



Parent Handbook

2021

Welcome to the Elmhurst Park District's Funseekers Day Camp! We are thrilled to have your child at camp this summer! Our goal is to provide a safe, fun, friendly, and inclusive summer camp experience. The Elmhurst Park District will follow the most current CDC, Illinois Department of Public Health (IDPH) and Restore Illinois Department of Commerce and Economic Opportunity (IDCEO) guidelines in relation to preventing the spread of COVID-19. Activities will be set-up to social distance participants as much as possible. However, children and staff will be considered close contact with one another due to the nature of the program. Close contact is defined by the CDC as someone who was within 6 feet of a person for at least 15 minutes over the course of a 24 hour period. If there is a positive test for COVID - 19 within a "pod", all staff and participants within that "pod" will need to follow the CDC Guidelines and quarantine.

Please read this Parent Handbook thoroughly as it contains very important information about our program. This Handbook will be updated if/when guidelines and procedures will need to change.

Should you have any questions or concerns, please feel free to contact the Program Supervisor, Joanne Lamb at 630-993-8678 or jlamb@epd.org.

IMPORTANT PHONE NUMBERS DURING FUNSEEKERS DAY CAMP

Funseekers Day Camp Coordinator, Mike Yarnell	630-390-9480 funseekers@epd.org
After Camp North – Wagner	630-536-9819
Eldridge Camp South	630-993-8199

GROUPING /PODS

Based off safety and social distancing guidelines from the CDC and the Illinois Department of Public Health we will be taking precautions with our group sizes. Participants will be split into separate "Pods" consisting of 15 or fewer campers and 2 staff. These additional measures and accommodations will be made:

- **Children from the same household will be grouped together** (older child will be grouped with the younger child).
- Each camp Pod will be assigned a bathroom to use. Face coverings **MUST** be worn. No more than 3 people will be allowed in the bathroom at one time. Each stall will be disinfected after every use.
- **Due to the nature of grouping guidelines we will not be able to accommodate requests for group placement.**

CAMPER INFORMATION

The Elmhurst Park District has invested in using a new software called ePACT. ePACT is a highly secure online emergency network used to collect medical and contact information. In addition, ePACT gives families the ability to answer our COVID-19 health questionnaire prior to arriving to the program. At this time, only early childhood and Funseekers programs will be utilizing ePACT, our hope is to expand ePACT to other areas of programming throughout the year. Parents will be invited to create an ePACT account via a separate e-mail in early May. Please DO NOT ignore this e-mail. **You child's ePACT record must be complete prior to the first day of camp. If the record is not completed children will not be able to stay.**

HEALTH SCREENING

ePACT has the ability to have you answer our health screening questions each morning before camp drop off. This questionnaire comes from the CDC Guidelines. The instructors reserves the right to not accept a student due to health concerns.

To answer the health screening questions for your child, please follow these step-by-step instructions.

- On your smartphone visit www.epactnetwork.com.
- If you are using an iPhone, click on the icon at the bottom of your browser screen.
If you are an Android user, please watch this [video](#) for set-up.
- Scroll up and click "Add to Home Screen". This will add the epact network website to your home screen of your phone and force the website to FUNCTION as an app. This is what ePACT refers to as the "ePACT Family App".
- When you click on the newly created "app" it should bring you directly to the login screen and then to the health screening questions and QR access.

[Click here](#) to view a video on how to access Pre-Screening Questions

ARRIVAL

Campers must arrive at camp between 7:30 and 9:00 am. Due to the nature of our activities, we are unable to accept campers after 9:00 am!! The buildings are locked and staff will only be standing by the door during the designated drop off times.

***We anticipate the drop off procedure may take up to 10 minutes. Please plan accordingly and we appreciate your patience.**

Wagner Drop Off:

Park your vehicle in a parking spot in the West Parking Lot. Campers will enter through Door 3, marked the **RED** entrance. **An adult must accompany the camper to the designated door. The camper and any other child(ren) MUST wear a face covering. If face coverings are not worn then the camper will not be able to get checked in.** While waiting for a staff to check your camper in please practice social distancing. If the adult dropping the camper off does not have access to ePACT or did not answer the Health Screening Questionnaire beforehand staff will ask the questions at drop off. The adult must be able to honestly answer "No" to all questions. This questionnaire comes from the CDC Guidelines. Campers will not be able to enter the building until after the Health Screening Questionnaire is complete and the staff gives permission. **Camp staff reserves the right not to accept a child into the program due to illness.** The Wagner Community Center is closed to the public, only registered participants will be permitted to enter the building at their designated programming time.

***We ask for adults to refrain from cell phone usage during drop off!**

Eldridge Drop Off:

Park your vehicle in a parking spot in the parking lot. Campers will enter through the main door. **An adult must accompany the camper to the designated door. The camper and any other child(ren) MUST wear a face covering. If face coverings are not worn then the camper will not be able to get checked in.** While waiting for a staff to check your camper in please practice social distancing. If the adult dropping the camper off does not have access to ePACT or did not answer the Health Screening Questionnaire beforehand staff will ask the questions at drop off. The adult must be able to honestly answer "No" to all questions. This questionnaire comes from the CDC Guidelines. Campers will not be able to enter the building until after the Health Screening Questionnaire is complete and the staff gives permission. **Camp staff reserves the right not to accept a child into the program due to illness.** Eldridge Park Recreation Building is closed to the public, only registered participants will be permitted to enter the building at their designated programming time.

***We ask for adults to refrain from cell phone usage during drop off!**

Children in Funseekers Day Camp who attend After Camp Care must be signed out with that program. Please note: Funseekers is a full day camp. This camp is not compatible with other activities during camp hours!!

EARLY PICK UP

We are unable to accommodate early pick up.

DEPARTURE

Campers must be picked up and signed out by an adult (18 years or older) between 2:45 and 3:00 pm. If your child attends Funseekers After Camp Care they must be picked up and signed out by 6:00 pm.

***We anticipate the pick up procedure may take up to 10 minutes. Please plan accordingly and we appreciate your patience.**

Wagner Pick Up:

Park your vehicle in a parking spot in the West Parking Lot and go to Door 3, marked in **RED**. **The adult and any other person approaching the building must be wearing a face covering.** The adult picking up the camper(s) will not be allowed in the building. Staff will ask who the adult is picking up and then will notify the appropriate staff member to have the child gather their belongings and be ready to leave. Identification may be requested of people picking up children from the program. While waiting for camp staff to sign your child out please practice social distancing.

***We ask for adults to refrain from cell phone usage during pick up!**

Eldridge Pick Up:

Park your vehicle in a parking spot in the parking lot and go to the main door. **The adult and any other person approaching the building must be wearing a face covering.** The adult picking up the camper(s) will not be allowed in the building. Staff will ask who the adult is picking up and then will notify the appropriate staff member to have the child gather their belongings and be ready to leave. Identification may be requested of people picking up children from the program. While waiting for camp staff to sign your child out please practice social distancing.

***We ask for adults to refrain from cell phone usage during pick up!**

LATE PICK UP

Children must be picked up by parent/guardian or adult at the program's conclusion. If a child is not picked up on time, a \$10 fine will be charged for any time during the first 10 minutes, and \$10 for every 5-minute period thereafter. (For example, 3:05 pm would result in a charge of \$10, 3:10 pm would be \$10, 3:15 pm would be \$20, and so on.) Please call the camp phone if you

anticipate being late for pick-up so we can re-assure your child. **Three late pick-up occurrences may result in dismissal from the camp program.**

CAMPERS NEED TO BRING THE FOLLOWING ITEMS TO CAMP EVERYDAY

- **Face Covering:** All campers will be required to bring and wear a face covering when social distancing measures cannot be obtained. Participants will be expected to come to camp with a face covering on. Face coverings will need to remain on when inside the building and outdoors only when unable to maintain social distancing.
- **Bin or Laundry Basket:** This will be used for campers to keep ALL their belongings in while at camp. All bins/baskets should be plastic.
- **Lunch:** Should be fully disposable.
- **Snack:** Should be fully disposable.
- **Water Bottles:** Campers should bring enough water to last them for the entire day. According to the CDC and the Illinois Department of Public Health campers will not be able to refill their water bottles and/or drink from a water fountain.
- **Beach towel or blanket:** For campers to sit on while outside.
- **Sunscreen:** Campers are responsible for applying their own sunscreen at designated times throughout the day.
- **Backpack (optional):** May be brought if your child needs to store extra clothes, books or other personal items.

****CAMPERS NEED TO BRING ALL THEIR BELONGINGS HOME AT THE
END OF EACH DAY****

PERSONAL ITEMS

Participants are not allowed to bring gum or candy. All personal items must be clearly labeled with your child's name. Please do not allow your child to bring items that may be broken or lost. The EPD is not responsible for loss, theft, or damage to personal items.

LUNCHES and SNACKS

Campers are required to bring a fully disposable lunch and snack daily. This means no Tupperware, thermoses, or lunch boxes. According to the CDC and the Illinois Department of Public Health staff will not be able to assist with opening any food packaging. Refrigeration is NOT available. Lunches and snacks will be kept in the camper's bin/laundry basket until lunch and snack time.

APPROPRIATE ATTIRE

Upon arrival each camper will be given a colored bracelet to identify what pod they are in. The bracelet will be expected to be worn the entire camp day. Campers should wear comfortable, durable play clothes. Clothing must be appropriate for the camp and for the weather conditions. In addition, rubber-soled, closed-toed footwear (preferably gym shoes) is required for camp. Flip-flops, sandals, or Crocs not are allowed. Campers will be outside for the majority of the day so please consider sending your child with a hat.

ABSENCES/CANCELLATIONS

We are unable to refund any missed days of camp, unless we are provided with a doctor's note.

The deadline for camp registration, withdrawals, refunds and changes is 9 a.m. on Monday the week before each session begins. Please email withdrawal requests stating your child's name and what week(s) you would like to withdrawal from to our Registration Department at registration@epd.org

FIELD TRIPS AND POOL DAYS

We will not be traveling off site for any field trips or going to any pools. Please take this into consideration when registering your child.

MEDICAL EMERGENCIES, FIRST AID AND ILLNESS

In the event of a medical emergency or accident, camp staff will call 911 for immediate emergency care and contact the parents or other emergency contact. If emergency treatment is required, your child will be taken to Elmhurst Memorial Hospital. You will be responsible for any medical charges. Staff will administer first aid to the child on a limited basis for small accidents such as scrapes, bruises, bloody noses, etc. Your authorization for the program staff to secure emergency medical care and administer First Aid for your child is part of the registration agreement.

SICK POLICY

We will be strictly enforcing our sick and illness policy.

Children should not attend camp if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms).

If a child becomes sick at camp, parents/guardians will be notified and asked to pick-up their child within 20 minutes. The sick child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from camp due to illness will not be permitted back to camp for 10 days or without a doctor's note certifying they are able to return to camp. **Your child must be symptom free (fever, vomiting, etc.) for 24 hours before attending camp.**

If you or your child has come in close contact with anyone who tested positive for COVID-19 please contact the Program Coordinator. A mandatory 10 day self-quarantine is recommended by the CDC

Campers and staff will be considered close contact with one another due to the nature of the program. Close contact is defined by the CDC as someone who was within 6 feet of a person for at least 15 minutes over the course of a 24 hour period. If there is a positive test for COVID - 19 in the program, all staff and participants will need to follow the CDC Guidelines and quarantine.

If your child is ill or has a fever, we strongly discourage participation in the program. The Camp Director reserves the right not to accept a child into the program due to illness. If your child becomes ill during the program, the parent (or emergency contact) will be notified and required to pick up the child within 20 minutes. **Your child must be symptom free (fever, vomiting, etc.) for 24 hours before attending camp.**

Per CDC Guidelines we will notify parents if there are any confirmed cases of COVID-19 within the program. The person's name with a confirmed case will remain confidential.

HEALTH INFORMATION

Parents are required to fill out information regarding their child's health, allergies, medication, and other safety and emergency information upon registration for the program. All information will be kept confidential.

MEDICATION

Whenever possible, medications should be administered by parents or guardians. In some circumstances, the administration of medication cannot be performed by District Staff because of specific and/or complex physician or manufacturer instructions or invasive procedures. If there is a need for the administration of medication during a minor's participation in a District program, the parent/guardian **must:**

1. Complete the **Permission to Dispense Medication/Waiver and Release of all Claims** form and/or the **Use of Inhaler or Auto-Injector Waiver and Release of All Claims and Indemnification** form.
2. Complete and sign the **Medication Dispensing Information** form.
3. Deliver all medication to the Camp Director in the original prescription bottle. The container must clearly state the person's name, medication, dosage, and time of day medication is to be given.
4. Advise the Director, in writing, of any specific instructions regarding dispensing or storage of the medication.

NON-DISCRIMINATION POLICY

The Elmhurst Park District does not discriminate on the basis of race, color, nationality or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity or expression, marital status, veteran status, or any other characteristic protected under applicable federal or state law.

ELMHURST PARK DISTRICT INCLUSION SERVICES

The Elmhurst Park District is committed to providing quality before and after school care and recreational opportunities to all students, with and without disabilities. Staff members are available to assist participants with accommodations needed for success in, and enjoyment of our program. In order to keep all children safe, we do adhere to a strict behavioral code of conduct policy (see Behavior and Discipline below.) On the registration form, we ask parents to list their child's special needs. This information will be kept confidential, and will be utilized by the program and Inclusion management staff to ensure assimilation into, and success with our program. **Parents or guardians must contact the Program Supervisor as soon as their child has been registered for the program. Parents will be asked to attend a pre-enrollment meeting and complete assessment and consent forms. This meeting must be scheduled at least 5 business days before the child's first day of the program.** Please keep in mind the level of participant support needed for the program setting. Parent cooperation and support is essential to this process.

Sean Tovey, Supervisor of Inclusion Services, 630-993-8670.

stovey@epd.org

BEHAVIOR AND DISCIPLINE

The summer camp program is committed to providing a safe, fun, friendly, inclusive, and comfortable environment for all participants. Participants are expected to exhibit appropriate behavior at all times. We expect participants to accept others' differences, express feelings appropriately, solve conflicts

through peaceful means, and participate in activities together. All participants (including parents/guardians) must comply with the following behavioral code of conduct expectations:

1. We will have a zero tolerance policy for a participant's emotional outburst of spitting, hitting or any other physical contact towards another person. This behavior will lead to immediate dismissal from the program.
2. Participants who are unable to follow the CDC Guidelines on wearing face coverings will be sent home and dismissed from the program. Participants will need to independently put on, wear and take off a face covering when necessary and for the duration of the program.
3. Maintain physical distance of 6 feet from other participants, staff and community members with minimal verbal reminders.
4. Demonstrate respectful and responsible behavior toward others at all times.
5. Independently attend to personal self-care such as bathroom needs, hand washing, eating, dressing and potential hygiene.
6. Follow all site-specific rules, and take direction from staff.
7. Show respect for all equipment, supplies, and facilities.
8. Refrain from using foul, inappropriate, or abusive language.
9. Refrain from threatening or causing bodily harm to self, others, or staff.
10. Refrain from bullying in any form.
11. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
10. Refrain from leaving the site or program area without permission.

Participants who have difficulty following our expectations will receive an age-appropriate consequence commensurate with their misbehavior. Examples of consequences include warning, time out, parent contact, referral to Program Supervisor, and most seriously, suspension or expulsion from the program. If you are called to pick up your child due to misbehavior, you must do so within 20 minutes. Please have contingency plans in place as needed. Please discuss our behavior and discipline policy with your child so he/she understands what is expected from him/her in our program. Thank you for your cooperation!

Cleaning and Disinfection

Our Park District Staff are committed to providing a clean and healthy environment for all of our program participants and facility users. We have expanded our cleaning and disinfection protocols according to guidance from the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH) and the Illinois Department of Commerce and Economic Opportunity (DCEO).

Park District Staff is taking many steps to meet or exceed CDC, IDPH and DCEO guidelines:

- Ventilation
 - Airflow circulation and ventilation has been increased to have fans running while participants and staff are in our facilities.
 - Installation of medical grade Merv-13 filters on all HVAC systems wherever possible to ensure a greater degree of allergen and virus removal from air and duct work.
- Cleaning Procedures
 - Extensive research has been done to ensure that we are using products registered on EPA's List N: Disinfectants for Use against SARS-CoV-2 and following all directions, including always waiting the full contact or kill time to ensure the disinfectant has eradicated the Covid-19 virus.
 - More frequent cleaning and disinfection in high-use areas and surfaces, including door handles, push bars, stair railings, light switches, service counters, handrails, restroom surfaces, phones.
 - Program Specific Restroom Cleaning Procedures:
 - Each program will utilize a particular set of restrooms during their program. This set of restrooms will only be used by the participants in the same group/program. Participants will be escorted to the bathroom by one of the Program Staff. After each participant utilizes the restroom, the Program Staff will disinfect the following: lock on stall door, toilet seat, toilet paper dispenser, sink fixtures, soap dispenser and anything else touched by the participant.
 - Program Staff will utilize Oxivir TB to disinfect which is a non-irritant, non-corrosive, non-bleaching, non-rinsing AHP formula. It kills the COVID-19 virus in 1 minute. <http://www.diversevericlean.com/diversevericlean-system/products/disinfectants/oxivir-tb>
 - Custodial Staff will clean and disinfect restrooms no less than every two hours.
 - Program Staff will utilize Oxivir TB to disinfect which is a non-irritant, non-corrosive, non-bleaching, non-rinsing AHP formula. It kills the COVID-19 virus in 1 minute. <http://www.diversevericlean.com/diversevericlean-system/products/disinfectants/oxivir-tb>
 - Use of electrostatic cleaning equipment to deliver a more efficient coating of disinfectant to all surfaces.
 - All staff will clean their hands immediately after removing gloves when they are done cleaning and disinfecting by washing hands with soap and water for 20 seconds. If

- soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
- Shared equipment and supplies in classes and programs is disinfected after each use.
 - Disinfecting supplies is provided to all staff to disinfect their work stations and offices. All staff are encouraged to disinfect their work stations and offices when they come to work and prior to leaving for the day.
 - All carpeted areas will be vacuumed with HEPA filters, which are proven to trap 99.97% of airborne particles.
 - Additional hand sanitizer has been placed throughout all facilities.

Cleaning and Disinfection after Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

In the event the Park District is notified of a participant, facility user or staff member who has been in one of our facilities is suspected or confirmed to have Covid-19, the following cleaning and disinfection protocol from the CDC will be followed:

- All areas used by the individual will be closed off. Only the areas the person was in need to be closed, not the entire facility.
- If possible, doors and windows to the outside will be opened to increase circulation.
- Disinfection of the area(s) will start 24 hours from the last time the person was in the area(s).
- All areas used by the person will be cleaned and disinfected, focusing especially on frequently touched surfaces including, door handles, light switches, counter tops, handles, bathrooms, common areas, touch screens, keyboards, phones, remote controls, alarm panels, and copiers (use appropriate products for areas containing electronics and do not let liquids pool on electronics).
- Although the risk of exposure to cleaning staff is inherently low, cleaning staff will wear the following PPE to protect themselves from possible infection:
 - Nitrile gloves
 - Disposable gown
 - Safety goggles
 - N95 mask or equivalent
 - Disposable shoe covers

The PPE listed above, along with bio hazard bags for all trash from disinfecting the area(s) will be kept in a red, drawstring bag labeled COVID-19 DISINFECTION BAG. Bags will be kept with custodial product storage at each location.
- After cleaning and disinfection has been completed all PPE should be disposed of.
- All trash, including PPE should be disposed of in bio hazard trash bag.