



Sunsational & Woodland Wanderers Camp 2021 Parent Guide

7:00 am – 6:00 pm

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

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www.wdparcs.org

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Purpose:

Due to the current health concerns surrounding the COVID-19 pandemic the Park District has looked at our Sunational & Woodland Wanderers programs as an essential service and we have made changes to our policies and procedures to help provide the safest experience for our camp families, campers, and staff.

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. Participants will be split into separate groups, up to 30 to a group with two-to-four staff. Additional measures and accommodations include:

- Six feet between staff and campers will be enforced and maintained when possible.
- Social distancing will be maintained by all staff and participants when swimming at The Beach Waterpark facilities while pool-area to swimmer ratios will be limited.
- The Beach Waterpark will remain closed to the public during times when the Summer Camps will be using the facilities.
- Facemasks will be required to be worn whenever inside or when 6 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.

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 (8:00 – 9:00am)

- Parents will be directed to pull into a designated lane of the parking lot.

- Parents and campers will be checked in at the main entrance to the Recreation Complex.
- Parents will be asked to hand over the COVID Health Assessment form signed by them. 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 receiving the name and camp group for the camper being checked in, staff will escort the child(ren) to the appropriate bathroom to wash his/her hands.
- Staff will then direct the child(ren) to the appropriate program room and help them place their items into an assigned basket.

*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. Instead, please use the site phone number to begin the process.

Check-Out (4:00 – 5:30pm)

When picking up your child:

- Parents will pull into the designated lane to make their way towards the check-out point.
- We recommend calling the site phone either before arriving or upon arrival if a staff member is not outside ready to assist.
- 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 Recreation Complex

***Check-Out times are strictly enforced. Parents must check-out their child(ren) by 6:00pm 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.

Woodland Wanderers – Self Check-In/Out Policy

Parents have the option to allow their child(ren) to check themselves into and out of camp. To approve this option, parents must select “yes” to the question on the ePACT form regarding Teen Self Check-In/Out.

Self-Check-In (8:00 – 9:00am)

- Teens approved for Self-Check-In that walk or ride a bike to the Recreation Complex and/or The Woodlands facility will be directed to approach the main entrance to wait for Camp Staff assistance.
- Parents of these campers are required to send the COVID Health Assessment form. This needs to be done before child can be permitted to check in to Camp.
- Once a staff member can confirm the form has been received, they will escort the child(ren) to the appropriate bathroom so they may wash their hands.
- To minimize the handling of materials, Staff will mark the attendance sheet themselves.
- Staff will then direct the child(ren) to the appropriate program room and help them place their items into an assigned basket.

Self-Check-Out (4:00pm)

When picking up your child:

- Starting at 4:00pm, Teens approved for Self-Check-Out will be allowed to leave the The Woodlands or Recreation Complex.
- Staff will check off the child on the attendance sheet and will escort the camper out of The Woodlands or Recreation Complex.

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.

*At times, camp groups may be outside at neighboring parks. In the case that a child is being checked in when their camp group is out at a park, parents will be asked to drive the child(ren) to the location of

the camp group. Check-In procedures will be followed per usual and the child(ren) will be directed to use hand sanitizer before joining the camp group.

Early Check-Out:

If you need to pick up your camper prior to 4:00 p.m. you will need to call 630-244-9849 to determine the location of the camp. Please do your best to notify us in advance. A Staff Member will assist with Check-Out once you arrive at the location. 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 six 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.

Transportation:

This year, the emphasis for activity planning will be placed on outdoor activities and games. This means, the camps will be frequently visiting Franzen Grove and the Community Park (on either side of Wood Dale Junior High). For these occasions, camp groups will be walking to the parks from the Recreation Complex. A portion of this walk will be routed along the sidewalk that runs from the Fire Department to Franzen Grove, along Wood Dale Rd. One staff member will be walking in front of the group and the other will be trailing behind the group. All camp groups will walk over together, to ensure maximum supervision from all staff.

Additionally, campers will be bussed from the Recreation Complex or The Woodlands (depending on the camp) to The Beach Waterpark for swimming every Monday, Wednesday and Friday (weather permitting).

Trips/Camp Guests/Entertainers

Due to COVID-19 concerns and our inability to ensure proper disinfecting protocols at field trip venues, the Park District will be bringing various entertainers and educators to the camp. For these occasions, attempts will be made to have the shows/workshops outside in a space for multiple camp groups to attend. In the case that outdoor accommodations can't be made, guests will follow cleaning protocols when transitioning from one camp group to the next and will take place within in Gymnasium of the Recreation Complex.

The Beach Waterpark

In the absence of field trips, the Wood Dale Park District worked to secure private swimming times for the Sunsational and Woodland Wanderers camps. Swimming is scheduled for Mondays, Wednesdays and Fridays between 12:30 – 2:30pm. Staff and campers will be transported to the pool via mini-bus in groups. At the waterpark, campers will rotate using the pool in groups so as to limit the number of swimmers in each area designated for swimming/recreation. Campers will not be required to wear masks when swimming.

Lunch & Snacks

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 11:00 – 12:30pm.

Parents are required to pack one snack for their child(ren). Additional snacks may be included. Snack time will be in the afternoon, between 2:30 – 4:00pm.

For both lunch and snack 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 eat and staff will be cleaning the tables before/after as well.

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

Inside Recreation Complex:

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.

At Franzen Grove/Community Park:

At these locations, staff will work with the Manager-On-Duty to bring groups of campers over to the bathrooms located at the center of Community Park.

*To make this as efficient as possible we ask that you remind your child(ren) to please use or try to use the bathroom facilities during staff scheduled bathroom breaks.

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 six 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 six 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. Mondays, Wednesdays and Fridays campers should come with a bathing suit to change into. Clothing with alcohol, cigarette advertisements and/or explicit or profane messages will not be allowed at camp. Parents will be contacted and expected to pick up their child or bring a change of clothing. Additionally, parents may be contacted if their child is wearing revealing clothing. 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 630-244-9849. The Manager-On-Duty will always have this phone with them. They will locate your child and bring them to the phone. 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 Sunsational and Woodland Wanderers 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
Summer Camp

Camper Information			
Last Name:	First Name:	Home Phone:	
Address:	City:	State:	Zip:
Child's Birth Date: ____ / ____ / ____	Child's Age: _____	Grade in Fall 2021 : ____	Sex: ____ M ____ F

Parent/Guardian E-mail:
T-shirt Size: Youth S____ M____ L____ Adult S____ M____ L____
Language(s) Spoken at Home: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Others _____
Please check off which camp you are registering for: <input type="checkbox"/> SUNSATIONAL <input type="checkbox"/> WOODLAND WANDERERS

Please check off the sessions and options you are selecting:

**Pre & Post Camp Options must match the selection for the session (Full or M/W/F)*

SESSION I (6/14 - 6/25) <input type="checkbox"/> FULL WEEK Pre-camp <input type="checkbox"/> Post-camp <input type="checkbox"/>		<input type="checkbox"/> MONDAY/WEDNESDAY/FRIDAY Pre-camp <input type="checkbox"/> Post-camp <input type="checkbox"/>
SESSION II (6/28 - 7/9) <input type="checkbox"/> FULL WEEK Pre-camp <input type="checkbox"/> Post-camp <input type="checkbox"/>		<input type="checkbox"/> MONDAY/WEDNESDAY/FRIDAY Pre-camp <input type="checkbox"/> Post-camp <input type="checkbox"/>
SESSION III (7/12 - 7/23) <input type="checkbox"/> FULL WEEK Pre-camp <input type="checkbox"/> Post-camp <input type="checkbox"/>		<input type="checkbox"/> MONDAY/WEDNESDAY/FRIDAY Pre-camp <input type="checkbox"/> Post-camp <input type="checkbox"/>
SESSION VI (7/26 - 7/6) <input type="checkbox"/> FULL WEEK Pre-camp <input type="checkbox"/> Post-camp <input type="checkbox"/>		<input type="checkbox"/> MONDAY/WEDNESDAY/FRIDAY Pre-camp <input type="checkbox"/> Post-camp <input type="checkbox"/>

