



Princess Camp

Family Handbook

2022



Welcome to the 2022 summer camp season.

The following information will be used throughout the summer and should be saved as a reference. The Elmhurst Park District will follow the most current CDC and Illinois Department of Public Health (IDPH) guidelines.

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 contact the Program Supervisor of Early Childhood & Youth or the Early Childhood Coordinator.

Jessica Marquez	Program Supervisor	Michele Zielinski	Coordinator
jmarquez@epd.org	(630) 993-8922	earlychildhood@epd.org	(630)-993-8933

Camp Location

Camp Firefly meets at Butterfield Park Recreation Building (385 E. Van Buren Street). Campers enjoy both indoor and outdoor activities taking advantage of the preschool classroom, Playground for Everyone, and athletic fields.

Parking

All vehicles must be parked in a legal parking space. It is not permissible to stop, park, or drop off in the fire lane. Parking regulations will be monitored and strictly enforced; your cooperation is appreciated as it helps maintain a safer environment for all patrons and campers.

Princess Camp Staff

Princess Camp staff is looking forward to providing your child with a positive and rewarding camp experience. We hope to establish mutual relationships with each child and family. To reach camp staff, please call the Butterfield Park Recreation Building at **(630) 601-0202**. Leave a voicemail and an instructor will contact you before or after camp hours on scheduled camp days. Our instructors do their best to avoid returning calls during camp hours.

If you have any questions/concerns, contact camp staff or the Program Supervisor Early Childhood & Youth at (630) 993-8922. Understand that drop off and pick up times are very busy; please be patient when approaching camp staff or the Program Supervisor with questions/concerns. If you are rushed for time, you may submit your concerns in writing and staff will contact you by phone later in the day.

Camper Information

The Elmhurst Park District has invested in using the software called ePact. ePact is a highly secure online emergency network used to collect medical and contact information.

Parents will be invited to create an ePact account via a separate e-mail in early May. Please **DO NOT ignore this e-mail**. Your 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.

If at any time you would like to update your child's medical or contact information simply login to your ePact account and do so. ePact will automatically update our records indicating any changes.

Arrival/Dismissal Procedures

Instructors will open their doors promptly at the camp start time, children will need to be signed in and out by a parent/guardian or an authorized individual. Arrival activities are an important component of the daily schedule. Arriving on-time to camp ensures that your child can fully participate in the arrival sequence and also reduces disruptions. Classroom doors will be locked after the start of camp.

Children may experience separation anxiety at the beginning of the session. If your child experiences difficulty at drop off, please wait in your car for fifteen minutes. Class instructors can typically comfort an upset child and engage him/her in an activity within ten minutes. If the child has not been comforted or engaged in activities within ten minutes, the instructor will seek assistance from the parent/guardian.

Children must be picked up promptly at the end of class and signed out. This must be done by a parent/guardian or an authorized individual who are indicated on the campers ePact record.

Late Fee Policy

All efforts should be made to pick up your camper promptly at dismissal. On occasion an unavoidable circumstance may result in a late pick up and the late fee policy will be strictly enforced. A five-minute grace period is provided. After the five-minute period, an attempt will be made to contact a parent/guardian if they have not already contacted the park district. The charge of \$10.00 for the first ten minutes, and an additional \$10 charge for every five-minute period after that. The fee is charged per child, not per family. No staff member shall take money from a patron. Late fees are payable by phone at (630) 993-8901.

Health & Sick Policy

We will be strictly enforcing our sick and illness policy.

Children should not attend camp if sick or symptomatic within the past 24 hours including sore throat, cough, runny nose, rash, diarrhea, nausea, vomiting, fever, earache, any communicable disease, or other CDC-identified symptoms. Participants will need to provide a negative test result before returning to the program manager.

To report an absence, contact your camp site and leave a voicemail or message for the instructors. Parents/guardians whose children develop communicable diseases; i.e. chicken pox, head lice, pertussis, COVID-19, etc. are asked to notify the Early Childhood Supervisor as soon as the child is diagnosed. The name of the affected child is not released; however, parents are notified of the occurrence of a contagious illness.

If a child becomes sick at camp, parents/guardians will be notified and asked to pick-up their child within 15 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 feeling symptomatic will be sent home and a negative test will need to be shown in order to return to programming.

Medication

Under the guidance of a physician, parents/guardians should make every effort to adjust medication schedules so that medication may be administered under parent/guardian supervision. If your child needs medication dispensed to him/her during camp hours, staff *may* be authorized to do so as long as the proper forms have been fully completed. In some instances, the administration of medication cannot be performed by park district staff due to specific and/or complex physician and/or manufacturer instructions or invasive procedures.

If medication needs to be dispensed please see the Program Supervisor Early Childhood & Youth to obtain the proper forms. All medications sent to camp, including over-the-counter medications, must be brought to the camp instructor in the original container properly labeled by the pharmacist and/or with a physician order. Parents/guardians are responsible for ensuring all medications are within their expiration date and for collecting medications once discontinued and/or on the last day of camp. 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 Instructor 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 Instructor, in writing, of any specific instructions regarding dispensing or storage of the medication.

Food Allergies

For everyone's safety, our camp classroom has been designated as "nut-restricted". While we will not be having snack during camp hours **we cannot guarantee that nuts/nut products will not be brought into the classroom.** This means we attempt to avoid nuts, peanut butter, foods containing peanut oils, or foods processed on machines that also process foods made with nuts from entering the classroom during camp hours. If you have questions, ask your child's instructor.

Restrooms

Children are able to use the restroom as needed and if necessary will be prompted by an instructor to take a restroom break. Children do not need to wait for camp restroom breaks.

Children enrolled in Camp Firefly must be able to use the restroom independently. The routine use of diapers or pull-ups is not permitted. Children should wear clothing that aids in bathroom independence (avoid difficult belts, buttons, and one-piece outfits).

Occasionally campers will have a toileting accident. If your child has a toileting accident while at camp, a parent/caregiver will be contacted for assistance. Camp instructors are not responsible for changing soiled clothing; however, they will do their best to verbally direct the child and follow-up with a phone call home. A parent/guardian or caring adult must be available within fifteen minutes.

Behavior Management Techniques

Camp instructors implement a variety of positive guidance strategies including modeling skills, offering choices, employing redirection, altering the environment, and reflection. All behavior management strategies are suggested to the children in a gentle, positive, and discreet manner. Instructors will maintain open communication with families to work through behavior concerns. The Program Supervisor Early Childhood & Youth is available to assist in these meetings. The park district reserves the right to suspend or dismiss any participant whose behavior disrupts the program or endangers him/herself or other participants. A parent/guardian or authorized individual must be available to pick up the child within fifteen minutes.

Emergency Procedures

In the event of serious injury or illness, it is the policy of the Elmhurst Park District to seek immediate medical attention by calling 9-1-1. After seeking medical attention, staff will notify a parent/guardian. All costs associated with medical attention are the responsibility of the parent/guardian as stated in the Registration Waiver and Release. The Elmhurst Park District does not assume any costs associated with medical attention.

Discrimination

The Elmhurst Park District does not discriminate on the basis of race, color, sex, age, national origin, religion or disability in employment, treatment of visitors and users, use of parks and facilities, or admission to and participation in programs and activities of the District in compliance with the Illinois Human Rights Act, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act and the State of Illinois and U.S. Constitution.

For information concerning rights and provisions under ADA or to inform us of program, facility or service inaccessibility, please call the compliance officer at (630) 993-8910. We invite any resident with a special need to contact us upon registration so a smooth inclusion may occur.

Inclusion Services

The Elmhurst Park District is committed to providing quality 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. When filling out ePact, 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. For questions regarding the inclusion process please reach out to the Supervisor of Inclusion Services listed below.

Sean Tovey, Supervisor of Inclusion Services
630-993-8670 stovey@epd.org



Daily Supply Checklist

Sun Protection

Apply sunscreen *before* camp. Campers will have opportunities to reapply sunscreen by themselves throughout the day. Staff will assist children with spray on sunscreen provided by the parent/guardian. Hats provide additional protection from the sun.

Water Bottle

The children spend part of their day outdoors. Please send a small water bottle labeled with your child's name to camp each day to help ensure that your child stays hydrated.

Gym Shoes and Socks

Gym shoes are recommended to permit full participation in camp activities; avoid sandals.

Comfortable Clothing

Children should dress in comfortable, washable clothing as many camp activities are messy. Children should wear clothing that aids in bathroom independence (avoid difficult belts, buttons, and one-piece outfits). Campers may choose to dress as their favorite princess or the princess of the day.

Backpack

Each child should bring a backpack or bag labeled with his/her name. *Note: Turn in any paperwork or notes directly to the camp instructor. Staff do not check camper backpacks for such items.*

Label All Personal Belongings

Staff/Volunteers are not responsible for lost/stolen money, valuables, or personal items. With the exception of show-and-tell, all personal toys, games, and electronics should remain at home.

Each child will have a cubby for personal belongings.