

**Park District of Franklin Park
Parent Manual
2026**



847-455-2852 | www.fpparks.org

Purpose: Our goal is to offer a fun, safe camp focused on child-led play activities that encourage and develop socialization skills. Children will use their imaginations and make their own choices.

Our Staff: Sunshine & Tot Camp prides itself on reliable, knowledgeable and mature staff. All staff are trained and certified in CPR, First Aid and AED through Jeff Ellis & Associates. Staff attend an orientation to learn training topics recommended by the Park District Risk Management Association (PDRMA).

- Camp Manager | 847-344-2358 or eccamps@fpparks.org
- **Sabrina Rivera**, Program Manager | 847-451-8136 or srivera@fpparks.org
- **Liz Visteen**, Superintendent of Recreation | 847-451-8135 or lvisteen@fpparks.org

Camp Locations

Sunflower Nature Center, 10040 Addison Avenue*

**Building is in the back of the park. Refer to the map on the last page.*

Participant Clothing and Personal Belongings: Campers should wear comfortable, durable play clothing appropriate for camp and weather conditions. We recommend a t-shirt and shorts. Labeling clothing is strongly recommended to keep lost items to a minimum. Clothing worn to camp become dirty as the campers play, complete their art projects and explore the outdoors. Children must wear gym shoes to participate in various activities. Please do not send your child in sandals; the shoes become a safety issue with our outdoor activities. Each day, please send your camper with a reusable water bottle, snack, and an extra set of clothes. For water days, please send your child with a towel, swim apparel, and water shoes. Parents will be notified when there will be a water day.

Personal Hygiene:

Sunshine campers need to be potty trained. If your child has an accident, you will be called to come immediately and change him/her. Please be sure that people on your emergency list are aware of this policy. Staff is not allowed to change your child or assist them in the washroom. **Tot campers do not need to be potty trained.** If staff notices a child's diaper is full causing it to sag, a parent will be called. Please be sure that people on your emergency list are aware of this policy. Staff are not allowed to change your child or assist them in the washroom. Please pack extra diapers in your campers backpack for your convenience.

Sunscreen: Participants are asked to wear sunscreen with a minimum SPF 15 on a daily basis. Staff are not allowed to apply sunscreen on any camper unless it is an aerosol sunscreen. Please provide your child with an aerosol sunscreen in their backpack, so counselors can assist with spraying. **Apply sunscreen before the start of each day.**

Personal Items: Your child should not bring any toys, games, electronics, or other personal items from home. Your child should only be bringing their lunch, water bottle, swim apparel, and any medication if needed. **Electronic devices are NOT allowed at camp.**

Poor Weather: Sunshine & Tot Camp meet rain or shine. On days of severe weather, campers will remain inside of the Sunflower Nature Center.

Sessions

Session I: May 26-Jun 19

Session II: June 22-July 17

Mini Session: July 20-August 14

Weekly Schedules*

**A calendar will be provided on the first day of each session so you are aware of special days. This is just a sample for the day. Counselors customize the schedule according to each groups' preferences.*

An Average Day at Sunshine Camp

9:00 a.m. - Arrive

9:00-10:00 a.m. - Child Led Play activities

10:00-10:30 a.m. - Snack and bathroom break

10:30-11:00 a.m. - Campers Choice

11:00-11:45 a.m. - Child Led Play activities or water play

12 p.m. - Departure

An Average Day at Tot Camp

9:15 a.m. - Arrive

9:15-10:00 a.m. - Child Led Play activities

10:00-10:30 a.m. - Snack and bathroom break

10:30-11:00 a.m. - Crafts & group activities

11:15 a.m - Departure

Sign In and Out: Parents/Guardians must sign campers in and out. Parents will drop off their child at the Sunflower Nature Center. All parents/guardians will be given two pick-up cards on their campers first day of camp. Along with the pick-up card, you must have a valid picture ID. Individuals picking up a camper must be ages 16 and older.

Please make sure that anyone that is going to pick up your camper is on the e-PACT consent form. In an emergency if someone is going to pick up your camper that is not on the consent form, please notify a camp manager.

Late Pick Up: If you are late to pick up your child, you will be charged **\$1 per minute per child**. Exceptions are made for those who are picking up from multiple camp locations. The first late pick up will be a warning. After that, you will be charged the late pick up fee.

Absences: In the event that your child is absent from camp, email us at eccamps@fpparks.org.

Illness: For the protection of all participants and staff, and for the comfort of your child please keep your child home if he/she has any of the following symptoms: wet cough, fever, diarrhea, vomiting, rash, thick nasal discharge or discharging eyes or ears (i.e. Conjunctivitis), except for a sty, and lice. **Your child must be free of fever, diarrhea, or vomiting for a full 24 hours without medication before returning to a Park District program.**

Camper Emergency Form: Camper forms will now be completed electronically via e-PACT. A link to complete forms will be sent by May 1 and it must be completed 24 hours prior to the first day of camp. If camper requires medication, a Medical Dispensing Waiver form must be completed one week prior to camp beginning. This form will be included in e-PACT.

Medication: Please provide us with the prescribed medicine and it will be stored at the designated program site. Inhalers and Epi-Pens will be kept by the camp staff. Please include any instructions on the Permission to Dispense Medication Form. If your child has an allergy which requires medication please complete the Food Allergy & Anaphylaxis Emergency Care Plan form. An individual log is kept detailing the time, date, dosage, and frequency.

Behavior Management: In order to maintain a safe and enjoyable environment for participation in recreation programs, participants are expected to follow our safety & Camp Behavior Guidelines. These guidelines apply to the safety of participants, the general public, employees, and volunteers of the Park District of Franklin Park.

Misconduct may include:

- Hitting, kicking, or throwing objects
- Inappropriate touching
- Bringing a weapon to a program or activity, or acting in a manner which exposes the participant or others to danger
- Disrespectful and/or inappropriate behavior

Consequences: When any acts of misconduct occur, camp staff shall take reasonable steps to reduce the risks of unsafe behavior. Prompt resolution will be sought to each individual situation.

If the risks cannot be eliminated by the use of accommodations, consequences may result. Such action may include:

- Removing the participant from the activity for a short time and parent notification.
- Removing the participant from the activity for the remainder of the day or the next camp day and a mandatory meeting with a camp manager, parent and camper.
- Suspension from camp for the remainder of the program season. Whenever the above consequences are implemented, staff will advise the participant's family of the actions. Staff will consider alternatives to removing the individual from the program while still addressing the safety concerns.

Registration & Payment Plans: Participants must pre-register to attend camp by paying in full or signing up for a payment plan with a credit card. Full payment for the upcoming session must be received by the Friday before the camp session. Registration is not taken without payment and is not guaranteed.

Early Bird Pricing: Register by April 6 to receive early bird pricing. Regular pricing goes into effect on April 7. If you need to make changes to your child's camp registration after the early-bird deadline, the regular prices will apply.

Unregistered Camper Policy: To ensure the safety and security of all participants, all campers must be fully registered prior to their arrival. If a child is dropped off without prior registration, the Park District will be required to contact the police. For liability and safety reasons, we cannot accept unregistered children into our programs.

If you need to register your child for camp, or if you have already registered but your child is not on our roster, please visit customer service at the Community Center or Centre at North Park with your child.

SUNFLOWER NATURE CENTER MAP

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