



# Explorers Parent Manual 2025



## Welcome to Explorers!

We are all looking forward to a summer that is safe, fun-filled, relaxing, and enjoyable! This packet was written to clarify our operating policies and procedures. Please review the contents of it carefully. All parents are responsible for reading and understanding its contents.

The philosophy of the Northfield Park District Summer Camps is to create an environment that encourages children to have fun and feel safe. Our entire staff strives to provide camp memories that are lasting and enjoyable for your child, with your child's safety as our number one priority.

## Director Information

All Northfield Park District summer camps, including Explorers, are overseen by myself, Vicki Heuer, our Recreation Supervisor, Dan Faust. This summer, our Explorers director is Olivia Frullani.

## Schedule

Camp meets daily, rain or shine, from June 9<sup>th</sup>-August 8<sup>th</sup>. Camp runs from 9am-3pm. It is important the campers plan on being at camp for the entire time each day (not arriving late or leaving early) as we go on field trips every day and will not be able to wait for late arrivals or accommodate early departures. Morning drop-off is from 8:45-9:05am and the afternoon pick-up time is 2:45-3pm. Campers who have turned in a signed permission slip to walk or ride their bikes to and from camp will be dismissed within the pick-up window listed above in order to cross Willow Road as safely as possible, with the staff.

On Thursday, July 17<sup>th</sup>, Explorers will be going on a field trip to Six Flags. Drop off will be done at the normal time, however, pick up will be at **5pm** in the Park District parking lot.

## Park District Staff

Training is our most useful tool for ensuring professional, prepared, and caring staff. Before camp begins, the staff is trained in safety, dealing with behaviors in a positive manner, program/activity planning, emergency procedures, and more to prepare our team for a successful summer. Staff members are also trained and certified in CPR and First Aid.

Our staff is your first line of communication! They are busy, but will always make time for questions, concerns, suggestions, and to hear what we're doing well.

## Communication

Communication is important to the success of Explorers. All of us, parents, counselors, directors, etc. are working together to ensure each child has a positive experience at camp. We can only do this through effective communication. The methods we use are:

- **Camp Calendars**

Camp calendars are posted on our website at [northfieldparks.org](http://northfieldparks.org). Programs and Events -> Summer Camps -> Camp Calendars-> [Explorers Calendar](#). Please note that all camp calendars are subject to change.

- **Email**

Please do not hesitate to contact Dan, [dfaust@nfparks.org](mailto:dfaust@nfparks.org), or myself, [vheuer@nfparks.org](mailto:vheuer@nfparks.org), with any questions, comments, or concerns throughout the summer.

- **Further Questions/Comments/Concerns**

Please feel free to contact our Superintendent of Parks and Recreation, Jim Reuter, [jreuter@nfparks.org](mailto:jreuter@nfparks.org), with any additional questions, comments, and concerns.



### Items from Home

Valuable items, handheld video games, iPods, iPads, mp3 players, tablets, smart watches, etc., are easily misplaced, and the Northfield Park District cannot be liable for them. Cell phones, iPads, tablets, etc. use will be extremely limited during the camp day. The camp staff will review detailed electronics use with the campers.

### Medical/Emergency Forms

This year, our Emergency Contact and Medical Information form is online [here](#). This Google Form must be completed and submitted for EACH individual camper before their first day of Explorers. The Authorized Pick-Up List ([here](#)) must also be completed for each of our families. **Both these forms must be completed and submitted to us before your child will be allowed to attend camp.**

Emergency contacts will be called when parents/guardians are unavailable and your child is sick, injured, or still at camp after it ends. If there are any changes and/or additions to the emergency contacts, please email them to Dan or Vicki.

### Field Trip Waivers

Some of our field trips require all campers to have a waiver completed and signed by the parents. Vicki or Dan will be emailing parents all the necessary waivers. The waivers will be either electronic or paper. If they are a paper waiver, they will be turned in to Olivia on the day of the field trip.

### Medical Emergencies

In the event of a medical emergency or accident, camp staff, or a full-time Park District staff member will provide emergency first aid. We will then contact the parent/guardian or emergency contact. If the parent/guardian or emergency contact cannot be reached, and emergency care is required, the staff will call the Northfield Fire Department to transport the child to the nearest hospital, at the expense of the parent/guardian.

### Medicines

Necessary medications may be administered to a child during camp upon filling out the Permission to Dispense Medication form. If you need one, ask at the front desk of the Community Center, contact us, or download a copy [here](#). Prescription medications must be labeled. Medicine must be brought in its original container.

### Illnesses

For the protection of all campers, your child should be kept at home (we CANNOT accept them at camp) if they show any of the following symptoms:

- A temperature or rash
- Diarrhea or vomiting
- Lice
- Discharging of ears or eyes
- Repeated toilet accidents
- COVID-19

Parents should exercise every precaution. Children must be well enough to participate in all regular planned camp activities upon returning to camp from an illness. If a child has a contagious disease, they should be kept at home and the *FACT OF THEIR CONDITION SHOULD BE REPORTED TO DAN OR ME*. Strep throat, hand-foot-mouth, measles, mumps, chicken pox, head lice, COVID-19, etc. are among these conditions categorized as "highly contagious".

**If a child is kept at home with a contagious disease a doctor's note is required before that child may return to camp. Doctor's notes should be emailed to me at [vheuer@nfparks.org](mailto:vheuer@nfparks.org) or [dfaust@nfparks.org](mailto:dfaust@nfparks.org).**



If a child becomes ill during the day, the parent/guardian or emergency contact will be called with the request to take the child home.

### Clothes/Dress

Please dress your child according to the weather and our camp schedule. It is also very important that all the children wear gym shoes to camp. We will be running around and playing games. We do not want anyone to injure their toes, so please no sandals or flip-flops unless we're going to a waterpark!

Because we are outside most of the time, sunscreen is a must! Please use all day protective sunscreen of SPF 15 or higher. We strongly recommend you send extra sunscreen with your camper to apply throughout the day. Counselors are **not permitted** to apply sunscreen on campers. Wearing a hat is always a good idea too.

### Lost & Found

Items accumulate quickly! If items are marked with names or initials, they can easily be returned. Items not marked will be put in the blue lost and found box in the lobby of the Community Center. At the end of camp, items not claimed will be donated to a local charity. It is the parents' responsibility to check this lost and found box.

### Field Trips

There are field trips scheduled throughout the summer. The field trips vary in duration from 2 hours up to 6 hours. Throughout the week, campers will also visit locations such as Clarkson Park and/or nearby parks, restaurants etc. **Under no circumstances are campers permitted to be dropped off or picked up from field trips. If children are not present when the bus leaves, then the child will not be allowed at camp for that day.** They must travel with the camp group for safety reasons. There will be no exceptions made to this policy.

Field Trips are a privilege, and we expect all campers to be respectful and represent the Northfield Park District in a positive manner.

### Lunch

Due to the busy schedule of Explorers, campers will be able to buy lunch each day or can bring one from home. Lunch times vary depending on the activities of the day and reservation times at said activities. Please check with the Explorers staff for these details.

### Bike Riding/Walking

We know that some of the Explorers campers walk or ride their bikes to camp. Please see link to fill out the walk/bike [form](#). We must have this by the campers' first day of camp to allow them to walk or ride their bike. Please make sure you and your camper about being extremely alert and careful when riding or walking. A crossing guard will be present at the corner of Willow and Wagner from 8:45 to 9am and 11:45am to 12pm.

### Drop-off/Pick-up Procedures

Explorers' drop-off and pick-up location will be at the **Northfield Community Center front door (401 Wagner Road)**.

Due to the busy schedule of our Explorers Camp and the amount of field trips they go on, all Explorers campers must be dropped off by 9:05am. **The Explorers will be leaving the Northfield Community Center at 9:15am sharp. If campers are not present when the bus leaves, then the camper will not be allowed at camp for that day.**

Pick-up time for Explorers is 2:45-3pm. Please plan to pick up campers within those times at the front door of the **Northfield Community Center**. Campers who have permission to walk or ride their bikes to and from camp will be dismissed within the pick-up window listed above in order to cross Willow Road as safely as possible.



For security reasons, please inform your child's counselor in writing of any changes in your child's day, especially if your child is going home with someone other than a parent. **Staff will not release your child to any person who has not been authorized, in writing, by the parent(s) to receive the child.**

### Late Pick-up Policy

Camp ends at 3pm. The camp staff has other commitments. Please be considerate and pick up your children promptly at dismissal time. **Failure to pick up campers by 3pm will result in a verbal warning for a first offense, and thereafter, a \$10 fine for each 15-minute increment.** Parents that are constantly late in picking up their children from camp may be asked to leave the program.

### Behavior Expectations

The Northfield Park District encourages everyone to have fun at camp. However, certain rules have been established to ensure the safety and enjoyment of everyone. All campers and parents are expected to demonstrate age-appropriate behavior during the camp programs. The Northfield Park District behavior code includes the following expectations:

1. Show respect to all campers, staff, and volunteers.
2. Follow directions from staff and volunteers.
3. Respect the equipment, supplies, and facilities.
4. Refrain from using inappropriate or foul language.
5. Refrain from any aggressive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless of whether the behavior is initiated or in retaliation.
6. Do not show continuous disruptive behavior.
7. **Have Fun!**

All discipline matters will be approached on an individual basis and will be dealt with in a positive and caring manner. The Northfield Park District has a "3 strikes" policy, but also reserves the right to suspend or dismiss a participant on less than "3 strikes" if the above-noted behavior expectations are not adhered to and/or a parent/guardian response to a problem is not attempted. Each situation will be evaluated individually.

### Adding/Switching Days and Refunds

We will try to accommodate requests to add/switch days, if possible, based on space and staffing. However, we have put some policies into place to try to cut down on confusion.

- All registrations for the following week close at 2pm on the Wednesday before said week begins. No exceptions will be made.
- All day switch requests must be made at least five business days prior to the days being switched so we can notify staff and make sure we have the appropriate supplies and transportation, if applicable.

Currently all days are still open, however, we may have to close certain days if we reach maximum participant capacity.

*Friday, May 23rd is the last day to get a refund of any kind for dropping days. After May 23<sup>rd</sup> no refunds will be issued for any reason.*

## Happy Summer!

*Vicki Heuer*

Recreation Supervisor  
Northfield Park District

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