

SUMMER CAMP HANDBOOK



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- Pg 2 – Camp Contacts
- Pg 3 – General Information
- Pg 11 – Camp Rules & Behavior Procedure



- Pg 14 – Art Camps
- Pg 17 – Nature Camps
- Pg 21 – REC Camps

URBANA PARK DISTRICT 2025 SUMMER CAMP HANDBOOK

Table of Contents

Camp Contacts	2
Information for All UPD Summer Camps	
General Information & Reminders // Camp Sections	3
Financial Assistance // CCRS	3
Payment Plan Option & Schedule	4
Transfers // Refunds & Withdrawals	4
Equal Access // Inclusion Assistance & Camp Aides // Americans with Disabilities Act	5
Communication // What is ePACT?	5
Absences // Emergencies	6
Sign-In // Out Procedures	6
Extended Camp Drop-In	6
Late Pickup Fees // Late Drop-off & Early Pickup	7
Medication & Medical Needs // Asthma and Food Allergies	7
Lunch & Snack	8
What Campers Should Wear/Bring	8
Weekly Camp Schedules	8
Swimming and Water Play Days // Program Options, Field Trips, and MTD	9
Hazardous / Rainy Weather	10
Items Not Allowed at Camp // No Firearms Policy	10
Accidents	10
Camp Rules & Behavior Procedure / Consequences of Inappropriate Behavior	11-12
Sample UPD Camper Behavior Report Form	13
Art Camps – Phillips Recreation Center	14-16
Art Camp	
Extended Art Camp	
Art Camps Maps	
Nature Camps – Anita Purves Nature Center	17-20
Nature Day Camp	
Extended Nature Camp	
Wild Child Survival Camp	
Wild Child Extended Camp	
Nature Day Camps Maps	
REC Camps – Health and Wellness Center	21-23
REC Camp	
Extended REC Camp	
REC Camp Maps	

URBANA PARK DISTRICT CAMP CONTACTS

Office Staff

Phillips Recreation Center 217-367-1544 info@urbanaparks.org
- Financial Assistance - Refunds/Transfers/Withdrawals
- Camp Payments - Child Care Resource Services
- ePACT Camper Information System

REC Camp Staff – Health and Wellness Center

Alex Higgs (he/him) 217-255-8601 (ext. 305) achiggs@urbanaparks.org
Athletics Coordinator
- REC Camp - Extended REC Camp

Katie Bickers (she/her) 217-367-1544 (ext. 250) kmbickers@urbanaparks.org
Community Outreach & Wellness Coordinator
- REC Camp - Extended REC Camp

Art Camp Staff - Phillips Recreation Center

Matt Lewis (he/him) 217-367-1544 (ext. 276) mvlewis@urbanaparks.org
Community Program Coordinator
- Art Camp - Extended Art Camp

Katie Bickers (she/her) 217-367-1544 (ext. 250) kmbickers@urbanaparks.org
Community Outreach & Wellness Coordinator
- Art Camp - Extended Art Camp

Environmental Camp Staff – Anita Purves Nature Center

David Subers (he/him) 217-384-4062 (ext. 361) dasubers@urbanaparks.org
Environmental Public Program Coordinator
- Wild Child Camp - Nature Day Camp
- Extended Nature Camp

Cathy Schneider (she/her) 217-384-4062 (ext. 360) cmschneider@urbanaparks.org
Environmental Education Coordinator
- Junior Counselor Program - Counselor-in-Training Program

Champaign-Urbana Special Recreation (CUSR)

Christina Mott 217-819-3980 christina.mott@champaignparks.org
CUSR Program Manager / Inclusion Coordinator
- Inclusion Aides - Inclusion Assistance

URBANA PARK DISTRICT SUMMER CAMPS INFORMATION

Thank you for choosing the Urbana Park District's camp programs for your child!

GENERAL INFORMATION & REMINDERS

- Campers must be toilet trained unless limited by a disability.
- **There is no camp on Thursday, June 19, in observance of Juneteenth or Friday, July 4, in observance of Independence Day.**
- **Remember to label ALL belongings with your camper's name (including towels and extra clothing on water days).** The Urbana Park District is not responsible for lost personal items. Found items will be kept at each camp location until the end of the camp season.
- The staff-to-camper ratio is a maximum of 1:12. Our staff participates in training that includes leadership skills, effective teaching strategies, age characteristics, behavior intervention, and more. All camp staff members are certified in CPR/First-Aid.
- There may be Counselors-in-Training or Junior Counselors at camp. 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 receive their own staff training.

CAMP SECTIONS

Please check out the individual sections for the camps your participant is enrolled in. Each camp section provides more details on the following:

Camp Descriptions	Goals for Campers	Arrival / Drop-off	Departure / Pickup
Lunch / Snacks	What Campers Should Wear / Bring	Swim Days	Locations / Maps

FINANCIAL ASSISTANCE

Financial aid may be available to those residing within the Urbana Park District. Requests for financial aid must be received no later than two weeks before a program's deadline. Requests may be submitted after paying the \$25 deposit, but cannot be accepted if full payment has already been made. The regular camp payment schedule still applies. Call the Phillips Recreation Center at 217-367-1544 for more details.

CCRS (CHILD CARE RESOURCE SERVICES)

If you receive assistance from CCRS, your \$10 deposit per child per week 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 may not be covered by CCRS. If you 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 Phillips Center staff within one week for your camper to continue attending camp.

PAYMENT PLAN OPTION

If you chose to pay in installments during registration, a \$25 per camper, per week, nonrefundable registration deposit was required at time of enrollment. This deposit was applied to the full payment of the camp fee. The remaining balance will be paid by automatic withdrawal (either by a credit card or a bank account).

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, payers will be notified by email. The camp fee must be paid by 6pm on Wednesday of the same week to avoid your camper being withdrawn from camp due to non-payment. They will then be placed on the waitlist and may only re-register if space is available.

Extended Payment Plan Calendar:

Camp Sessions and Dates	Automatic Payment Due Date	Non-Payment Withdrawal Date
Session 1: June 9-13	May 27	May 29
Session 2: June 16-20*	June 2	June 4
Session 3: June 23-27	June 9	June 11
Session 4: June 30 – July 3*	June 16	June 18
Session 5: July 7-11	June 23	June 25
Session 6: July 14-18	June 30	July 2
Session 7: July 21-25	July 7	July 9
Session 8: July 28 – Aug 1	July 14	July 16
Session 9: Aug 4-8	July 21	July 23

TRANSFERS

You may transfer a child to another camp or week of camp, space permitting, if you make the request prior to the session's registration deadline. Fee differences, if applicable, are due at time of transfer. Please contact Phillips Recreation Center at 217-367-1544 to request a transfer.

Enrollment cannot be transferred from one participant to another unless space is still open in the camp.

REFUNDS/WITHDRAWALS

If you wish to withdraw a child from camp, you must contact the Phillips Recreation Center at 217-367-1544 or info@urbanaparks.org. Withdraw requests must be submitted prior to a session's registration deadline to be guaranteed a refund.

There is a \$25 nonrefundable deposit for every camp session. Refunds for the camp price, minus the \$25 deposit, will be issued if requested prior to the session's registration deadline. 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.

EQUAL ACCESS / INCLUSION ASSISTANCE & CAMP AIDES / 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. Champaign-Urbana Special Recreation (CUSR) offers free inclusion services for District programs. Participants do not need to have an IEP or 504 to qualify for inclusion services. 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 participants. You must first contact the Phillips Recreation Center at 217-367-1544 to begin the process. **Services should be requested as early as possible and are on a first-come, first-served basis.** Inclusion services may be limited. Due to staffing availability, Inclusion Assistants cannot be guaranteed.

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 (pages 11-12) 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.

COMMUNICATION

All camps 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.

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 camper's 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, within a month of the beginning of camp season, you will receive an email invitation to set up or update an ePACT account through their website. 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 and guardians as well as people designated as emergency contacts are automatically included in the camper's pickup/drop-off list. Creating an account in ePACT and designating at least one additional adult as an emergency contact is required.

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 Phillips Recreation Center at 217-367-1544. To learn more about ePACT, visit www.epactnetwork.com.

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:

REC Camp/Extended Camp	Health and Wellness Center	(217) 255-8601
Art Camp/Extended Camp	Phillips Recreation Center	(217) 367-1544
Nature Day Camp/Extended Camp	Anita Purves Nature Center	(217) 384-4062

Keep your camper home if:

- Your camper has a temperature of 100°F or higher (continue to keep them home for 24 hours after their temperature is back to normal)
- Your camper has a severe cold, COVID-19, RSV, or other contagious virus
- Your camper has inflammation of the eyes
- Your camper has been vomiting or has had diarrhea (continue to keep them home for 24 hours after their last episode)
- Your camper has head lice (continue to keep them home until they have had their first head lice 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 each camp 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. To add a designated adult to an existing ePACT account, go to <http://bit.ly/AddAdultToEPACT>

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 \$17/day, **provided there is space available.** Please contact office staff as soon as you know the days that you need to enroll as this is a first-come, first-served program. Once space is confirmed, payment is due upon enrollment.

Extended Art Camp	217-367-1544
Extended Nature Camp	217-384-4062
Extended REC Camp	217-255-8601
Wild Child Extended Camp	217-384-4062

LATE PICKUP 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.

Camp	No Late Fee	Late Fee - \$5	Late Fee - \$10	Late Fee - \$15
Art Camp Nature Day Camp Wild Child Survival Camp REC 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, they must be paid before dropping off your camper the next day.

LATE DROP-OFF & EARLY PICKUP

There are times when you may arrive late to camp. If you know in advance that you will be late, please make arrangements with your camper's leader. Once you arrive staff will locate your camper's group 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 pickup requests be kept at a minimum so as not to interfere with the camp schedule and your camper's experience.

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 you can administer the medication before or after camp hours. If prescription drugs must be taken during camp hours, they 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.

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 a Medical Administration packet and upload it to your camper's ePACT account. If not uploaded to ePact, the packet must be completed by the adult at Monday morning drop-off. Campers cannot be dropped off with an Epi-pen without a Medical Administration packet on file.

LUNCH & SNACK

All campers must bring the following each day:

1. Snack – Campers will eat snacks that they bring from home between 9-10am each day. *A snack is provided for Extended Camps only.*
2. Lunch – Campers may be very active at camp and might benefit from a larger-than-average lunch.
3. Refillable water bottle

Refrigeration and microwaves are not available to campers. Additional water will be available at each camp.

If your camper has food restrictions, please indicate this while completing the ePACT registration information. 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, and recommends trying to pack a “waste-free” lunch for your camper. Here are some easy tips to cut back on waste:

- **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!
- **Pack food that has its own natural container,** like apples, oranges, grapes, cherries, bananas and other fruits. Some camps even have small-scale composting for food waste!
- **Use a reusable lunch box/bag.** They can last for many years and save money on disposable lunch bags.
- **Pack reusable utensils, containers, drink bottles, napkins, etc.**
- **Ask your camper to bring home their lunch leftovers.** This is a great way to discover what your camper is and is not eating.
- **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/>.

WHAT CAMPERS SHOULD WEAR / BRING

Send your camper dressed according to the day’s weather and activities. All campers will spend time outdoors and should wear comfortable closed-toe shoes. Please see each camp section for more guidelines.

Label ALL personal items with your camper’s name so they can be easily identified. The Urbana Park District is not responsible 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/pr insect repellent, please label the bottle and send it with your camper each day.

WEEKLY CAMP SCHEDULES

An introductory email detailing the camp plans for the upcoming week will be sent via email the week before each camp session. This schedule will also be available each day during drop-off. The weekly schedule will outline general camp activities, projects, movement breaks, field trips, visiting presenters, and much more. If you have any questions, please talk with your camper’s camp leader or the camp’s site supervisor.

Schedules are subject to change, and any changes to the schedule will be communicated as soon as possible.

SWIMMING & “WATER PLAY DAYS”

Weather permitting, day camps and extended camps will typically have recreational swim at the Crystal Lake Park Family Aquatic Center twice a week (may vary by camp and by session). **If you are picking up a child during swim time, you will need to enter the facility.** 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.**

On swim days, send your camper to camp with a towel, 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. Adults who wish to visit the pool with their camper must pay the full admission fee, even if they do not swim.

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.**

PROGRAM OPTIONS, FIELD TRIPS, CHAMPAIGN-URBANA MASS TRANSIT DEPARTMENT (MTD)

As a programming option, camp staff may plan a guest presenter, movie, or field trip. If a field trip is scheduled, this information will be included in the weekly schedule; please reference the schedule for any off-site trips. Field trips are excursions where the campers leave the typical camp location. Campers travel via MTD city buses for field trips and swim days. Camp coordinators will purchase bus tokens and/or passes for campers. In some cases, scheduled field trips may mean a change in drop-off and/or pickup location or time. You will be notified of any field trips at least 24 hours prior to the date. All travel plans will be shared in advance via ePACT, email, and word-of-mouth at prior pick-ups.

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.

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 1 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. 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 nearest storm-safe shelter until the weather improves, and you will receive a notice. If poor weather is predicted, some activities may be cancelled or rescheduled. You will be notified of any decisions to cancel or reschedule offsite events.

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.

DISTRICT-WIDE NO FIREARMS POLICY

No person will carry or have in their 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.

ACCIDENTS

All camp staff are certified in first aid, AED, and CPR. If a participant has an accident serious enough to require professional medical attention, 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 staff will continue trying to contact you.

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 9 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 29-30 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 adult guardian being contacted, the participant may be released into the custody of the Urbana Police Department.)

UPD Camper Behavior Report – SAMPLE

Actual Behavior Report will have locations, rules, etc. listed, as well as space for written responses.

This section to be completed by or with staff who witnessed the behavior:

Camper Name: _____ Date of Report: _____

Staff Witness Name: _____ Staff Position: _____

Location of Incident

Date of Incident: _____ Time of Incident: _____

Rule Violation

Description of incident / problem behavior (including possible cause)

How was the incident / problem behavior addressed?

<p><i>This section to be completed by the camp coordinator:</i></p> <p>Offense* (circle one): 1st 2nd 3rd 4th</p> <p><i>*Please Note:</i> <i>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.</i></p> <p>Next steps if another incident should occur (check all that apply):</p> <p><small>Refer to pages 10-11 of the Summer Camp Handbook for outline of procedures.</small></p> <p><input type="checkbox"/> Mediation with other camper(s)</p> <p><input type="checkbox"/> Meeting with camp staff and adult guardian</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Suspension Dates Start: _____ End: _____</p> <p><input type="checkbox"/> Expulsion / Un-enrollment</p>
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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

Art Camps - Phillips Recreation Center

CAMP DESCRIPTIONS

Art Camp is held at the Phillips Recreation Center. Scheduled activities begin at 9am. Campers can expect to learn foundational skills while having fun! We will explore a new art form each session. 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.

Extended Art Camp is for campers enrolled in the corresponding session Art Camp. You may enroll in the full week or Extended Camp Drop-In (see page 6 for details). Please contact the Phillips Recreation Center front desk to enroll in Extended Camp Drop-In, either in person or at 217-367-1544.

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

Morning drop-off is in the Phillips Recreation Center camp room. **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. A paper copy of the group's schedule will be available at that time.

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.

Art Camp drop-off is from 7:30-9am starting with free play. The Art Camp classroom entrance is the Leal Room, the second room on the right in the main hallway.

DEPARTURE / PICKUP

Art Camp has afternoon pickup at the Phillips Recreation Center, except on Swim Days. Most camp groups will be involved in cleanup or closing activities when you arrive. Please be patient, as this can become a hectic time.

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.

Camp	Pickup Time
Art Camp	2:45-3pm
Extended Art Camp	3:15-5:30pm

LUNCH/SNACKS

Lunches should be packed with ice packs to keep items cool. We recommend packing a waste-free lunch by using reusable containers and utensils (see page 8). **Refrigeration and microwaves are not available to campers.** Water fountains are available. If your camper has food restrictions, please indicate this while completing the ePACT registration information.

The Phillips Recreation Center has two vending machines that the kids enjoy using during the camp day. We will designate a time during snack and lunch for campers to use these. Staff may not be able to make change, so please send quarters or \$1 bills. You may also choose to send an extra afternoon snack.

WHAT CAMPERS SHOULD WEAR / BRING

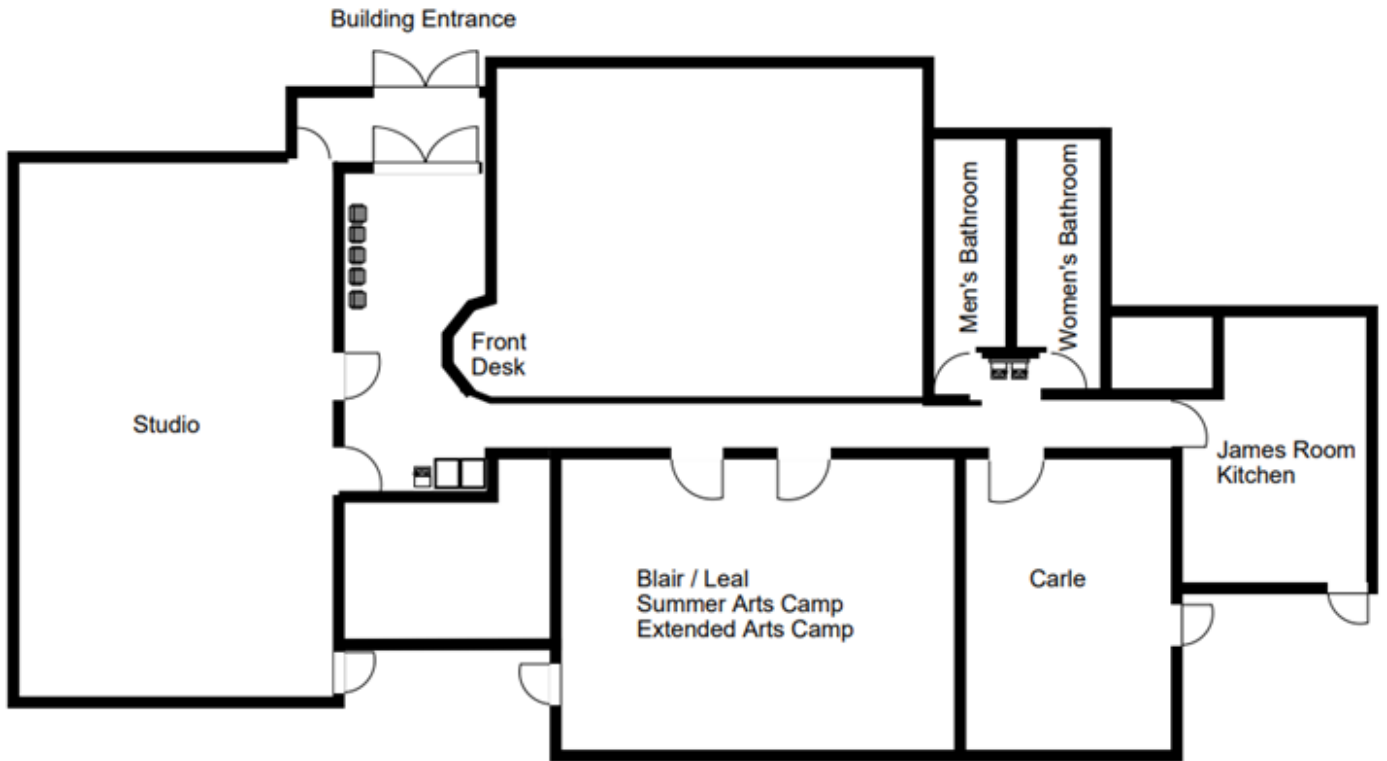
Please dress for mess, as we will be exposed to many messy art forms and spend movement breaks outside. We also provide a small cubby for campers to keep their items throughout the day.

SWIM DAYS

Swim time at Crystal Lake Park Family Aquatic Center (1401 N. Broadway Ave.) will take place for Art Camp and Extended Art Camp. **Swim Days are Tuesdays and Thursdays.** You will be notified if that changes or if it is canceled due to bad or inclement weather.

Camp	Approximate Swim Times
Art Camp	1-2:30pm
Extended Art Camp	3:00-5:30pm

PHILLIPS RECREATION CENTER MAPS



Nature Camps – Anita Purves Nature Center

CAMP DESCRIPTIONS

Nature Day Camp is held at the Anita Purves Nature Center. Scheduled group activities begin at 8:30am, at which time campers will be divided into smaller groups, each with a different camp leader. Campers spend as much time outside as possible; please dress them accordingly. Each camper receives a Nature Day Camp T-shirt.

Extended Nature Camp is for campers enrolled in the corresponding session of Nature Day Camp. You may enroll in the full week or Extended Camp Drop-In (see page 6 for details). Please contact the Anita Purves Nature Center front desk to enroll in Extended Camp Drop-In, either in person or at 217-384-4062

Wild Child Survival Camp is based at the Anita Purves Nature Center and Friendship Grove Nature Playscape. 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 spend the day adventuring outside; please dress them accordingly.

Wild Child Extended Camp is for campers enrolled in Wild Child Survival 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. On the first Monday of each session (or the first day of each session your camper attends), 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.

Nature Day Camp drop off is from 7:30-8:30am at the UPDAC Learning Pavilion (or inside the nature center on rainy days) starting with kids' choice activities.

Wild Child Survival Camp drop off is from 7:30-8:30am starting with kids' choice activities.

DEPARTURE / PICKUP

All nature camps have afternoon pickup at the Anita Purves Nature Center and surrounding areas. The UPDAC Learning Pavilion has its own parking lot for daily pickup and Tuesday-Friday drop-off. Most camp groups will be involved in cleanup or closing activities when you arrive. Please be patient, as this can become a hectic time.

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.

Pickup times and typical locations:

Camp	Pickup Time	Pickup Location
Nature Day Camp Wild Child Survival Camp	2:45-3pm	UPDAC Learning Pavilion (Anita Purves Nature Center on rainy days)
Extended Nature Camp Wild Child Extended Camp	3:15-5:30pm	Friendship Grove Nature Playscape (Anita Purves Nature Center on rainy days)
Extended Nature Camp Swim Days Wild Child Extended Camp Swim Days	3:15-3:45pm	Friendship Grove Nature Playscape or Anita Purves Nature Center
	3:45-5:30pm	Crystal Lake Park Family Aquatic Center

LUNCH / SNACKS

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 8). **Refrigeration and microwaves are not available to campers.** Additional water will be available. If your camper has food restrictions, please indicate this while completing the ePACT registration information.

WHAT CAMPERS SHOULD WEAR / BRING

Essentials:	Recommended:	Optional:
<ul style="list-style-type: none">▪ Morning snack & lunch▪ Refillable water bottle▪ Closed-toe shoes▪ Comfortable clothing / layers▪ Towel & extra clothes on swim / water play days	<ul style="list-style-type: none">▪ Backpack / string bag▪ Long pants▪ Light-colored clothing▪ Hat with visor / bill▪ Rain jacket on rainy days	<ul style="list-style-type: none">▪ Sunscreen▪ Insect Repellent▪ Light jacket▪ Sunglasses

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 the temperatures rise.

SWIM DAYS

Swim time at Crystal Lake Park Family Aquatic Center (located across the parking lot from the nature center) will take place for Nature Day Camp, Extended Nature Camp, and Wild Child Survival Camp. **Swim Days are Wednesdays and Fridays.** You will be notified if that changes.

Camp	Approximate Swim Times
Nature Day Camp Wild Child Survival Camp	1-2:30pm
Extended Nature Camp Wild Child Extended Camp	3:45-5:30pm* *Campers return to APNC or FGNP for snack between 3-3:45pm

LOCATIONS

Anita Purves Nature Center (APNC), 1505 N. Broadway Ave. in Urbana. APNC 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.

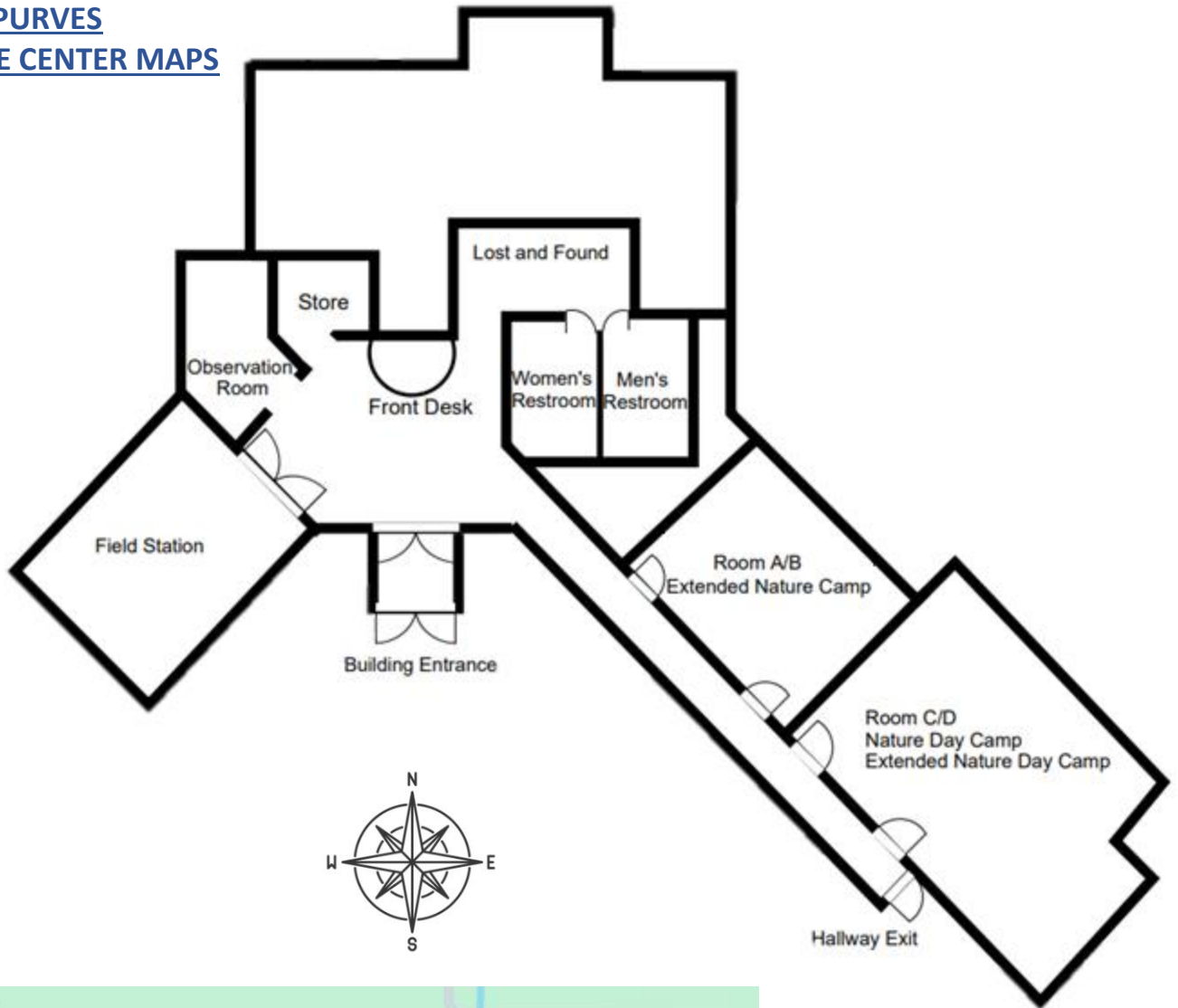
Friendship Grove Nature Playscape (FGNP), located outdoors east of the nature center. A wider variety of play opportunities is available for all ages and abilities. “Loose parts” such as kitchen supplies, toys, natural materials, and wooden blocks are seeded throughout the playscape and inspire creative play. Campers will spend time doing both structured and free-choice activities on the nature playscape.

UPDAC Learning Pavilion (ULP), located outdoors south of the nature playscape. Constructed in 2022, the pavilion is equipped with picnic tables, a fireplace, outdoor grills, and retractable siding. The pavilion extends outdoor program capabilities in adverse weather and colder seasons, and serves as an outdoor base for Nature Day Camp. ULP is where campers will typically be checked in after the first day of each session.

Crystal Lake Park (CLP), 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.

Busy Woods (BW), located west of the nature center. Busey Woods is a 59-acre remnant forest that contains 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!

ANITA PURVES
NATURE CENTER MAPS



Anita Purves Nature Center
1505 N. Broadway Ave.
DROP OFF: Mondays

UPDAC Learning Pavilion & Nature Playscape
DROP OFF: Tue - Fri
PICKUP NATURE DAY: Mon - Fri
PICKUP EXTENDED: Mon, Tue, Thu

Entrance/Parking

CLP Family Aquatic Center
1401 N. Broadway Ave.
PICKUP EXTENDED: Wed, Fri
3:45-5:30pm

REC Camps – Health & Wellness Center

CAMP DESCRIPTIONS

REC Camp is held at the Health and Wellness Center. Scheduled activities begin at 8:30am. Campers will enjoy a variety of fun activities, competitions, and field trips planned and scheduled by our REC Camp Leaders that involve skills, strategies, and techniques from a multitude of sports. Campers will play together as much as possible to build friendships, but will split into separate age groups for appropriate activities (typically ages 6-9 and ages 10-12, equating to Grades 1st-4th and Grade 5th-7th). Campers should wear tennis/gym shoes daily as flip-flops, slides, crocs, and socks can create hazardous conditions in our playing environment. Each camper receives a Sports Camp T-shirt.

Extended REC Camp is for campers enrolled in the corresponding session of Sports Camp. Campers will have extra time for activities of their choice. You may enroll in the full week or Extended Camp Drop-In (see page 6 for details). Please contact the Health and Wellness Center front desk to enroll in Extended Camp Drop-In, either in person or at 217-255-8601.

GOALS FOR CAMPERS

- Discover and gain confidence in physical motor skills, situational awareness, and communication through interactions with one's sporting environment.
- Develop the abilities to establish and maintain relationships while managing one's emotions in team settings and establishing a sense of belonging.
- Understand the value of respecting ourselves, one another, and our equipment in a way that is fair for everyone.
- Develop self-confidence of activity skills and strategies by setting baselines, building upon strengths, overcoming limitations, and evaluating progress.

ARRIVAL / DROP-OFF

Morning drop-off is at the Health and Wellness Center (2002 E. Washington) at the North side entrance. **You must check-in your camper with a camp staff member and sign-in on ePACT using the tablet provided.** A paper copy of the group's schedule will be available at that time.

REC Camp drop-off is from 7:30-9am, starting with icebreaker activities and free-play stations. Campers will go over expectations and structured activities starting at 9am. Lunch time will take place between 11:30am-12:30pm.

DEPARTURE / PICKUP

REC Camp has afternoon pickup at the Health and Wellness Center, except on Swim Days. Our last structured activity of the day ends at 2:30pm and campers have free play stations until pickup. We do our best to take a few minutes during pickup to debrief with each camper and their family on the activities for the day, on the camper's behavior and accomplishments, and on any schedule updates.

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.

Camp	Pickup Time
REC Camp	2:30-3pm
Extended REC Camp	3:15-5:30pm

LUNCH / WATER

Lunches and snacks should be packed with ice packs to keep items cool. **Refrigeration and microwaves are not available to campers.** If your camper has food restrictions, please indicate this while completing the ePACT registration information.

WHAT CAMPERS SHOULD WEAR / BRING

Campers will spend time on our playing fields, in parks, and in our gymnasium. It is important that campers come dressed in clothes and sneakers (with packed swimwear and towel when necessary) that are comfortable for running and playing outdoors and in the gymnasium. Flip-flops, slides, crocs, and socks can create hazardous conditions in our playing environment. If campers are not dressed appropriately, they may not be allowed to participate in some physical activities.

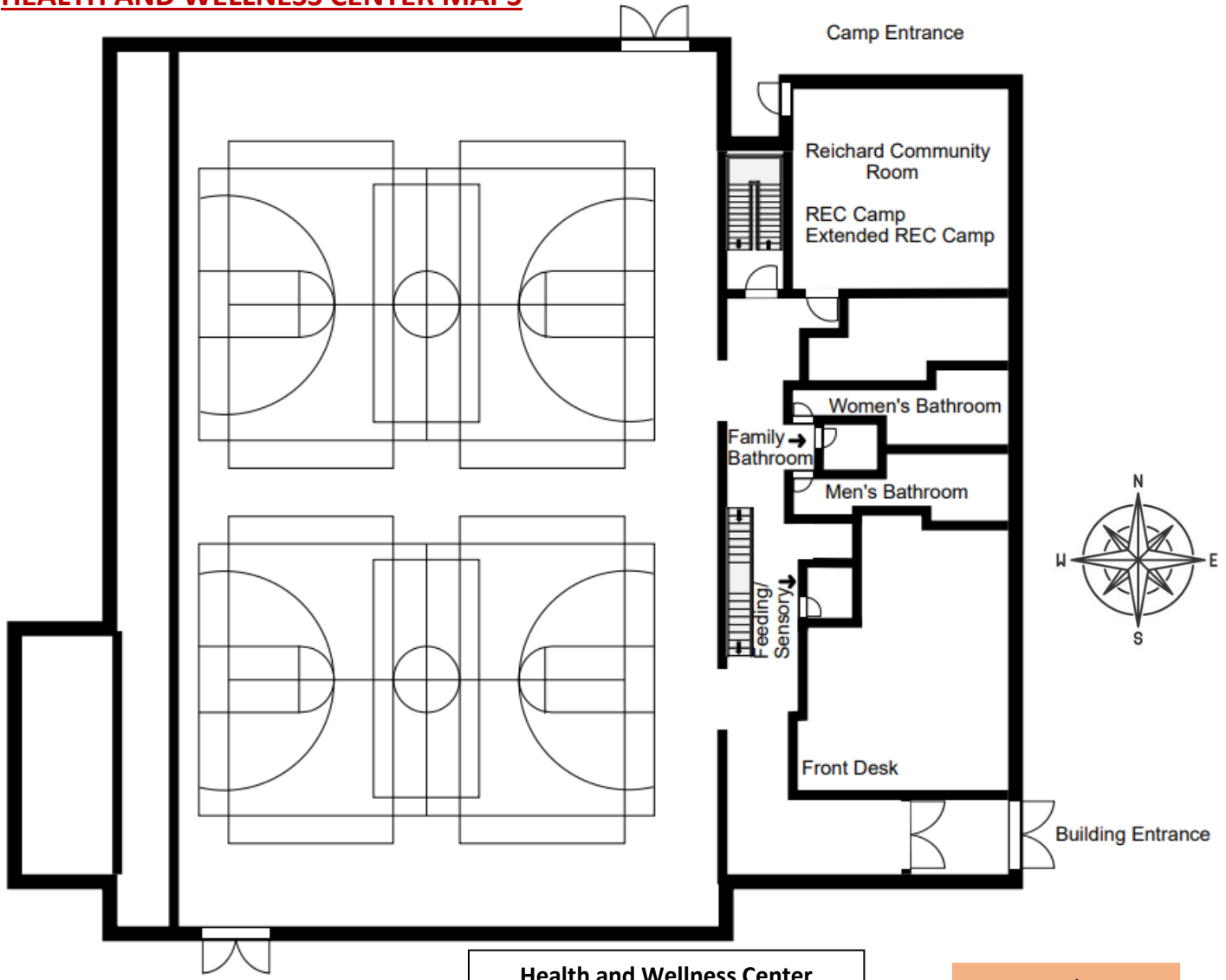
Cell phones and gaming devices are not allowed during camp.

SWIM DAYS

Swim time at Crystal Lake Park Family Aquatic Center (1401 N. Broadway Ave.) will take place for Sports Camp and Extended Sports Camp. **Swim Days are Mondays and Thursdays.** You will be notified if that changes.

Camp	Approximate Swim Times
Sports Camp	1-2:30pm
Extended Sports Camp	3:00-5:30pm

HEALTH AND WELLNESS CENTER MAPS



Health and Wellness Center
2002 E. Washington

Entrance / Parking

