



**CAMP KAHOK**  
**Youth Summer Camp**  
**Parent Guide**

Camp Kahok Email address:

[camp@collinsvilleil.org](mailto:camp@collinsvilleil.org)

\*Camp cancellation requests, Parent notes to staff, issues with account, etc.\*

Camp Kahok Cell Phone:

**618-410-4903**

\*Day of notifications\*

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## Welcome

We can’t wait to see our campers this summer! We will be following additional safety precautions to ensure that campers and counselors will have a fun, exceptional experience. Please read the following information to learn more about what we are doing to maintain a healthy environment and what you can do before you bring your child to camp. Please note Collinsville Parks and Recreation programs will comply as required by program specific guidance from the City of Collinsville for programs such as camps. These protocols may change as guidance is updated.

*Please review the following information, camp rules, and expectations for parents/guardians and campers*

*Camp Kahok is a recreational program offered by the City of Collinsville Parks and Recreation Department. Camp Kahok is not a licensed children’s day care or regulated by Illinois DCFS. All staff are certified Mandated reports for Illinois DCFS.*

*The City of Collinsville will accept financial aid assistance for child-care services from most aid resources. The City of Collinsville has the right to dismiss financial aid requests from third party organizations. Camp Kahok offers scholarship opportunities to Collinsville residents.*

## Location and Hours of Operations

*Note: Collinsville Camp Kahok program coincides with Unit 10 School Calendar regarding program start and end dates.*

Location:

*City of Collinsville Activity Center*

Address:

*10 Gateway Drive, Collinsville IL 62234*

Activity Center Phone Number: *618-346-7526*

Camp Kahok Cell Phone: *618-410-4903*

***Program Hours: CAMP WILL BE HELD RAIN OR SHINE***

Camp	Hours of Operation
Early Care	7:00a-9:00a
<b>Day Camp</b>	<b>9:00a-4:00p</b>
After Care	4:00p-6:00p

## Camp Kahok

### Mission Statement

The Collinsville Parks and Recreation Department is committed to creative recreational programming opportunities and outstanding customer service while providing and maintaining quality recreational facilities and parks to enhance the quality of life in Collinsville, Illinois.

### Camp Vision

It is our hope that Camp Kahok Summer Camp will offer a program that will provide each camper with the opportunity to build confidence, independence, social skills, environment appreciation, and promote collective responsibility while fostering a sense of community.

### Camp Mission

Our summer camps are intentionally planned to enrich the lives of its campers by providing a fun and unique community-based experience while implementing opportunities for exciting recreational and creative programming in a safe, inclusive, and friendly environment.

## Participant Eligibility Requirements

### Age Requirements

Ages 5-12

## Registration Information

- Each Camper will receive one camp shirt
- Additional shirts available to purchase at Collinsville Parks and Recreation Office
- **Camp shirts are required to be worn on Field Trip days**
  - *If a camper does not have a camp shirt to wear, a replacement shirt will be provided, and a fee will be charged to the account.*

## Fees and Payment

### Fees

Initial registration requires payment for the first registered session.

- Any additional sessions will be required to be put on a scheduled payment plan
- The credit card on file will be charged for the registered session the **FRIDAY** before the start of that session.

### Cancellations

A camper's registration for a summer camp weekly session up to 7 DAYS in advance for a full refund or credit to account, if applicable. **NO refunds will be awarded between 6 days and the DAY OF the first registered date of that weekly session.** This requirement allows us to offer opportunities to other campers on the waitlist.

## Waitlist Policy

If a session of camp has reached maximum registrants, additional participants will be added to the waitlist. Accounts will NOT be charged for the session that has been waitlisted.

- If your camper is on a waitlist, you will **ONLY** be notified if they have been ADDED from the waitlist to the requested week of Camp.
- The last possible date for a participant to be added from the waitlist is the FRIDAY before the upcoming week of that session.
  - *Example: Camper is waitlisted for Week 3. Parents will be notified by the Friday of Week 2 ONLY if they have been added to Week 3 of Camp.*
- Parent/Guardian on account will be notified via phone or email directly from the Parks and Recreation Office AND will receive an email receipt from the registration system

- Parents can log into their online account to check the participant's schedule and make payments.
  - [Click here for "User How To"](#) for Online Account

## Camp Counselors

The key to a fun summer at Collinsville Parks & Recreation is our dedicated and talented Camp Team. Camp Team Members create a safe and positive environment for our campers. The Superintendent of Recreation oversees the overall operations of the camp program. The day-to-day operations are managed by the Camp Director, Assistant Camp Director, and Camp Counselors.

- All staff are required to complete a comprehensive training program. Examples of materials include positive reinforcement strategies, special needs training, and developmental activities. Counselors are required to have completed the DCFS Mandated Reporter Certification Course.
- Everyone works together as a team in all activities, projects, and events that occur at Camp Kahok. Camp Counselors are responsible for getting to know each camper as an individual and creating daily plans that allow every camper to express themselves through crafts, games, sports, etc.

Please take an opportunity to meet your child's camp counselors. We look forward to serving your child's camp needs. If you should have any questions or concerns, please contact Collinsville Parks and Recreation office.

## Health and Safety Information

### ePACT

**Collinsville Parks and Recreation** is proud to announce our adoption of ePACT Network, a health and safety software to better support all our members and make it easier to submit critical data securely. CPRD will rely on the use of ePACT in place of paper forms. Visit [epactnetwork.com](http://epactnetwork.com)

**How it works? Content available: [Watch video](#)**

### General Health/Safety Information

The safety of our campers along with the health and safety of our staff are of primary importance. We are committed to making every reasonable effort to provide our staff with a safe and healthy working environment. All staff are responsible for complying with these policies. If you are aware of any instance in which there may be a concern for health or safety, contact the Camp Director or the Parks and Recreation Office.

### Medications, Allergies, etc.

A medication permission form must be signed by a parent or guardian(ePACT). **Only medications which are medically necessary** and cannot be scheduled outside the hours of the recreation program will be given during the program. All medications must be contained in a prescription bottle or original container and appropriately labeled.

## Camp Policies

### Discipline Policy

#### Discipline Procedure

Following the final warning from immediate supervisors (Camp Director)

- **First Offense:**
  - Camper brought to Office Administration
  - Parents/Guardian contacted and informed
  - An Incident Report will go home to parent/guardian
- **Second Offense**
  - Camper brought to Office Administration
  - Parents/Guardian contacted and informed

- Suspension of the participant for the remainder of the day and the following day that the camper is registered to attend following the offense
- **Third Offense:**
  - Camper brought to Office Administration
  - Parents/Guardian contacted and informed
  - Dismissal of the participant from all of the remaining days following the offense

*Collinsville Parks and Recreation (CPRD) reserves the right to remove the camper from the City of Collinsville Camp Kahok Program at any time and to the degree of the offense, the participant may be removed permanently from the program. There will be no refunds for days missed due to disciplinary infractions.*

Counselors and the Camp Director will communicate with parents, complete incident reports, and make program participation decisions. Camp Counselors are trained to work with camper(s) on appropriate and corrective behavior while attending Camp Kahok. Staff are not certified in any behavioral specialties as Camp Kahok is not a school program or licensed childcare facility.

### Methods for camper removal from an activity

When a camper's behavior is disruptive to the program and any verbal attempts to correct the situation fail, the camper will be removed from the camp activities. A counselor will escort the child away from camp activities, in clear view of the group. The camper will sit quietly during this period. Behavior will be addressed directly with the camper at the time of the incident.

### Accident/Incident Reports

- Any camper and/or staff accident, incident, or injury will be reported to the Camp Director. The Camp Director will complete the necessary report with appropriate staff and campers involved. Parents will be contacted via phone and/or copy of report depending on the severity of the incident.

### Photography

- *By registering and participating in any program through the City of Collinsville such as class, camp, or event, or using Park facilities or property, you authorize Collinsville Parks and Recreation the right to take and use photographs or video for promotional purposes. All footage is property of the City of Collinsville. Media will be used without granting compensation, prior notice, or exceptions.*

### Behavior Management

In order to maintain a safe and enjoyable environment, a strict discipline policy has been adopted. The following policies are designed to preserve a healthy program experience for all concerned. Campers violating any rules or creating a disruption will be addressed fitting the situation by direct staff, the Camp Director, and then Office Administration (Recreation Superintendent and/or Parks and Recreation Director)

#### The following infractions will constitute utilization of the discipline system:

1. **Harming oneself such as, but not limited to:**
  - Leaving designated group or grounds without permission.
  - Climbing on objects that are not recommended by staff.
  - Physical damage to self.
  - Possessions, use, transfer of alcohol, illegal drugs, tobacco, or tobacco products.
  - Showing disrespect to other participants and staff.
2. **Harming others such as, but not limited to:**
  - Fighting
  - Throwing objects at or near others.
  - Bringing or using weapons, i.e., knives, glass, sharp objects, etc.

- Hitting or kicking others.
  - Extreme verbal abuse.
  - Profanity.
  - Other aggressive behavior.
3. **Damage to Property**
    - Vandalism.
    - Tantrums resulting in damage to property.
    - Breaking, damaging, or destroying property.
  4. **Theft**
    - Taking any item that does not belong to the child.

## Field Trips and Off-Site Activities

All camp sessions will be held at the Collinsville Activity Center and Aqua Park unless otherwise noted. CPRD will transport all campers to and from offsite locations, field trips, etc. It is the responsibility of the parents to contact camp staff if you need to pick up/drop off camper during core camp hours (9:00 am - 4:00 pm).

**WEATHER Policy:** *Camp will make every attempt to attend each field trip. Please prepare your camper for all potential weather for any scheduled camp trip. Parents will be notified via ePACT alerts for any cancellations or major concerns ONLY. Make sure your phone and email are up to date in your ePACT account.*

**FIELD TRIP BUSES LEAVE AT THE SCHEDULED DEPARTURE TIME FOR CAMP ACTIVITIES OFF PREMISES. BUSES WILL NOT WAIT. If you miss the bus, you can drop your camper(s) TO STAFF off at the Field Trip location. Field trip DEPARTURE TIMES will be included in weekly newsletters.**

*All campers and staff are required to wear the Camp Kahok shirt on any outing. If camper is not wearing the proper shirt, parent will need to purchase a shirt at the Camp Office, or a shirt will be provided to the camper and a fee for the cost of the shirt will be charged to the child's account.*

## Camper Sign in/Drop off Procedure

All campers **MUST** be signed in and out by a parent/guardian each day. Camp Kahok will use the ePACT software to mark daily attendance.

- **Camp Activities will begin at 9am and end at 4pm**
  - Sign in/drop off for Camp is located at the front desk inside the Collinsville Activity Center

### Early/Before Care

Camp Kahok offers Early/Before Care for any camper that needs it for an additional fee. Early Care starts at 7:00a.m. and goes on until Camp activities start at 9:00a.

## Camper Sign out/Pick Up Procedure

All authorized pick-ups need to show proper identification. If an individual is not on the authorized pick-up list for your child, the child will not be released to that individual.

**\*\*\*Authorized individuals under the age of 18:** Written permission from the parent/guardian allowing someone under the age of 18 to sign out their child. **This will be indicated in the Authorized Guardian Pick-Up list**\*\*\* Click here on [ePACT Parent Guide: How do I add to or edit pick-up lists](#).

### Late/After Care

Camp Kahok offers Late/After Care for any camper that needs it for an additional fee. After Care starts at 4:00p.m. and ends promptly at 6:00p.m.

## Late Pick up Procedure

We ask that you observe the scheduled pick-up time. A warning will be given to parents/guardian if child is picked up past the conclusion of Camp hours (if not scheduled for After Care) or After Care hours.

- We understand that emergencies may occur, so if you find yourself in such a situation, please call the **Camp Kahok cell phone at 618-410-4903.**

## Protocol for Failure to Pick-up

If a parent/guardian fails to appear to pick-up camper(s) the following actions will be taken:

1. Staff will call the parents/guardians
2. If no answer or return call is received after 10 minutes, a call will be placed to any/all the emergency contacts listed for camper
3. If there is no contact with the camper's parents/guardians or emergency contacts, within 60 minutes of the expected pick-up time, Camp Staff will notify the Collinsville Police Department

## Camp Transportation

The City of Collinsville contracts with local School Bus Companies that comply with State and local requirements.

## Know Before You Go!

### What to wear

- **CLOSED TOE SHOES**
  - *All campers must wear tennis shoes TO CAMP*
- Comfortable clothing that will allow the camper to move freely during all types of activities including physical movements

### What to bring

All Campers should arrive to camp with a backpack that contains:

- Water Bottle
- Swimsuit and towel (sandals are allowed for pool use)  
Sunscreen
- Insect repellent
- Lunch and *at least 2 Snacks*

### What NOT to bring

- Tablets, computers, or other electronic devices are **NOT ALLOWED at camp**
- Cell phones are not recommended to bring to camp. If you feel you must send a cell phone with your camper, the cell phone must remain OFF and in their bag throughout the day.
- Pets or animals of any kind

## Lost and Found Items

The City of Collinsville Parks and Recreation Department is not responsible for any personal items lost or stolen during involvement in our programs.

### *Helpful tips:*

- ❖ Label ALL your camper's belongings
- ❖ Lost and found will be available at the Parks and Recreation Office
  - All items will be donated or discarded at the end of the summer

## What's for lunch?

Campers are responsible for bringing their own lunch, snacks, and beverage each day

### Lunch

- Campers are expected to provide their own lunches each day at camp
- If child does not have a lunch, lunch will be purchased and parent will reimburse at camper check-out

### ➤ **Lunch OPTIONS**

- Order form daily available for Aqua Park Concessions
  - Lunch Order form **MUST** be completed during drop off with **cash payment**
  - A copy of Lunch Order form is available on the [Camp website](#)
- Pizza Day every Friday
  - Camper will receive 2 slices of pizza from Little Caser's Pizza
  - Please provide any additional items for their lunch if wanted/needed and a drink

### Snacks

- **Please include TWO snacks each day-** morning snack and afternoon snack. If you know your camper needs more food, please pack extra snacks in their lunch bag.

### Drinks/Beverages

- **Reusable water bottles are required**
- Drinks may be purchased at Aqua Park concession stand when available.
  - *Camp staff are not responsible for management of a camper's money if brought to camp.*

## Program Activities

Activities will include arts and crafts, active and quiet games, outdoor activities, physical activity, movies, cards and board games, and other activities based on site amenities. Campers will visit the Collinsville Aqua Park up to 3 times each week.

- A weekly camp newsletter will be sent out the Friday before the upcoming week's start of camp. Please read the weekly newsletter for the most accurate information regarding your camper's activities at for each session at Camp Kahok.

## Camp at The Aqua Park

Camp Kahok will visit The Aqua Park up to three times a week. This schedule may change depending on the weather, or the Camp's weekly activities.

### Campers in Swim Programs

If a camper is also enrolled in Aqua Park Swim lessons, Junior Guard, etc. that will cross over into scheduled Camp Kahok time. The Camp Director will handle all transitions between programs and camp.

- **Parents are required to let staff know about child's participation in swim programs at check-in**
- Camp Director or Counselor will gather any campers twenty minutes before the start of the water program
- Campers will be led by the Camp staff to check in with the Aqua Park Program Coordinator
- Camp staff will pick up campers at the end of program and return to Camp Kahok activities.

### Camper Swim Test

All campers will be tested with a Head Lifeguard and receive an "assignment" based on swimming ability and their height (for features with height restrictions). The camper's test will result in an assignment of a certain colored wristband that they are required to wear on Camp Kahok Pool Days.

- **GREEN** (meets 48-inch height requirement and passed a swim test) wristband campers are allowed to access all swim areas of the Aqua Park
- **YELLOW** (at least 40 inches in height but under 48 inches and passed a swim test) wristband campers are allowed access to most areas of the Aqua Park including Lilypad, and all slides on Monsoon Mountain. Yellow wristbands are NOT PERMITTED on Tower Slide (big blue slide located next to the Lilypad)
- **RED** wristband campers will only be allowed to swim in the following areas:
  - **Leisure Pool**
  - **Monsoon Mountain (no access to red or blue slides-height requirement at least 40 inches)**

- **Kiddie Pool**
  - Non-swimmers will ONLY be allowed on the Lazy River with a CIT accompanying them—this is a 1:1 ratio—no exceptions; Camp Counselor accompanying them-this is a 2:1 ratio.
- All campers must adhere to the height restrictions for all features (40-inch to 48-inch height requirement)  
Camper swimming ability and test results will be tracked by the Camp Director and staff

*A parent can forgo the child's swim test and request use of only the RED wristband. Any camper with a GREEN or YELLOW wristband must have completed a swim test. Swim test opportunities will be available to schedule with Aqua Park Staff BEFORE the start of camp. If unable to attend a scheduled Swim Test Day, campers will complete an individual swim test when Aqua Park staff is available.*

### Collinsville Aqua Park's Policy on Personal Flotation Devices (PFD)

#### Prohibited:

Any Personal Flotation Device that is not US Coast Guard Approved



#### Allowed:

US Coast Guard Approved Personal Flotation Devices



It is imperative to note that lifejackets are not a substitute for adult supervision or swim instruction. Undistracted adult supervision should be provided at all times. A parent or guardian should always remain in arm's length of their child if he/she cannot swim on their own - with or without a PFD. Formal swim instruction has shown an 88% decrease in the risk of drowning for kids. Swimming is not just another sport or activity, it is a life-saving skill. Proper instruction at an early age can lead to a lifetime of safe water enjoyment. Visit our website at [www.collinsvilleil.org](http://www.collinsvilleil.org) for information on our swimming lessons.

## Inclement Weather

Collinsville Parks and Recreation Summer Camp is held at the Collinsville Activity Center and The Aqua Park. Camp is conducted inside and outside the facilities. Any inclement weather will be dealt with as needed.

### Aqua Park Weather Policy

Collinsville Aqua Park will be closed for the following weather-related reasons:

#### Lightning or Thunder

- If lightning is within 10 miles or thunder is heard, the waterpark will be closed immediately and will remain closed until lightning is outside of a 10-mile radius and/or 30 minutes after the last indication of thunder. If lightning gets within 5-miles, all patrons should move into the breezeway, locker rooms, or out to their cars. The concession stand will close at this time. Every 15 minutes the weather conditions will be re-evaluated. If the pool has been closed for over an hour, the Superintendent of Aquatics or on-site manager has the option to close the pool for the remainder of the day. Opening of the facility may be delayed due to storms. Ticket sales will stop when lightning is within 15-miles.

#### Rain

- The aquatic facility can be open during rain but must be closed immediately if the lifeguards are unable to see the bottom of the pool. The facility will remain closed for 15 minutes and then will be re-evaluated for visibility. If the facility has been closed for over an hour, then the

Superintendent of Aquatics or on-site manager has the option to close the pool for remainder of the day.

#### Temperature

- To open the aquatic facility, the air and water temperature must be at least 70 degrees. If the air and water temperature is not 70 degrees at the time of opening, the pool will not open. If the air and water temperature reach 70 degrees by one hour after scheduled opening time, the pool will open for the afternoon.

#### Tornado Warning

- During a tornado warning all waterpark patrons must enter the locker rooms or leave the facility. Once in the locker rooms, patrons will follow the instructions given by the Aqua Park staff on how to perform tornado procedures. The pool will be closed immediately and will remain closed until 30 minutes after the last warning. Collinsville Aqua Park closings are at the discretion of the Superintendent of Aquatics or the Parks and Recreation Director. The Collinsville Parks and Recreation Department has the right to close the aquatic facilities due to weather forecasts. All closings will be communicated through our Parks and Recreation and Aqua Park Facebook pages. Program Weather Policy

Every effort will be made by Collinsville Parks and Recreation Department to hold programs (Examples: Swim lessons, river walking, special events) that start and end during the aquatic facility's adjusted hours. Aquatic programming cancellations are at the discretion of the Superintendent of Aquatics or on-site manager. Rainouts will be communicated via email and the Facebook page. Depending on the program there will be a make-up day or refund granted. All decisions concerning make-up and refunds are at the discretion of the Superintendent of Aquatics.