



Parent Handbook Summer Camp 2022

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!

New for 2022, we will be using an electronic format, **ePACT**, for paperwork which can be used for Summer Camp, Preschool, and Kinderstop. Parents will need to create 1 account per household and complete the paperwork once for each child. If you already have an ePACT account from another organization, you can give Prospect Heights permission to have access to your information. Updates/specific questions for each program may be required. More information will be sent via email, via website, and will be available at the front desk at Gary Morava Recreation Center.

Emergency Forms will contain the following information (this is not an all-inclusive list):

- General Child Information
- Emergency Contacts
- Authorized/Unauthorized Pick-Up List
- Allergies (food, environmental, medicine, etc.)
- Medical Conditions
- Medications

Please take time to read through this parent manual and complete all the necessary forms online. 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 Early Explorers, Camp Adventure, Top Score Sports Camp, Camp Voyager, Counselor in Training, Last Hurrah, Extra Innings, and Warm Ups please contact Laura Fudala @ 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

If you need any additional information please feel free to contact 847.394.2848.

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 and Basic 1st Aid certified. Prior to the start of camp, we will email out a list of our camp staff with a bio to get familiar with the staff who will be taking care of your child during camp hours.

HOW TO REGISTER

1. Camp Registration forms are available online or can be picked up at GMRC. Registration can either be completed online at www.phparks.org or in person at the Gary Morava Recreation Center.
2. Once registered you will receive an email notification to complete your ePACT account.
3. Create an ePact account and complete the General Child Information, Emergency Contacts, Authorized/Unauthorized pick-up list, allergies, medical conditions and medications forms. This is mandatory and must be complete by your child's first day of camp.

CAMP OFFERINGS

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, Camp Voyager, and Counselor in Training are a 5 day a week program.

REFUND AND CANCELLATION POLICY

1. **Refunds may be given the Fridays before the week of billing for complete sessions. All refund requests must be made in writing to the Supervisor. Payments are not Prorated due to vacation or illness.**
2. **Registration deadline for all camps is Friday by 12pm-prior to the new session. A \$10 late fee will be applied for registration taken after the deadline.**

PAYMENT PLAN OPTIONS/DEADLINES **2022 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 until the information on ePact is completed.

Week 2 Due 6/6	Week 5 Due 6/27	Week 8 Due 7/18
Week 3 Due 6/13	Week 6 Due 7/5	Week 9 Due 7/25
Week 4 Due 6/20	Week 7 Due 7/11	Week 10 Due 8/1

Drop-off and Pick-up Locations

<u>CAMP</u>	<u>DROP-OFF</u>	<u>PICK-UP</u>
Early Explorers Camp	Inside Preschool Rm A	Inside Preschool Rm A
Camp Adventure (5Y-7Y)	Curbside Elm St. Northbound	Curbside Elm St. North Bound
Camp Adventure (8Y-11)	GMRC- Curbside Picnic Shelter (near playground)	GMRC-Curbside Picnic Shelter (near playground)
Top Score Sports Camp	Curbside @ Eisenhower School	Curbside @ Eisenhower School
Counselor in Training	Curbside in front of GMRC	McDonald Ball Field Parking Lot
Warm Ups & Extra Innings	Inside of GMRC Rm 2	Inside of GMRC Rm 2
Performing Arts Camp	Curbside in front of GMRC	Curbside in front of GMRC
Last Hurrah	5Y-7Y curbside Elm St Northbound, 8Y-and older inside of GMRC Gym	Curbside in front of GMRC- 8Y and older 5Y-7Y Curbside Northbound Elm St.

TOP SCORE SPORTS CAMP FAMILIES- AT 9AM 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

- 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 authorized pick-up list.
- Staff may require photo identification of anyone picking up a child.
- Children who are enrolled in Warn Ups, Extra Innings, Camp Swim Lessons, and Top Score Sports 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).
- 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
- Swim Suit
- 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- if mandated. Ensure your child has extra facial coverings in their backpacks.

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 contact your child during the day, please call the main park district phone # at 847.394.2848

Field Trips and In-House Event

For summer 2022, Camp Adventure, Top Score Sports, Camp Voyager and Creative and Performing Arts Camps will have off-site field trips and in house events. Camper will be transported via school bus unless otherwise noted.

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.

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

Camp hot lunch will be available daily to all campers! The menu will be posted to the Prospect Heights Park District website www.phparks.org and copies will be available at the Gary Morava Recreation Center.

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 note from a doctor to return to camp.

If a camper does contract COVID-19, they should remain isolated at home for a minimum of 5 days after symptom onset and can be released after feverless and feeling well (without a fever-reducing medication) for at least 72 hours OR a negative COVID-19 test.

In the event your child contracts a contagious illness (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 Supervisor of Recreation, Camp Coordinator and Camp Counselor
2. Complete the medicine dispense forms. This will be completed on ePACT.
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 (if mandated) when necessary, foul language, leaving the camp site without permission, spitting, 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.

The Prospect Heights Park District has a 3-strike policy. For the first disciplinary form received the parent/guardian will receive an email from the supervisor of the program. On the participants second disciplinary form received the parent/guardian will be required to have a meeting with the program supervisor and the participant will be suspended from the program for two days. On the last and final third disciplinary form received; the participant will be dismissed from all Prospect Heights Park District programs for one year.

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. Tax statements can be accessed on your online account.

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 Warm Ups, Extra Innings, Early Explorers, Camp Adventure, Top Score Sports, Camp Voyager, Counselor in Training 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 2022

Facial Coverings (if mandated at the time of camp)

Participants (over the age of 2Y) should wear face coverings over their nose and mouth at all times except when eating, swimming, 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 safe distance from others or if they are in an indoor space.

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 safe social distancing between participants. We will emphasize outdoor, socially distant activities as much as possible. When we are unable to maintain safe social 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 5 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 a negative COVID-19 test.

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.

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.

Prospect Heights Park District-COVID-19 Policy

COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal authorities and the State of Illinois recommend social distancing to prevent the spread of COVID-19, Contracting COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participation in Prospect Heights Park District programs could increase the risk of you or your participant contracting COVID-19. Prospect Heights Park District and its staff undertakes every effort to keep our programming spaces clean and disinfected; however as with any public facility, we cannot guarantee that you will be 100% safe from airborne illnesses such as COVID-19 or colds and flu while participating in programs.

Due to COVID-19, participants must demonstrate the following behaviors or they will not be allowed to enroll or to continue to attend park district programs.

Participants need to show they can wear a mask independently for the duration of the program, except when eating, swimming, or outside and socially distant.

Participants must not touch others and be able to keep distance from others.

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