campers are developmentally-appropriate, as are the consequences of inappropriate behavior. In the event of inappropriate behavior, staff will first give a quiet reminder, explain the behavior, and let the camper know what is expected and the consequences associated if the negative behavior continues (see below). Time-outs, behavior reports and conferences with adult guardians and camp supervisors will be utilized as necessary. The duration of time-outs depend on the camper's age and the severity of the behavior.

Please note: In cases of major rule violations, including aggressive or physical contact (pushing, hitting, kicking, fighting, etc.), verbal abuse (cursing, threats, teasing, etc.), or destruction of property (other campers' belongings, camp equipment or supplies, etc.), participants may be suspended or dropped immediately from camp, regardless of the number of previous offenses. Program suspensions and expulsions must be approved by the Superintendent of Recreation. Refunds will not be issued.

Consequences of Inappropriate Behavior:

1. **Time-out and reminder of expectations:** Camper will be removed from the group, receive a verbal warning that the exhibited behavior is inappropriate, and be reminded of the appropriate behavior. Camper may or may not return to the group, dependent upon severity of offense. An adult guardian will be notified and asked to sign a UPD Behavior Report. (See pages 24-25 for an example report form.)
2. **Conference with supervisor:** Staff will inform the camp supervisor if a problem continues. The camper will again be removed from the group, receive a verbal warning that the exhibited behavior is inappropriate, and be reminded of the appropriate behavior. The camper's adult guardian or emergency contact will be notified that a second offense has occurred, asked for suggestions to prevent recurrence of the unwanted behavior, and asked to sign a behavior report.

3. **Suspension:** The camper's adult guardian or emergency contact will be called for immediate pickup, and the camper will be suspended from the program for up to five days without refund. When the camper is picked up, the appropriate staff will meet with the adult guardian or emergency contact to discuss the incident, consequence, prevention tactics, and discuss the consequences of a fourth offense. The adult guardian will be asked to sign a behavior report. (If camper is not picked up within one hour of the adult guardian being contacted, the participant may be released to the custody of the Urbana Police Department.)
4. **Expulsion:** The camper's adult guardian or emergency contact will be called for immediate pickup, and the camper will be suspended from all UPD Camps for the duration of the summer, without a refund for that session. If the participant is registered for any subsequent camps, the payer will be refunded their deposit and fees for those camps. When the participant is picked up, the appropriate staff will meet with the adult guardian to discuss the incident and expulsion. The adult guardian will be asked to sign a behavior report. (If camper is not picked up within one hour of the parent/guardian being contacted, the participant may be released into the custody of the Urbana Police Department.)

Nature Camps – Anita Purves Nature Center

CAMP DESCRIPTIONS

Preschool Nature Camp is held at the Anita Purves Nature Center (1505 N. Broadway). Camper drop-off is from 8-8:30am starting with free play. Scheduled activities begin at 8:30am. Occasional field trips are also planned which may change drop-off and pick-up locations; be sure to check your camper's schedule for details. Campers will go outside, so please dress them accordingly and bring a refillable water bottle daily. Each camper receives a Nature Day Camp T-shirt. A morning snack is provided *only for Preschool Nature Camp*. Pickup is from 11:45am-noon.

Nature Day Camp is held at the Anita Purves Nature Center (1505 N. Broadway). Camper drop-off is from 7:30-8:30am at the Friendship Grove Nature Playscape (inside the nature center on rainy days) starting with kids' choice activities. Scheduled group activities begin at 8:30am, at which time campers will be divided into smaller groups, each with a different camp leader. Campers must bring a lunch and refillable water bottle daily. Snacks are *not provided* at Nature Day Camp. Campers spend as much time outside as possible; please dress them accordingly. Each camper receives a Nature Day Camp T-shirt. Pickup is from 2:45-3pm outside the Anita Purves Nature Center.

Extended Nature Camp is for campers enrolled in the corresponding session of Nature Day Camp or Camp FRESH. An afternoon snack is provided *only at Extended Nature Camp*. Extended Camp ends at 5:30pm. Campers may be picked up at any time during the Extended Camp hours.

Wild Child Survival Camp is based at the Anita Purves Nature Center and Friendship Grove Nature Playscape (1505 N. Broadway). Camper drop-off is from 7:30-8:30am starting with kids' choice activities. Scheduled activities begin at 8:30am and transition to district parks and natural areas such as Busey Woods. Campers will be divided into smaller groups, each with a different camp leader. Campers must bring a lunch and refillable water bottle daily; morning snacks *may* be provided. Campers spend the day adventuring outside; please dress them accordingly. All groups will visit the Crystal Lake Park Family Aquatic Center on Wednesday and Friday afternoon. Pickup is from 2:45-3pm.

Wild Child Extended Camp is for campers enrolled in Wild Child Survival Camp. An afternoon snack is provided. Extended Camp ends at 5:30pm. Campers may be picked up at any time during the Extended Camp hours. On swim days, campers can be picked up directly from the Crystal Lake Park Family Aquatic Center.

NATURE CAMP GOALS FOR CAMPERS

- Foster sensory exploration and curiosity through hands-on projects and play.
- Stimulate intellectual and physical development while participating in authentic learning opportunities.
- Develop respect and appreciation for the natural world through meaningful, place-based experiences.
- Develop social skills as campers make friends and work collaboratively.
- Develop self-confidence and a sense of belonging.

ARRIVAL / DROP-OFF

All nature camps have morning drop-off at the Anita Purves Nature Center and surrounding areas from 7:30-8:30am. On the first Monday of each session, or the first day of each session that your camper attends camp, you must **check-in at the front desk of the Anita Purves Nature Center**. Staff will then direct you to your camper's group where **you will sign-in your camper each subsequent day for that week**. A paper copy of the group's schedule will be available at that time. If you would like a paper copy of the schedule and have not received one, please ask a staff member. *Preschool Nature Camp* will check in inside the nature center **each day**.

DEPARTURE / PICK-UP

All nature camps have afternoon pick-up at the Anita Purves Nature Center and surrounding areas; Nature Day Camp pick-up is from 2:45-3pm, and Extended Camp pickup is any time before 5:30pm. There is a new parking lot to use for camp drop-off and pickup. The UDPAC Learning Pavilion is new in 2023, and has its own parking lot for daily pickup and Tues-Fri drop-off (see map on pg. 16). Most camp groups will be involved in cleanup or closing activities when you arrive. Please be patient, as this can become a hectic time. **See page 6 for information about Late Pick-up Fees.**

All campers must be signed-out in the presence of a camp leader each day. No camper will be allowed to leave the camp unless accompanied by an adult designated in ePACT.

Typical pick-up locations:

Camp	Pick-up Time	Pick-up Location
Preschool Nature Camp	11:45am-noon	Anita Purves Nature Center
Nature Day Camp & Wild Child Survival Camp	2:45-3pm	UPDAC Learning Pavilion (or Anita Purves Nature Center on rainy days)
Extended Nature Camp (M, T, Th) & Wild Child Extended Camp (M, T, Th)	3:15-5:30pm	Friendship Grove Nature Playscape (or Anita Purves Nature Center on rainy days)
Extended Nature Camp <i>swim days</i> (W, F) & Wild Child Extended Camp <i>swim days</i> (W, F)	3:15-3:45pm	Friendship Grove Nature Playscape or Anita Purves Nature Center
	3:45-5:30pm	Crystal Lake Park Family Aquatic Center

See page 6 for information about Late Pick-up Fees and the Extended Camp Drop-In option.

LUNCH, SNACKS & WATER

All campers enrolled in Nature Day Camp **must bring the following each day:**

- 1. Morning snack** – Campers will eat snacks that they bring from home at around 10am each day.
- 2. Lunch** - Campers will be very active; we recommend that you **pack a larger-than-average lunch.**
- 3. Refillable water bottle**

Lunches must be in a squirrel-proof container (no paper bags) and labeled with the camper's name. We recommend packing a waste-free lunch by using reusable containers and utensils (see page 7). **Refrigeration and microwaves are not available to campers.** Additional water will be available. (Snacks are provided for Preschool Nature Camp, Extended Nature Camp, and Wild Child Camps; campers can bring their own from home if they prefer.)

WHAT CAMPERS SHOULD WEAR/BRING

All campers will spend time outdoors. Send your camper dressed according to the day's weather and activities.

It is important that campers come dressed in clothes and shoes that are comfortable for running and playing. All clothing, shoes and accessories should be able to get dirty. Long pants help protect campers from poison ivy, ticks, scrapes and sun, but pants should be lightweight and breathable. Light-colored clothing is recommended to help keep campers cool. Sometimes lightweight jackets are necessary in the mornings before temperatures rise.

WHAT CAMPER'S SHOULD WEAR/BRING (Continued)

Essentials:	Recommended:	Optional:
<input type="checkbox"/> Morning Snack & Lunch <input type="checkbox"/> Refillable water bottle <input type="checkbox"/> Face mask <input type="checkbox"/> Closed-toed shoes <input type="checkbox"/> Comfortable clothing / layers <input type="checkbox"/> Towel / extra clothes (swim days & water play days only)	<input type="checkbox"/> Backpack / string bag <input type="checkbox"/> Long pants <input type="checkbox"/> Light-colored clothing <input type="checkbox"/> Hat with visor/bill <input type="checkbox"/> Rain jacket (rainy days only)	<input type="checkbox"/> Sunscreen <input type="checkbox"/> Insect Repellent <input type="checkbox"/> Light jacket <input type="checkbox"/> Sunglasses

Label ALL personal items with your camper's name so they can be easily identified. The Urbana Park District will not take responsibility for lost personal items.

SPF 30+ sunscreen and insect repellent will be applied to your camper each morning and throughout the day as necessary, as long as permission has been granted in ePACT. If you prefer to supply your own sunscreen and/or insect repellent, please label the bottle and send it with your camper each day.

WEEKLY CAMP SCHEDULES

A schedule detailing camp plans for the week will be available on the first day of each camp session. Look for printed copies of your camper's schedule when you sign in your camper at drop-off. If you do not see one, please ask and one will be provided. This weekly "session schedule" will outline the camp's general activities and locations. It will also provide information regarding field trips and special activities as well as introduce the camp leader(s) and any special visitors. The staff spends a considerable amount of time planning educational and recreational activities. If you have any questions, please talk with your camper's camp leader or the camp's site supervisor. There are occasions when the schedule may be altered. The staff will make all attempts to notify you of location changes in a timely manner.

SWIM DAYS

Swim time at the Crystal Lake Park Family Aquatic Center (across the parking lot from the nature center) will take place for Nature Day Camp, Extended Nature Camp, and Wild Child Survival Camp.

Camp	Swim Day(s)	Approximate Times
Nature Day Camp & Wild Child Survival Camp	Wednesdays & Fridays	1-2:30pm
Extended Nature Camp & Wild Child Extended Camp	Wednesdays & Fridays	3:45-5:30pm

On swim days, send your camper to camp with a towel, a backpack or bag, and wearing a swimsuit under their clothes. If your camper is not wearing a swim suit, they will be given the opportunity to change clothes in the restrooms, however changing times for large groups of children can delay swim time. Remember to label all of your camper's belongings and clothing with their first and last name; the park district is not responsible for lost items. Staff will make sure your camper is wearing sunscreen prior to visiting the outdoor pool and will reapply as needed. Children who do not want to swim will sit in a "dry activity" location with a camp leader. If you are picking up a child during swim time, tell the pool staff at the entrance and you will be permitted to enter and locate your camper. You must still sign out your camper with their designated leader during swim times.

PROGRAM OPTIONS & FIELD TRIPS

As a program option, camp staff may plan a field trip, guest presenter, or movie. Field trips are excursions where campers leave the typical camp location. We consider trips to Meadowbrook Park, the Lake House, or the Urbana Indoor Aquatic Center as field trips. Campers travel via MTD city buses for most field trips. In some cases, scheduled field trips may mean a change in drop off and/or pick up location or time. You will be notified of any field trips at least 24 hours prior to the date. **Please carefully read all notes sent home.** Films may only be shown during hazardous weather when children are not allowed outdoors. The site supervisor and the camp coordinator will review and approve any movie selections; all films will be G or PG-rated.

COMMUNICATION

Nature Day Camp staff will be using ePACT for communication purposes throughout the day. ePACT allows us to send mass-texts, emails, and voicemails quickly and easily. Camp supervisors may also contact you by email or phone as necessary. Please make sure the contact information that you provide in your camper's ePACT account is the most up-to-date.

RAINY DAYS

On rainy days when there is only light rain and no thunder/lightning, campers may still spend time outdoors. Please send your camper with a jacket or raincoat on rainy days. In the event of thunder and/or lightning, campers will be relocated inside the Anita Purves Nature Center or the nearest storm-safe shelter until the weather improves, and you will receive notification. If bad weather is forecasted, some activities may be cancelled or rescheduled.

NATURE DAY CAMPS & CAMP FRESH LOCATIONS

The **Anita Purves Nature Center**, 1505 N. Broadway Ave. in Urbana, is the headquarters for the Urbana Park District's environmental programs and services. Should hazardous weather arise, the nature center has indoor space available. Restrooms and water fountains are located here, and **this is where you will check in on the first day of each camp session.**

The **Friendship Grove Nature Playscape**, located outdoors east of the nature center, opened in April 2017. A wide variety of play opportunities is available for all ages and abilities. "Loose parts" such as kitchen supplies, toys, natural materials, wooden blocks and more are seeded throughout the playscape and inspire creative play. The nature playscape is typically where campers will be dropped off from 7:30-8:30am.

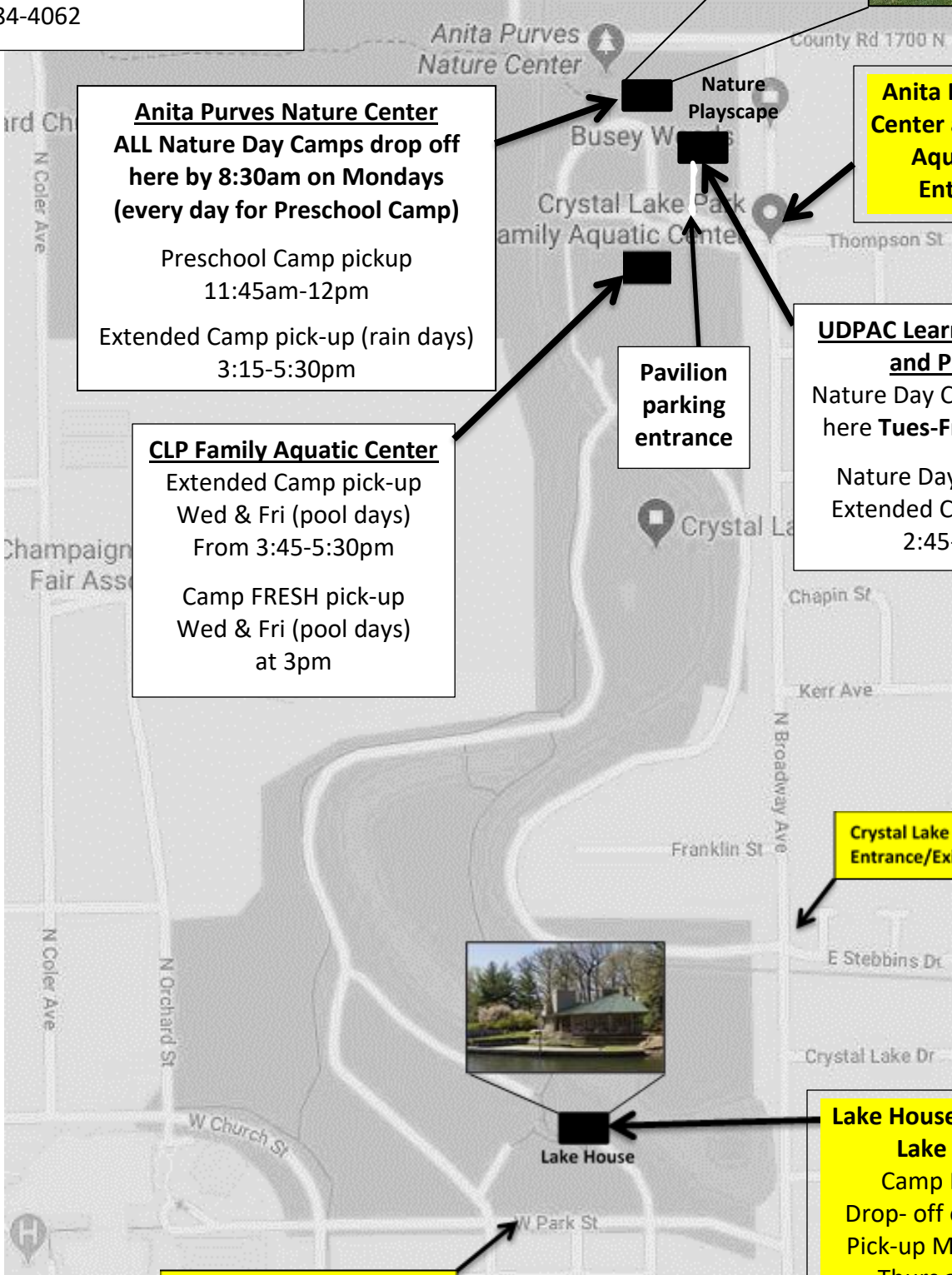
Busey Woods, located west of the nature center, is a 59-acre remnant forest. The woods contain a 1/3 mile accessible boardwalk trail as well as soft paths. The Urbana Park District manages Busey Woods as a natural area. Some oak trees are as old as 300 years, and common wildlife includes deer, birds, box turtles, salamanders, squirrels, and more. Nature campers will take regular excursions into Busey Woods; our adventures may occasionally take us off trail!

Crystal Lake Park, just south of the nature center, is currently undergoing a rejuvenation with new lake access points and natural landscaping. The park features a mature urban forest, access to the Saline creek, the Lake House, a playground, and the Labyrinth. Campers may spend time exploring, fishing, and playing at Crystal Lake Park.

The **Lake House** in Crystal Lake Park is the primary location of Camp *FRESH*. The site offers a beautiful view of Crystal Lake Park and easy access to pavilions, playgrounds, and the lake in the park. Restrooms and drinking fountains are available to campers in the facility. Drop off and pickup for Camp *FRESH* will be at this location except for swim days on Wednesday and Friday afternoons. Pick up will be at Crystal Lake Park Family Aquatic Center on swim days.

Nature Day Camps & Camp FRESH Map

Anita Purves Nature Center
 1505 N. Broadway Ave.
 Urbana, IL 61801
 217-384-4062



Anita Purves Nature Center
ALL Nature Day Camps drop off here by 8:30am on Mondays (every day for Preschool Camp)
 Preschool Camp pickup 11:45am-12pm
 Extended Camp pick-up (rain days) 3:15-5:30pm

Anita Purves Nature Center and CLP Family Aquatic Center Entrance/Exit

CLP Family Aquatic Center
 Extended Camp pick-up Wed & Fri (pool days) From 3:45-5:30pm
 Camp FRESH pick-up Wed & Fri (pool days) at 3pm

Pavilion parking entrance

UDPAC Learning Pavilion and Parking
 Nature Day Camp drop-off here **Tues-Fri by 8:30am**
 Nature Day Camp and Extended Camp pickup 2:45-3pm

Crystal Lake Park Entrance/Exit



Lake House in Crystal Lake Park
 Camp FRESH Drop-off every day Pick-up Mon, Tues, Thurs at 3pm

Crystal Lake Park Entrance/Exit

Camp FRESH – Lake House

CAMP DESCRIPTION

Camp FRESH is held at the Crystal Lake Park Lake House (206 W Park). Please bring a sack lunch, snack, and beverage each day. Camper drop-off is from 8-8:30am, scheduled group activities begin at 8:30am. Camp *FRESH* campers will be visiting a variety of organizations throughout the Champaign-Urbana area and will be using MTD to travel to locations outside of Crystal Lake Park.

GOALS FOR CAMPERS

- Foster curiosity and exploration through hands-on projects
- Strengthen camper's relationship and understanding of their community through authentic experiences
- Develop social skills as campers; make friends and work collaboratively
- Develop self-confidence and a sense of place

ARRIVAL / DROP-OFF

Camp *FRESH* drop-off will be at the Crystal Lake Park Lake House (206 W Park) every day. A paper copy of the camp schedule will be available at drop-off. **You will sign-in your camper each day.** You can provide written permission for your camper to sign themselves in and out.

DEPARTURE / PICK-UP

Camp *FRESH* pick-up will be at the Crystal Lake Park Lake House (206 W Park) Monday, Tuesday and Thursdays. On swim days, Wednesdays and Fridays, the pick-up will be at the Crystal Lake Park Family Aquatic Center. Tell the pool staff you are there to pick up a camper and they will let you through the gate. **You will sign-out your camper each day.** You can provide written permission for your camper to sign themselves in and out. **See page 6 for information about Late Pick-up Fees and the Extended Camp Drop-In option.**

LUNCH, SNACKS & WATER

Campers must bring a morning snack, lunch and a refillable water bottle. Lunches must be in a squirrel-proof container (no paper bags) and labeled with the camper's name. The Urbana Park District recommends packing a waste-free lunch by using reusable containers and utensils. **Refrigeration and microwaves are not available to campers.** Additional water will be available.

Staff will ensure that all food and activities provided by the park district are free of nut products. If your camper has food allergies or sensitivities, alternatives can be provided. **Indicate any dietary restrictions or food allergies within your camper's ePACT account.**

Campers are expected to wash their hands before and after lunch and snack. Campers with extreme food allergies will be allowed to sit at a special table during lunch time. **If you wish to bring in food for your camper to share, like cupcakes for a birthday celebration, should have those items approved by the camp coordinator beforehand.**

WHAT CAMPERS SHOULD WEAR/BRING

All campers will spend time outdoors. Be sure your camper is dressed according to the day's weather and activities. It is important that campers come dressed in clothes and shoes that are comfortable for walking. All clothing, shoes and accessories should be able to get dirty. Long pants help protect campers from poison ivy, ticks, scrapes and sun; long pants should be lightweight and breathable. Light-colored clothing is recommended to help keep campers cool. **Label ALL personal items with your camper's name** so they can be easily identified. The Urbana Park District will not take responsibility for lost personal items.

WHAT CAMPERS SHOULD WEAR/BRING (Continued)

SPF 30+ sunscreen and insect repellent will be applied to your camper each morning and throughout the day as necessary, as long as permission has been granted in ePACT. If you prefer to supply your own sunscreen and/or insect repellent, please label the bottle and send it with your camper each day.

WEEKLY CAMP SCHEDULES

A schedule detailing the camp plans for the week will be available on the first day of each camp session. Look for printed copies of your camper's schedule when you sign in your camper upon drop-off. If you do not see one, please ask and one will be provided. This weekly "session schedule" will outline the camp's general activities and locations. It will also provide information regarding field trips and special activities as well as introduce the camp leaders and any special visitors.

SWIM DAYS

Camp *FRESH* will swim on Wednesday and Friday afternoons from 12:30-3pm. **On swim days, send your camper with a towel, a backpack or bag, and wearing a swimsuit under their clothes.** If your camper is not wearing a swimsuit underneath their clothes, they will be given the opportunity to change clothes in the restrooms, however changing times for large groups of children can delay swim time. Remember to label all of your camper's belongings and clothing with their first and last name; the park district is not responsible for lost items. Staff will make sure your camper is wearing sunscreen prior to visiting the outdoor pool and will reapply as needed. Campers who do not want to swim will sit in a "dry activity" location with a camp leader. On swim days, Wednesdays and Fridays, the pick-up will be at the Crystal Lake Park Family Aquatic Center. Tell the pool staff you are there to pick up a camper and they will let you through the gate. You must still sign out your camper with their designated leader during swim times.

PROGRAM OPTIONS & FIELD TRIPS

Field trips are excursions where the campers leave the typical camp location. Much of Camp *FRESH* is offsite. Campers travel via MTD city buses for most field trips. In some cases, scheduled field trips may mean a change in drop-off and/or pick-up location or time. **Please carefully read all notes sent home.**

RAINY DAYS

On rainy days when there is only light rain and no thunder/lightning, campers may still spend time outdoors. Please send your camper with a jacket or raincoat on rainy days. In the event of thunder and/or lightning, campers will be relocated inside the Lake House or the nearest storm-safe shelter until the weather improves. If bad weather is forecasted, field trips or other offsite activities may be cancelled or rescheduled.

COMMUNICATION

Camp *FRESH* staff will be using ePACT for communication purposes throughout the day. ePACT allows us to send mass-texts, emails, and voicemails quickly and easily. Camp supervisors may also contact you by email or phone as necessary. Please make sure the contact information that you provide in your camper's ePACT account is the most up-to-date.

Sports Camps – Brookens Gym

CAMP DESCRIPTIONS

Sports Camp is held at the Brookens Gym (1776 E. Washington, Pod 400). Campers will enjoy a variety of fun activities involving sports and games, while making new friends in an active environment created by our Leaders. Campers will play together as much as possible, but will split into separate age groups (typically ages 6-8 and ages 9-12) for appropriate activities. A morning snack will be provided between 9:00-9:30am. Campers should bring an ice-pack lunch and a labeled refillable water bottle daily. Afternoon pickup locations will generally be at Brookens Gym between 2:30-3:00pm, but may vary and will be communicated depending on daily activities. Each camper receives a Sports Camp T-shirt.

Sports Extended Camp is for Campers enrolled in the corresponding session of Sports Camp. An afternoon snack is provided between 3:00-3:30pm. Extended Camp ends at 5:30pm.

GOALS FOR CAMPERS

- Discover and gain confidence in physical motor skills through interactions with one's sporting environment.
- Develop the abilities to establish and maintain relationships while managing one's emotions in team settings.
- Understand the value of respecting one another and sharing in a way that is fair for everyone.
- Develop self-confidence and a sense of belonging by building strengths and overcoming limitations.

LUNCH, SNACKS & WATER

All campers enrolled in Sports Camp **must bring the following (labeled) items each day:**

1. **Ice-Pack Lunch** – It is advised to **pack a larger-than-average lunch**, if possible, due to camper activity.
2. **Morning snack** – Campers will eat snacks that they bring from home.
3. **Refillable water bottle**

Lunches must be labeled with the camper's name. We recommend packing a waste-free lunch by using reusable containers and utensils (see page 7). Campers will not be allowed to store lunches in a refrigerated space. Additional water will be available.

WHAT CAMPERS SHOULD WEAR/BRING

All Campers will spend time on our playing fields, in parks, and in our gymnasium. Send your Camper dressed according to the day's weather and activities. It is important that Campers come dressed in clothes and sneakers that are comfortable for running and playing outdoors and in the gymnasium. **Label ALL personal items with your Camper's name** so they can be easily identified. The Urbana Park District will not take responsibility for lost personal items. If Campers are not dressed appropriately, they may not be allowed to participate in some physical activities.

WEEKLY CAMP SCHEDULES & COMMUNICATIONS

A schedule detailing the camp plans for the upcoming week will be available on the Friday before each camp session. Weekly schedules will be available via email; however, a printed copy is available upon request. This weekly schedule will outline the camp's general activities and location, though they are subject to change with relative advanced notice. It will also provide information regarding any special activities or activity guests. The Leaders spends a considerable amount of time planning a wide variety of activities and will do their best to adhere to the schedule that is provided. If you have any questions, please talk with your Camper's camp Leader, or call our Athletics Staff at Brookens at 217-255-8601. All other communication will be done via email.

PROGRAM OPTIONS & FIELD TRIPS

As a program option, camp staff may plan a guest presenter, movie, or field trip. Movies may only be shown during hazardous weather when Campers are not allowed outdoors, though age-appropriate cable programming may be shown during meal times. The Coordinator will review and approve any movie/cable selections, and all content will be rated G or PG. MTD buses may be used as transportation to and from local sites/attractions, and parks.

RAINY DAYS

On rainy days when there is only light rain and no thunder/lightning, Campers may still spend time outdoors. Please send your Camper with a jacket or raincoat on rainy days. In the event of thunder and/or lightning, Campers will be relocated inside the Brookens Center gymnasium or the nearest storm-safe shelter until the weather improves, and you will receive a notice. If bad weather is forecasted, some activities may be cancelled or rescheduled.

ARRIVAL / DROP-OFF

Camp will begin each day at the Brookens Gym. Drop-off is between 7:30-8:30am at the northern-most entrance of POD 400. Please use Art Bartell Road to enter the parking lot. Planned activities will generally start around 8:45am once everyone is settled in.

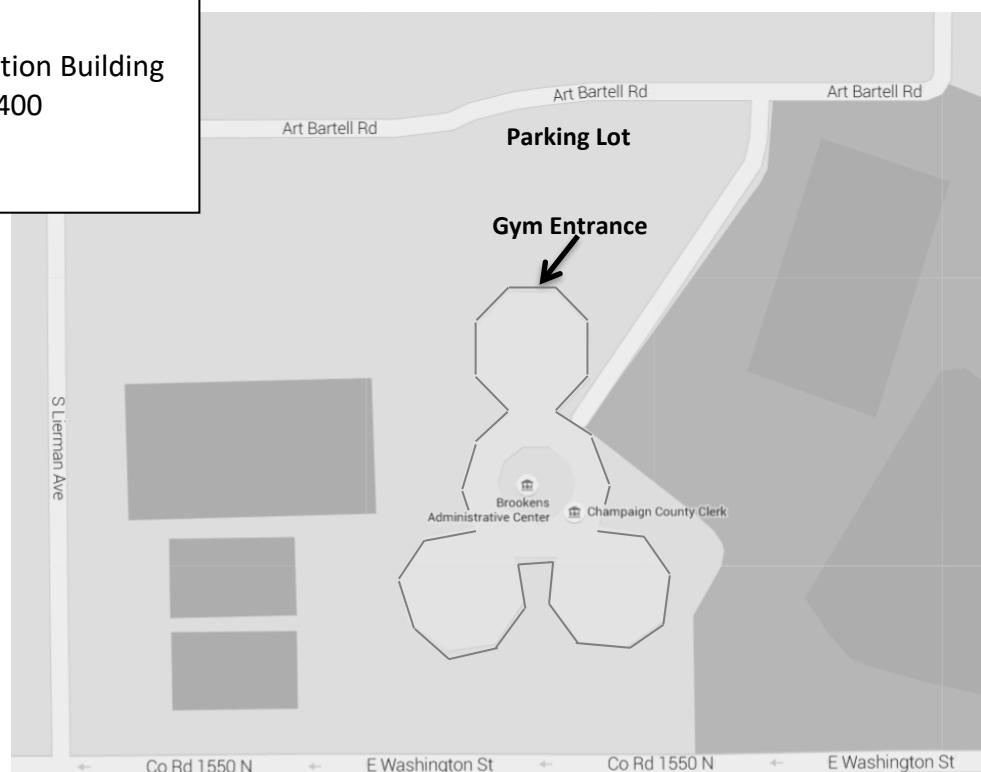
DEPARTURE / PICK-UP

The camp day will typically end at the Brookens Gym. Pick-up is between 2:45-3:00pm. There may be times when an alternate pickup location will be noted on the weekly schedule. **See page 6 for information about Late Pick-up Fees and the Extended Camp Drop-In option.** Leaders and Campers will be taking a minute or two to debrief and reflect on the day with the pick-up contact. Please plan accordingly.

SPORTS CAMP MAP

Brookens Gym

Brookens County Administration Building
1776 E. Washington St, Pod 400
Urbana, IL 61802
217-255-8601



Arts Camps – Phillips Recreation Center

CAMP DESCRIPTIONS

Preschool Arts Camp is held at the Phillips Recreation Center (505 W Stoughton). Campers can expect to explore new art forms, make new friends, and complete exciting weekly projects. Be sure to dress for mess! Each camper will receive an art camp T-shirt.

Preschool Arts Extended Camp is exclusively for participants enrolled in the corresponding session of Preschool Art Camp. An afternoon snack is provided. Extended camp ends at 5:30pm.

Summer Arts Camp is held at the Phillips Recreation Center (505 W. Stoughton). Campers can expect to learn foundational skills while having fun! We will explore a new art form each session or every 1 week. Not all of our supplies are washable, so please dress for mess. Campers will also have open play at the Phillips Recreation Center playground. Each camper will receive an Arts Camp T-shirt.

Summer Arts Extended Camp is exclusively for participants enrolled in the corresponding session of summer art camp. An afternoon snack is provided. Extended camp ends at 5:30pm.

GOALS FOR CAMPERS

- Gain an understanding of new art forms and techniques.
- Create beautiful projects to take home or display in the community.
- Develop friendships; increase self-confidence and independence.
- Build a sense of belonging at camp and at the Urbana Park District.

ARRIVAL / DROP-OFF

Each day, your camper will be dropped off inside the Phillips Recreation Center camp rooms. You must check-in your camper with a camp staff member and sign-in on ePACT using the tablet provided. After sign-in, campers will receive a name tag that will connect them with their workspace and group for the week. Campers have small locker spaces where they can keep their items for the day, if needed. Each Monday, camp schedules that will detail our week will be provided upon arrival.

We understand that drop-off can be a difficult time, especially for younger campers. You are welcome to stay for a few minutes to help your camper adjust to camp. We kindly ask that you leave the camp rooms by 9am before scheduled activities begin.

DEPARTURE / PICK-UP

All arts camps have afternoon pick-up at the Phillips Recreation Center. Summer Arts Camp and Pre-K Arts Camp pick-up is from 2:45-3pm, and Extended Camp pickup is any time before 5:30pm. Most camp groups will be involved in cleanup or closing activities when you arrive. Please be patient, as this can become a hectic time. **See page 6 for information about Late Pick-up Fees and the Extended Camp Drop-In option.**

Campers are required to be signed-out with a designated camp staff member. No camper will be allowed to leave the camp unless accompanied by an adult designated in ePACT.

LUNCH, SNACKS & WATER

All campers enrolled in Arts Camp and Preschool Arts Camp **must bring the following (labeled) items each day:**

1. Morning snack
2. Lunch
3. Refillable water bottle

LUNCH, SNACKS & WATER (Continued)

You may also choose to send an extra afternoon snack. **Refrigeration and microwaves are not available to campers.**

We recommend packing a waste-free lunch by using reusable containers and utensils (see page 7). Additional water will be available.

The Phillips Recreation Center has two vending machines that the kids enjoy using during the camp day. We will designate a time during snacks and lunch for campers to use these. If your camper has food restrictions, please indicate this while completing the ePACT registration information.

WHAT CAMPERS SHOULD WEAR/BRING

All campers will spend time indoors and outdoors dependent on the weather. Please dress for mess and with closed-toed shoes, as we will be exposed to many messy art forms and spend movement breaks outside. We suggest labeling all camper belongings (including water bottles) with your camper's name; the Urbana Park District will not take responsibility for lost personal items. We also provide a small cubby for campers to keep their items throughout the day.

WEEKLY CAMP SCHEDULES

A schedule detailing the week's plans will be available each day during drop-off. The weekly schedule will outline projects, movement breaks, field trips, visiting artist presentations, and much more. The schedule is subject to change, and any changes to the schedule will be communicated as soon as possible.

PROGRAM OPTIONS & FIELD TRIPS

As a programming option, we may plan field trips or invite visiting artist to the camp site. Field trips are excursions where the campers leave the typical camp location. Campers will travel to field trip sites via the Champaign-Urbana MTD buses. If field trip are scheduled, this information will be included in the weekly schedule, please reference the schedule for any off-site trips. In cases of hazardous weather that would prohibit campers from being outside, when we had previously planned to be outside, campers may watch a movie. All movies shown will be G or PG rated and approved by camp coordinators.

RAINY DAYS

If poor weather is predicted, field trips, swimming, and other offsite activities may be cancelled or rescheduled. You will be notified of any decisions to cancel or reschedule events.

COMMUNICATION

Arts Camp and Preschool Arts Camp staff will be using ePACT for all communication purposes throughout the day. ePACT allows us to send mass-texts, emails, and voicemails quickly and easily. Please make sure the contact information that you provide is the most up to date.

ARTS CAMP MAP

Phillips Recreation Center

505 W. Stoughton St.
Urbana, IL 61801
217-367-1544, Ext. 1



UPD Camper Behavior Report

Page 1 to be completed by or with staff who witnessed the behavior:

Camper Name: _____ **Date of Report:** _____

Staff Witness Name: _____ **Staff Position:** _____

Location of Incident (check all that apply):

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Camp Indoor Space | <input type="checkbox"/> CUMTD Bus |
| <input type="checkbox"/> Camp Outdoor Space | <input type="checkbox"/> _____ Park |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Field Trip |
| <input type="checkbox"/> Crystal Lake Park Family Aquatic Center (outdoor pool) | <input type="checkbox"/> Lake House |
| | <input type="checkbox"/> Other: _____ |

Date of Incident: _____ **Time of Incident:** _____

Rule Violation (check all that apply):

Refer to page 10 of the Summer Camp Handbook for full set of camp rules.

- | | |
|---|---|
| <input type="checkbox"/> Leaving camp or activity without permission | <input type="checkbox"/> Stealing or destruction of property |
| <input type="checkbox"/> Not following directions | <input type="checkbox"/> Endangering health or safety of others |
| <input type="checkbox"/> Hitting, kicking or other physical abuse | <input type="checkbox"/> Having weapons or weapon look-alikes |
| <input type="checkbox"/> Threatening words or verbal abuse | <input type="checkbox"/> Possessing or using alcohol, drugs, or nicotine/tobacco products |
| <input type="checkbox"/> Using profanity or foul language | <input type="checkbox"/> Sexual conduct |
| <input type="checkbox"/> Damage to equipment, supplies, parks or facilities | <input type="checkbox"/> Bullying |
| | <input type="checkbox"/> Other: _____ |

Description of incident / problem behavior (including possible cause): _____

How was the incident / problem behavior addressed?

- Time-out and reminder of expectations
 - Mediation with other camper(s)
 - Meeting with camp staff and adult guardian
 - Other: _____
- _____
- _____

This section to be completed by the camp coordinator:

Offense* (circle one): 1st 2nd 3rd 4th

****Please Note:*** In cases of inappropriate behavior deemed extreme by staff, participants may be suspended or unenrolled from the program immediately, regardless of the number of previous offenses. Consult the Urbana Park District Behavior Management Procedure for additional information. Program suspensions and expulsions must be approved by the Superintendent of Recreation.

Next steps if another incident should occur (check all that apply):

Refer to pages 10-11 of the Summer Camp Handbook for outline of procedures.

- Mediation with other camper(s)
- Meeting with camp staff and adult guardian
- Other _____
- Suspension Dates
Start: _____ End: _____
- Expulsion / Un-enrollment

This section to be completed in discussion with adult guardian(s):

Discussion Date: _____ **Time:** _____

Why might this behavior be occurring? _____

What strategies and supports can be offered to prevent future incidents? _____

Other adult guardian notes: _____



URBANA PARK DISTRICT 2023 SUMMER CAMP HANDBOOK

📍 你 屬於 這裡。

📍 Tú *perteneces* aquí.

📍 Vous *appartenez* ici.

📍 You *belong* here.

📷🐦 @urbanaparks