



# Jr KID'S CONNECTION

*Oswegoland Park District*

JR. CAMP CONNECTION  
REGISTRATION INFORMATION



# locations

Age 3 - entering Kindergarden | South Point | 810 Preston Ln, Oswego

# time

Jr. Camp Connection program is available from 6:30am until 6:15pm, Monday through Friday.

# financial assistance

Financial assistance is available through a generous donation from the Oswegoland Park Foundation. If you are in need, we can provide you with the Financial Assistance Application. Completed applications and required documents can be emailed to Cristin Handlon at [chandlon@oswegolandpd.org](mailto:chandlon@oswegolandpd.org).

# registration fees

**Non-refundable \$75 Registration Fee** - due at time of registration.

Visit our Online Registration Site to begin the registration process. The registration fee will be applied during your transaction

For availability questions, contact Cristin Handlon at [chandlon@oswegolandpd.org](mailto:chandlon@oswegolandpd.org) or at 630.554.4064.

**Daily Fee \$60**

# billing & payments

Upon registration, all payments will be set up via Auto-Charge. Auto-Charge will process 14 days prior to the start of the session. For payment due dates, please see page 3. Payment options include Debit or Credit Card Funds drafted from a Visa, Mastercard, American Express or Discover Card. EFT (Electronic Funds Transfer) Funds are drafted directly from your bank account.

## **LATE FEES & NON-SUFFICIENT FUNDS**

There will be a \$25 fee for late payments. If you cannot make a payment on time, you can contact the Park District's billing department prior to the scheduled due date to arrange an alternate payment plan. If the payment plan is honored, the late fee will not be charged. When a scheduled payment has not been received by the date it is due, and you have not contacted the billing department to make an alternate payment plan, your child's attendance at Jr. Camp Connection may be disrupted.

Non-sufficient funds will incur a \$25 fee.

## **DEPENDENT CARE RECEIPTS**

Receipts can be accessed online at [apm.activecommunities.com/oswegolandparks](http://apm.activecommunities.com/oswegolandparks). If you have questions or concerns about your payments, contact Cristin Handlon at [chandlon@oswegolandpd.org](mailto:chandlon@oswegolandpd.org) or 630.554.4064.

# tax ID number

Jr. Camp Connection is a recreational program, but depending on your circumstances, the cost of the program may qualify for a deduction. If you and your tax advisor decide you can use this, the Tax ID Number (also referred to as FEIN) is 36-6009398.

# payment due dates

Session	Payment Due Date
June	May 20, 2024
July	June 17, 2024
August	July 15, 2024

# participation adjustments

To request a change in attendance please visit our website and select the Request a Change form. This form is located on the Jr. Camp Connection page on the "Attendance" tab.

Your first change will be processed free of charge and any additional changes will incur a \$15 change fee.

**Additions must be requested by Wednesday of the week prior.** Additions are dependent on space availability and staffing.

Session	Due Date to Reduce Attendance
June 3-June 28	May 13, 2024
July 1- July 31 not July 4 & 5	June 10, 2024
August 1- August 9	July 8, 2024

If you have scheduling questions, please contact Cristin Handlon at 630.554.4064

ePACT is a tool that allows the Jr. Kid's Connection program to collect important health and emergency information. It helps make sure the right data is in the right hands at the right time. It is very important to keep your ePACT information current so staff is able to reach you when needed.

## **Receiving a Request for the first time**

- The Oswegoland Park District will send you a request for each child participating in the program for the year or season.
- Click on Complete Request to get started and create an account.
- Add your name, choose a password, and accept the Terms of Use.
- Read the instructions carefully and click on "Getting Started."
- Answer questions on each step. Those with an \* are required. Ensure all the steps have a check mark.
- We find when you're unable to complete your set up it is often because you have not uploaded a photo of your child.

## **Add Additional Documents**

- You can upload additional documents like custody orders or allergy information. Add your initials to each waiver (or agree by check box) and add your signature.
- Click on the "Share" button to complete the process.

**ePACT Support:** Have questions or feedback? Please contact [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855- 773-7228 ext. 1 to speak with ePACT's Customer Success Team.

# severe allergies

Children with severe allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Oswegoland Park District cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow children with life-threatening allergies to participate in our programs. If your child has a life threatening allergy, we will need a completed allergy packet before your child can attend Jr. Kid's Connection. The following forms, uploaded to ePACT, and all medications must be on site before your child can attend Jr. Kid's Connection:

- Authorization to Administer Medication
- Authorization for Treatment of Children with Life Threatening Allergies
- Release & Waiver of Liability for Administering Emergency Treatment to Children with Life Threatening Allergies

If training of staff is required, seven days from the time of enrollment to the first day of attendance is required to allow Park District staff time to make accommodations.

# Fox Valley Special Recreation Association (FVSRA)

## **Children with Individual Education Plans (IEPS) or 504 Plans**

The Oswegoland Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. If your child has special medical, physical, psychological, and/or emotional needs or has a 504 plan or Individual Education Plan (IEP) from the school district, please call the Park District at 630.554.1010 to request inclusion services.

Lack of communication may adversely affect our ability to accommodate your child's needs. To provide the best customer service, we ask for at least two weeks' notice before the start of the program to coordinate modifications. Participation may be delayed for requests received after that time frame.

## **Inclusion Services for Individuals with Disabilities**

The Oswegoland Park District works in collaboration with the Fox Valley Special Recreation Association (FVSRA) to make reasonable modifications in compliance with the Americans with Disabilities Act (ADA) for individuals with disabilities. Modifications are determined in cooperation with FVSRA and may include a combination of additional training for staff, program adaptations, the use of modified equipment, and, when necessary, additional staff support.

## **Timeline for Services**

For new participants, FVSRA aims to complete an intake assessment within one week of receiving your request for inclusion services. Once an individual has a completed intake on file, the average time to determine and coordinate modifications is two weeks. To provide the best customer service, we ask for at least two weeks' notice before the start of the program to arrange modifications. For more information on inclusion services, visit FVSRA's FAQ: [fvsra.org/inclusionfaq](http://fvsra.org/inclusionfaq)