

PEORIA PARK DISTRICT



**Summer Day Camp
Parent Guide**

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We're excited that you have chosen us to provide a fun, safe and entertaining summer for your child. This manual applies to all Peoria Park District summer day camps and should enable you to become more familiar with our policies and procedures. Please read through this manual and keep it for future reference.

The Peoria Park District offers a wide variety of programs throughout the year. These programs include sports, arts, games, cooking, swimming, field trip, and much more. More information about specific programs can be found online and in our Playbook, which is released three times per year. You can also download it at www.peoriaparks.org or call the Noble Center at 309-682-1200 for more information.

If you have any questions about the following day camps or services, please contact:

Ancient Oaks Day Camp

Tom Miller, Sommer Farm Manager
Sommer Farm
6329 N. Koerner Road
Edwards, IL 61528
309-657-8855
tmiller@peoriaparks.org

Inclusion Services for All Day Camps

Katie Van Cleve, Executive Director
Heart of Illinois Special Recreation Association
8727 Pioneer Road
Peoria, IL 61615
309-691-1929
kvanclave@peoriaparks.org

Lakeview Day Camp

Lakeview Recreation Center
1013 W. Lake Avenue
Peoria, IL 61614
309-681-2868

Proctor Center Day Camp

Jonelle McCloud, Proctor Center Manager
Proctor Center
309 S. DuSable
Peoria, IL 61605
309-673-9183
jmcloud@peoriaparks.org

RiverPlex Day Camp

RiverPlex Recreation & Wellness Center
600 N.E. Water Street
Peoria, IL 61603
309-282-1508

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1. COVID-19 Safety

Face Covering Guidelines: Based on information from several organizations (CDC, ACA, IDPH), it is our plan that campers will not be required to wear face coverings outdoors as long as they can maintain social distancing. Additionally, based on this information, children and staff will be required to wear face coverings when inside and unable to maintain a 6-foot distance from others. We will require children to wear a face covering at drop-off. If your child is medically unable to wear a mask, please refer to **Section 6. Inclusion Request Procedure**.

Other safety protocols:

-) Guardians will need to conduct temperature checks every morning prior to bringing camper to camp. NO child with a fever will be allowed to attend camp.
-) Campers will be dropped off curbside to camp staff; no parents/guardians are allowed in buildings other than staff.
-) Campers will sanitize hands upon arrival and at least every two hours.
-) Groups will be separated for the entire day.
-) Campers that do not follow instructions and who consistently elope, lick, bite, touch, hit, etc..., will be asked to leave camp. Safe behaviors will be strictly enforced.
-) Campers will be encouraged to stay 6' apart throughout the day.

If a child or counselor in their camp group is diagnosed with COVID-19: In the event a person in your child's camp group is diagnosed with COVID-19, we will notify you so you can be alert for any symptoms your child may exhibit. The risk should be minimized with the structure of wearing face coverings and maintaining distance whenever possible. Please note that "close contact" is defined as being in contact with an infected individual within 6-feet for more than 15 minutes without a mask.

If a staff member or child is diagnosed with COVID-19, the interior of the camp location will be thoroughly cleaned and disinfected prior to anyone being able to utilize the space.

We ask that all families to keep your child home if they exhibit any symptoms or have been exposed to someone outside of camp that has been diagnosed with COVID-19. We will continue to monitor the information from both IDPH as well as CDC, and will adjust our practices if necessary, based on information from these two organizations.

2. Registration

To register for summer camp you will need to fill out a registration form and hand it in with payment for the weeks chosen on your registration form or register online at www.peoriaparks.org. Camp space is limited so early registration is necessary to ensure your child a spot at camp.

3. Refunds

Please read the Refund Policy for Day Camps carefully as this policy is different from the normal class/program refund policy of the Peoria Park District.

-) The Peoria Park District must receive a written notice of cancellation for Day Camp at least 10 business days prior to the start of the week of camp that you are canceling In order to receive a full refund minus a 15% per session cancellation fee.
-) NO FULL REFUNDS will be issued if canceling Day Camp less than 10 business days from the start date of the week of camp you wish to cancel. You will then receive a 50% refund for each session with less than 10 business days notice.
-) NO REFUNDS will be issued if canceling Day Camp 2 business days or fewer from the start date of the week of camp you wish to cancel.

Notice of Cancellation	Refund Eligibility
10 or more business days	Full refund, minus 15% per session cancellation fee
Between 3 and 9 business days	50% refund
2 business days or fewer	No refund

4. Waitlist

If the program is full, additional registrations will go on a waitlist. If a space opens up participants on the waitlist will be contacted to see if they are still interested in attending.

5. Camper Information Updates

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the camp director or the appropriate staff person listed on page 2.

6. Inclusion Request Procedure

If an ADA accommodation is needed to support an individual within any Peoria Park District program, it should be noted on the registration form at time of registration. An accommodation can be made for any individual based on their Individual Education Plan (IEP) goals and/or diagnosis. Some of the supports available can be, but are not limited to, a 1:1 aide, sign language interpreter, rule modification or supply adaptation. If special accommodations were not included on registration form, the parents can contact the Program Coordinator as soon as possible. They will in turn contact Heart of Illinois Special Recreation Association (HISRA) and a review of the request will occur. **An accommodation can take 1-2 weeks so please contact early.**

7. Non-Acceptance/Dismissal

A participant may not be accepted into the program if:

-) Parent/guardian fails to return or fully complete the registration form and emergency contact form.
-) Payment is not made by the start of the program session or arranged payment plan.
-) Behavior of the participant is harmful to self and/or others according to our behavior procedures.
-) Habitual tardiness in pick-up is grounds for dismissal from the program.

8. Sign In / Sign Out Procedures

All campers must be signed in at the beginning of the camp day and signed out at the end of the program. Children will only be released to individuals who have been given permission to pick up that child on the Participation Information Form. The Park District must receive written notification from the parents of any additions or changes to this list.

Please bring your ID with you when signing out your child. Individuals will be asked to show their ID when picking up a child to ensure that they have been given permission to do so on their child's Participation Information Form. We do this to ensure the safety of all of our participants.

To add somebody to your child's authorized pickup list:

-) Turn in a signed hand-written note to your child's camp supervisor granting us permission to release your child to that individual.
-) Email permission to the camp supervisor (See page 2 for list of camp supervisors)

All authorizations must be received in writing

If the camp staff has any questions about an individual's authorization to pick up your child, you'll be contacted before your child is released.

While we will always attempt to follow parental wishes, the Park District cannot stop a parent from picking up their child unless we are provided court documents specifying guardianship. Please work with Camp Supervisor to provide proper documentation.

Sign-In – For the well-being of our staff and participants, parents/guardians will not be allowed in the facility. All parents/guardians are encouraged to wear masks and participate in our drive through drop off (or walk up in drive through area). Additionally, parents/guardians should be prepared to answer health screening questions at drop-off.

Sign-out – Parents/Guardians must social distance in line outside of facility. Please have a photo ID ready, staff will be asking to confirm individual is on designated pickup list. Upon sign-out, please wait outside the facility, staff will help participants gather belongings and lead them to their designated pick-up adult.

9. Late Pick-Up

In order to be fair to our participants and staff, the Peoria Park District has enacted a late pick-up procedure. *Each time a participant is not picked up by designated ending time (5pm for most camps), a \$1.00 per minute fee will be charged.* Registration for other programs will not be accepted until all outstanding late fees are paid. Failure to pay late pick-up fees could result in your child's suspension from camp. *Note: The Park District shall make every reasonable effort to contact persons authorized by you to pick up your child. If we are unable to arrange pick-up within 30 minutes, we will request the assistance of the Peoria Park District Police Department.*

10. Medications

Some participants may need to be given medication during the program. In order for the Peoria Park District to be able to dispense prescription or over-the-counter medication, these guidelines must be followed:

- J Parent/guardian must sign the *Permission to Dispense Medication and Waiver* form (which can be found at <https://forms.peoriaparks.org/>) specifying:
 - o Type of medication
 - o Time medication should be administered
 - o Specific instructions
- J Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted.
- J Send the **daily** designated amount that will be dispensed by staff. A log will be kept of the medication as it is dispensed. Peoria Park District staff will secure all medicine. Please hand the medicine to the Camp Supervisor.

If the participant needs to use an inhaler or an auto-injector, parent/guardian must sign the *Waiver & Release of all claims for use of inhaler or auto-injector* form.

Parents/guardians can obtain both of these forms online at <https://forms.peoriaparks.org>. These forms need to be filled out before your child can be dropped off at camp.

11. Sunscreen

Parents/guardians are responsible for applying the first layer of sunscreen prior to morning drop-off. Camp staff will take all reasonable and appropriate steps to help each child reapply sunscreen to exposed skin – including the face, the tops of ears, and bare shoulders, arms, legs, and feet prior to campers' participation in outdoor programs. If your child is sensitive to the sun, please send your child with a swim shirt for swimming.

12. Staff

Our staff will lead your child in arts and crafts, fitness activities/lessons, educational lessons/experiments, sports games, team building, and other various fun and safe activities. There are staff members who are CPR certified and trained in first aid and safety procedures who will be on duty at all times. Our staff encourages open communication to ensure that your child has the best possible camp experience with us. Please feel free to stop by or call anytime to discuss any comments or questions with the supervisors. Camps will operate in a 1:8 counselor to child ratio for children ages 5-8 and a 1:10 ratio for children ages 9-13.

13. Attendance and Participation

Children are encouraged to participate when present, unless sick or injured, in which case parents will be notified and the child will be sent home. Some camps will be visiting different aquatic centers and all children must enter the swimming area unless a doctor's note is provided.

14. Field Trips* *(Depending on IDPH guidelines for day camps, field trips may not be allowed during the pandemic.)*

All camps may take field trips throughout the summer and will be using various modes of transportation (i.e. certified bus company or 15-passenger vans). Details about field trips can be found at each camp's sign in/sign out desk. If you believe your child may need accommodations for a field trip or elect not to send your child on a field trip, you must notify the camp supervisor 24 hours prior to trip.

15. Van/Bus Safety Guidelines

A van/bus conduct report is issued and written by the staff when a safety rule has been broken. Please discuss with your child the following safety rules:

-) Keep voices down so the driver can concentrate on the road
-) Listen to the driver and camp counselors
-) Stay seated at all times
-) Do not put head or arms out the window or throw anything out of the window
-) Use appropriate language

16. Personal Items

Please do not bring personal items such as iPads, iPods, Kindles, Nintendo 3DS, cell phones, toys, collector trading cards, etc... to camp. **Peoria Park District will NOT be held responsible for any items if they are lost, damaged, misplaced or stolen.**

17. Inappropriate Use of Equipment/Property

Children misusing or intentionally damaging another person's personal property or Park District equipment/property may be held responsible for its replacement. Such situations should be handled between the parties involved. The Park District will not be held responsible for replacement of items damaged by another child/participant.

18. Clothing** *(Depending on IDPH guidelines for day camps, swimming may not be allowed during the pandemic.)*

All participants should dress appropriately for the weather and the activities scheduled for their program. All campers must wear closed-toe shoes while at camp. We sometimes will get dirty during some of the activities, so older clothing is recommended. If your child's camp is going swimming, campers are expected to wear appropriate swim wear and bring a towel. Swimsuits allowed include swim trunks for boys and one piece or standard two piece suits for girls. No string bikinis allowed, please. Children with hair long enough to be in a pony tail will be required to have it up while swimming. Hair on their face is a safety concern because it may obstruct their view while swimming and their mouth while trying to breathe. **It's always a good rule of thumb to label all items when attending camp.**

19. Clothes Wetting Emergencies

If there is a clothes wetting emergency and you cannot be reached by phone, we will do our best to handle the situation. If your child is having a problem with wetting him/herself, please let us know. We will not have any clothes available for the children to change into. Campers **must** be toilet trained and independent with their personal hygiene. **Staff cannot assist a camper with restroom / toilet activities.** If your child has an accident and does not have a spare outfit, you will be contacted immediately to come to camp. Campers may bring an extra set of clothing in their backpack each day if needed.

20. Lost and Found

Peoria Park District camps are not responsible for lost, misplaced, or stolen items. However, we will make every effort to see that your child returns home each day with the same belongings with which he/she arrived. Items

that we find each day that resemble clothing, towels, footwear, hats, swimwear, fitness bags, backpacks, and the like will be stored at a designated lost and found location at each camp. Unclaimed items will be held for a period of 14 days, after which time they will be disposed of or donated.

You can help us by adhering to the following guidelines:

-) Please label all items with first and last name.
-) Remind your children to keep their items inside their backpacks at all times.
-) Do not bring valuable items to camp (iPads, iPods, phones, Kindles, game systems, etc...)
-) Clean out backpacks each evening in order to better track items.
-) Best rule of thumb: if you don't want to lose it, *don't bring it!*

21. Food / Meals

We have partnered with Peoria Public Schools to offer free breakfast and lunch during the summer. If you decide not to participate in the program, you may send your child with their own lunch. Each camp will have a different method on how to choose meals for your child for the week so please look for more specific information in their newsletter or camp guide.

Use of vending machines or OSF Marketplace (RiverPlex) will not be allowed during camp hours by campers. Please plan accordingly when packing your child's lunch.

22. Water

It is important that campers drink water during the day. Due to the pandemic, water fountains are not available for use. Campers must bring their own personal water bottles. Please make sure camper's name is on his/her water bottle. Campers will be able to refill their bottles throughout the day.

23. Safety

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each staff member is to ensure that work is done in safe manner, inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated. Designated staff members are trained in general first aid and certified in CPR.

24. Child Abuse Prevention

All Peoria Park District summer camp employees are Illinois Department of Children & Family Services Mandated Reporters. All employees have completed the DCFS online mandated reporter training.

25. Injury and First-Aid

Should an injury occur at a program site:

-) Depending on the severity (abrasions, cuts, etc...), first-aid will be provided by staff. This must be completed before the participant can return to the program.
-) If the injury is severe, paramedics will be immediately notified and staff will take the necessary precautions and address the medical situations as needed.
-) If blood is visible on any part of the participant's clothing, that part of the clothing must be removed and replaced with clean clothing. A participant will not be allowed to return to the program with blood on his/her clothes. You will be asked to bring clean clothes or pick them up. Staff will take extra precautions to minimize the spread of germs. Proper hand washing techniques will be used when dealing with any bodily fluid (saliva, mucus membranes, urine, etc...)

26. Participant Illness

Our camps are not licensed for the care of sick children. For the health of everyone attending our camps, we require that any campers suspected of having (or have been diagnosed as having) a contagious illness stay home from camp. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

-) **Temperature of 100.4 degrees:** A child who is still ill with a fever may not be at camp, even if controlled by medicine.
-) **Vomiting:** A child who vomits will be sent home immediately.
-) **Strep Throat:** A child must take antibiotics for 24 hours before returning, and can only return if there have been no fever for 24 hours and they continue to take antibiotics for 10 days.
-) **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
-) **Chicken Pox:** A child must remain home until all blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
-) **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
-) **Conjunctivitis – Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return 24 hours after treatment begins, or until the active infection passes completely.
-) **Head Lice:** A child must remain at home until nit free.
-) **Contagious Infestations or Infections:** Need prompt treatment to prevent the spread to others. If your child should come down with a contagious infection, other parents will be notified; names will be kept confidential. In these situations a doctor’s clearance note is required prior to your child’s return to camp.

Make sure you have a plan in place in case your child gets sick while at camp. If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the well-being and comfort of your child and the other campers and staff. If you are contacted by staff to pick-up a child due to an illness, he/she needs to be picked up no later than one hour after notification.

It is the parent’s responsibility to verify their child’s daily health is adequate before bringing him or her to camp. A child who shows signs of illness should be kept home for the benefit of all. **If your child is exposed to a communicable disease**, you must notify the Camp Supervisor immediately for the protection of the other campers and staff.

If a child becomes ill or injured while on the site, their parent will be notified immediately. Staff will call the emergency contacts listed on your child’s emergency information form if staff is not able to reach a parent or guardian directly. In case of a severe injury or illness that may require care from a health care professional, program staff will first contact emergency services to provide immediate care for your child on-site.

The Peoria Park District continuously monitors the recommendations, guidelines, and requirements set forth by the Public Health Department. Kids that are sent home for an illness may be asked to supply a doctor’s note or a medical release form on official letterhead before returning to camp.

27. Inclement Weather Plan

Some field trips / camp activities may be cancelled due to inclement weather. Camp may be cancelled at Ancient Oaks due to limited access to an indoor facility while trying to maintain social distancing. If lightning is seen or thunder is heard, outdoor activities shall be suspended for 30 minutes. Employees and participants are required to seek shelter. All activities will stay suspended until 30 minutes after the last flash of lightning or sound of thunder. In case of a tornado, the site disaster plan will be followed. In the event of extreme heat, programs will be restructured appropriately to protect campers from temperature conditions.

28. Parent Information

Keeping our parents informed and parents keeping us informed are very important to the success of our summer day camps. Some of our camps will relay important information regarding field trips, camp weeks, and activities via email and/or on their Facebook pages.

Parents must contact the camp supervisor if:

-) Information on your child’s Participant Information Form changes

-) A child cannot be picked up on time
-) An incident or change occurs in your child's life that alters his/her attitude or behavior or causes emotional upset (i.e. divorce, loss of a pet, death in the family). Staff will be sensitive to such situations and will maintain the child's confidentiality.
-) Your child has a contagious disease, (i.e. head lice, pink eye, chicken pox).
-) Your child's medication changes

Parents will be contacted immediately when:

-) Your child has received an injury that could require immediate medical attention.
-) Your child exhibits a medical condition that could be contagious or threatening to others in the program.
-) Your child is ill and unable to participate in planned activities.
-) Your child has a clothes wetting emergency and does not have a spare outfit
-) Your child is exhibiting unacceptable behavior

Parents will be notified at pick up time when:

-) Your child receives a minor injury that does not require the service of a professional in the medical field
-) Your child complains of a non-emergency condition or symptom
-) Your child exhibits unusual or inappropriate behavior
-) We want to share your child's accomplishments and positive social experiences

The Camp Director will schedule a parent conference when:

-) Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children
-) The staff observes unusual patterns of behavior or participation