Updates will be made to our Summer Camp Family Handbook as necessary as guidelines/recommendations change.

Last Updated: June 16, 2020
2020 Camp Season

Welcome to the 2020 summer camp season. The Vernon Hills Park District is pleased to provide a safe summer day camp experience for the children of our community offering a modified version of our traditional day camps. Campers may register for Preschool Camp (ages 3-5), Sullivan Day Camp (grades K-3 in the 2019/20 school year), or Peterson Day Camp (grades 4-7 in the 2019/20 school year). These camps are offered in one six-week session with an extended care option for elementary age campers. Priority registration will be given to Vernon Hills Park District residents beginning June 2. Non-resident registration will begin on June 9. The deadline to register for camp is 9pm on the Tuesday, June 16. Register early as space is limited.

For families of elementary age campers seeking care in August, the Vernon Hills Park District offers Last Blast Day Camp (grades K-7 in the 2019/20 school year). Priority registration will be given to Vernon Hills Park District residents beginning June 2. Non-resident registration will begin on June 9. The deadline to register for camp is 9pm on the Tuesday, July 28. Register early as space is limited.

The following information will be used throughout the summer and should be saved as a reference. Should you have any questions or concerns, please contact the Recreation Supervisor.

Camper Paperwork

Children enrolled in camp must have the following paperwork on file. Forms are available online at www.vhparkdistrict.org.

- Child Data Form - Summer Camp
- Walking/Biking Waiver (If Applicable)
- Food Allergy & Anaphylaxis Emergency Care Plan (If Applicable)
- Medication Dispensing Form (If Applicable)

All forms should be completed accurately and thoroughly and submitted electronically to campforms@vhparkdistrict.org by 9pm on the Tuesday before camp begins. Your child will not be able to start camp without paperwork on file. Any necessary medication must be submitted in person to the Camp Director on the first day of camp.

Camp / Location / Supervisor

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<thead>
<tr>
<th>Camp</th>
<th>Location</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Preschool Camp</td>
<td>Sullivan Community Center - 635 N. Aspen Drive</td>
<td>Julie Freels</td>
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<tr>
<td>Sullivan Day Camp</td>
<td>Sullivan Community Center - 635 N. Aspen Drive</td>
<td>Julie Freels</td>
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<tr>
<td>Peterson Park Day Camp</td>
<td>Cynthia Peterson Park - 200 Hawthorn Parkway</td>
<td>Anna Swain</td>
</tr>
<tr>
<td>Last Blast Day Camp</td>
<td>Sullivan Community Center - 635 N. Aspen Drive</td>
<td>Julie Freels</td>
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* Peterson Park Day Camp will utilize indoor space at Hawthorne Elementary North as necessary in accordance with CDC guidelines.

Julie Freels, CPRP
Recreation Supervisor
julief@vhparkdistrict.org
(847) 996-6808

Anna Swain
Recreation Supervisor
annas@vhparkdistrict.org
(847) 996-6805
2020 Camp Directors

Our camp staff is looking forward to providing your child with a positive and rewarding camp experience. We hope to establish mutual relationships with each child and family.

To reach camp staff, please call the Camp Director. Outside of camp hours, please contact the Recreation Supervisor. Remember that drop off and pick up times are very busy; please be patient when approaching camp staff with questions/concerns. If you are rushed for time, you may submit your concerns in writing and staff will contact you by phone later in the day. Camp Director contact information is posted online on the first day of camp.

<table>
<thead>
<tr>
<th>Camp</th>
<th>Director</th>
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<tbody>
<tr>
<td>Preschool Camp</td>
<td>Holly Weber / Bonnie Imburgia</td>
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<tr>
<td>Sullivan Day Camp</td>
<td>Jenna Aasen</td>
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<tr>
<td>Peterson Park Day Camp</td>
<td>Jocelyn Rios</td>
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<tr>
<td>Last Blast Day Camp</td>
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Arrival/Dismissal Procedures

Arrival activities are an important component of the daily schedule. Arriving promptly to camp ensures that your child can fully participate in the arrival sequence and also reduces disruptions.

Children must be picked up promptly at the end of camp by a parent/guardian or an authorized individual. Authorized individuals must be listed on the Child Data Form. A written notification will serve as a temporary update to the Child Data Form; however, staff are unable to alter pick-up arrangements on verbal requests alone. Identification is required to pick up your camper at the end of each day.

Elementary Age Camps

Please follow the directional signage at your camp location for the drop-off/pick-up car line. At 8am, camp staff will begin greeting campers. Parents/guardians are asked to remain in their vehicle. A staff member will escort your child from your vehicle to their camp group. Campers should remain in their vehicle until greeted by staff. At 3pm, parents/guardians may enter the valet line (remain in their vehicle). A staff member will escort your camper to your vehicle. Please be patient as we safely work our way through the drop-off/pick-up car line. Extended care parents should enter the valet line for pick-up and a staff member will escort your camper to your vehicle.

If your child is walking or biking to/from camp, you must submit a Summer Camp Walking/Biking Waiver. Campers with a Summer Camp Walking/Biking Waiver will sign themselves in/out at the beginning/end of each camp day.

Preschool Camp

At 9:15am, a staff member will greet you at the preschool wing entrance of the Sullivan Community Center and will escort your child to their classroom. At 12:30pm, campers will be dismissed from the grassy area next to the playground. Parents/guardians are asked to remain in their vehicle until the campers are brought outside. In the event of inclement weather, campers will be dismissed from their classroom.

Communication

You will receive an invitation to the Homeroom App via the email on your registration account. Camp staff will share announcements and photographs with families via the Homeroom App. The Homeroom App can be downloaded to your mobile phone or you may access the Homeroom App online at https://gethomeroom.com. If you need to reach camp staff, please contact the Camp Director via phone during camp hours or email the Recreation Supervisor.
Daily Schedule
Campers participate in arts & crafts, sports & games, and engaging activities. In the event of inclement weather, camp activities will move indoors. Refer to the Homeroom App for camp activities and special event details.

Health Policy
To maintain a healthy camp environment, keep your child home if they have experienced any of these symptoms within the past 72 hours: fever of 100.4 or higher, shortness of breath, muscle aches, loss of taste, headache, chills, sore throat, cough, runny nose, rash, diarrhea, nausea, vomiting, earache, or any communicable disease. All children must be symptom-free within 72 hours of attending camp.

To report an absence, contact your Camp Director and leave a voicemail or message for the camp staff. Parents/guardians whose children develop communicable diseases; i.e. chicken pox, head lice, pertussis, COVID, etc. must notify the Recreation Supervisor as soon as the child is diagnosed. The name of the affected child is not released; however, parents are notified of the occurrence of a contagious illness. A doctor’s note may be required for your child to return to camp.

Should a child become ill at camp, parents/guardians will be notified immediately so that the child can be picked up. Parent/guardian must pick up child immediately after being notified of their health condition, or make arrangements for an approved caregiver to do so. If we cannot reach a parent/guardian, the emergency contact will be called. The child will be quarantined until picked up.

Safety Precautions
To maintain a healthy camp environment, the following safety precautions will be implemented:

- Employees must wear face coverings over their nose and mouth when within 6-ft. of others. Exceptions may be made where accommodations are appropriate in accordance with IDHR’s guidelines.

- Social distancing of at least 6-ft. shall be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines. Activities will be designed for social distancing and staff will remind campers to remain socially distanced as needed.

- Children are required to wear a face covering to camp to be worn when social distancing is not practical. This requirement applies to children over the age of 2. People with medical conditions or disabilities that prevent them from safely wearing a face cloth must communicate the concerns with Recreation Supervisor for accommodations to be considered.

- Increased handwashing and hand sanitizing (staff and campers).

- Camp groups will include up to 10 campers with two assigned staff. Groups will remain static throughout the camp session and campers will not engage with other camp groups. Friend requests cannot be accommodated.

- Each camp group will have a dedicated indoor space, equipment, and materials.

- Cleaning and disinfection of premises, equipment, and materials will be conducted in compliance with CDC protocols.

- Each site will have a designated area (separate from others) for anyone who exhibits COVID-like symptoms during hours of operation to isolate from others before being picked up to leave. Should a child become ill at camp, parents/guardians will be notified immediately so that the child can be picked up as soon as possible. If we cannot reach a parent/guardian, the emergency contact will be called.
**Medication**

We make reasonable accommodations in our programs and camps for individuals with disabilities, including staff dispensing or administering medication in appropriate instances. All requests for medication dispensing or administration will be evaluated on a case-by-case basis by the Park District.

Whenever possible, medications should be dispensed or administered by parents or guardians before or after programs and camps. Please note that the Park District does not have medical providers (e.g., licensed medical professionals such as doctors, nurses, etc.) on staff. In some circumstances, the administration of medication cannot be performed by Park District staff because of specific and/or complex physician or manufacturer instructions, because a request requires medical diagnosis or judgment from our lay staff, and/or because the medication requires invasive procedures.

Your request for medication dispensing/administration will be reviewed on a case-by-case basis and assigned staff will follow-up with you regarding any questions or regarding any request that cannot be accommodated, including providing you with the reasons the request(s) cannot be accommodated.

If there is a need for the dispensing/administration of medication during a minor’s participation in a District program, the parent/guardian should follow the steps outlined in the Medication Dispensing/Administration Information and Process for Parents and Legal Guardians Form available online at vhparkdistrict.org.

If you have questions or need further assistance, please contact the District’s ADA Compliance Officer at (847) 996-6802.

**Food Allergies**

Indicate your child’s food allergies and/or dietary restrictions on your Child Data Form. Notify the Camp Director of any food allergies and/or dietary restrictions. If your child has food allergies, a Food Allergy & Anaphylaxis Emergency Care Plan signed by the child’s physician must be submitted prior to participation.

**Behavior Management Techniques**

Camp staff implement a variety of positive guidance strategies including modeling skills, offering choices, employing redirection, altering the environment, and reflection. All behavior management strategies are suggested to the children in a gentle, positive, and discreet manner.

Children must adhere to social distancing and wear a face covering when social distancing is not practical. This requirement applies to children over the age of 2. People with medical conditions or disabilities that prevent them from safely wearing a face cloth must communicate the concerns with Recreation Supervisor for accommodations to be considered.

If inappropriate or unacceptable behavior occurs, prompt resolution will be sought and the Behavior Code of Conduct will be used as a guideline. The Park District reserves the right to remove a participant whose actions endanger the safety of himself or others.

**Inclusion Services**

The Vernon Hills Park District is committed to promoting and encouraging positive interactions among participants with and without disabilities. Staff members are available to assist participants with reasonable accommodations needed for success in and enjoyment of our programs in accordance with the Americans with Disabilities Act. Once registered, contact the Recreation Supervisor at least five days prior to the start of camp to discuss your child’s special needs. Should a request for inclusion services arise throughout the year, please contact the Recreation Supervisor as soon as possible. The Vernon Hills Park District works together with SRACLC (Special Recreation Association of Central Lake County) to provide additional services for children identified with special needs.

If you have questions or need further assistance, please contact the District’s ADA Compliance Officer at (847) 996-6802.
Daily Supply Checklist

□ Sun Protection
Apply sunscreen before camp. Campers will have opportunities to reapply sunscreen (provided by the parent/guardian) by themselves throughout the day. Hats and sunglasses provide additional protection from the sun.

□ Water Bottle
Send a reusable water bottle (24-ounce minimum) labeled with your child’s name to camp each day to help ensure that your child stays hydrated. Water fountains, except for touchless water bottle refill stations, will be made unavailable for use. Staff will assist campers in refilling water bottles as needed.

□ Gym Shoes and Socks
Gym shoes are recommended to permit full participation in camp activities; avoid sandals, flip-flops, cleats, etc.

□ Clean, Comfortable Clothing
Children should dress in clean, comfortable, washable clothing as many camp activities are messy.

□ Face Covering (Required)
Children are required to bring a face covering to camp to be worn when social distancing is not practical. This requirement applies to children over the age of 2. People with medical conditions or disabilities that prevent them from safely wearing a face cloth must communicate the concerns with Recreation Supervisor for accommodations to be considered.

□ Snack / Lunch
Pack a nutritious sack lunch everyday to fuel your camper for our exciting activities. Elementary age campers should also pack a small healthy snack to be enjoyed throughout the day. For health and safety reasons, snacks and lunches must be packed in disposable, single-use containers/bags. Reusable containers and lunch bags are not permitted. Snacks/lunches cannot be refrigerated.

□ Backpack
Each child should bring a backpack or bag labeled with his/her name. Note: Turn in any paperwork or notes directly to the Camp Director. Staff do not check camper backpacks for such items.

Label All Personal Belongings
Staff/Volunteers are not responsible for lost/stolen money, valuables, or personal items. Cell phones must remain in camper’s backpack and cannot be used during camp hours. All other personal toys, games, electronics, and items of high importance or value should remain at home.
ATTENTION:
VERNON HILLS PARK DISTRICT:
PATRONS, PARTICIPANTS, AND THIRD PARTY VENDOR
WELLNESS SCREENING

All Vernon Hills Park District (VHPD) Patrons, Participants and Third Party Vendors are required to take time prior to entering any VHPD program or facility to read the Wellness Screening Questions and answer accordingly.

By arriving, to a VHPD program or facility, and participating with a Park District program or visiting a facility, the individual (or participant’s parent or guardian) is acknowledging that they have completed a personal wellness screening. Answering “No” to all VHPD Wellness Screening questions verifies that the individual does not have any known COVID-19 symptoms. By remaining on location and/or continuing to part take the individual (or parent/guardian of a minor) is also acknowledging that they can continue to answer “No” to all wellness screening questions throughout the course of time on location.

If an individual answers “Yes” to any of the VHPD Wellness Screening questions, that individual (or their parent/guardian) must follow the postscreening practices.

**Wellness Screening Questions for Prior to arriving to Park District programs & facilities:**

Y or N: Do you have a fever of 100.4 degrees Fahrenheit or higher?

Y or N: Do you have a cough?

Y or N: Do you have a sore throat?

Y or N: Have you been experiencing difficulty breathing or a shortness of breath?

Y or N: Do you have muscle aches?

Y or N: Have you had a new or unusual headache (e.g. not typical to the individual)?

Y or N: Have you noticed a new loss of taste or loss of smell?

Y or N: Have you been experiencing chills or rigors (rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature)?

Y or N: Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, and diarrhea)?

Y or N: Have you tested positive for COVID-19 in the last 14 days?

Y or N: Is anyone in your household displaying any symptoms of COVID-19?

Y or N: To the best of your knowledge, in the last 14 days, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19 (close contacts include household contacts, intimate contacts, or contacts within 6-ft for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact)?

**Post-Screening Practices**

- A patron, participant or third party vendor who is experiencing any of the symptoms prior to arriving to a facility or program should immediately refrain from coming on Park District property and potentially spreading the virus. Staying home, seeking medical attention, and notifying the program supervisor is advised. A phone call or email communication is preferred to notify the program supervisor for a participant scheduled to attend a VHPD program. A business that has a scheduled third party vendor to arrive at a VHPD facility can communicate the change of plans via phone or email to the appropriate employee the plans were originally scheduled with.

- An individual who is experiencing any of the symptoms while on location should immediately separate themselves from others by reporting to their vehicle if safe to do so. If the individual is too ill to safely leave the premises, a Park District employee will assist the individual to the designated quarantine location and call 911 for medical assistance. If the individual is a minor, a VHPD employee will assist to a designated quarantine/isolation location and notify their emergency contact. Emergency contact should immediately report to pick up the individual. If it is an emergency situation 911 will be called for medical assistance in every instance.

- All individuals showing symptoms are encouraged to contact their doctor, seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations and follow guidelines recommended by the Health Department.