



## General Camp Information Summer Camp 2020

Thank you for choosing Prospect Heights Park District day camps for your child this summer. Our experienced staff is looking forward to providing exciting and rewarding camp activities. It's our goal to have each camper make new friends, get an all-around camp experience and want to come back summer after summer!

Summer Camp 2020 will have a new look but the safety of our staff and participants is of the utmost importance. Camp staff is working hard to reinvent traditional camp games and activities, mainly outdoor to adapt to Restore Illinois restrictions and social distancing requirements. We are happy your child(ren) will be joining us and wanted to share the state and federal guidelines we will be following for camps during this summer. Please note as guidelines change, we will be making changes and communicating them with you. We understand that some of these changes may be new and challenging for our campers. We will take time each day to explain and demonstrate hand washing/sanitizing, facial coverings and social distancing and we ask that you begin talking about the importance of this at home to best prepare your camper. **Please refer to pages 8-10 of this document for specific information in regards to camp 2020.**

Please take time to read through this parent manual and complete all the necessary forms. The information that we have provided to you in this packet will help answer your questions about summer camp.

If you have any questions in regards to Jr. Explorers, Explorers, Sports, Adventure, Last Hurrah, and before and after care camps please contact Laura Fudala @ [lfudala@phparks.org](mailto:lfudala@phparks.org).

For questions in regards to camp hot lunch, Creative & Performing Arts Day Camp, Production Camp, and Set and Design after care please contact Marci Glinski @ [mglinski@phparks.org](mailto:mglinski@phparks.org)

If you need any additional information please feel free to contact 847.394.2848 (after July 6).

### **About the Staff**

Our coordinators are seasoned staff members and are currently pursuing or have completed a college degree. All staff are required to attend staff training prior to the start of camp. All staff are CPR/AED certified. Prior to the start of camp, we will email out a list of our camp staff with a little bio to get familiar with the staff who will be taking care of your child during camp hours.

### **HOW TO REGISTER**

1. Complete the 2020 Camper Information Sheet, emergency cards and liability waiver for EACH child signed and dated by parent/guardian.
2. Please turn in all forms by the first day of camp. Forms can be emailed to [lfudala@phparks.org](mailto:lfudala@phparks.org)
3. **Camp Registration forms can be downloaded from the internet. For 2020, camp registration can be done online.**
4. We offer one-week sessions a five-day (M-F) three-day (M, W, F) and/or two-day (T/Th) No exceptions will be made. Creative and Performing Arts Camp is a 5 day a week program.
5. **Refunds are not issued for illness, vacation, and/or extra-curricular activities.** Refund requests must be submitted in writing, and emailed to [lfudala@phparks.org](mailto:lfudala@phparks.org)
6. **Registration deadline for all camps is Friday by 12pm-prior to the new session. A \$10 late fee will be applied for registrations taken after the deadline.**
7. **A \$20 registration fee will be applied if you register your child on the start date of a session (this applies to Monday for the M/W/F or M-F session or Tuesday for the T/Th session).**

### **PAYMENT PLAN OPTIONS/DEADLINES** **2020 SUMMER CAMP**

#### ***Option 1- Automatic Bill Pay***

1. *Sign up for all your camp needs.*
2. *You will be enrolled in camp billing*
3. ***Cancellations can be made on Fridays by noon (12pm) before the week of billing.***

#### ***Option 2- Pay as you go***

*Register as you go and pay in full after the camp billing date as passed for the pertaining session. No registrations will be excepted the day of camp starting.*

<b>Week 1 Due 6/29</b>	<b>Week 4 Due 7/20</b>
<b>Week 2 Due 7/6</b>	<b>Week 5 Due 7/27</b>
<b>Week 3 Due 7/13</b>	<b>Week 6 Due 8/3</b>

### Drop-off and Pick-up Locations

<u>CAMP</u>	<u>DROP-OFF</u>	<u>PICK-UP</u>
Jr. Explorers	Curbside in front of GMRC	Curbside in front of GMRC
Explorers	Curbside Elm St. Northbound	Curbside Elm St. North Bound
Adventure	Curbside Elm St. Northbound	Curbside Elm St. Northbound
Sports Camp	Curbside Eisenhower School	Curbside Eisenhower School
Before & After Care	Curbside in front of GMRC	Curbside in front of GMRC
Performing Arts Camp	Curbside- back lot of GMRC-Rock	Curbside Back lot of GMRC-Rock
Last Hurrah	Curbside in front of GMRC	Curbside in front of GMRC

**SPORTS CAMP FAMILIES-** YOUR CHILD SHOULD BE DROPPED OFF DIRECTLY AT EISENHOWER SCHOOL, USE THE MAIN DOORS. IF YOU ARE BRINGING YOUR CHILD LATE TO CAMP BRING THEM DIRECTLY TO EISENHOWER. ALSO, PLEASE CONTACT OUR OFFICE (847-394-2848) PRIOR TO DROP OFF SO WE CAN CONTACT STAFF AS THE DOORS WILL BE LOCKED.

### BEFORE AND AFTER CARE SIGN-IN/SIGN-OUT PROCEDURES

- For Summer 2020, before care drop off will be curbside. Parents please remain in your car with your child until a staff member greets you at your car. The staff member will sign your child in, and escort them to the camp site. **After care pick up-** parents please remain in your car. A staff member will greet you, radio for your child, and your child will be brought directly to your car. The staff member will sign your child out.
- Children enrolled in the before care and after care program are not permitted to arrive or leave the program without approval from an adult.
- Children will NOT be released to an individual whose name is not listed on the child's Information Form.
- Staff may require photo identification of anyone picking up a child.
- Children who are enrolled in before and after care and adventure camp will be walked back and forth by camp staff.

### LATE PICK-UP

If a parent/guardian arrives after the designated ending time of After Camp Care (6:00pm) late charges will apply at a rate of \$1.00 per minute, beginning at 6:01pm. In the event a child is not picked up after 15 minutes, the emergency phone numbers will be called. If the emergency contact cannot pick up the child, the Supervisor of Recreation will be notified immediately. The Supervisor will advise on further arrangements. (Police may be contacted

to remain with the child or arrange pick-up from the Prospect Heights Police Department). Frequent or recurring late pick-up may result in suspension or termination from the program. **Late fees apply at 3:15pm for campers not enrolled in After Care at the 1.00 per minute.**

### **Camp Attire/What to bring to Camp**

For the safety of the children, campers should wear comfortable gym shoes, socks and clothing. Please keep in mind that our camps provide an active setting, therefore we recommend that campers are dressed accordingly and leave valuable clothing and accessories at home. Children are responsible for all their own belongings. **Please write the child's name on all belongings for easy identification if lost or misplaced.** Children need to bring the following items with them to camp every day unless otherwise specified:

- Lunch (non-perishable, refrigeration not available) A disposable lunch bag is required.
- Beverage (juice, pop, water bottle, etc)
- Backpack
- Hand sanitizer
- Sunscreen- please note the park district does not provide sunscreen nor will the staff apply the sunscreen to a camper. It is your responsibility to apply sunscreen prior to camp and educate your child on how to apply the sunscreen. Spray sunscreen is recommended.
- Towel
- Supplies: crayons, markers, glue stick, and scissors. These items should be in a zip lock bag or a supply pouch with your child's name labeled on it.
- Facial covering

### **Personal Belongings**

The park district highly discourages campers from bringing their own equipment to camp. This includes valuable items, especially toys, trading cards, and electronic devices. The Prospect Heights Park District and its employees are NOT responsible for your child's personal belongings.

If your child needs to bring their cell phone to camp it must remain in their backpack. Cellphones may only be used if it's an emergency and their counselor has given the camper permission. Abuse of a cell phone will result in the cellphone being taken away and given to the parent at the end of the camper's day. Parents if you need to get a hold of your child during the day please call the main park district phone # at 847.394.2848

### **Field Trips and In-House Event**

For summer 2020, there will be no off-site field trips. However, we will still be bringing in entertainment to the park district.

### **Weekly Activity Calendars**

Each camp will have a specific weekly calendar. The calendars will be emailed out on Mondays.

### **Lunch**

A lunch must be brought to camp each day (peanut free lunches are encouraged). The Prospect Heights Park District does not refrigerate or heat camper lunches. Please plan your child's lunch accordingly. Lunches should be packed in a disposable bag.

Children are encouraged to eat their entire lunches. Parents please help reinforce rules at home with your child. Please make sure your child will eat the food that you pack them.

### **Camp Hot Lunch (updated 6.25.20)**

Unfortunately, we will not be able to offer camp hot lunch for summer 2020.

### **Absences**

In the event of an absence, (illness, doctor, other commitment, etc) on a specific day, please inform the Camp Supervisor. If it is a planned absence, please inform staff in writing in advance.

### **Illness**

If your child is ill or has a fever, he/she cannot attend camp. Should a child become ill during the program, a parent/guardian will be notified and required to pick up the child. If the parent cannot be located, the emergency contact will be called. Children must be fever and symptom free for 3 days before returning to camp, and will be required to have a dr. note to return to camp.

In the event your child contracts a contagious illness (chicken pox, lice, pinkeye, strep throat, etc.) please notify the staff immediately. This information will be anonymously shared with other camp families.

If your child has an "accident" in which they soiled their undergarments or clothing the parent/caregiver will need to come within 15 minutes to clean their child and provide clean clothes/attire. The park district staff does not attend to any toileting needs of the camper

### **Medication**

Staff may only dispense prescription medication during program hours. In the event a child requires prescription medication, the parent must:

1. Communicate the need to the Camp Coordinator and Camp Counselor
2. Complete appropriate forms and waiver. Forms available online.
3. Provide medication in a pharmacy dispensed container with dosage specified (asthma inhalers, epi-pens, etc.)
4. Over the counter medication will NOT be dispensed unless there is written documentation from the child's physician.

## **Medical Emergencies**

If your child is injured and requires more than basic first aid treatment:

1. If necessary, the paramedics will be called.
2. The parent/guardian or emergency contact will be called.
3. Paramedics will transfer injured child to the nearest hospital if it is deemed necessary.
4. If parent/guardian are not present, a staff member will accompany the child in the ambulance and remain at the hospital until parent/guardian or emergency contact arrives.
5. Parent/Guardian is responsible for the emergency medical charges for all services rendered. Your authorization for the program permits staff to secure emergency medical treatment for your child. Your commitment for payment thereof is part of the registration's agreement.

## **Behavior and Discipline**

The Prospect Heights Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in a program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

The Prospect Heights Park District Camp Staff reserve the right to ask a camper to leave the program at any time if he/she does not demonstrate camp appropriate behavior as mentioned in our behavior plan.

Below is a list of some of the unacceptable behavior that will not be tolerated at camp and will result in a write up or dismissal.

Bullying, not wearing a facial covering when necessary, foul language, leaving the camp site without permission, stealing, destruction of property, derogatory remarks about other campers' appearance or abilities, disrespect towards a counselor, or any behavior that the Recreation Supervisor warrants as inappropriate behaviors in a camp setting.

Any camper, who is caught stealing from other campers, counselors or patrons either during camp, a field trip or at the pool will be suspended from camp immediately (duration will depend on nature of theft). A camper who is caught stealing for a second time during the same summer will be removed from camp for the remainder of the summer. NO REFUNDS if a child is suspended or removed.

If an inappropriate behavior warrants a written strike the parents will be notified via phone. Written documentation will be given to the parent outlining what behaviors occurred during camp. A child will be allowed three strikes. On the second strike the camper will receive a suspension from camp. The duration of the suspension will depend on nature of the behavior/situation. The third strike will result in immediate dismissal from camp for the remainder of the summer without a refund.

### **Receipts**

Camp is a recreation program however depending on certain circumstances the cost of the program may qualify as child care for a tax deduction. If your tax advisor decides you can use, the tax ID number is 36-2643018. Please keep all registration receipts for tax purposes.

### **Suspected Abuse of Neglect**

The Prospect Heights Park District employees are mandated reporters in the State of Illinois. In accordance with the procedures set by the Abused and Neglected Child Reporting Act, any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities may be notified accordingly.

### **Inclusion Assistance**

Inclusion assistance is provided by NWSRA (Northwest Special Recreation Association) to those individuals who wish to participate in their home park district programs. When registering for a park district program, the parent or individual with a disability should inform the Park District and NWSRA of any accommodations needed in order to successfully participate in the program. The Prospect Heights Park District will also contact NWSRA for assistance with the accommodation. Contact NWSRA at (847) 392-2848 for further information.

### **Important Camp Contact Info**

Gary Morava Recreation Center (847) 394-2848

Camp Office Laura Fudala (847)666-4878  
(For Before and After Care, Jr. Explorers, Explorers, Adventure, Sports, Travel, and Last Hurrah).

Camp Office: Marci Glinski (847)666-4875  
(Camp Hot Lunch, Performing Arts Day Camp, Production Camp, and Sets & Design After Care Camp).

# **Specific Camp Information for Summer 2020**

## **Drop Off and Pick Up Procedures**

We will have a new curbside, drop-off and pick-up plan to limit contact and gatherings. Parents please remain in your car with your child until you are greeted by a member of our camp team. A counselor will escort your child to their camp location, and sign them in. Counselors will be wearing Prospect Heights Park District staff shirts.

## **Sign in/sign out Procedures**

Camp staff will be signing your child in/out of camp.

## **Health Questionnaire**

- Parents please take your child's temperature before arriving to camp.
- At the time of drop off, prior to the child exiting the car, camp staff will ask for the child's temperature, and if they are displaying any symptoms of COVID-19. If your child's temperature is greater than 100.4 they will not be admitted to camp.
- All information will be logged, and filed confidentially.

## **Lunches/Snacks/Water bottles**

It is recommended that snacks/lunches be in single use containers that can be thrown away. Its important to send your child with a water bottle.

## **Facial Coverings**

Participants (over the age of 2Y) should wear face coverings over their nose and mouth at all times except when eating, playing a musical instrument, or when outside and able to maintain a safe social distance (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering).

*Does my child need to wear facial covering?* Yes. If your child is over two years old and does not have a medical condition or disability that prevents them from safely wearing a facial covering (such as respiratory, heart, or sensory issues), then your child is required to wear facial covering if they are outdoors and unable to maintain a six foot distance from others or if they are in an indoor space unable to maintain a 6 foot distance.

There are many great resources on the internet (example:

<https://kidshealth.org/LurieChildrens/en/parents/coronavirus-masks.html>) or for helping your child feel comfortable wearing a facial covering, fun patterned material, making a game of it and we will emphasis super hero's wear masks not capes.



### **Social Distancing**

Activities will be set up to allow for 6 feet of distancing between participants whenever possible. We will emphasize outdoor, socially distant activities as much as possible. When we are unable to maintain 6-foot distance facial coverings will be required. We will display visual markers 6 feet apart to encourage social distancing where practical.

The Prospect Heights Park District is committed to our participant's well-being and providing a safe environment for them. Social distancing practices will be implemented during programs to minimize and avoid contact. We will manage the situation, but unfortunately, we cannot guarantee a 100% socially distanced environment.

### **Personal Hygiene**

Hand washing will be frequent.

Hand sanitizer will be available, in each program area. Please send a bottle of hand sanitizer with your child.

### **Facility Cleaning**

The frequency of routine cleaning, sanitization and disinfection has increased in the facilities, especially in common and high traffic areas, and frequently touched surfaces.

### **Healthy Monitoring**

If your children(ren) can respond "Yes" to any of the questions below OR show symptoms, please keep your child at home if they are sick or do not feel well.

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?

If a participant does develop symptoms while at camp, they should be sent home until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms have first appeared. If a camper does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be

released after feverless and feeling well ( without a fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

If participant does contract COVID-19, we would contact the proper authorities and follow the appropriate protocol.

If a child or staff member becomes ill at camp they will be immediately be isolated from the group. Parents will be notified and asked to pick up their child within 45 minutes of being notified.

### **Travelling Restrictions**

Currently a travel history to countries that have a Level 3 Travel Health Notice (which means widespread & ongoing transmission) would not be able to attend camp until the stay home for a period of 14 days from the time they left the level 3 area. Current level 3 travel health notice countries include:

China

Iran

Italy

South Korea

### **Zero Tolerance**

- It is imperative that a facial covering be worn when social distancing cannot be attained. If a child refuses to wear their facial covering, parent contact will be made and the child will be asked to be picked up from camp. The child will be allowed to return to camp the next day. On the second time, a parent contact is made for this same reason, the child will be asked to leave camp for the remainder of the session, no refund will be given.

### **Notice of Heightened Risk**

- Participants and parents/guardian please remember you are the ultimate decision-makers with respect to whether you or your children have underlying health conditions that may put you or them at heightened risk in public settings and whether you or your children should be in a public program at this time. All participants must comply with COVID-19 related policies (and all other policies), and failure to do so may lead to prompt dismissal from the program or facility.

Thank you for choosing Prospect Heights Park District for summer camp! We are looking forward to a fun, safe summer!

Updated 6.25.2020