

CAMP OH-PEA-DEE

parent handbook

Join us for Summer Camp 2025!
Registration begins March 25, 2025

SPORTS AND
GAMES

OUTDOOR
ADVENTURES

ENRICHING
ENVIRONMENT



A message from our Coordinator

Welcome to the Oregon Park District's Camp Oh-Pea-Dee! I understand that choosing childcare is an important (and sometimes stressful) decision for your family. We are here to provide your child with meaningful recreational experiences in a safe and fun environment!

In our program, your child will take part in themed events, physical activities, unique crafts, positive peer interactions, and much more. I believe that every child has the potential to thrive and will benefit from our diverse range of activities.

This handbook provides a basic overview of our programs, policies, and procedures. If you have any questions or concerns, please feel free to reach out to me at kelley@oregonpark.org or by calling (815) 732-3101. I am thrilled to welcome your child to the Oregon Park District's programming!

Kelley Huston
Recreation Program Coordinator



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Recreation Coordinator

Mission Statement

To provide community-focused social and recreational activities through exceptional programs, parks and facilities.

Philosophy & Goals

The program is committed to providing a recreation-based experience. Our school-age childcare programs aim to help participants:

- Engage in experiences that promote cognitive, social, emotional, and physical development.
- Develop autonomy, self-esteem, independence, and social skills.
- Learn to share with others, interact positively with fellow participants and staff, and respect individual rights and feelings.
- Enhance fine motor skills through puzzles, games, finger painting, and coloring, while also developing gross motor skills through creative movement and physical activities.

Camp Oh-Pea-Dee

Camp Oh-Pea-Dee day camp is designed for students entering grades K-6. Camp registration and fees are structured on a weekly basis. The camp runs daily, except for Memorial Day (May 26), May 27, and July 3-4. The program opens at 7:30 AM and ends at 5:00 PM.

- An optional lunch is provided on Mondays, Wednesdays, Thursdays, and Fridays after June 2, as well as a daily snack. On Tuesdays, which are field trip days, children should bring a peanut-free packed lunch to accommodate campers with dietary restrictions. Microwaves are not available. The use of ice packs is strongly encouraged. Campers should bring a reusable water bottle each day, and a small backpack is recommended for keeping track of swimsuits, towels, and other belongings.
- Each day is structured with activities from 8:30 AM-4:00 PM, so whenever possible, children should remain in attendance during these hours. Field trips take place every Tuesday and may occasionally include lunch. Other activities include swimming at Nash, visiting local parks, and much more!
- Parents must register for camp at least two weeks in advance of the camp week they wish to enroll in. Fees are due at the time of registration, with a 10% deposit required. If enrolling in the payment plan, the remaining balance will be automatically charged to your debit or credit card by the payment deadline for each camp week.

Sample Schedules

Mondays, Wednesdays, Thursdays, Fridays

7:30 AM – Camp Begins, Free Play
8:30 AM – Themed Activity Time
11:00 AM – Math/Reading
11:30 AM – Lunch
12:00 PM – Math/Reading
1:00 PM – Swimming
2:30 PM – Themed Activity Time
3:00 PM – Snack
3:30 PM – Journals
4:00 PM – Free Play, Pickup Begins
5:00 PM – Camp Ends

Tuesdays

7:30 AM – Camp Begins, Free Play
8:30 AM – Prepare for Field Trip / Depart for Field Trip
9:00 AM – 2:30 PM – Field Trip
2:30 PM – Return to Nash
3:00 PM – Snack
3:30 PM – Journals
4:00 PM – Free Play, Pickup Begins
5:00 PM – Camp Ends

General Information

Location

Camp Oh-Pea-Dee is located in the Prairie Room at the Nash Recreation Center.

Dress Code

All participants should wear comfortable, weather-appropriate clothing. Children whose clothing is deemed inappropriate by ET staff will be required to change. Gym shoes or closed-toe sandals are required for all school-age childcare programs. Sandals and flip-flops are only allowed at the pool. Red shirts are required on Tuesdays for field trips.

Arrival Procedures

Parents must walk their children to the Prairie Room and sign them into camp. Drop-off is from 7:30-8:30 AM. Children should arrive by 8:30 AM when programming begins.

Dismissal Procedures

- Parents must walk to the Prairie Room and sign their child out with a staff member after 4:00 PM.
- Only individuals authorized by the parent in writing may pick up a child. If the individual picking up a child is unrecognized, staff will check IDs and may contact the parent for verification.
- All participants must be picked up by 5:00 PM.
- A \$15 late fee will be charged for every 15-minute increment a parent is late. Example: 5:01 PM – 5:15 PM = \$15 charge.

If a participant is not picked up within 15 minutes and all emergency contacts are unreachable, the Oregon Police Department will be contacted for assistance.

General Information

Absences

A parent or guardian must call Nash at (815) 732-3101 or email Kelley@oregonpark.org at least two hours before the start of the program if a child will be absent. We cannot accept absence notifications relayed by siblings. Fees will not be prorated or refunded due to non-attendance.

Personal Belongings

Children are not allowed to bring personal items such as toys. If personal items are brought to the program, they must remain inside the child's backpack. Parents will be informed of specific dates when exceptions to this rule may apply. This policy also includes smartwatches and cell phones. The Oregon Park District (OPD) is not responsible for lost, stolen, or damaged items.

Lost & Found

All children's belongings should be labeled with their name. If a child loses an item and staff locate it, it will be placed in the Nash Lost and Found. The Oregon Park District and its staff are not responsible for lost, stolen, or damaged items.

Newsletter & Photography

Each week, we provide a newsletter outlining upcoming activities and field trips.

The Oregon Park District reserves the right to take photographs of participants. The district may copyright, use, and publish these images in print and/or electronic formats. Photos may be used for any lawful purpose, including but not limited to publicity, illustration, advertising, and web content.

Emergency Contacts

Parents must provide emergency contacts at the time of registration. Emergency contacts will be utilized when we are unable to reach parents at the numbers provided. This includes, but is not limited to, situations where a child is sick, injured, or has not been picked up at the end of the program.

If there are any changes or additions to emergency contacts, please notify Kelley@oregonpark.org or call (815) 732-3101 and ask for Kelley.

Parent Communication

Communication between staff and parents is essential. Parents should inform staff of any changes in a child's daily routine, such as problems at home or illness, as these may affect behavior during the program. Open communication allows both staff and parents to better support the child.

This summer, we will utilize Class Dojo as an additional communication tool. If a meeting is needed to discuss any unique situations, please notify Recreation Program Coordinator Kelley to arrange a time. An email with instructions will be sent on connect to Class Dojo.

Illness Medications

Illness

For the health and safety of all children, do not bring your child to the program if they are experiencing any of the following symptoms: Fever, Diarrhea, Vomiting or Rash.

Parents should exercise caution and keep their child home for at least 24 hours after symptoms have subsided. If a child shows signs of illness during the program, staff will take their temperature on-site. If a child's temperature is 100°F or higher, we will contact the parent and/or emergency contacts for immediate pickup.

If a child's temperature reaches 104°F or higher, we will call 911 first, then notify the parent.

Children may not return to camp until they have been symptom-free and fever-free for at least 24 hours without the use of medication.

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Contagious Illnesses

If your child has a contagious disease, they must be kept at home, and you must report the condition immediately to Recreation Program Coordinator Kelley Huston at (815) 732-3101.

This includes illnesses recognized as highly contagious, such as:

COVID-19; Strep throat; Pinworms; Measles; Mumps; Chickenpox; Scarlet fever; Head lice.

Parents of campers will be notified of any reported contagious illnesses via email, phone call, or letter.

Campers names will not be shared, but in the safety of all concerned parents will be notified to allow them to watch for symptoms.

Medications

Whenever possible, medications should be administered by parents or guardians before or after program hours.

If medication must be administered during a minor's participation in a Park District program, the parent/guardian must:

- Complete Medication Dispensing Information Form and Waiver.
- Deliver all medication to the district in the original prescription bottle which includes person's name, medication, dosage and time of day medication is to be given.

Do not send medications in your child's lunch, backpack, or allow them to self-administer. Every type of medication, including aspirin and over-the-counter medications, must be turned in by a parent to staff to ensure the safety of all children in the program. The Medication Dispensing Information Form and Waiver must be signed for inhalers and epi pens.

To complete the required form, contact Kelley@oregonpark.org.

Refund Policy

Summer Camp Withdrawal & Refund Policy

To withdraw a child from a week of summer camp, a refund application must be submitted online.

- A full refund, less the 10% non-refundable deposit, will be granted if the application for refund is filed at least 14 days before the scheduled start of the week.
- If the week was not yet paid but scheduled to be automatically withdrawn from the refund applicant, the scheduled invoice will be terminated.
- Refunds will not be granted after the 14 days prior unless due to a medical note or emergency. All refunds are subject to the program coordinator's approval.
- A full refund will be issued if the Park District reschedules or cancels that week.

Inclusion

Special Needs Accommodations

If your child has any special needs, please inform Kelley Huston at the time of registration.

Special needs may include, but are not limited to:

- ADD/ADHD
- Asthma
- Food allergies

- Behavioral disorders
- Mental or physical disabilities

It is essential that we are aware of your child's needs to ensure they have the best possible experience in the program. We will make every reasonable accommodation to provide a meaningful and inclusive experience for children with special needs. However, all participants are still expected to follow basic program rules.



Field Trips

Field trips for the summer will take place on Tuesdays. We ask that all campers arrive at camp by 8:30 AM on Tuesdays so we can prepare to leave for the trip. Field trips will include various locations, such as Niabi Zoo in Coal Valley, the Rockford Rivets game, and the Discovery Center.

On field trip days, campers should wear red shirts. They will also need a peanut-free sack lunch with a drink and a refillable water bottle. It is recommended that campers use a small backpack to carry their items, as they are responsible for their own belongings.

Travel for field trips will be via Oregon School District buses. Campers will be expected to sit quietly in their seat and keep their feet under the seat in front of them for the entire duration of the bus ride. Staff will ensure that all campers follow bus rules, which include no eating or drinking on the bus and no standing. Campers who do not follow these rules will be assigned a seat for future trips. Camp OPD staff will be seated among the campers to help maintain order.

Campers may bring handheld devices for use on the bus; however, the Oregon Park District, Camp OPD staff, and the Oregon School District are not responsible for any lost, stolen, or damaged items. Headphones are recommended for use with these devices.

Campers should refrain from bringing money on field trips. We will not have time to stop at gift shops, and we do not want to be responsible for any lost money.



Rules and Behavior

Participant Code of Conduct

At the Oregon Park District, we believe in fostering a positive and respectful environment where all participants understand and adhere to appropriate behavior expectations. Our approach to discipline focuses on developing self-regulation and personal responsibility, helping each child build inner self-discipline and make positive choices. Our goal is to encourage respect, accountability, and constructive social interactions within our programs and beyond.

Program Rules for Children

Basic Rules

1. Be respectful of staff and peers
2. Keep hands and feet to yourself
3. Clean up after yourself
4. Use your inside voice
5. Use walking feet only

Prohibited Behaviors

- Inappropriate, abusive, or foul language
- Aggressive behavior (whether retaliatory or not)
- Continuous disruptive behavior

Disciplinary Policy

Behaviors that may result in bodily harm to others will be:

- Documented via write-up forms
- Communicated to parents
- May require a parent meeting

Severe behaviors may result in immediate suspension or termination from the program without refund.

Disciplinary Action

The role of the staff is to lead participants toward self-discipline and self-direction.

Each morning and afternoon, campers will be given a Dojo Point. If they follow the basic rules and guidelines, they will keep their point and can save and trade for items throughout the summer.

When there is unacceptable behavior, the following procedures will be followed:

Disciplinary Procedure

- 1st Offense - Verbal warning
- 2nd Offense - Loss of Dojo point & Time out from activity (1 minute per year of life)
- 3rd Offense - Complete a write-up & Time out from activity (2 minutes per year of life) and Parent notified at pickup
- 4th Offense - Parent called and child removed from the program*

*The severity of the offense will determine whether or not the child is sent home for the day/week. At this time, termination from the program may be considered. There will be no refunds upon removal from the program. Everyone will reset for the afternoon except in cases of extreme behaviors, which will begin the afternoon at 2nd offense.