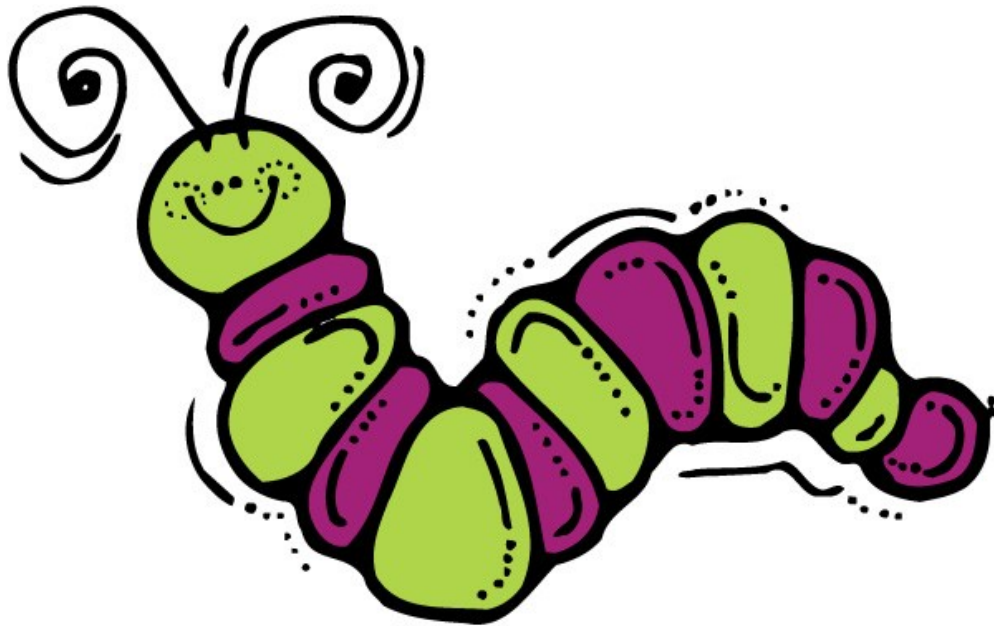


# Tiny Bug Adventures



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. 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.

<b>Jessica Marquez</b>	Program Supervisor	<b>Michele Zielinski</b>	Coordinator
jmarquez@epd.org	( 630) 993-8922	<u><a href="mailto:earlychildhood@epd.org">earlychildhood@epd.org</a></u>	(630)-993-8933

### **Camp Location**

Tiny Bug Adventures meets at Courts Plus (186 S. West Avenue).

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.

### **Tiny Bug Adventures Staff**

Tiny Bug Adventures 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.

If you have any questions/concerns, contact camp staff or the Program Supervisor Early Childhood & Youth at (630) 993-8922.

### **Arrival Procedure**

Upon arriving at Courts Plus, please sign-in at the customer service desk. For the first week of classes, participants should line up in the Courts Plus Café area and wait for their instructor to meet them and bring them downstairs to the classroom. After the first week, participants and guardians can line-up outside of the classroom door after signing in. The instructor will open the door at the start of class. Arrival activities are an important component of the daily schedule. Arriving promptly to camp ensures that your child can fully participate in the arrival sequence and also reduces disruptions.

### **Sibling Policy**

Class time is reserved for children registered in the program. Childcare arrangements should be made for siblings. Infants in carrier seats are welcome to attend; however, please exit the classroom if your infant becomes disruptive. When possible, avoid bringing strollers to class as space in the classroom is limited. Kids Plus childcare is available on-site during class time for older siblings for an additional fee.

### **Tiny Bug Adventures Curriculum**

Tiny Bug Adventures encourages children and their caring adults to enjoy a unique learning and play experience. Weekly themes capture the interest of children and adults as they explore the Tiny Bug Adventures classroom. Activities include arts & crafts, music & movement, games, songs, stories, and imaginative play. A list of weekly themes will be provided at the first class.

Parents/guardians are encouraged to participate in activities with their children. During circle time and whole class activities, we ask all adults to fully participate in the activity and refrain from side conversations. Silence cell phones while in class.

## Daily Supplies

Children and their caregivers should dress in comfortable, washable clothing as many camp activities are messy.

Staff/Volunteers are not responsible for lost/stolen money, valuables, or personal items. All personal toys, games, and electronics should remain at home.

## 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.

## Birthdays

Instructors will recognize each birthday child in a special way.

## 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.

Please notify the instructor if any medications will be brought to class..

## Health & Sick Policy

### **We will be strictly enforcing our sick and illness policy.**

Children play closely together. To maintain a healthy camp environment, children should not attend camp if they are 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. All children must be symptom-free within 24 hours of attending class and a negative test will need to be shown in order to return to programming.

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 class, the instructor will speak with the accompanying adult to leave class and a negative test will need to be shown in order to return to programming.

If at any point during the session, your child tests positive or comes into close contact with someone who has tested positive for COVID-19, please contact the Program Supervisor, Jessica Marquez at 630-993-8922 or [jmarquez@epd.org](mailto:jmarquez@epd.org) immediately.

## **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.

## **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.

## **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 promoting and encouraging positive interactions among participants with and without disabilities. Staff members are available to assist participants with accommodations needed for success in and enjoyment of our programs in accordance with the Americans with Disabilities Act. Once registered, contact the Inclusion Services Supervisor at (630) 993-8676 at least five days prior to the start of the camp session to discuss your child's special needs and how the district can accommodate those needs. Should a request for inclusion services arise throughout the summer, please contact the Inclusion Services Supervisor as soon as possible.

