

2022 Parent Camp Manual



PARK DISTRICT
of HIGHLAND PARK

WELCOME TO CAMP!

The safety, happiness, and wellness of our participants is always our top priority.

This manual provides you with important information to prepare for your child's camp experience. Throughout camp you will receive frequent communication from your camp supervisor including contact information, camp calendars, and group information.

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CAMPER INFORMATION

NEW! This year all Camper Information is collected through our registration system via a module called E-PACT (check the E-PACT tutorial attachment in the email. No paper forms will be provided).

IMPORTANT DATES

Camper Information - Due Jun 10 via E-PACT

Camp Open House - Tuesday, June 14, 6pm-7pm at the West Ridge Center In the multipurpose room.

2022 Camp Season - June 20 - July 15 (no camp July 4)

(First session / 4 weeks) June 20 - July 18

(Full Session / 7 weeks) June 20 - Aug 5

COMMUNICATION & CAMP GROUPS

CAMP GROUPS

Camp groups are randomly assigned based on our campers' Fall 2022 grade levels.

Although most of the camp day is spent outdoors, each camp group has an indoor location and room designated for them and their belongings.

Note: the deadline to submit friendship requests has passed, and groups have been created. You will be notified of your group assignment either at camp or by your program supervisor.

DAILY COMMUNICATION

Pick-up and drop-off are excellent times for a brief communication with staff. Please keep in mind that they have many parents to greet, so please keep your interactions brief. If you have a special circumstance, our Camp Directors or Recreation Supervisors are happy to schedule a phone call or in-person meeting with you.

SEESAW COMMUNICATIONS

New this year, we will be providing camp information to families via an app called Seesaw. Each individual supervisor will send a link inviting you to the app for each of your campers.

FEEDBACK

We invite you to communicate with us regularly during camp. Your Camp Director is available Monday - Friday, 8:30am - 3pm. You are also welcome to contact the Camp Supervisor. Contact us via phone or email. The sooner we hear from you, the sooner we can implement tweaks and changes to enhance your camper's experience.

BUS TRANSPORTATION

Your camper will take field trips throughout Highland Park and the surrounding Chicagoland area. To ensure our participants are always at a safe, a well-maintained location:

- Transportation to these locations is provided by First Student Inc.'s buses and drivers, which are also utilized by district 112.
- Buses are sanitized before and after each trip.
- All buses are inspected regularly and are equipped with individual safety belts and air conditioning.

PICK-UP AND DROP-OFF

- Before camp, your camper's Recreation Supervisor will email you with the pick-up and drop-off locations and procedures.
- Campers should arrive having had breakfast, hydrated, and already wearing sunscreen and appropriate camp attire.
- Before drop-off, confirm your camper has the necessary belongings in their backpack.

PICK-UP

PARENT / GUARDIAN PICK-UP:

Your camp supervisor will email site-specific pick-up instructions and locations before camp.

Children must be picked up at the scheduled end time. Parents late to pick-up will be charged a late fee of \$20 for every 15 minutes.

Children may walk home only if they have indicated this on the E-PACT app.

SPECIAL PICK-UP REQUESTS:

If you must pick up your child before the end of the camp day, arrangements must be made in advance by calling or emailing the Camp Director. A note should be sent with your camper indicating the pick-up time. In the case of an early pick-up, you may need to pick your child up from a location other than their typical program site.

PICK-UP AUTHORIZATION:

A written note is required if someone other than the persons listed on your emergency form picks up your child. For child's safety, such a person will also be asked for ID.

WHAT TO BRING & WHAT TO WEAR

CAMP ATTIRE

- Campers must wear their camp t-shirt on all field trips.
- Participants should wear comfortable, activity-appropriate attire, and they must wear secure, closed-toed shoes every day (crocs, flip-flops, and sandals are not permitted).
- Shorts may be worn daily, but long pants may be required during particular activities, in which case you will be notified in advanced. Keep in mind that clothes may get wet or dirty.
- Send your camper in additional sun protection like hats or sunglasses.

LUNCHESES

Children must bring their packed lunch and drink daily. Be sure to label your child's lunch with their full name. Please pack food items that your child can independently open. Refrigeration is not available at campsites; it is best to pack foods that are not quick spoiling and include an ice or cold pack. Do not send food that needs to be heated or cooked. While **the Park District of Highland Park is not a peanut/tree nut-free organization**, we have procedures to ensure the safety of those with allergies. The Camp Director may arrange for a provided lunch or treat on special occasions. In these cases, you will be notified prior.

DAILY SUPPLIES

On the first day of camp, your child will be provided with a camp t-shirt, and in some cases, a camp backpack.

- Swimsuit
- Towel
- Extra change of clothing (Including socks and underwear)
- Sunscreen
- Refillable water bottle
- Bug Spray
- Should your child need specific supplies for a special event or field trip, you will be notified via newsletter, calendar, or camp director.

WHAT TO BRING & WHAT TO WEAR

PERSONAL BELONGINGS

The Park District is not responsible for personal belongings your camper brings to camp. Please leave trading cards, electronic games, and devices such as handheld games and iPads, headphones, and wireless earbuds at home. Make sure to put your child's full name on the inside of all belongings, including backpacks and clothing.

CELL PHONES

The use of cell phones is not allowed. Park District staff always has communication access with Camp Directors and emergency personnel. If an emergency occurs and you need to contact your child, please call your Camp Director. Camp Directors will keep any cell phones discovered at camp until the end of the day. The Park District is not responsible for lost or damaged cell phones.

LOST AND FOUND

Each camp location has a lost and found box. Our camp staff will do their best to watch for lost items, but they cannot be responsible for lost or missing articles. If an item is lost, please send a note to the Camp Director describing the item and, if possible, where it was lost. Staff will do whatever possible to try to locate the item. Also, please label all items with your child's full name. Our staff will hold items no longer than 30 days from the program's end.

FIELD TRIPS & SWIMMING

TRANSPORTATION PERMISSION

Campers are transported via school bus to various locations. Before your child can board the bus or attend any local field trips, the Transportation permission portion of the E-PACT app must be signed by a legal guardian. If this has not been completed before the field trip, your child may not attend the trip. Participants without consent from a parent or guardian to ride the bus must be picked up. They are welcome to rejoin the group once everyone returns. The bus will not wait for you to confirm permission on the field trip day.

FIELD TRIPS & SWIMMING

FIELD TRIPS

On field trip days, buses will not wait for late arrivals. If your camper misses the bus, they may join the group upon return to the campsite after the field trip. Often, there will be no staff to supervise your camper if they miss the bus, and they will need to return home until the group returns to the campsite. Pack your child with necessary apparel or supplies for all field trips, even if the weather is questionable. Camp Directors will communicate accordingly via the See Saw app if the weather does not clear in time for a field trip. Every attempt will be made to reschedule canceled activities in the event of bad weather; however, it is not guaranteed.

SWIM TESTING

Campers in grades 1-2 are not eligible for a swim test and will be issued a red wrist band, which indicates to the lifeguards that they are only eligible for the zero-depth areas and splash pads at both Hidden Creek Aqua Park and Rosewood Beach, and waist-deep at Rosewood Beach.

Campers in grades 3-8 are eligible to swim test. Based on their demonstrated skill level, campers will be issued a red, yellow, or green wristband. Campers with a yellow wristband are not eligible to utilize the drop slide, diving board, or deep-end of the pool. Campers with a green wristband are eligible to use all areas of the aqua park and swim areas of Rosewood Beach.

HIDDEN CREEK AQUA PARK

- During camp hours, Hidden Creek Aqua Park is closed to the public and external camps.
- Parents or guardians are not permitted to attend field trips or swim trips.

ROSEWOOD BEACH

Campers frequently visit Rosewood Beach. At the beach, campers can play sand games or swim. Swimming at the beach is subject to safety restrictions based on weather and tide. Coast guard-approved personal flotation devices are available if your camper requires them. Please, notify us in advance. Flotation devices may not be sent from home.

For safety, camp groups have a designated location at the beach, separating them from the general public. If a parent or guardian happens to be attending Rosewood Beach at the same time as a camper, do not approach the camp group.

CAMPER INFORMATION VIA E-PACT

CAMPER INFORMATION

The Camper Information request form will be sent to the primary email address listed on your household account. Instructions to complete the information request is included in this email. **Forms must be submitted no later than June 10.** This information will be reviewed before your child's arrival. It is essential to list all allergies, medical conditions, and needs so our staff can adequately prepare to support your participant.

In an emergency involving your child, Park District personnel will call 911 and notify you using the contact information provided via E-PACT. If you cannot be reached, the secondary contact will be notified.

Important for campers whose guardians do not reside in the same home:

- Only one set of communication will be sent.
- This link will be sent to the primary email address on the household account.
- The primary contact is responsible for forwarding information to additional caregivers if necessary.
- The Park District will not release any information regarding a camper to any adult not listed on the camper's household account. There are no exceptions to this practice.

PARTICIPANT INFORMATION

Our goal is for every child to successfully and inclusively participate in all activities. For your child's well-being, please take the time to provide us with any relevant details via E-PACT.

- A. Medication for allergies or illness (including food allergies)
- B. Counseling your child has or is receiving
- C. Fears, anxieties, and remedies
- D. Behavior plans & strategies
- E. Significant changes at home that may affect your camper's mood or behavior
- F. Special accommodation needs following the American Disabilities Act

Note: The Park District will keep any information we receive confidential.

MEDICATIONS & ALLERGIES

MEDICATION & MEDICATION AUTHORIZATION

If medication must be administered to your camper, the medication authorization form must be completed and signed via E-PACT. All medication must be hand-delivered to the Camp Director (this includes Epi-Pens and allergy medication) in a gallon-sized baggie clearly labeled with your camper's first and last name. Do not leave medicine in your child's backpack. All medication must be in its original container. Under no circumstance may medication be shared, including siblings. Please let your Camp Director know if the medication will stay at camp or if it should go home each day. If your child is prescribed a short-term medication after camp begins, a Medication Authorization Form must be completed. To help us keep your child safe and sound, please let the Camp Directors know which medications you will be sending. The Park District cannot administer some medicines in which case a care plan will be developed between you and the program supervisor.

ALLERGIES

We will take every precaution necessary to protect those with an allergy. However, **the Park District of Highland Park is not a nut or allergen-free organization.** No matter how mild or severe, allergies must be communicated and noted on camper forms. Dispensing of allergy medication follows the same protocol listed above. Note, the F.A.R.E. allergy action plan (included in the E-PACT app) is not required to be completed by a physician-this can be completed by a legal guardian or parent. To protect campers with allergies, surfaces are cleaned before and after arts and crafts, snacks, and meals. Hands are washed before and after all meals, and food sharing is not permitted. Staff will sit near the children with allergies and ensure that others sitting near them do not have allergens in their lunch.

TOPICAL APPLICATION

Sunscreen and bug spray must be applied to your camper before arrival, regardless of the weather forecast. Due to allergy and safety concerns, the Park District will not supply or share sunscreen between campers. If you send sunscreen, staff will guide and supervise sunscreen reapplication frequently throughout the day. Sending sunscreen/bug spray with your camper is required.

POLICIES & PROCEDURES

POLICIES & PROCEDURES

As with every program, the Park District of Highland Park takes measures to protect your child's safety and wellness. Though we take all recommended precautions and exercise best practices, we cannot guarantee that your child will not be exposed to illnesses or injuries during the program. Below are our policies and procedures designed to foster a safe environment.

CAMPER ILLNESSES

- Campers displaying any symptoms of illness will not be permitted at camp. This is strictly enforced. If your camper has a non-contagious condition that may show visible symptoms, a doctor's note stating it is safe for them to participate may be required.
- Campers should communicate any feelings of illness to staff. They will then be cared for in a quarantined space while waiting for an authorized adult to pick them up from camp.
- Campers may only return to camp when they can meet the wellness requirements. This will be strictly enforced.

HAND WASHING SCHEDULE (CAMPERS & STAFF)

- Upon arrival
- Between activities
- Before/After meals
- Before/After location changes
- After using the restroom
- Before departing for the day

CAMP CODE OF CONDUCT

The only way to ensure a fun summer at camp is by providing a safe camp. We will do everything in our power to provide a safe camp experience. A safe environment is only possible when campers, their families, and our staff adhere to the below guidelines and expectations listed. Campers who do not follow the below guidelines are subject to removal from the camp program. Campers, families, and staff must also adhere to the Park District of Highland Park Behavior Management Policy referenced in the manual.

POLICIES & PROCEDURES

- Everyone must always show kindness and respect to others and follow all camp rules.
- Campers must be able to complete all daily life tasks independently or with verbal assistance. This includes feeding, changing clothes, toileting, and applying sunscreen/bug spray.
- Everyone should come to camp each day prepared for an active day outdoors with necessary supplies like sunscreen, water, a lunch, and bug spray.
- Everyone must immediately communicate any feelings of illness to their Camp Director. We will respect privacy and confidentiality when caring for ill patrons.
- If your camper has a condition with symptoms similar to other contagious illnesses, please provide a doctor's note indicating it is safe for them to participate in their camp group activity.
- Everyone must respect other's belongings and only use their own.
- An adult must always be available during the camp hours to pick your camper up if they become ill or show signs of illness.
- Anyone returning to camp after illness must be fever free for 24 hours.
- The Park District of Highland Park has always taken great care to develop and maintain practices to address a variety of communicable diseases, both common and rare. The Park District of Highland Park will work closely with its local public health department to maintain effective protocols for identifying and appropriate treatment of any illnesses at camp, including COVID-19.

While the Coronavirus currently poses no direct threat to camps, the Park District of Highland Park has plans in place that, if necessary, will be revised in cooperation with the local health department as additional COVID-19 guidance is provided. If there are any changes to the guidance from the CDC or local health departments, we will update participants as new information becomes available.

- Everyone must follow facility signage to assist with safe traffic flow and prevent congregating.

BEHAVIOR MANAGEMENT POLICY

“Bullying” or “harassment” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. cyberbullying) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm and/or emotional distress. It may or may not be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic.

Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this procedure. Such behaviors are considered to be bullying or harassment whether they take place on or off park district property, at any park district sponsored function, or in a park district vehicle or at any place or time where a staff or participant’s imminent safety or overall well-being may be an issue.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant’s ability to learn and limits their involvement. Staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and are to demonstrate behavior that is both respectful and civil. It is especially important for adults to model these behaviors to provide positive examples for participant behavior.

The Park District of Highland Park believes that standards for an individual’s behavior must be set through interaction among the participants, parents and guardians, staff, and community members of the park district, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

The Park District of Highland Park believes that the best responsible action for inappropriate aggressive behavior is designed to (1) support participants in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve the problems that motivated the inappropriate aggressive behavior.

BEHAVIOR MANAGEMENT POLICY

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage participants not to be part of the problem; not to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

FACTORS FOR DETERMINING CONSEQUENCES:

- Age, development, and maturity levels of all parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior
- Incidences of past or continuing pattern or behavior
- Relationship between the parties involved
- Context in which the alleged incident occurred

Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity per determining factors. Parents and guardians will be notified of the bullying incidences and of the district's plan.

The consequences and remedial measure may include, but are not limited to, the examples listed below:

Examples of consequences:

- Verbal warning
- Temporary removal from the program
- Loss of privileges
- Program suspension
- Legal action

The Park District of Highland Park prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment will be dependent on determining factors.

EQUAL ACCESS POLICY & SPECIAL NEEDS

No eligible participant shall, on the basis of race, creed, gender, gender identity, national origin, or disability, be denied equal access to programs, activities, facilities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity. If any special disability accommodations are necessary for participation in any program, the guardian should indicate through the ADA Accommodations prompt at the time of registration. Any patron concerns or questions regarding Park District policy, program participation or facilities use should be addressed to the Executive Director as early as possible prior to the event or program. These questions may include, but are not limited to, requests for registration or use in a name if different than that which appears on official identification documents, privacy or other accommodation in restroom or locker room facilities or program participation.

SPECIAL NEEDS

If your child needs medication, has any physical limitations, food allergies, etc., please list on the E-PACT app and, if necessary, call the Site Supervisor. Please contact us in advance if your camper needs any ADA accommodations. If a NSSRA Companion is needed to help integrate your camper into our daily activities, please make sure you checked the ADA accommodation box on your registration form. If you have questions regarding NSSRA please call us at 847-579-3131 and ask to speak to our NSSRA Liaison.