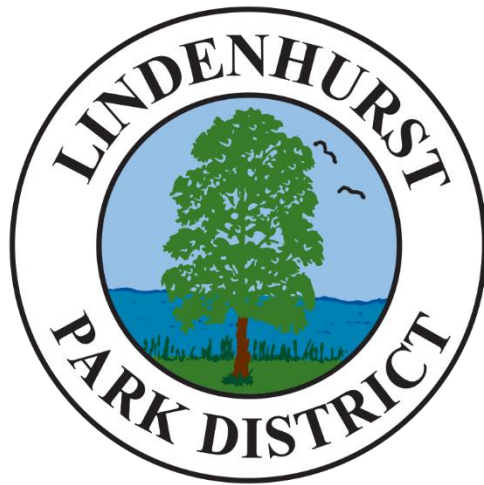


Lindenhurst Park District



Camp Exploration Parent Handbook 2026

Lindenhurst Park District Summer Camp Parent Handbook

Welcome to Summer at the Lindenhurst Park District's Camp Exploration—where memories are made!

Our enthusiastic and experienced staff are excited to welcome you and your child for a summer filled with fun, friendship, and adventure. We are committed to creating a safe, caring, and engaging environment where every camper feels included and supported.

Camp Exploration offers a wide variety of age-appropriate activities designed to keep children active and inspired all summer long. Campers will enjoy sports, arts and crafts, science exploration, field trips, games, themed days, and special events—there's something for everyone!

Camp is open to children entering Kindergarten through 6th grade. To ensure the safety and well-being of all campers and staff, we have established the following policies and procedures. Please take a few moments to carefully review this handbook.

If you have any questions, feel free to contact me at 847-356-6011 x1005.

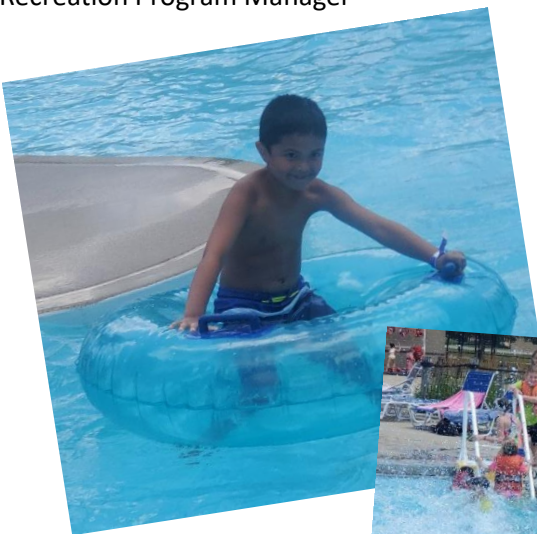
We can't wait to share an awesome summer with you!

Sincerely,

Meghan McCarthy

Meghan McCarthy

Recreation Program Manager



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 Oak Ridge Park Splash Pad.

Contact Information

Recreation Program Manager – Meghan McCarthy

Call or Text 847-812-3740

847-356-6011 x 1005 (office hours 8am to 4pm)

mmccarthy@lindenhurstparks.org

Camp Exploration Site Director – Katie Popp

Absences/Day-to-Day Questions

847-812-3738 Call or Text (7am-5:30pm)

Director of Recreation – Katie Kozuch

847-356-6011 x1004 (office hours: 8am-4pm)

kkozuch@lindenhurstparks.org

Payments and Registration – Lori Friedl

847-356-6011 x 1000 (office hours: 8am to 4pm)

lfriedl@lindenhurstparks.org

Camp Location and Hours

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

Camp Exploration – Skate Park Green Space

- **Drop Off** – 9am
- **Pick Up** – 3pm

During the duration of the camp day, campers will be in different base locations around the community center for specific-age level activities and sports.

- **Little Explorers** (entering Kindergarten and 1st Grade) – Parkman Pavilion
- **Exploration Squad** (Entering 2nd and 3rd Grade) – White tent by the front soccer fields
- **Explorer Warriors** (Entering 4th to 6th Grade) - Skate Park Shelter (North side of Community Center)

Early Bird and Stay & Play – Activity 2 inside the Community Center

- **Early Bird** – 7am to 9am
- **Stay and Play** – 3pm to 5:30pm

Important Dates & Times

Parent Orientation - Thursday, May 28, 2026 - 5:30pm-6:30pm – Activity 2

- **Parents** – meet our staff, listen to a presentation and get all of your questions answered. You will also tour our summer camp location!
- **Campers** – Meet camp counselors, see their camp space, and become familiar with our building. Camp staff will provide supervision and facilitate play while parents are in orientation.

Camp Registration

The easiest and most convenient way to register for camp is online at www.lindenhurstparks.org. Simply visit the website, click on the Registration tab, select CAMP from the drop-down menu, and choose Camp Exploration Your log-in is your email address.

Registration Deadlines

Any registration received after the advertised deadline will be assessed as a \$40 late fee. The registration deadline allows us to properly plan for adequate staffing, materials, and supplies to ensure a safe and enjoyable experience for all campers.

Any camper who is dropped off without prior registration will only be accepted if staffing allows. A \$40 late fee will be added to the daily registration price. If a camper is not registered and allowed to stay the adult dropping off must fill out our paper registration form so that registration can be processed day of.

If a session or specific day is full, we encourage you to add your child to the waitlist. Waitlists are reviewed regularly, and campers will be added as space becomes available.

Refund Policy

To receive a refund, participants must withdraw from a program at least seven (7) days prior to the program start date. Refunds are subject to a \$5 service fee for programs under \$99 and a \$10 service fee for programs \$100 and over. Withdrawals made within one week of the program start date will only be refunded due to medical reasons or relocation and may require documentation. Full refunds will be issued if the District cancels a program due to low enrollment. Please note that all refunds are issued as household credit.

Late Fees

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.

Payment Policy

All registration fees must be paid in full at the time of registration. Accepted forms of payment include cash, check, and all major credit cards. Checks must be made payable to the Lindenhurst Park District. All families are required to maintain a valid, unexpired credit card (credit cards only; debit cards are not accepted) on file. This card will be charged if a child is dropped off without prior registration. A \$25 fee will be assessed for any declined credit card transactions.

Sign-In / Sign-Out & Release Policy

A parent or authorized adult must sign their child(ren) in and out each day. For safety reasons, children will only be released to individuals listed on the emergency information form. If someone not listed on the emergency form will be picking up your child, a phone call must be made to the camp cell phone prior to pick-up to notify staff. For the safety of all campers, camp staff will request a photo ID from anyone they do not recognize as an authorized pick-up person.

Drop Off and Pick Up

Drop off and pick up will be done **FOR ALL AGES** at the Skate Park (North side of Community Center). Please park in a designated parking spot and meet staff at the open green space.

Incident Weather – Drop Off and Pick Up

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

Walkers/Bike Riders

Parents and guardians who wish to allow their camper to walk or ride a bike to and from camp must indicate this permission in their Amilia account at the time of registration. Campers will not be permitted to leave camp early unless written permission has been provided by the parent or guardian to the Recreation Program Manager. Additionally, campers will not be allowed to walk or bike home if weather conditions are deemed unsafe.

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 with families

Open communication between camp staff and parents is essential to creating a positive and successful camp experience for everyone. Weekly newsletters will be emailed to families and will also be available, along with additional camp information, on our website at www.lindenhurstparks.org. When necessary, specific information regarding your camper will be shared with you at drop-off and pick-up. In the event of an urgent situation, a staff member will contact you by phone during the camp day.

Preparing for 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. On Tuesdays & Thursdays please have your camper wear their bathing suit to camp! We will be visiting the Splash Pad on those days!

What to Bring

Pack your child's backpack with the following each day & please mark your child's name clearly on all their belongings.

- Nut-free lunch
- Water bottle
- Sunscreen (Spray preferred)
- Bathing Suit
- Towel
- 2 nut-free snacks
- Change of clothes
- Hat and/or sunglasses

Preparing for Camp Continued

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 Site Director at 847-812-3738. The Lindenhurst Park District is not responsible for lost, stolen, or damaged electronics; please use discretion

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.

Absences

When possible, absences should be reported in advance to the Camp Director or Recreation Program Manager. Call or text 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 cannot 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.

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](#). 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.
- If lightning is seen or thunder is heard.
- 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.
- Provide shorter but more frequent rest periods.
- Use water to hydrate.
- 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 Park Splash Pad regularly on Tuesdays & Thursdays (weather permitting). 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 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 for **DRINKS ONLY**. In an effort to keep Camp Exploration Nut-Free; campers will not be permitted to buy snacks as they are not nut-free. Park District staff are unable to “make change.” If you allow your child to visit the vending machine, please send small bills/coins.

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. 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 nut-free sack lunch on field trip days unless otherwise noted. Campers should not bring money on field trips.

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.

Tax Information

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