



Parent Handbook

Rev. /2026



PARENT HANDBOOK

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WELCOME

This handbook is intended to help parents and campers understand the procedures of the Bolingbrook Park District Day Camp Program. We welcome both experienced campers and new campers to our day camp experience. The information can be used as a reference while participating in camp. If any questions arise, please feel free to speak to the camp counselor, camp coordinator or program manager.

DAY CAMP MISSION

Our mission is to improve campers' quality of life; enhancing their mental, physical and emotional well-being. We accomplish this mission by providing opportunities for campers to experience new activities, create new friendships and promote positive self-image and healthy social skills.

THE PEOPLE

The day camp staff are professionally recruited, trained and supervised. Campers are cared for by mature, responsible and reasonable people who are interested in pursuing careers in youth services, recreation and education. Our staff include, but are not limited to, certified teachers, college students and postgraduate professionals. Background checks are done on all recreation employees including day camp counselors. All counselors are trained in CPR, first aid and severe weather spotting. Our counselors are expected to be friendly and accessible to the parents. We invite parents to get to know the staff and feel free to talk to them.

CONTACT INFORMATION

Camp Alotta Fun Main Phone: (630) 783-6632

Camp Location

Bolingbrook Recreation & Aquatic Complex (BRAC)
200 Lindsey Lane, Bolingbrook, IL 60440
(630) 739-1700

School Age Program Manager

Stephanie Dutton
sdutton@bolingbrookparks.org (630) 783-6644

Camp Coordinators

daycampcoordinator@bolingbrookparks.org
(630) 783-6632

GENERAL PROGRAM INFORMATION

Hours of Operation

Regular Camp: 9:00 am–4:00 pm

Sunrise (before care): 7:00–9:00 am

Sunset (after care): 4:00–6:00 pm

Camp Dates

Week	Dates	Early Bird Deadline	Registration Deadline (12 pm)
Week 1	June 1–5	May 25	May 29
Week 2	June 8–12	June 1	June 5
Week 3	June 15–19	June 8	June 12
Week 4	June 22–26	June 15	June 19
Week 5	June 29–July 3	June 22	June 26
Week 6	July 6–10	June 29	July 3
Week 7	July 13–17	July 6	July 10
Week 8	July 20–24	July 13	July 17
Week 9	July 27–31	July 20	July 24
Week 10	Aug 3–7	July 27	July 31

Special Requests

For any special requests, please give at least 3 business days notice via email or phone call to the day camp coordinator or manager.

At minimum, a two-week advance notice is needed if your child will require an inclusion aid for camp participation.

- When registering in person, please make the customer care representative aware of your need for an inclusion aid at the time of registration.
- When registering online, during registration you will be asked if special accommodations are needed. Please check the box only if an inclusion aid will be needed.

Cancellations & Refunds

Cancellations and changes must be made in writing or by email. Cancellations less than 3 days before the session start date will forfeit half of the camp fees. No-shows will be charged the full fee. There is no refund for behavior-related dismissals. Campers who cancel or leave camp on the advice of medical personnel will receive a prorated refund. A physician's note is required.

Camper Expectations

Campers are expected to do the following:

- Be toilet trained and tend to their toileting needs independently
 - Wash their hands for 20 seconds
 - Change in and out of clothing and bathing suits without assistance
 - Remain with their group throughout the day and not wander away from their group
 - Remain outside for the entire day of camp
 - Refrain from touching counselors and other campers
 - Follow directions and ask for help when needed
 - Be able to apply sunscreen or bug spray (Note: counselors are able to assist with spray-on types)
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What TO Bring Each Day

- Backpack—to carry all camper items
- Lunch, a snack and a refillable water bottle—NO GLASS
- Gym shoes—no sandals/flip flops/open-toed shoes
- Comfortable clothing
- Sunglasses and a hat
- Sunscreen and bug spray
- Swim suit, towel and flip flop/sandals/water shoes—on pool days

What NOT to Bring Each Day

- Money
- Electronics—cell phones, game systems, tablets, etc.
- Trading cards
- Toys
- Sports equipment
- Inappropriate behavior, language, clothing, etc.

NOTE: The Bolingbrook Park District is not responsible for any lost, stolen or broken items. Staff reserve the right to confiscate uninvited items. The items will be returned to the child's parent at the end of the day. A camper's failure to cooperate with staff will result in a suspension from camp.

Lunch and Snacks

Camp Alotta Fun works with the Northern Illinois Food Bank to provide interested campers with a free lunch program for the week—no qualifications needed. The only day that this program is not offered is when camp takes place off site on field trip Wednesdays. All campers will need to bring a lunch in a disposable bag with a drink on those days. If desired, campers can bring a snack in a labeled bag that will be kept out of direct sunlight. Please refrain from bringing lunch boxes. And note, there will be no refrigeration available. Campers should also bring a refillable, non-glass water bottle.

Appropriate Camp Attire

Campers should dress for outdoor play every day. To prevent overexposure to the sun, campers may wear hats, long pants and long sleeve t-shirts. Each camper will receive one camp t-shirt. *(For safety reasons, campers must wear their camp t-shirt on field trip days)*. Campers should only wear flip-flops/crocs on pool days. It is also recommended to send a change of clothing for young campers.

DROP-OFF & PICK-UP PROCEDURES

All drop-off and pick-up procedures will be conducted at the Bolingbrook Recreation & Aquatic Complex (BRAC) on every day that camp is in session.



Drop-Off Procedure:

Camp Drop-Off* (9 am–4 pm)

- Located in the north parking lot of the Bolingbrook Recreation & Aquatic Complex.

***Counselors will begin check in starting at 8:55 am.**

Sunrise Drop-Off (7–9 am)

- Located outside the camp room located on the north side of the Bolingbrook Recreation & Aquatic Complex near door #3.

Color coded flags indicating check-in spots will be visible for each age group as follows:

Red	1st grade
Yellow	2nd grade
Orange	3rd grade
Purple	4th grade
Blue	5th grade
Aqua	6th grade
Green	7th/8th grade

Pick-Up Procedure*:

Parents must show an ID at the time of pick-up and must sign campers out each day.

Camp Pick-Up (9 am–4 pm)

- Located in the north parking lot of the Bolingbrook Recreation & Aquatic Complex, pick up follows the same procedure as drop-off.
- Counselors will conduct check-out from camp starting at 3:45 pm until 4:00 pm.

Sunset Pick-Up (4–6 pm)

Located outside the camp room located on the north side of the Bolingbrook Recreation & Aquatic Complex near door #3.

Inclement Weather Drop-Off/Pick-Up Procedure:

In the event of inclement weather, all drop-off and pick-up will be inside the gym at the Bolingbrook Recreation & Aquatic Complex. Please use the main entrance. Signs will be posted that drop-off/pick-up has changed locations.

Field Trips:

- Unless otherwise noted, Wednesdays are field trip days.
- All buses will leave promptly at 9:15 am on these days. Campers arriving after 9:15 am on a field trip day will need to make other arrangements for care that day.
- Early pick-up from camp cannot be accommodated on off-site field trip days.

Leaving Camp Early:

- If your child needs to be picked up early from camp (before 3:15 pm), we ask that you discuss and coordinate your needs with counselors in advance. With activities located all around the property, campers may need to be brought to the main building for pick-up. Advance planning will lessen or eliminate the wait time for your child to be safely brought to you.
- Early pick-up will not be allowed from 3:15–3:45 pm. During this time, counselors will be coordinating final bathroom breaks and preparing campers for check-out.

Late Pick-up Fee

- Day Camp ends at 4 pm. A late pick-up fee of **\$1 per minute will be charged for arriving after 4 pm.**
- Sunset Camp ends at 6 pm. A late pick-up fee of **\$1 per minute will be charged for arriving after 6 pm.**
- Payment is due at the time of pick-up. Please be on time to avoid these fees.

**Campers will not be released on their own without prearranged plans. If a camper is to walk or ride their bike home or if someone else is authorized to pick them up, that information should be indicated in ePact.*

SAFETY AND BEHAVIOR

Forms

Upon registering for camp, you will receive an email invitation to fill out additional forms online through ePact. These forms provide us with vital information that allows us to keep your child safe and tells us how to contact you. Your child will not be allowed to attend camp until all forms have been completed.

Medication

If a child requires medication during camp hours, please indicate this on the ePact forms when registering for camp. Our medication dispensing information form MUST also be completed. All medications must be in the original container with pharmaceutical dosage on label. A doctor's note with signature will be needed for any over-the-counter medications. This note must include the child's name, birthdate, medicine to be taken, dosage and frequency. Counselors and parents will communicate regarding specific instructions.

Behavior Management

Our goal is that all participants enjoy an outstanding camp experience. Inappropriate behavior can prevent both campers and counselors from having fun and may present safety concerns. The goal of behavior management is to provide positive reinforcement to the campers who display appropriate behaviors and to communicate guidance needs to the parents and guardians of campers who display inappropriate behavior. By administering a consistently fair system of consequences and recognition, we aim to meet these responsibilities.

If a camper demonstrates inappropriate patterns of behavior, we will notify their parents/guardians that day. We inform parents of issues that may negatively affect the camp environment and the experience of others so that appropriate support can be given at home. If inappropriate behavior continues, a parent/staff meeting will be requested. The objective of this meeting will be to identify and implement strategies that will modify the camper's behavior and restore the fun at camp. A follow-up discussion will be held to evaluate the success of the strategies and to determine what the next step should be in the action plan for behavior management.

Examples of behavior to be dealt with through the behavior management program include but are not limited to:

- Hitting, kicking, physical abuse, throwing objects or fighting.
- Abusive or foul language, verbal abuse.
- Defiance of authority, not following counselor's direction.
- Talking to a camper being timed out, talking while being timed out.
- Abuse or disrespect of program facilities, equipment or supplies.

Obviously, all of these behaviors need to be modified, but the degree of consequences for the first offense will vary. For example, fighting may result in immediate time out. Not following instructions may receive a verbal warning for the first infraction. Depending on the severity of the infraction, a behavior notice form will be completed by the camp counselor and shared with the parent/guardian of the camper and must be signed. This notice will be used to share the following information: inappropriate behavior, the possible cause, the consequence and the next step should the behavior happen again.

NOTE: If a camper receives 3 behavior notices, the park district will determine if dismissal from camp is required. Severe infractions may result in immediate dismissal.

NOTE TAKING AREA:
