



# Parent Manual

This material has been prepared based on guidance from Illinois Department of Public Health, Center for Disease Control and American Camp Association.

## Welcome!

Summer Camp 2020 has finally arrived! It will certainly look a bit different this year and guidelines will change as we progress thru the different phases of the Restore Illinois plan. Our staff are working hard to be sure our programs are in compliance with the most recent guidelines and we will update families as necessary throughout the summer. This manual will provide you with information you will need to review prior to your first day of camp. We hope that this information is helpful and informative. If you have any questions or concerns after reviewing this material, please do not hesitate to contact us. Thank you for being a part of our summer camp program!

Sincerely,  
Kelly Wales, Recreation Supervisor  
[kwales@genevaparks.com](mailto:kwales@genevaparks.com)  
Direct Line: 630-262-2201



### COVID-19

Our plan to protect campers and staff



### CAMP ACTIVITIES

No field trips, no swimming, no park days??? What are we going to do all day?!



### DROP-OFF AND PICK UP PROCEDURES

Stay in your car, stay safe!

## Summer Camp Priorities

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### SAFETY

Following new guidelines

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### FUN

Making the best of an unprecedented situation

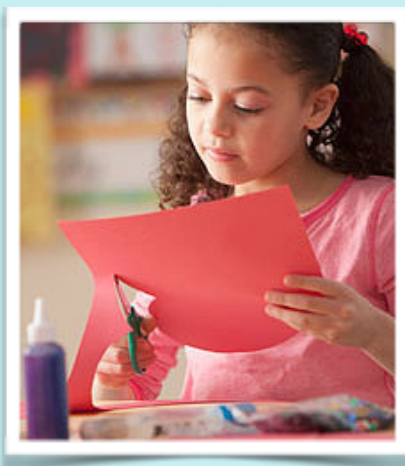
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### MEMORIES

Experiencing the "new normal" for the first time

## Summer Camp Philosophy

The mission of the Geneva Park District is to provide resident of all ages in the community with recreational programs, facilities and open space that enhances their quality of life. The focus of our summer camps is to provide opportunities to participants that allow personal growth by developing a positive self image, as well as treating others with respect. Additionally, participants learn to appreciate diversity, develop leadership and other skills through a variety of outdoor activities and experiences. All of the camps incorporate the "Character Counts" philosophy and the benefits of a healthy lifestyle. It is the primary goal of the Geneva Park District to make sure camp is a fun and enjoyable environment for each participant. The experiences and bonds that are formed at camp will last them a lifetime.



### PARTICIPANTS WITH SPECIAL NEEDS

The Geneva 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 and/or emotional need or receives special services from the school district, please notify Kelly Wales at [kwales@genevaparks.com](mailto:kwales@genevaparks.com). Lack of information may adversely affect the park district's ability to accommodate the needs of your child. All participants must be toilet trained and are responsible for their own toileting needs.

**Please allow at least 2 weeks for all requests.**

## Meet the Staff - Virtually!

We will email a virtual meeting invite (link) to all registered families. The meeting will take place on **Thursday, June 4th at 6pm.** We ask that after families review the Parent Manual, if they have any questions please email your questions to [gpd@genevaparks.com](mailto:gpd@genevaparks.com) prior to 5pm on Thursday, June 4 so we can be sure all questions will be answered in the meeting. If you are unable to attend the meeting, a recorded version of the meeting will be available for your review.

## What to Bring to Camp

Weekly newsletters will be emailed to families with details of what campers need for the week. This year, we are asking that you send minimal items with your child to camp. Necessities include:

- Back pack to keep child's belongings in.
- Lunch, snacks (one for morning and one for afternoon) and a reusable water bottle. For the safety of all participants, food items must be peanut free.
- Sunscreen / Bug Spray - Due to potential allergic reactions, all campers are required to supply their own bottle of spray on sunscreen and/or bug spray.
- Attire - campers should wear socks and gym shoes everyday.
- We recommend parents send their child with a face mask they are comfortable wearing. The district will have face masks available for participants, but they may be more comfortable wearing a mask they are familiar wearing.

## Camp Locations & Phone Numbers

**Safari Camp** (ages 3-5) – Friendship Station Preschool, 2960, Blackman Rd. (630) 947-2560

**Discovery Camp** (entering Kindergarten) - Friendship Station Preschool, 2960, Blackman Rd. (630) 262-2213

**Voyager Camp** (entering 1st grade) - Sunset Community Center, 710 Western Avenue (630) 945-7334

**Explorer Camp** (entering 2nd and 3rd grade) - Western Avenue School, 1500 S. Western Avenue  
630-947-4276

**Adventure Camp** (entering 4th and 5th grade) - Harrison Street School, 201 N. Harrison (630) 746-7759

**Junior Teen X-treme & Teen X-treme Camp** (entering 6th-8th grade) - Harrison Street School, 201 N. Harrison (630) 746-7759

**Preschool Unique Camps** - Friendship Station Preschool, 2960, Blackman Rd. (630) 262-2213

**Youth Unique Camps** - Location will be provided in weekly newsletter to registered families.

## Weather

All camps will be held rain or shine! In cases of extreme heat, staff will take proper precautions ensuring frequent water breaks, shade, limit physical activity and may be relocated to an air conditioned location for a brief period during the day. Campers will be exposed to sun and bugs. Please apply sunscreen and bug spray before camp.

## How to register online for summer programs during this temporary period:

- ▶ Register for the programs and activities as usual.
- ▶ [Online registration](#) is the quickest option.
- ▶ Online registration automatically indicates that a waitlist exists for this activity. This is our temporary process for deferring payment.
- ▶ Click on "Continue with this enrollment"
- ▶ The Shopping Cart will show a zero-balance due
- ▶ Continue Shopping or Proceed to Checkout
- ▶ Click on "Proceed to Checkout", although no payment is required
- ▶ A receipt will be emailed to your email address on file indicating your place on the waitlist.
- ▶ Once registration opens and appropriate class sizes have been determined, participants on the waitlist will be moved to active status in the order in which those registrations were received. *Please note: not all waitlisted individuals are guaranteed a spot in the program*
- ▶ A second receipt is sent to your email address on file indicating a balance due with a notation at the bottom of the receipt requesting that you *"Please pay the balance within 48 hours to keep this registration"*.

### How to pay balance once class has become active:

- ▶ Log into your WebTrac account
- ▶ Click My Account, under History & Balances select Pay Old Balances
- ▶ Check the balance(s) that you would like to pay and click Add to Cart
- ▶ Click Proceed to Checkout

**Please note:** after the 48-hour period, if payment has not been collected, the next person(s) on the waitlist will be contacted and your spot in class is no longer reserved.

## Tax Information

The Geneva Park District tax identification number is 36-600-8378. The Geneva Park District will supply year-end tax information by January 31. Any questions regarding tax information, please contact Dawn Flesvig at [dflesvig@genevaparks.com](mailto:dflesvig@genevaparks.com)

## Refund Policy

Refunds for camp sessions will be given only for Refund Requests submitted **10 business days prior to the start of a session** or for an extended medical leave (5 or more consecutive days) with a doctors note. Refunds or credits will not be given for vacation, illness, extra curricular activities, disciplinary reasons or other temporary child care arrangements. **No exceptions.**

## Park District Photo / Video Disclaimer

All participants permit the taking of photos and/or video of themselves and their children during Park District activities, programs, events, and facilities for publication and use s the Park District deems necessary in marketing materials. If you and your child do not wish to be photographed or videotaped, a written objection must be filed with the Park District.



## COVID-19, our plan to protect campers and staff.

- ▶ **Additional staff** have been added to keep group sizes under 10 children, to provide designated staff for additional cleaning and sanitation, and to assist with participant needs.
- ▶ NO Visitors will be allowed onsite.
- ▶ **Additional training** is being provided to staff to ensure that all staff have been trained to correctly don, doff, maintain and dispose of PPE and face masks relevant to their respective level of protection. Train staff on hygiene after removing gloves. Provide both initial and refresher training on the different types of PPE that are needed for specific tasks and the reasons they are necessary; this will lead to more effective use and conservation of PPE.
- ▶ **Cleaning and Disinfection** - Increased frequency of cleaning and disinfection and proper cleaning methods per Illinois Department of Health guidelines.
  - ▶ Cleaning and disinfecting of communal spaces between groups.
  - ▶ Cleaning and disinfecting of shared items between uses. Assigning items where possible to reduce the quantity of items shared.
  - ▶ Cleaning and disinfecting frequently touched surfaces and common spaces multiple times daily.
  - ▶ High touch surfaces including toilets and restrooms will be cleaned and disinfected more than once per day.
- ▶ Post additional **signage** in appropriate areas to encourage behaviors that mitigate the spread of the disease.
- ▶ **Communication with campers** - at the beginning of camp, groups will hold trainings and demonstrations on behaviors and precautions campers should abide by to prevent the spread of COVID-19, including: hand washing, sanitizing hands, practice physical distancing in various settings, which symptoms to look out for and when to report them, coughing etiquette along with other camp policies and guidelines.
- ▶ **Temperatures** will be taken upon entering camp for campers and staff.

### Illness and Injury

#### Healthy Kids Policy:

- ▶ If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 24 hours before returning to the program. If a child vomits, they must go home immediately. If a parent is unable to pick them up, the emergency contacts will be called.
- ▶ We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- ▶ In case of a contagious disease, please notify Camp Staff immediately. All parents at that site will be notified as soon as possible.
- ▶ A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.
- ▶ Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

**Notification of Medical Attention:**

- ▶ For any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- ▶ In the event an injury/illness requires more attention, we will administer first aid and contact the parent or the emergency contacts if the parent is unreachable. An accident report will be completed as well. If necessary, we will contact emergency services and participant will be transported to the nearest hospital.

**Dispensing Medication**

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. Parents/Guardians are required to complete a "Request to Administer Medication Form" for any and all medication to be administered to participants by the camp staff or the participants themselves. This form requires the doctors signature.

- ▶ All medication in the original container with the prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
- ▶ Parent/Guardian must sign and complete a Request to Administer Medication form. This form requires the doctors signature.
- ▶ Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
- ▶ Students are not allowed to keep medication with them; even inhalers must be kept locked up with other medicine. If a child is administering the inhaler themselves, they will simply ask the staff when needed.
- ▶ **\*Staff are not allowed to dispense medication via injections or suppositories\***
- ▶ Medication cannot be administered without a doctor's signature on the Request to Administer Medication Form.



## Drop Off & Pick Up Procedures

Parents/guardians will be asked to **remain in their vehicle during drop off and pick up.**

### Drop Off

- ▶ Parents/guardians will pull up to designated cones.
- ▶ Campers will need to unbuckle themselves.
- ▶ Staff will meet the camper at the vehicle and open the car door for them to exit.
- ▶ Using a non-contact infrared digital thermometer, all campers will have their temperature taken.
  - ▶ Any temperatures of 100.4 or more will not be permitted into camp.
- ▶ After temperatures are taken, campers will use hand sanitizer prior to joining their group.
- ▶ Extended morning care families, please call the site phone to notify staff that you are there and they will come out to get your camper from the car.

### Pick Up

- ▶ Campers will be appropriately spaced out during dismissal.
- ▶ **Parents/guardians are to remain in their vehicle.**
- ▶ Please have a piece of paper in your front window with your child's first and last name.
- ▶ A staff member will check the parent/guardian ID, and use our walkie talkie system to let staff know which child is being picked up.
- ▶ When the child's name is called, they will proceed to staff that are at designated cones.
- ▶ Staff will open the door for the child to enter the car.
- ▶ Staff will not buckle children into the seat. If campers are unable to buckle themselves, then parents/guardians will be asked to pull forward after their child is loaded into the car to secure their child.
- ▶ Extended afternoon care families, please call the site phone to notify staff that you are there and they will bring your camper to the car.

## SAFETY

Following new  
guidelines

### Late Pick up Fee

The pick up time will be strictly enforced. If the parent is unable to pick up their child by the program end time, it is the parent's responsibility to make other arrangements. Any child that is picked up after the program end time will result in a late fee of \$5.00 for the first ten minutes. \$1.00 per minute will be charged after the first ten minutes. After 30 minutes and all emergency listings have been called, staff will notify the local Police Department. The child will be transported by the Police to the Police Station. A late form will be filled out and turned into the office where you will be expected to pay your late payment, before your next camp session begins. If unpaid, your child will not be able to participate in the next session. If late pick up becomes a habit, you run the risk of your child being dismissed from the program.



## Camp Activities

No field trips, no swimming, no park days??? What are we going to do all day?!

The guidelines and procedures for activities have been created to reduce COVID-19 exposure risk to campers and staff while participating in typical camp activities. Camp activities, whether indoor or outdoor, will be limited to those in which physical distancing of groups and activities cohorts and proper hygiene can be practiced.

### General Guidelines

- ▶ Campers and staff will wear cloth face coverings during indoor activities when maintaining physical distancing is not feasible due to area limitations.
- ▶ We will host activities outdoors as much as possible as the restrictions for face masks are lessened when outside.
- ▶ Groups will maintain physical distancing during activities. Crafts, games and activities will all be similar to years past with slight adjustments to keep all campers physically distant during the day.
- ▶ Additional transition time will be scheduled between activities to ensure that cleaning can occur between groups.
- ▶ Campers and staff will be guided in practicing proper hand hygiene:
  - ▶ Instruction will be provided to campers to wash hands with soap and water for 20 seconds before and after activities, or the use of alcohol-based hand sanitizer containing at least 60% alcohol before and after activities.
- ▶ Our field trips will be replaced with virtual field trips. We will project the virtual field trip on the wall for all children to see, staff will have planned activities to engage the children in during the virtual field trip.

**FUN**

Making the best of an unprecedented situation

### Code of Conduct

The following policies have been established for the benefit of the program. These rules apply to all participants and their parents/guardians.

- ▶ No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- ▶ All threats and threatening behavior will be taken seriously and reported appropriately.
- ▶ Participants must show respect to all staff, participants, all property, equipment and facilities.
- ▶ There may be no physical contact with any other participants or verbal or physical harm.
- ▶ Participants may not place themselves or others in dangerous situations through actions or behavior.
- ▶ No weapons or items that may be used as weapons may be brought to the program.
- ▶ Participants may not leave the program area without permission.
- ▶ Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.)



- ▶ Please note: cell phones and other electronic devices will not be allowed at the program.
- ▶ No refunds will be issued for suspensions.

## **Discipline Policy**

### Expectations for Campers:

- ▶ Keep hands and feet to self.
- ▶ Talk to others (campers and staff) with respect.
- ▶ Listen attentively when spoken to.
- ▶ Treat all park district material and property with care.
- ▶ Be safe while having fun.

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and leading by example. Since each participant has different ways of learning, several different methods may be used.

**1<sup>st</sup> Offense** - Verbal Warning (depending on the severity, several warnings may be given)

**2<sup>nd</sup> Offense** - A behavior report will be filled out and filed with the Recreation Supervisor and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions.)

**3<sup>rd</sup> Offense** - Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The parent will be notified by the Camp Director or the Recreation Supervisor. Upon return from a suspension, if behavior continues, the Recreation Supervisor may permanently suspend a participant from the Camp program.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. There will be **no refunds** for days missed due to disciplinary infractions.

At Summer Camp, we hold a "**Zero Tolerance to Violence**" policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, FVSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken seriously and will result in an immediate suspension and possible dismissal from the program.