



EARLY CHILDHOOD

Summer Camp 2022

**PARENT
MANUAL**



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WELCOME

Welcome to the Downers Grove Park District's summer day camp program! Your child is about to embark on a fun-filled adventure. Early Childhood camp offers children the opportunity to meet new friends and reach milestones through challenging and rewarding experiences in both small and large group settings.

The Parent Manual is designed to provide you with an overview of our policies and procedures. You will be able to access this manual as well as the weekly schedules for camp at www.dgparks.org. Please read all information carefully and thoroughly.

Information in this Parent Manual is subject to change.

PAYMENT AND REGISTRATION POLICY

It is our goal to safely accommodate as many families as possible. The Downers Grove Park District reserves the right to adjust locations based on the availability of space, staff and enrollment to maintain the safety, structure and integrity of the program as a whole.

All registrations are based on program availability, proper completion of registration material, payment status/history, and the Park District's ability to meet any special needs the participant may have.

To register, each participant must:

- Complete and sign proper registration forms for each child.
- Include full payment before the program deadline.
- Pay all outstanding fees due to any Park District programs and remain in good financial standing with the Downers Grove Park District.
- Must register and turn in **ALL** forms, including emergency forms in ePACT, no later than the Wednesday before the desired week of camp. **Registrations received after this point will only be considered pending availability.**

WAITLISTS

A limited number of waitlisted spots will be available per camp session. If you are unable to secure a spot in a camp or on a waitlist, please check back online regularly to see if a camp spot or a waitlisted spot has become available. If your camper is waitlisted and a spot becomes available, you will receive notification from the Park District.

CAMPER PARTICIPANT INFORMATION/EMERGENCY FORMS

The Downers Grove Park District will utilize ePACT for all camper information/emergency forms. ePACT will replace the need to fill out info forms multiple times and ensures we have the most up-to-date and accurate contact and medical information that can be accessed easily. This ensures better preparedness for all members of the organization. Parents will be able to go into their ePACT account at any time and update information.

Within a week of enrolling for camp, an email will be sent to parents with a link to complete your child's participant information/emergency form. There will be NO paper forms available to complete, all camper information MUST be submitted through ePACT before the camper's first day of camp.

CUSTODY ORDERS

To honor specific custody orders and/or orders of protection, it is the responsibility of the parent to provide a copy of the custody order and/or order of protection. The document must be signed by the court with the legal seal present, date effective, and ending date if applicable.

WITHDRAWALS/CANCELATIONS

A refund request must be submitted to the District no later than 5 days before the start of a camp session to be considered for a full refund.

Refunds are not prorated to include individual days missed from camp for reasons such as vacation, illness, extra-curricular activities, or schedule conflicts. Refunds may be issued for extended medical absence with a doctor's note. Refund request forms are available online.

GENERAL INFORMATION

Arrival and Dismissal

Each day a parent, or authorized adult, must come and sign their child(ren) in and out. For their safety, children will be released only to persons listed on the authorized pick-up list in ePACT.

Attendance

The camp day is from 9:00am to 12:00pm for Exploration Station and 9:00 to 10:30am for Pee Wee camp. If you need to pick your child up early from camp or drop them off late, please contact the Recreation Supervisor, Sara Cunningham, or contact the camp cell phone.

Hours of Operation

Exploration Station: 9:00am-12:00pm

Pee Wee Camp: 9:00am-10:30am

Jump Start Camp: 12:00pm-2:00pm

Late Pick-up Fee

A \$20 flat fee plus a \$1 a minute late fee will be implemented when a child is picked up late. The fee must be paid, online or in-person at the registration desk at any of our facilities, within two days. If you are going to be late, a courtesy call would be greatly appreciated although it will not exempt you from the late fee.

Camp Emergency/ Urgent Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would require removing children from the site. Additionally, plans have been developed for tornado procedures. If an individual child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe we will call 911 without hesitation. The parent/guardian also authorizes the Park District and its employees, to consent to medical treatment. By registering your child for the program you are releasing the Downers Grove Park District from all liability that may arise from the child's participation in the program.

In the event of an urgent/emergency situation where camp drop off may be delayed or early pick up may be required staff will first send out an Emergency Message through ePACT. Depending on the situation emails and phone calls may follow the ePACT message.

ABSENCES AND ILLNESS

Absences

If a child(ren) is ill and is not going to be attending camp please call/email or text the camp phone to report your child absent. If your child has contracted a contagious illness such as COVID-19, chickenpox, strep, lice, or pink eye, you will need to report this as soon as possible to the camp director.

Illness

Children should be kept home if they exhibit any of the following symptoms:

- showing any signs of COVID-19 symptoms
- fever above 100.4 F
- diarrhea/vomiting
- rash
- discharge from nose, ears, or eyes

A doctor's note may be required before returning to camp.

COVID-19

Per the CDC, individuals with COVID-19 have had a wide range of symptoms, from mild to a severe illness. Symptoms may appear 2 to 14 days after exposure to the virus. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

What to do if my camper is sick/showing COVID-19 Symptoms?

If the participant becomes ill or shows any COVID-19 like symptoms, we ask that they stay home from the program and complete one of the three options below in order to return to camp. **Please note: Day 0 is the first day of symptoms.**

- **Option 1:** If you choose to not get tested for COVID-19, the symptomatic participant must remain home for 5 full days from the onset of symptoms and be symptom/fever free for 24 hours without the use of fever reducing medication in order to return.
- **Option 2:** The individual can get a COVID-19 test and if it is negative, they can return once we receive proof of the negative test and the child is symptom/fever free for 24 hours without the use of fever reducing medication. At home test results will not be accepted.
- **Option 3:** Provide the Supervisor with a doctor's note stating that the individual is free of a contagious illness. The participant can return once they are symptom/fever free for 24 hours without the use of fever reducing medication.

What will the camp do if my camper becomes sick while at the program?

- If a camper becomes ill or shows any COVID-19 like symptoms while at camp, the individual will be isolated with a staff person until a designated adult arrives to pick up. The designated pick up person **MUST** arrive within one hour of the initial call to parents. You should then follow the steps for "What to do if my camper is sick/showing COVID-19 symptoms?"

What to do if my camper tests positive for COVID-19?

- Please contact the program supervisor as soon as possible so staff can determine whether there were any in-program close contacts.
- The individual must remain home for at least 5 full days from the onset of symptoms and must be symptom/fever free for 24 hours without the use of fever reducing medication in order to return. Loss of taste or smell is not included in "symptom free" as those symptoms can persist well after the contagious period. Day 0 is the first day of symptoms. Please see note below regarding mask requirements.
- If the individual is asymptomatic, they must remain home for at least 5 full days from the day they were tested as long as they remain asymptomatic. Day 0 is the day of the test. If they become symptomatic after testing

positive, the 5-day isolation period starts over and Day 0 is the first day of symptoms. Please see note below regarding mask requirements.

- **Mask Requirement:** If a participant is symptom/fever free for 24 hours and is returning after 5 full days of isolation due to a positive COVID-19 diagnosis, they will be required to wear a well-fitted mask properly at all times, while around program participants and staff, through day 10. If the individual cannot wear a mask consistently and properly while at the program, they will be required to complete a full 10-day quarantine instead of the full 5-day quarantine.

What to do if my camper is a close contact to a confirmed or suspected COVID-19 case?

- If a participant is not eligible for the COVID-19 vaccine or not up to date with the vaccination (only received 1 shot or not yet 2 weeks past the second shot) or has not had a lab confirmed diagnosis of COVID-19 in the last 90 days:
 - Quarantine for a full five days from the last known contact with the positive COVID-19 individual. Your camper must remain symptom free during the quarantine to return after the 5 full days. Day 0 is the last day of contact.
 - If an individual becomes symptomatic during the quarantine period, please follow the steps for “What to do if my camper is sick/showing COVID-19 symptoms?”
- If a participant is eligible for the COVID-19 vaccine and is up to date with the vaccination (2 weeks past the second shot) or had a lab confirmed diagnosis of COVID-19 in the last 90 days:
 - Quarantine is not required and the participant can still attend camp upon proof of vaccination or proof of the lab confirmed COVID-19 diagnosis in the last 90 days. Proof of vaccination or lab confirmed diagnosis must be uploaded to ePACT account. The participant must remain symptom free.
 - If the participant becomes symptomatic, the individual should remain home and follow the steps for “What to do if my camper is sick/showing COVID-19 symptoms?” The first day of symptoms is considered Day 0.

What to do if someone living in your household (other than camper) has a confirmed COVID-19 case?

- If the participant is unvaccinated or not up to date on the COVID-19 vaccination or has not had a lab confirmed diagnosis of COVID-19 in the last 90 days:
 - The participant must quarantine for 10 full days beginning from the onset of symptoms of the COVID-19 positive individual and must remain symptom free during that quarantine period to return after the 10 full days. Day 0 is the first day of symptoms for the COVID-19 positive individual in the household.
- If the participant is eligible for the COVID-19 vaccine and is up to date with the vaccination (2 weeks past the second shot) or has a lab confirmed diagnosis of COVID-19 in the last 90 days:
 - Quarantine is not required and the participant can continue to attend camp upon proof of vaccination or proof of the lab confirmed COVID-19 diagnosis in the last 90 days. Proof of vaccination or lab confirmed diagnosis must be uploaded to ePACT account. The participant must remain symptom free.

Parent Communication regarding COVID-19

If we are notified of a COVID-19 case in a camp, you will be notified if your participant is considered a close contact. There may be situations that require the Park District to cancel a camp or specific groups of camp for a period of time for quarantine purposes.

MEDICATION

Campers requiring any type of medication must have a signed medication consent form on file. These forms are available in ePACT. Medication cannot be administered without the consent form. If your child is taking medication, the medication must be unexpired, in its original container with the child's full name on the label and the correct dosage enclosed. Medication and instructions must be given to the site director upon the child's arrival at camp. All medication is kept in a safe and secure location.

Transfer/Possession of Medication

Transfer/possession of all medications provided to camp staff must be signed in on the first day of camp attendance and signed out on the final day of camp attendance. This is to help ensure all medications such as EpiPens, inhalers, etc. are properly returned in a safe and timely manner.

MEDICAL EMERGENCIES

All camp staff are CPR and First Aid certified. In the event of a serious injury that requires more than basic first aid, the following steps will be taken:

1. Staff calls EMS
2. Parent or Guardian is contacted (or listed emergency contact)
3. If necessary, paramedics will transport the injured child to the nearest hospital, accompanied by a staff member.

Guardians are responsible for any emergency medical charges. Park District Employees are not allowed to transport injured parties in Park District or in personal vehicles.

CODE OF CONDUCT

Participants, parents, and guardians are expected to exhibit appropriate behavior at all times. The following standards have been established for the benefit of our programs as a whole. The safety, structure, and integrity of the program will take priority over those of any one individual. Behavior guidelines are not limited to, but are based on, the following overall rules and apply to all participants. The term "participant" will henceforth be used to represent children, parents, and guardians.

1. Participants must show respect to all other participants, staff, property, equipment, and facilities.
2. Participants must follow the directive of staff and all program-specific rules.
3. Participants may not harass, bully or intimidate through the use of words, foul language, gestures, body language, phones, texting or other devices, social media, or menacing behavior.
4. Participants must refrain from threatening or causing physical harm to other participants and staff.
5. Participants may not place themselves or others in dangerous situations through their actions or behavior.
6. Participants may not possess weapons, devices that may be used as a weapon, or illegal substances.
7. Participants may not demonstrate any sexual suggestiveness or sexual activity.
8. Parents/guardians may not instruct their children to disregard staff's directions or to respond physically with violent or threatening behavior or language.
9. Parents/guardians may not direct, discipline, or instruct children other than their own.
10. Staff reserve the right to dismiss, suspend or ban any individual who represents a risk or danger from program premises (including buildings, parking lots, playgrounds, and surrounding areas).
11. Participants must keep track of their belongings. Staff is not responsible for lost, stolen, or damaged belongings including backpacks, glasses, towels, toys, cell phones, spending money, etc.

Bullying, verbal and physical abuse, threats, and disrespect will not be tolerated. Participants will be held accountable

for their actions in compliance with the DGPD Code of Conduct. All threats or threatening behavior will be taken seriously and may be reported to the authorities. Participants using threats of death, violence, or suicide will be immediately suspended.

The Downers Grove Park District reserves the right to dismiss a participant whose behavior endangers his or her safety or the safety of others.

BEHAVIOR/DISCIPLINE

Behavior

It is the goal of the summer camp program to provide each child with an environment that is safe, nurturing, and enjoyable. To meet this goal, the staff will help every child exhibit qualities and characteristics that lead to a positive environment. Summer camp participants will be expected to treat the other children, staff, facilities, and materials with respect through their words and actions. The children are encouraged to show trustworthiness by being honest and doing the right thing. They must use appropriate language at all times. The children must be responsible for their actions and choices. They are asked to be kind, caring, and fair to themselves, others, and their environment. Participants should show citizenship by helping better the community and environment.

The following behaviors are unacceptable at camp and may result in removal from the Summer Camp program, and may include immediate pick up from camp.

1. Harming one's self, such as, but not limited to:
 - Leaving the program boundaries without permission
 - Leaving the designated group without permission
 - Failing to follow verbal instructions meant to ensure safety

2. Harming others, such as, but not limited to:
 - Fighting
 - Throwing objects at or near others
 - Bringing or using weapons (real or fake), i.e., knives, glass, sharp objects, etc.
 - Hitting, biting, spitting, or kicking others
 - Verbally abusing others, i.e., name-calling, taunting, etc.
 - Verbally or non-verbally showing disrespect
 - Physically or verbally assaulting a staff member

3. Property damage, such as, but not limited to:
 - Vandalism
 - Tantrums resulting in damage to property or materials
 - NOTE: The child's family is responsible for all damages

Discipline Procedures

We believe that the role of our staff is to help lead children toward self-discipline and self-direction. We will redirect your child from the situation as a means of calming the child and allowing the child to gain control of him/herself in a dignified and thoughtful manner.

Behaviors that endanger the safety and security of the child or others may result in skipped steps or immediate and/or permanent suspension from the summer camp program, as listed above. If unacceptable behavior continues, we will take the following actions:

1st Offense

- Verbal Warning
- Staff will talk with the parent/guardian

2nd Offense

- The staff will complete a behavior log
- The staff will talk with the parent/guardian and have them sign the behavior log
- Immediate pick-up may be requested depending on the severity of the behavior
- As appropriate, privileges related to the behavior may be removed
- One-day suspension from the program beginning the day following the offense
 - If a child is suspended or removed from the program no refund or proration is given

3rd Offense

- The staff will complete a behavior log
- The staff will talk with the parent/guardian and have them sign the behavior log
- Immediate pick-up may be requested depending on the severity of the behavior
- A meeting will be requested with the parent/guardian to discuss behaviors
- Depending on the severity of the behavior, a behavior plan may be implemented
- As appropriate, privileges related to the behavior may be removed
- One-week suspension from the program beginning the day following the offense
 - If a child is suspended or removed from the program no refund or proration is given

4th Offense

- If the same or similar behavior reoccurs the staff will complete a behavior log
- The staff will talk with the parent/guardian and have them sign the behavior log
- Immediate pick-up may be requested depending on the severity of the behavior
- The child will be removed from the summer camp program for the remainder of the summer
 - If a child is suspended or removed from the program no refund or proration is given

The Downers Grove Park District reserves the right to suspend or dismiss a child from the program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal daily functions of the group. If a child is suspended or removed from the program no refund or proration is given.

ACCOMMODATIONS/SPECIAL NEEDS

The Downers Grove Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological, or emotional needs, receives any special services, or needs accommodations please list them in detail in your participant information forms.

If your child needs an inclusion aide from the South East Association for Special Parks And Recreation, please contact Samantha Donovan so that we can submit a request immediately. SEASPAR requires at least three weeks' advanced notice to secure assistance. Aides will be secured for you at no cost.

Lack of information will adversely affect the Park District's ability to accommodate the needs of your child. Problems resulting from withheld information may necessitate the participant's suspension from the program until appropriate accommodations can be made for a more successful camp experience.

All participants must be toilet-trained and are responsible for all of their own toileting needs. All participants will be held to the same code of conduct and behavior policies unless otherwise discussed.

RECOGNIZING AND REPORTING CHILD ABUSE

All Downers Grove Park District staff are considered mandated reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Children and Family Services (DCFS). Downers Grove Park District will work with DCFS and families, as appropriate to ensure the health and safety of children in the program. When a report is made, Downers Grove Park District will continue to work with and support the child and family. The report will be treated confidentially.

CONFIDENTIALITY

The Summer Camp Programs will maintain confidentiality and respect family privacy, refraining from the disclosure of confidential information. Disclosure of children’s records beyond family members, program personnel and consultants having an obligation of confidentiality shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child’s interest.

TAX INFORMATION

The Downers Grove Park District tax identification number is 36-6161023. If you should need a receipt, please contact the Park District at 630-963-1300.

CAMP SESSIONS

<u>Session</u>	<u>Dates</u>
1	6/13-6/17
2	6/20-6/24
3	6/27-7/1
4	7/11-7/15
5	7/18-7/22
6	7/25-7/29
7	8/1-8/5

COMMUNICATION WITH CAMP AND ADMINISTRATIVE STAFF

For communication purposes, each camp has a cell phone. Phones will be on during program hours and voicemails are checked at the beginning of each camp day. If you need to contact the staff to inform them of an early/late pickup or family emergency, please call, text, or email the staff with the contact information provided. Participants may not use personal cell phones while at the camp unless authorized by staff.

<u>Camp</u>	<u>Site Phone Number</u>	<u>Phone Calls/Text Messages</u>
Preschool Camp	630-991-8738	Phone Calls and Text Messages

Recreation Supervisor Sara Cunningham oversees Early Childhood camps and can be reached at 630-960-4281 OR scunningham@dgparks.org

CAMP STAFF

All camp activities are under the administration of the park district's full-time recreation supervisors. Camp counselors lead and implement the daily activities.

CAMP SHIRTS

Each camper will receive one camp T-shirt for the summer. It is to be worn on field trip days, for easy identification of our group. If you leave your child's shirt at home on field trip day, you will be asked to go home and retrieve it or charged \$5 to purchase an additional camp shirt. The fee must be paid, online or in-person at the registration desk at any of our facilities, within two days.

WHAT TO BRING TO CAMP

Clothing

Most activities have been planned for the indoors and outdoors, so it is important children are prepared. Gym shoes are required and comfortable clothing is recommended.

All children must be completely potty-trained and out of Pull-ups except Pee Wee campers. We understand that accidents happen so we encourage parents to send an extra pair of clothes to camp. Parents may be called if the clean-up is too much for the staff.

What to bring to camp

Please clearly label all belongings with your camper's name

- Backpack
- Change of clothes
- Filled Water Bottle