



DAY CAMP
2020

Parent Handbook

Welcome to the Elmhurst Park District's Day Camp 2020! This is not the 'traditional' Funseekers and Courts Plus Summer Camps that many children have enjoyed through the Elmhurst Park District. Day Camp 2020 is our alternate summer program. Our goal is to provide a safe, fun, friendly, and inclusive summer camp experience. The Elmhurst Park District will follow all government and CDC guidelines pertaining to disinfecting, social distancing and group sizes. Please read this Parent Handbook thoroughly as it contains very important information about our program. We are thrilled to have your child at camp this summer!

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 10 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.**

ARRIVAL

Campers must arrive at camp between 8:00 and 9:00 am. Due to the nature of our activities, we are unable to accept campers after 9:00 am!!

***We anticipate the drop off procedure may take up to 15 minutes. Please plan accordingly and we appreciate your patience.**

Health Screening:

Upon arrival a Director will approach your car and ask a series of questions pertaining to your child's health that will remain confidential. This questionnaire comes from the CDC Guidelines. The Camp Director reserves the right not to accept a child into the program due to illness.

Wagner Drop Off:

Pull into the main parking lot. **DO NOT PARK** in a parking spot, pull up behind the car in front of you. If you are the only car present, pull up to the cones and stop. A Director will approach your car to assist with sign in procedure. Campers should not exit the car until after the Health Screening Questionnaire is complete and the Director gives permission. For the safety of all campers they must exit

the car from the passenger side. We ask that nobody, except the camper, exit the car.

Eldridge Drop Off;

Please drop off your camper by pulling over facing northwest on Commonwealth Lane. This means your passenger side door is closest to Eldridge Recreation Building. Directors will approach the car to assist with sign in procedure. Campers should not exit the car until after the Health Screening Questionnaire is complete and the Director gives permission. For the safety of all campers they must exit the car from the passenger side. We ask that nobody else exit the car.

DEPARTURE

Campers must be picked up and signed out by an adult between 3:00 and 4:00 pm.

EARLY PICK UP

We are unable to accommodate early pick up.

***We anticipate the pick up procedure may take up to 15 minutes. Please plan accordingly and we appreciate your patience.**

Wagner Pick Up:

Pull into the main parking lot. DO NOT PARK in a parking spot, pull up behind the car in front of you. If you are the only car present, pull up to the cones and stop. A Director will approach your car to assist with sign out procedure. A Director will guide you to a numbered parking spot for you to wait patiently for your camper. Your camper will need to enter the car on the passenger side. Elmhurst Park District staff will not be permitted to assist the camper with safety belts and/or car seats.

Eldridge Pick Up:

Please pick up your camper by pulling over facing northwest on Commonwealth Lane. This means your passenger side door is closest to Eldridge Recreation Building. Please stay in your car and a Director will approach to assist with sign out procedure. Elmhurst Park District staff will not be permitted to assist the camper with safety belts and/or car seats.

LATE PICK UP

Children must be picked up by an adult at the program's conclusion. If a child is not picked up on time, a \$10 fine will be charged for every 5 minutes after the conclusion of camp at 4:00 pm. **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 two week session begins.

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

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 without a doctor's note certifying they are able to return to camp. **Your child must be symptom free (fever, vomiting, etc.) for 72 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 14 day self-quarantine is recommended by the CDC

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 72 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 recreational opportunities to all participants, 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 Camper Information Form, we ask parents to list their child's special needs. This information will be kept confidential, and will be utilized by Camp and Inclusion management staff to ensure assimilation into, and success with our program. **Parent cooperation is essential to this process.** Parents will be asked to attend a brief pre-enrollment meeting and complete assessment forms as needed. **Parents or guardians must contact the Program Supervisor at least 5 business days before the child's first day of camp to schedule this meeting.** Please keep in mind that the level of participant support needed for summer camp may differ from the school (educational program) or the regular Rec Station or other program setting.

BEHAVIOR AND DISCIPLINE

The summer camp program is committed to providing a safe, fun, friendly, and inclusive environment for all participants. All participants and patrons are expected to exhibit appropriate behavior at all times. We expect camp 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 child spitting, hitting or any other physical contact towards another person. This behavior will lead to immediate dismissal from the program.
2. Children who are unable to follow the CDC Guidelines on wearing face coverings will be sent home and dismissed from the program.
3. Demonstrate respectful and responsible behavior towards others at all times.
4. Follow all specific facility and program rules and take direction from staff.
5. Show respect for all equipment, supplies, and facilities.
4. Refrain from using foul, inappropriate, or abusive language.
5. Refrain from threatening or causing bodily harm to self, others, or staff.

6. Refrain from bullying in any form (physical, verbal, reactive, or cyber.)
7. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
8. (Children) refrain from leaving the program site without permission.
9. (Adults) adhere to ALL park district rules including speed limits and one-way directional signs in parking lots.

Participants/parents/guardians who have difficulty following our behavioral code of conduct expectations will receive an age-appropriate consequence commensurate with their misbehavior. Examples of consequences include warning, referral to program management staff, and most seriously, suspension or expulsion from facilities, events, or programs.

Please discuss our behavior and discipline policy with your children so they understand what is expected of them in our program. Thank you for your cooperation!

IMPORTANT PHONE NUMBERS

Day Camp 2020 Program Supervisor, Joanne Lamb

Mike Yarnell, Camp Coordinator **630-390-9480**
daycamp2020@epd.org

Sophie Miller, Wagner Director **630-601-0219**

Amber Jackson, Wagner Director **630-601-0204**

Shea Corpora, Eldridge Director **630-432-4227**

We look forward to a safe and fun-filled summer with your child. Thank you for choosing the Elmhurst Park District's Day Camp 2020!!