

Lindenhurst
Park District



Camp Exploration
Parent Handbook
2025

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Lindenhurst Park District Summer Camp Parent Handbook

Welcome to summer at the Lindenhurst Park District, where memories are made! Our experienced staff are excited to meet you and your child this summer and create a friendly, fun and caring environment. We offer age appropriate activities to keep your child busy all summer long including sports, arts and crafts, science exploration, field trips, games, and special events.

Camp Exploration is offered for children in Kindergarten through 6th grade. To ensure the safety of all campers and staff, the following policies and procedures have been established. Please review this handbook and contact me with any questions at 847-356-6011. It's going to be an awesome summer!

Sincerely,

Katie Kozuch

Katie Kozuch, CPRP

Director of Recreation



Our Program

The Lindenhurst Park District Camp Exploration Program provides supervised recreational activities for children entering Kindergarten through entering sixth grade. Children participate in a variety of planned activities including games and sports, art and crafts, and STEAM activities. Campers will also participate in weekly field trips and trips to the Splash Pad.

Contact Information

Absences/Day-to-Day Questions

Camp Exploration cell phone:
847-812-3738 (7am – 5:30pm)

Recreation Program Manager – Meghan McCarthy:

847-356-6011 x1004 (office hours: 8am-4pm)
mmccarthy@lindenhurstparks.org (starting June 11)

Director of Recreation – Katie Kozuch:

847-356-6011 x1004 (office hours: 8am-4pm)
kkozuch@lindenhurstparks.org

Payments and Registration – Lori Friedl:

847-356-6011 x1000 (office hours: 8am-4pm)
lfriedl@lindenhurstparks.org

Camp Registration

The best way to register for camp is on-line at www.lindenhurstparks.org. Visit the website and click the **Registration** tab, choose the **CAMP** from the drop-down menu, select Camp Exploration. Or, click here: [Camp Exploration Registration](#). Your log-in is your email address. Registration must be received **one week prior to the start of each session by 11:45pm!** An automatic late fee will be charged for registrations received after the deadline (if space allows).

Registration Deadlines

Registration will be accepted until the maximum is met, however, each registration received after the advertised deadline will be charged a \$40 late fee. The registration deadline is to ensure we have enough staff, materials, and supplies. If a session/day is full, you are encouraged to add to the waitlist; waitlists will be evaluated and campers will be added when possible. See the registration deadlines on page 2.

Withdrawals and Refund Policy

To receive a credit, you must withdraw from a program at least 7 days prior to the start. Credits will be less a \$5 service charge for programs under \$99 or a \$10 service charge for programs over \$100. Withdrawal within one week of the start date will be credited for medical reasons or relocation. When the district cancels programs, full credits will be processed within 14 days. Please note that all refunds will be processed as household credits unless you request a refund to your form of payment. Trips, one-time programs, and special events refunds will be less prepaid cost, such as tickets, admission, and meals, regardless of withdrawal date.

Camp Location

Camp will primarily be held at the Community Center on Grass Lake Road.
Thomas J. Lippert Community Center
2200 E. Grass Lake Rd.
Lindenhurst, IL 60046

Little Explorers - Drop-Off/Pick-Up Location: Parkman Pavillion

Exploration Squad - Drop-Off/Pick-Up Location: Camp Tent

Explorer Warriors - Drop-Off/Pick-Up Location: Skate Park (behind Community Center)

Early Bird and Stay & Play – Drop-Off/Pick-Up Location: Camp Tent

Important Dates & Times

Thursday, May 29, 5:30-6:30pm

Parent Orientation and Staff Meet and Greet

Meet our staff, listen to a presentation and get all of your Camp Exploration questions answered! You and your camper can tour our summer camp location! Campers are welcome to attend and meet camp counselors, see their camp areas, and become familiar with our building. Our camp staff will entertain and supervise campers while parents hear the presentation.

Camp Exploration dates, field trips, and registration deadlines are listed here:

Weekly at a Glance

Week/Dates	Theme	Special Activity	Field Trip	Reg. Deadline
Week 1 6/2 – 6/6	Garden Explorers	Take Home Garden	No Offsite Field Trip	5/27 @11:45pm
Week 2 6/9 – 6/13	Space Camp, It's Out of this World	Tour Our Galaxy	Launch Trampoline Park - Gurnee	6/2 @11:45pm
Week 3 6/16 – 6/20	Zoo-tastic Fun	Animal Quest	Racine Zoo Racine, WI	6/9 @11:45pm
Week 4 6/23 – 6/27	Chefs in Training	S'mores Solar Oven	Meadowhill Aquatic Center Northbrook	6/16 @11:45pm
Week 5* 6/30 – 7/3 *No Camp 7/4	Stars, Stripes & Summer Fun	Tie-Dye	Top Shelf Ice Arena Gurnee	6/23 @11:45pm
Week 6 7/7 – 7/11	Game On! Sports Week	Campers vs. Counselors Giant Beach Ball Soccer Color Wars	Chicago Dogs Baseball Game Rosemont	6/30 @11:45pm
Week 7 7/14 – 7/18	Mysteries of the Deep	Water Games	Meadowhill Aquatic Center Northbrook	7/7 @11:45pm
Week 8 7/21 – 7/25	Lights, Camera, Action!	Talent Show	Bowlero Vernon Hills	7/14 @11:45pm
Week 9 7/28 – 8/1	Ultimate Hero Challenge	Bubble Bash by Jason the Juggler	Skate on Grand Ingleside	7/21 @11:45pm
Week 10 8/4 – 8/8	Carnival Spectacular	Carnival Fun	Action Territory Kenosha, WI	7/28 @11:45pm
Week 11 8/11 – 8/15	STEAM Discoveries	Pizza Party & Science Experiments	No Offsite Field Trip	8/4 @11:45pm

Arrival and Dismissal

Each day, a parent or authorized adult must sign their child(ren) in and out. For safety, children will only be released to those listed on their emergency form. If someone other than the individuals listed on your emergency form will be picking up your child, a phone call **MUST** be made to the camp cell phone to notify staff. For the safety of your child, camp staff will ask for a photo ID from anyone they do not recognize as an authorized pick-up person. Camp doors will not open until 7:00 AM.

Drop Off and Pick Up

Drop off and pick up will be done at your campers' camp site location (Parkman Pavillon, Main Camp Tent, or Skate Park Pavillon). Please Park in a designated parking spot and meet staff at the tent behind our building.

Inclement Weather – Drop Off and Pick Up

Drop off and pick up will be done at the side gym doors in our lower parking lot near the northeast end. Park and meet camp staff at the gym doors.

Walkers/Bike Riders

Parents and guardians who wish to have their camper walk or ride a bike to/from camp **MUST** indicate this in Amilia during the registration process and must agree to the consent form. Campers will not be permitted to leave camp early unless written permission has been given to the Recreation Program Manager by the parent. **Campers will not be able to leave if the weather is not safe to do so.**

Late Pick Up Fee

A \$10 late fee is charged for every 10 minutes of tardiness or portion thereof. The fee will be added to your Park District account. Future attendance and/or registration will be restricted until the late pick-up fee is paid.

Camp Hours

If your camper needs care before 9am or after 3pm, register for Early Bird and/or Stay and Play! Campers will continue their day of fun in a less structured environment allowing for a free choice of activities.

Early Bird: 7:00am-9:00am

Camp Time: 9:00am-3:00pm

Stay & Play: 3:00pm-5:30pm

Camp Staff

Camp staff consists of a Site Director and Camp Counselors. The Site Director is responsible for the day-to-day operation of camp and oversight of counselors. The Site Director works closely with the Recreation Program Manager, who oversees all aspects of camp. Each Counselor is assigned to a group of up to 10 campers and implements the planned activities while supervising campers.

Communication

Open communication between camp staff and parents is essential to ensure a positive camp experience for all involved. Newsletters will be emailed to families on a weekly basis and copies will be available at the campsite. All other camp information can be found on the website at www.lindenhurstparks.org. Specific information regarding your camper will be shared at drop-off and pick-up when necessary. If an urgent situation arises, you will be called during the camp day.

Coming to Camp

The following information will assist you in preparing your child for a successful camp season.

What to Wear

Most camp activities are planned outside, so plan accordingly for each day. Gym shoes are required, and comfortable clothing is recommended.

What to Bring

Pack your child's backpack with the following each day:

- Sack lunch (nut free; no refrigerator available)
- Water bottle
- Snacks (nut free)
- Spray Sunscreen
- Beach Towel
- Hat/sunglasses
- Swimsuit
- Change of clothes

Please mark your child's name clearly on all their belongings.

What NOT to Bring

All personal items brought from home are the responsibility of the child; staff are not responsible for any lost or stolen items. Campers may not bring the following to camp:

- iPads
- iPods
- Personal gaming devices
- Toys
- Trading cards

Cell phones/smart watches are permitted at camp; however, campers will be asked to turn off the cell phone and put it in their backpack until the end of the day. Should you need to reach your child during camp hours, contact the camp phone at 847-812-3738. The Lindenhurst Park District is not responsible for lost, stolen, or damaged electronics; please use discretion

Camper Requirements

Campers must be the appropriate age by the first day of camp to participate. All campers must be toilet trained and self-sufficient in the bathroom and when changing into/out of swimwear.

Absences

When possible, absences should be reported in advance to the Site Director or Recreation Program Manager. Contact the camp phone after 7am to report day-of absences at 847-812-3738.

Illness

If your camper is ill and not attending camp, call to report illness and absence. Notify camp staff if your child has been diagnosed with a contagious illness such as pink eye, strep throat, chicken pox, Covid-19 or any other communicable disease. If your child misses camp for any reason, we are not able to schedule a make-up day or credit the missed day of camp.

Children should be kept home if they exhibit any of the following symptoms:

- Fever of 100.4 degrees or higher
- Rash
- Diarrhea/vomiting
- Discharge from ears, eyes or nose
- Covid-19 symptoms

Campers must be kept home until they are fever and/or symptom free (without the use of fever reducing medicine) for 24 hours. If a child becomes ill at camp, the parent/guardian will be notified to pick up the child.

Tax Information

The Lindenhurst Park District Tax ID Number is 36-3586427. All payment and registration information is available to you via your household account on our website. Contact Lori, our Guest Services Manager, for details addressing this information.

Medication

When at all possible, medication should be given before or after the camp day. If a child requires medication during camp hours parents/guardians must complete and sign the Medication Dispensing Information Form and Permission to Dispense Medication & Waiver and Release of Claims. These forms are available at the end of this Handbook.

Medication cannot be administered without BOTH forms completed and signed. Parents must provide the Recreation Program Manager with the medication prior to the start of camp to review instructions. Medication that is sent to camp, for as needed dispensing, will require these forms to be completed such as Epi Pen's, Benadryl, etc.

Inclement Weather

Camp is an outdoor activity and is held rain or shine. Campers will remain inside the Community Center in the event of inclement weather. Park District staff monitor the weather in advance and throughout the program day. Campers will be moved indoors, and activities will be modified if:

A severe weather watch or warning has been issued by the National Weather Service; and/or

If lightning is seen or thunder is heard; and/or

If staff are uncomfortable with the weather at any time.

High Heat and Heat Index

Lindenhurst Park District staff consider heat and humidity when planning outdoor activities in the summer months. Activities will be modified if the actual temperature or the heat index is above 90 degrees. Campers and staff will be reminded to:

- Postpone nonessential activities.
- Plan activities in early morning or later in the day.
- Provide shorter but more frequent rest periods.
- Use water to hydrate. Do not drink liquids that contain caffeine or large amounts of sugar.
- Avoid very cold drinks, which can cause stomach cramps.
- Drink 5-to-7 ounces of fluid every 15-to-20 minutes to rehydrate.
- Wear lightweight, light-colored, loose-fitting clothing.
- Be aware of any program limitations for patrons, especially those with medical conditions.

Swimming

Campers will visit Oak Ridge Splash Pad regularly during the week (weather permitting; not on field trip days). Field trip locations will include water parks and pools. All waterpark/pool field trips will include a swim test administered by the lifeguard staff of the facility we are visiting. Campers will be evaluated based on the features of the waterpark/pool and the swimming ability of the camper. If you prefer your camper to not be swim tested, please notify the Recreation Program Manager. A child who is not swim tested will have limited access to the aquatic facility such as zero depth entry areas.

Sunscreen

Parents/Guardians should apply sunscreen to their camper 30 minutes before dropping off to offer the best protection from the sun. Campers are required to provide their own sunscreen at camp each day. The recommended SPF value of at least 30 is preferred. Campers will be instructed to reapply sunscreen several times throughout the day. To assist with re-application, spray sunscreen is preferred. When campers need assistance applying sunscreen, one of the following methods will be used:

Staff will instruct the camper how and where to apply:

- A buddy system will be utilized; campers of the same age assist each other with application.
- A staff member will apply spray sunscreen if it has been provided.

Snacks/Lunch

Campers get hungry! Please send a nut-free sack lunch and water bottle every day. Refrigeration is not available. Children should also bring a healthy morning and afternoon nut-free snack.

Vending Machine

The Lindenhurst Park District Community Center has a vending machine on site. Children will be able to visit the vending machine once per day in the afternoon. Park District staff are unable to “make change.” If you allow your child to visit the vending machine, please send small bills/coins. **Vending machine contents are not nut-free.**

Transportation

Summer camp participants are transported on 14 passenger buses through the Lindenhurst Park District for local daily trips. All drivers are 21 years of age or older, passed a criminal background check, submitted a drivers abstract, and are provided vehicle safety training. First Student, a charter school bus, provides transportation for weekly field trips.

Field Trips

Field trips are on Wednesdays each week. The field trip fee is included in the camp registration fee. A camp T-shirt must be worn on all field trip days. Campers are transported to the field trip by school bus. Please arrive on time for camp field trip days, as we will not wait for late campers. Please provide a sack lunch on field trip days unless otherwise noted. Unless otherwise noted, campers should not bring money on field trips.

Code of Conduct & Behavior

It is the responsibility of the parents/guardians to discuss the Code of Conduct with their child(ren) and reinforce the importance of appropriate behavior at park district programs.

Lindenhurst Park District Code of Conduct

- Show respect to all participants, staff and volunteers.
- Use appropriate language when communicating with participants, staff, and volunteers. Foul and obscene language will not be tolerated.
- Do not purposely cause bodily harm to participants, staff or volunteers.
- Do not communicate threats, inappropriate comments or actions that may be considered as any type of harassment, direct threats or actions that pose a threat by gesture, words or actions.
- Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
- Exhibit good sportsmanship at athletic events, whether as an active participant or spectator.

Lindenhurst Park District Behavior Management Policy

If improper behavior occurs parents will be informed. If a second incident occurs, a meeting will be held with the appropriate Manager, and/or a Park District administrator. If improper behavior continues, the child may be asked to leave the program.

Behavior Management Techniques

Program staff will employ several methods of behavior management when working with children including redirection, positive reinforcement, warnings, and breaks.

Behavior requiring correction will result in redirection to a more productive activity. Redirection may involve altering the way a child is using a toy or may require changing the activity or location in the room. Redirection is suggested to a child in a gentle, positive, and discreet manner.

If redirection fails, staff will notify the child of the behavior more directly by issuing a warning. One warning will be issued giving the child an opportunity to alter their behavior; staff will offer suggestions when necessary. A warning without a change in behavior will result in a break.

Children requiring a break will be addressed in a gentle, discreet, and non-threatening manner. Breaks are not communicated as punishment or negative. Breaks are considered and described as an opportunity for the child to

reflect on their behavior, calm their body/mind, and consider alternate behavior. No child will have a break that exceeds their current age in minutes; example: a three-year-old would only have a break up to three minutes long, if necessary. No specified break area is identified in the classroom. Example: children needing a break could sit in a chair at a table not being used, or on the carpet of a non-occupied area of the room. Children who continue the behavior may be removed from the activity and required to play elsewhere.

Staff will notify parent/guardian of disciplinary incidents when the child's behavior is recurring, harmful to self or others, or impacting the quality or integrity of the program.

Lindenhurst Park District reserves the right to suspend or dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of the other campers. No refunds will be issued in a behavior-related dismissal.

WSRA

Inclusion assistance for camp is provided by Warren Special Recreation Association to residents of Lindenhurst Park District requiring a reasonable accommodation to be successful in the camp setting. When registering, parents should inform staff of any accommodation necessary for their child to successfully participate in the program.

Camp Exploration Parent Handbook Acknowledgement

Required Form

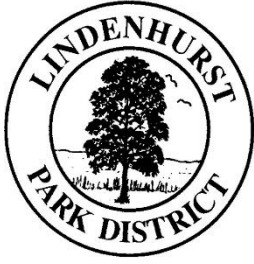
Child's Name: _____

Camp Name: _____

I, _____, parent/guardian of _____, acknowledge
that I have received the Camp Parent Handbook. I understand that it is my responsibility to read and discuss the
handbook with my child(ren) and abide by the policies and procedures listed for the program.

Signature of Parent or Guardian

Date



LindenHurst Park District

2200 East Grass Lake Road, LindenHurst, Illinois 60046

847.356.6011

www.lindenhurstparks.org

Camp Exploration Payment Form – Mandatory Credit Card Authorization Form

Parent Acknowledgement

I am aware of the weekly charges for the summer camp season 2025 implemented by the LindenHurst Park District. The registration total is dependent upon the number of sessions/drop-ins (AM/PM Care or Camp Days) that I am registering for and is due seven days prior to the start of the program or month. I agree and understand that a \$40 late fee will be charged if payment is rejected due to insufficient funds or an expired card on file. Dismissal from the program will follow if payment is not received by the end of the month and no refund will be issued.

Print Child's Name

Parent/Guardian Signature & Date

Payment Authorization

Family Last Name _____ Address _____

City _____ Zip _____ Home Phone _____

Cell Phone _____ Email _____

Circle One: Visa MasterCard Discover Card AMEX

Cardholder# _____ - _____ - _____ - _____ Exp. Date ____/____/____ CVV _____

Card Holder Name _____

I hereby authorize the LindenHurst Park District to remit payments via credit card and I authorize the below named financial institution to credit payments to the class(es) enrolled in. I understand that a new authorization form must be completed if I close the referenced credit card, or if I wish to designate a different account. If my credit card information changes, I am aware that it is my responsibility to notify the Park District of my current card information.

Authorized Signature _____ Date _____

Medication Dispensing Information

This form must be completed for each program/session or when medication changes.

Participant's Name: _____ Age: _____

Address: _____

Parent's/Guardian's Name(s) _____

Daytime Phone: _____ Other Phone: _____

Program Name: _____

Doctor's Name: _____ Phone: _____

Medication Information

1. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

2. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

3. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

Other Information: _____

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

Signature of Parent or Guardian

Date

Permission to Dispense Medication & Waiver and Release of All Claims

The Lindenhurst Park District will not dispense medication to a minor child or any Lindenhurst Park District participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

Name of Program: _____

Date(s): _____

I _____ the parent/guardian of _____
(Parent/Guardian - Print Name) (Child/Camper - Print Name)

give permission to staff of the Lindenhurst Park District to administer to my child _____.
(Name of Medication)

I understand it is my responsibility to give the medication directly to program staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

Participant Name: _____

Name of medication and complete dosing instructions:

In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Lindenhurst Park District to secure from any licensed hospital physician and/or Lindenhurst Park District medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

Waiver and Release of All Claims

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the (identify SRA/District) administering medication to my minor child, I do hereby fully release or discharge the (SRA/District), and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

Signature of Parent or Guardian

Date

Weekly at a Glance – Tear Out

Week/Dates	Theme	Special Activity	Field Trip	Reg. Deadline
Week 1 6/2 – 6/6	Garden Explorers	Take Home Garden	No Offsite Field Trip	5/27 @11:45pm
Week 2 6/9 – 6/13	Space Camp, It's Out of this World	Tour Our Galaxy	Launch Trampoline Park - Gurnee	6/2 @11:45pm
Week 3 6/16 – 6/20	Zoo-tastic Fun	Animal Quest	Racine Zoo Racine, WI	6/9 @11:45pm
Week 4 6/23 – 6/27	Chefs in Training	S'mores Solar Oven	Meadowhill Aquatic Center Northbrook	6/16 @11:45pm
Week 5* 6/30 – 7/3 *No Camp 7/4	Stars, Stripes & Summer Fun	Tie-Dye	Top Shelf Ice Arena Gurnee	6/23 @11:45pm
Week 6 7/7 – 7/11	Game On! Sports Week	Campers vs. Counslers Giant Beach Ball Soccer Color Wars	Chicago Dogs Baseball Game Rosemont	6/30 @11:45pm
Week 7 7/14 – 7/18	Mysteries of the Deep	Water Games	Meadowhill Aquatic Center Northbrook	7/7 @11:45pm
Week 8 7/21 – 7/25	Lights, Camera, Action!	Talent Show	Bowlero Vernon Hills	7/14 @11:45pm
Week 9 7/28 – 8/1	Ultimate Hero Challenge	Bubble Bash by Jason the Juggler	Skate on Grand Ingleside	7/21 @11:45pm
Week 10 8/4 – 8/8	Carnival Spectacular	Carnival Fun	Action Territory Kenosha, WI	7/28 @11:45pm
Week 11 8/11 – 8/15	STEAM Discoveries	Pizza Party & Science Experiments	No Offsite Field Trip	8/4 @11:45pm