

NORTHBROOK PARK DISTRICT CAMP PARENT HANDBOOK

Policies, Procedures and Frequently Asked Questions

Summer 2020

Camp Parent Handbook 2020

Camp Location

Homerom Location: Leisure Center, 3323 Walters Avenue, 847-291-2995

Camp Planning Team

Katie Kotloski, Recreation Division Manager

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Cameron Edelman, Recreation Supervisor

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Taylor Witter, Recreation Supervisor

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Group Leaders

Group 1: Astride

Group 2: Austin

Group 3: Jeremy

Group 4: David

Group 5: Debbie

Welcome to Camp!

Due to the COVID-19 pandemic, Northbrook Park District summer camp experiences will look different this year. Though campers will not be swimming, playing team sports, going on field trips, taking part in performances/recitals, and friendship requests will not be accepted, we are planning quality in-person experiences with safety as the number one priority.

Upcoming Dates

Session 1: June 15-July 10, Monday-Friday, 8:30am-3:30pm

Session 2: July 13-August 7, Monday-Friday, 8:30am-3:30pm

Our Mission

To enhance our community by providing outstanding services, parks and facilities through environmental, social and financial stewardship

Our Vision

To be recognized as a national leader in delivering innovative park and recreation services based on responsiveness, trust, and accountability to our community

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In-Person Camp

All in-person camps/groups are tentative and subject to change based on the District's ability to provide a quality experience for staff and participants while following all guidance from the Village of Northbrook, the State of Illinois' Restore Illinois Plan, the CDC, DCEO, and the Illinois Department of Public Health. **Facilities may be closed, and camp may be cancelled to comply with CDC and DCEO guidelines when a Covid-19 case is confirmed at the program. This will be determined on a case-by-case basis.**

Appropriate Behavior Guidelines

Participants are expected to exhibit appropriate behavior at all times while participating in Park District programs and activities and while in Park District facilities. Such behavior includes respecting:

- Other participants, Park District staff and patrons;
- All equipment used in or a part of a program or activity; and
- All facilities used to conduct the program or the activity.

Patrons will also be expected to abide by all Park District program and facility rules, as applicable, which Park District staff will review with participants. Failure to abide by these rules may result in a participant's dismissal from a program or facility.

Due to the COVID-19 pandemic, participants shall also be required to comply with routine COVID-19 health and safety requirements. Specific details regarding these and any other related requirements shall be provided by the Park District prior to the first day of each camp session.

Rules will include:

- Following physical distancing requirements including tolerating a mask when indoors or when physical distancing is not possible.
- Cooperatively following verbal directions to perform tasks such as tying shoes, washing hands, and using the restroom.
- Participants independently tracking belongings and carrying items with them to different program locations.

Approach to Discipline

Staff will use a direct, positive and progressive approach to discipline and help children develop self-control and learn to assume responsibility for their actions. We use positive statements and reinforcement to redirect negative behavior. We evaluate each situation independently and document inappropriate behaviors. Staff will discipline children as necessary, discuss negative behavior with the camper and parent or guardian. Recurring or severe behavior problems may lead to suspension or dismissal from camp at the discretion of the Site Director and Supervisor. We reserve the right to dismiss any participant whose behavior endangers safety or negatively impacts a program or facility.

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Camp Staff

Camp staff are full time recreation staff and seasonal/part time staff. All have received Northbrook Park District training, which covers safety, leadership, behavior management, developmentally appropriate activities, diversity and emphasizing learning through cooperative play. In addition, staff have been trained in COVID-19 specific guidelines including social distancing, face coverings, hand washing, disinfection, and cleaning.

Voluntary Home Self-Screening

The Northbrook Park District encourages all participants to perform a voluntary home self-screening prior to each program day. A voluntary home self-screening protocol will be distributed to all participants/families. Participants exhibiting any symptoms should not report to Park District programs.

The Voluntary Home Self-Screening Protocol is in place to make efforts to prevent sick or symptomatic participants from leaving their homes and increasing the likelihood of spreading infection.

The following self-screening protocol will be distributed to all participants/families for voluntary, home self-screening:

The District is concerned for safety of all participants and employees and is monitoring the development of COVID-19 (coronavirus). In the interest of ensuring a safe and healthy environment, the Park District is recommended that participants and employees monitor their health status by carefully completing this self-assessment each day before coming to Park District facilities.

1. Do one or more of the following common COVID-19 symptoms below currently apply to you?

- Fever of 100.4 or higher
- Muscle Pain
- Cough
- Headache
- Shortness of breath or difficulty breathing
- Sore throat
- Repeated shaking with chills
- New loss of taste or smell

If the answer to question 1 is YES, you may have symptoms of COVID-19. We ask you to please contact your healthcare provider and remain off Park District property. Contact program staff to inform them of illness and absence.

2. Have you had physical exposure to a person suffering from Coronavirus symptoms as noted in question 1?

If you answered Yes, please contact program staff prior to coming to camp/program so that a determination can be made whether you can participate in camp/programs.

If the answer to all the above questions is NO:

Participants can report to their program/camp.

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Cleaning and Disinfecting if Someone Becomes Sick

The following guidelines will be followed if a staff or camper becomes sick:

- Areas will be closed off that were used by the person who is sick.
- Outside doors and windows will be opened to increase air circulation in the area.
- Cleaning and disinfecting of all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, etc.
 - Once area has been appropriately disinfected, it can be opened for use.
- Employees/Campers without close contact with the person who is sick can return to work/camp immediately after disinfection.

Frequently Asked Questions

What is ePACT?

Northbrook Park District is using ePACT to securely collect and manage critical emergency information. ePACT replaces the need to fill out multiple paper forms and ensures we have the most up-to-date and accurate contact and medical information in case of emergency.

ePACT is quick and easy!

Here are a few things you may need to complete your ePACT record:

- Health insurance information
- Medical history and provider details
- Emergency and pick-up list contact information

Using ePACT is a requirement of participating in camp. If you need assistance with ePACT contact Katie Kotloski at 847-291-2995 or Kkotloski@nbparks.org.

How do I get information about camp?

Weekly email communication will be provided by the Camp Planning Team. We will communicate urgent information to parents through the ePACT text messaging function. Families are required to create an ePACT account for emergency information sharing and text messaging alerts.

How do I communicate with camp staff or reach my child during camp?

We encourage open communication with parents. If you have a concern, discuss it with any Camp staff. Camp staff can be reached by phone through calling the Northbrook Park District Leisure Center at 847-291-2995. You can also email camp staff at Camp@nbparks.org beginning the week of June 15. Questions prior to June 15 should be directed to Katie Kotloski by email at Kkotloski@nbparks.org or by phone at 847-291-2995.

How do I communicate my child's absence?

You can report your child's absence through phone or email. You can also inform staff of a future absence at pick up or drop off (i.e. my child will not be here tomorrow). If your child is not dropped off at camp and we have not received absence information, a staff member will contact you.

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How are drop-off and pickup handled?

All camper groups will have a designated pick up and drop off location. Parents/caregivers should not exit their vehicle and children should wait in their vehicle until asked to exit by a camp staff. Campers are required to wear a face cover to be accepted into camp for the day. Specific locations and procedures for drop off/pick up for each group will be emailed prior to the start of camp.

Drop off is at 8:30am. Pick up is at 3:30pm.

If you need to pick up a child early, we ask you to make arrangements in advance and send an email to Camp@nbparks.org to ensure that the child is ready when you arrive. Early pick up requests should be kept to a minimum to avoid interfering with the camp experience and schedule.

To ensure safety at pick up, the District requires the person picking up be listed in ePACT. If the person picking up the child is not listed, we will not allow the child to leave. If you need to adjust your ePACT account, do so at least 24 hours in advance.

During pick up, be prepared to show your ID through the car window. Camp Staff will ask for a photo ID during pick up until they become familiar with you. We cannot allow children to leave unless we see a valid ID when requested. We may also ask for an ID anytime during the program if we do not recognize an authorized parent or guardian.

What is the Dismissal Plan?

If you want your child to be able to leave camp on their own (by biking or walking) at the end of the day, a Dismissal Plan must be filled out in your ePACT account. If the camper does not have a Dismissal Plan on file in ePACT, the camper will not be able to leave on their own.

What if I am late picking up from camp?

A 15-minute grace period will be observed for parents who are running late. After the 15-minutes has passed, staff will call the emergency numbers listed in ePACT beginning with parents. Parents will be charged a \$10 late fee for every 10 minutes (or portion thereof) that they are late. Three late pickups may result in a child's dismissal from the program.

What if my child is injured at camp?

Camp Staff will contact you as soon as possible. If a child is seriously injured and requires more than basic first aid, the Park District will take the following steps:

- Paramedics will be called
- Parents/guardians will be notified about the injury
- Paramedics will transport an injured or ill child to the nearest hospital, accompanied by a Park District staff member

We need to be able to reach you in case of an emergency. If you are not going to be at your regular daytime phone number, please update your ePACT account to add any phone number(s) where we can best reach you.

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What about allergies and medication at camp?

Although all our programs are nut-free, the buildings housing these programs may not be. Our staff attends CPR training, which also includes the use of EpiPens® and Auvi-Q. If your child has allergies, make sure you have filled out an Allergy Action Plan in your ePACT account and have discussed your child's allergies with camp staff. If your child takes medication during the day or may need to, make sure you have filled out a Permission to Dispense Oral Medication Waiver in your ePACT account and have discussed your child's medication with camp staff prior to the start of camp. Only oral medication will be dispensed.

What if children are/become sick?

If your child is sick or has a fever, do not send them to camp. Call the Leisure Center at 847-291-2995 or email camp staff before camp starts to report your child's absence.

If a child becomes sick during camp, we will notify a parent and ask that someone pick up the child as soon as possible. The child will be isolated in a designated room away from other campers and staff until they can be picked up. If a parent or guardian is not available, staff will call the emergency contact. If a child is exhibiting symptoms of COVID-19 they will not be allowed to return to camp until they have no fever for 72 hours, other symptoms have improved, AND at least 10 days have passed since their symptoms appeared.

What about germs and handwashing?

To avoid the spread of germs and allergens, campers will be required to wash their hands frequently and use hand sanitizer throughout the day. Park District staff maintain a regular cleaning schedule for all facilities.

How do I keep my child's property safe?

Label your child's clothing and accessories, camp bags, and personal items with your child's full name. Items that are left behind at the camp site have a greater chance of being returned to you if they are labeled. Children will have a designated area to keep their personal belongings such as a separated cubby or bin.

What is the sunscreen policy?

Since most of the camp day is spent outside, we ask parents to apply sunscreen and insect repellent before children arrive at camp. Northbrook Park District staff can assist with the reapplication of sunscreen to exposed skin (face, top of ears, neck, bare shoulders, arms and legs). Assistance may include assigning a buddy, verbal instruction or assistance by staff in applying sunscreen to exposed skin. Sunscreen will be treated as medication and will be applied only if you provide the sunscreen and grant permission to apply sunscreen in your ePACT account. Sunscreen must be in the original container and labeled with the child's full name. Sunscreen will be applied only according to directions on sunscreen bottle. If children do not have sunscreen or permission was not granted for help with reapplication, staff will keep them in a shaded area, wearing a shirt and hat.

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What if my child needs special assistance?

The Northbrook Park District partners with Northern Suburban Special Recreation Association (NSSRA) to offer recreation programs and services to residents of all abilities. NSSRA support staff is available to work alongside participants in our camps, assisting with special needs, behavior management, and social and emotional development. Participants requesting support can contact Park District NSSRA liaison Nancy Eschker at 847-291-2995 or Neschker@nbparks.org.

What happens if it rains or is very hot?

We hold camp in all weather conditions. All groups have indoor facilities in case of rain or extreme heat. Our staff is well prepared with a variety of indoor activities that include arts and crafts, sports skills and drills, and games.

What should children wear to camp?

Children should be dressed in comfortable and casual clothing, appropriate for weather conditions, and gym shoes (no sandals or flip flops). Due to safety concerns, participation will be limited if proper clothing is not worn. Children should not wear clothes that could be ruined by grass stains or other activities.

Should I send a lunch to camp?

Yes. Campers should bring a fully disposable lunch, snacks, drink, and refillable water bottle each day labeled with their full name. For the safety of campers with severe allergies, our camp programs are nut-free. If children bring lunches that contain nuts, their parents will be notified.

Who will be in my child's group?

Camp groups will be formed based on original camp registration/interest. Friendship requests are not available. Siblings may be placed in the same group. Children will not have the opportunity to socialize with other groups due to group size limitations.

Are pictures and videos taken at camp?

The Park District will photograph and/or videotape campers for promotional purposes; those materials are the property of the District.

How do I evaluate camps?

You may contact any Recreation Supervisor or Manager to provide feedback at any time. Additionally, after the camp season, you will receive an email link to a brief online survey. Please take a few minutes to share your thoughts. Customer feedback helps us provide exceptional programs.

Who can I contact with concerns about camp?

Please contact Katie Kotloski, Recreation Division Manager, with any concerns you may have. Katie can be reached at the Leisure Center at 847-291-2995 or Kkotloski@nbparks.org.