

Funshine Camp 2021 Parent Guide

9:00 am – 1:00 pm

Wood Dale Park District · 111 E. Foster Ave. · Wood Dale, IL 60191

Phone (630) 595-9333 · Fax: (630) 595-9699

www.wdparks.org

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Group Size/Ratio:

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 to mitigate the risk of illness. The camp group will be limited to 20 participants with two to three staff. Additional measures and accommodations include:

- Three feet between staff and campers will be enforced and maintained when possible.
- Facemasks will be required to be worn whenever inside or when 3 ft. of social distance cannot be maintained.
- Check-In/Out Procedures will be modified to reduce additional foot traffic within the Recreation Complex (see pages 2-3).
- Use of common areas will be staggered and sanitized between use (i.e. lunch and snack time).
- Participants personal belongings will be separated and taken home each day to be cleaned.
- An adequate number of supplies will be supplied to minimize sharing of high touch materials to the extent possible.

Bathroom training:

Children must be bathroom trained to participate in this camp. We encourage parents to send a change of clothing with their child to camp, in the case of a bathroom accident. Campers will be responsible for changing their own clothing.

Daily Health Screenings:

Parents/guardians will receive a COVID Health Assessment form and will be asked to return a signed copy stating they will not send their child to camp if the child has any of these symptoms. All parents/guardians will be required to perform the below health screening of their child(ren) at home and report to the staff member at check in that he/she has answered no to all questions on the questionnaire.

1. Perform a COVID-19 Symptom Questionnaire at home and report findings to staff at check-in:
 - a. Does the child have a fever of 100.4 F or been feverish in the past seven days?
 - b. Does the child have the chills or any body aches in the past seven days?
 - c. Does the child have a sore throat or cough?
 - d. When the child breathes, is there any chest tightness or congestion?
 - e. Has the child experienced diarrhea within the past seven days?
 - f. Has the child vomited within the past seven days?
 - g. Has the child had any upper respiratory symptoms?
 - h. Has the child experienced any abdominal pain?
 - i. Has the child had any muscle pains/aches?
 - j. Has the child developed any skin rashes?
 - k. Have you or any family members been around anyone suspected of or tested positive for COVID-19?
 - l. Has the child had loss of taste or smell?

If a child answers yes to any of the above questions they will NOT be permitted at camp.

*A verification of this health screening will be certified by the parent/guardian during sign-in (see check-in procedure below).

**Anyone not permitted at camp due to illness may be eligible for a refund of camp fees (see refund policy on page 5). 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.

COVID-19:

Camp policies regarding symptoms of illness and potential COVID-19 exposures/cases will follow current guidelines of both the Dupage County Health Department and the Center for Disease Control and Prevention.

***Please note that these guidelines will determine our policies in response to an individual that presents symptoms related to COVID-19 and a camper or staffs potential exposure to an infected individual.**

Ill Child at Camp:

If a child becomes ill at camp, parents/guardians will be notified and asked to pick-up their child immediately. The ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. Further isolation away from camp will be determined based on the current guidelines.

Attendance:

Please call the Manager-On-Duty (630-244-9849) by 9:00am if your child will not be attending camp for the day. The manager will be making calls to parents to check on absences.

Check-In/Out Procedure:

To help stop the spread of germs we have changed the procedures and some of the requirements for check-in/out:

Check-In (9:00am)

- Parents will be asked to park in the parking lot and walk their child to the Playschool patio located on the west side of the Recreation Complex.
- Camp staff will be waiting by the patio door to meet the parent and collect their COVID Health Assessment Form. If they do not have the form, a form will be provided.
- To minimize the handling of materials, Staff will mark the attendance sheet when they are dropped off. Parents will only be verbally checking their child(ren) in.
- After, staff will escort the child(ren) to the appropriate bathroom to wash his/her hands.

- Staff will then help them place their items into an assigned cubbie.

*During this process staff will visually inspect camper for any sign of illness (i.e. cough, runny nose, pale skin, etc.).

If for any reason Camp Staff chooses to refute the at-home health screening, they will perform their own screening. If it is found the child is not in good health, they will not be permitted to be at camp that day.

**We ask that parents refrain from entering the building to sign-out their child.

Check-Out (1:00pm)

When picking up your child:

- Parents will again park in the lot and walk to the Playschool patio.
- Upon being greeted by a staff member, staff will ask for the camper's name that is being picked up.
- A state-issued ID will be required for the staff to verify the person picking up is on the authorized pick-up list (Changes to this list can be made through your ePACT account).
- Staff will then escort the child(ren) out of the program room to the parent.

***Check-Out times are strictly enforced. Parents must check-out their child(ren) by 1:00pm to avoid late fees (see page 4)**

Authorized Pick-Ups:

Upon completing registration and being invited to ePACT via email, you will be able to choose who is on your child's Authorized Pick Up List. We recommend having at least two Emergency Contacts and Authorized Pick-ups besides the parents for each child.

IMPORTANT: Campers will only be released to the people listed on the Authorized Pick Up list, unless you contact the Recreation Supervisor/Manger-on-Duty to make other arrangements prior to Check-Out. All individuals authorized to pick up your child will be required to show a picture ID. Authorized Pick Ups must be 18 years or older.

Custody Situations: Both parents will be allowed to pick up their child at any time unless you provide legal documentation such as court orders explaining your custody arrangement. Please bring your most current documents to the office and we will copy the sections pertaining to custody. Documents from past school years need to be re-submitted.

Late Arrivals:

Please notify the Recreation Supervisor and/or Manager-On-Duty in advance if your child will be arriving to camp late. Call the main line (630-244-9849) before 9:00am to notify us. Please leave a message if you cannot reach a staff member. Check-in procedures for these occasions will be the same as listed above on page 4/5.

Early Check-Out:

If you need to pick up your camper prior to 1:00 p.m. please call 630-244-9849 or inform a staff member at Sign-In. Verification using the Authorized Pick-Up List will be conducted for all check-outs.

Late Fees:

If you are unable to pick your child up on time, it is your responsibility to make other arrangements. Because we realize that work or traffic conditions are sometimes beyond your control, we will allow for one late pick-up, up to 15 minutes, with no late fee. If you are more than 15 minutes late or you have already used your free late pick up, late fees will be charged per day.

Late fees must be paid online before the camper returns the next day.

- \$ 5 for 0 – 15 minutes late
- \$10 for 16 – 30 minutes late
- \$15 for over 30 minutes late

COVID-19 Refund Policy:

For this summer, the Park District will be adopting a change to the refund policy:

- Families will have a customer credit processed on their account to use for any program registrations in the future if camp is forced to close for any period due to an outbreak.
- Any family choosing to withdraw from a session of camp due to concerns of COVID-19 will be given a customer credit processed to their account provided cancellation is made two weeks prior to the start of the session.
 - PLEASE provide as much advanced notice of cancellation as possible.
- In addition, any child required to remain at home due to illness will have a pro-rated customer credit processed to their account for that day and any further missed days of camp due to illness.
 - Staff reserve the right to ask for a doctor’s note stating the child’s condition that prevents them from returning to camp to receive additional credits for missed days.

Cleaning Modifications:

To keep the facility clean and sanitary there will be several modifications made to our daily cleaning:

- Daily Cleaning
 - Cleaning of counter tops, door handles, and refrigerator handles with disinfecting spray throughout the day as needed.

- Cleaning of bathroom toilets, stall handles and sink handles with disinfecting spray every 2 hours.
- Camp equipment and activity supplies will be cleaned as needed. Camp groups will not share supplies or equipment without disinfecting between uses.
- Weekly Cleaning
 - Each morning before the start of camp staff will:
 - Clean all counter tops, door handles, refrigerator handles, sink handles, and camper baskets with disinfecting spray.
 - Evenings after all the campers have been signed out staff will:
 - Clean all counter tops, door handles, refrigerator handles, sink handles, and camper baskets with disinfecting spray.
 - Camp Staff will continue to monitor the situation and add to the above list as needed.

Hand Washing Modifications:

- It will be important to wash/sanitize hands often to stay healthy and safe. This summer, camp staff will require campers to wash or sanitize their hands before and after all activities on top of the already required hand cleaning parts of the day (after bathroom breaks and before meals).
- All staff will also be required to wash or sanitize their hands before and after all activities on top of the already required hand cleaning parts of the day (after bathroom breaks and before meals).

Personal Protective Equipment and Cleaning Supplies at Camp:

- The Park District will provide disinfectant spray and wipes, gloves, and face coverings for use by camp staff to clean the camp facilities daily
- The Park District will also provide hand sanitizer, hand soap, and paper toweling to be used by camp staff and campers with staff supervision.

Masks/Face Coverings:

- Masks/Face Coverings are a great way to help stop the spread of germs but must be used properly for them to be effective. Masks/coverings must be worn so that both the nose and mouth are fully covered.
- All participants are required to wear face masks/coverings while entering and participating in the Recreation Complex.
*Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by-case basis, with additional accommodations being made for those individuals.
- Masks/Coverings for campers will NOT be provided by the District.
- Any child using a mask/covering at camp will be required to handle all the aspects of using one at camp. This includes:
 - Putting it on and taking it off
 - Storing it when not in use
 - Sanitizing it between uses

Activity Modifications

Staff is hard at work planning fun and creative games and activities that will allow our campers to experience a fun, interactive, and safe summer. Modifications to activities will include:

- Social distancing three feet apart enforced during activities/games inside and outside when possible.

- Emphasis will be placed on outdoor activities and games.
- Games will be modified to limit physical interaction when possible.
- Each camp group will have their own set of commonly used supplies and equipment. Sharing of supplies/equipment will be limited when possible.
- Supplies and equipment will be sanitized throughout the day to minimize the spread of germs.

Lunch

Parents will be asked to pack a lunch for their campers in a lunch box. Paper bags will be acceptable, but we ask to clearly label them with the camper's name. Lunches will be kept in the program rooms with the camper's other belongings. Campers will not be allowed to keep any food refrigerated and will not have the use of a microwave. Lunches will be served within each camp groups assigned room between 10:30 – 11:30am.

For lunch time, all campers will remain in their assigned seat for the duration of the meal. Campers will be asked to wash their hands before and after they and staff will be cleaning the tables before/after as well.

Campers will not be allowed to eat any food outside of lunch times.

Prohibited foods:

- Peanuts and any kind of tree nuts
- *This list may be expanded depending on the allergies of other participants.

Water Bottles

It is very important that campers remain hydrated throughout the day. With recommending limited use of water fountains, it will be very important that your child brings a labeled water bottle with them every day. Staff will help children fill up their water bottles throughout the day via sinks and water jugs.

Bathroom Use:

Each camp group will be assigned a bathroom stall to use throughout the day.

Participants will be instructed to wash their hands in their designated washroom after checking-in and immediately after entering the Recreation Complex. Participants will also be required to wash their hands before and after any activities including lunch/snack-time. Bathroom breaks for the whole camp group will be taken throughout the day, in which campers will take turns using the designated bathroom/stall.

Participation Requirements & Expectations:

1. Participants are required to wear a face mask or covering while entering and participating in the Recreation Complex. This must be provided from the parent and be worn upon checking in to camp. Face masks/coverings may be removed for the purpose of eating lunch or snacks, but participants will be required to stay in their seat and must remain three feet away from other individuals.
 - *Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by-case basis, with additional accommodations being made for those individuals.

2. Participants are not required to wear a face mask or covering while participating in physical activities or when participating outside.
3. Participants are required to wash their hands upon entering the Recreation Complex and before & after all activities.
4. Participants are required to maintain social distancing by keeping at least three feet away from other participants and staff members when possible.
5. Participants must show respect to fellow campers and all staff.
6. Participants are expected to take directions from staff
7. Participants must refrain from using abusive or foul language.
8. Participants must refrain from causing bodily harm to self, other campers, or staff.
9. Participants must show respect to equipment, supplies, and facilities.

Disciplinary Action

The Park District camp staff will follow a progressive form of discipline, when deemed appropriate. This will be discussed on the first day of camp. We do have the right to remove your child from a certain camp session depending on the continued behavior displayed. The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her own actions. We use corrective statements and “time-outs” to redirect negative behavior. Recurring or major problems will be documented through a behavior ticket or an incident report and discussed with the parent/guardian. The Recreation Supervisor and the Director of Recreation Services have the right to dismiss any camper that has continued to misbehave during a camp session and there will no refund given upon dismissal.

Appropriate Attire

Make sure your child wears gym shoes and comfortable clothes to camp each day. Campers who are not wearing gym shoes will not be allowed to participate in activities that include running. Please have your camper wear gym shoes or send them with a pair to change into.

Personal Belongings at Camp:

During this time, it is more important than ever that campers label their camp necessary items with their names and leave any personal non-camp items at home. The following items are REQUIRED for parents to pack EVERY day of camp.

Camp Necessary Items:

- Two face masks/coverings
- Backpack
- Lunch box (if bringing own lunch)
- Water Bottle
- *Change of clothes and/or bathing suit
- Jacket/Sweatshirt
- **Sunscreen & Bug repellent

*At times, parents will be asked to pack a bathing suit for their camper to participate in activities that involve water (water balloon toss, sprinkler, etc.). For these occasions, parents will be informed of what activity is planned and can opt out of having their child participate.

**Parents are encouraged to apply sunscreen and bug repellent to their child(ren) before arriving at camp. It is also encouraged to send sunscreen and bug repellent with your child(ren) so they may apply it throughout the day as needed. If a younger camper is struggling to spray their bottle of Sunscreen or Bug spray and insist for a staff member to assist, the assistance will be provided after seeking permission from the Manager-On-Duty.

****Any unauthorized items (cards, toys from home, electronics, etc.) camp staff catch out at camp will be confiscated and given to the parents/guardians of the camper at the end of the day.**

Medication

If your child needs to take medication during camp hours, it will be stored in a safe, located in the Recreation Supervisors office or will be kept within each room's first aid kit. For staff to administer medication you must indicate so while setting up your camper's ePACT profile. A Permission to Dispense Medication Form must be completed and attached with the ePACT submission. Additionally, those with allergies must provide an Allergy Plan completed by their physician. Medication must be labeled and submitted in its original bottle. Participants are not permitted to store any type of medication in their lunchbox, bags, or pockets. This includes cough drops, inhalers, epi-pens, over the counter medications, and prescription medications.

***The Permission to Dispense Medication form and Allergy Plan must be submitted as separate attachments along with the ePACT forms prior to the first day of camp.**

Parent Communication with Children

Parent/adults are not allowed to speak to children other than their own regarding that child's behavior. If there is a problem between your child and another, please bring it to the attention of staff or have your child do so. Only Park District Staff are permitted to discipline or question a child in their care during camp hours.

If a parent must reach their child at camp due to an emergency or would like to speak with staff, please call 630-595-9333. This is the main line for the Recreation Complex. In the case that you want to speak with the Camp Director, please call 630-244-9849. Please remember the staff's responsibility is supervising the children, so we ask that phone calls are kept to a minimum and only made in emergency situations.

Abuse and Neglect

In accordance with the procedures set forth in the Abused and Neglected Child Reporting Act, the Wood Dale Park District personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will then be notified.

Thank you for participating in our Funshine Camp program. We are looking forward to meeting new campers and visiting with returning campers from past summers. While this summer will look different when compared to years past, we will strive to provide fun and rewarding experiences for your child throughout the session. The Wood Dale Park District is sure to make this summer another memorable one for all the campers!

If you have any questions, please email dlescher@wdparks.org

Sincerely,

Daniel Lescher
Recreation Supervisor

WOOD DALE PARK DISTRICT
2021 Summer Day Camp Registration Form
Funshine Summer Camp

Camper Information			
Last Name:	First Name:	Home Phone:	
Address:	City:	State:	Zip:
Child's Birth Date: ____ / ____ / ____	Child's Age: _____	Age as of 6/1/21: ____	Sex: ____ M ____ F

Parent/Guardian E-mail:
Language(s) Spoken at Home: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Others _____

Please check off the sessions and options you are selecting:	
SESSION I (6/14 - 6/25) <input type="checkbox"/> FULL WEEK	Session I: <input type="checkbox"/> MONDAY/WEDNESDAY/FRIDAY
SESSION II (6/28 – 7/9) <input type="checkbox"/> FULL WEEK	Session II: <input type="checkbox"/> MONDAY/WEDNESDAY/FRIDAY
SESSION III (7/12 – 7/23) <input type="checkbox"/> FULL WEEK	Session III: <input type="checkbox"/> MONDAY/WEDNESDAY/FRIDAY
SESSION VI (7/26 – 7/6) <input type="checkbox"/> FULL WEEK	Session IV: <input type="checkbox"/> MONDAY/WEDNESDAY/FRIDAY