FOX VALLEY PARK DISTRICT

Summer Camp Parent Handbook 2021

Fox Valley Park District

where fun begins

Welcome

We are looking forward to a fun and safe camp experience. This parent handbook is intended to provide you with an overview of the guidelines that have been put in place to secure the safety and success of all the children who attend Fox Valley Park District camps. Please read through the handbook and keep it for your future reference.

Philosophy

The mission of Fox Valley Park District Camps is to provide opportunities for participants to develop a positive and confident self-image while engaging in activities that promote learning and personal growth. Our camps focus on teaching respect for their environment while developing a sense of responsibility for self and others.

Our aim is to provide warm, trusting, qualified and responsible camp counselors who understand the needs of the children and parents. We support and encourage parent involvement and open communication. It is the primary goal of the Fox Valley Park District to provide opportunities for participants to have positive camp experiences and create lasting friendships and memories.

Payment

Summer Blast Camp • Camp Blackberry Red Oak Adventurers & Legends

There is a $250 security deposit due at registration for the 4- and 5-week sessions. The balance for the first session will be charged on June 15, and the second session will be charged on July 15. Weekly registrations must be paid in full at registration. Registration closes the Wednesday before the session begins. If registering after Wednesday of the previous week, a 10% late fee will be applied.

Tax Information

We do not provide Section 125 reimbursement accounts or tax information to parents for summer camp programs. It is the parents responsibility to keep track of expenses by keeping cancelled checks and/or credit card slips. To print a receipt, log into your FVPD account. On the left-hand side of your screen, select 'My Account.' At the top of your screen, select 'Reprint a Receipt.'
The tax ID number is 36-6001059.

Sign In / Sign Out

Fox Valley Park District utilizes ePACT to obtain all emergency contact and necessary medical information for your camp participant. Parents will receive an email from ePACT asking them to complete the needed information for your camper which will need to be completed prior to drop off on the first day of camp.

The use of ePACT creates the opportunity for a paperless check-in and check-out system at camp. A staff member will greet each car during the drop off and pick up process and utilize ePACT to record your campers attendance.

ePACT details and instructions can be found at the back of this handbook.

Depending on the facility in which your child is attending camp, you may be asked to participate in a circle drive/ curbside drop off and pick up in an effort to keep the number of guests in the facility to a minimum. Facility-specific procedures will be communicated to you by your camp's Recreation Supervisor.

Late Pick Up

It is important to be on time to pick up your child. If you are going to be late, please call the front desk as soon as possible. Parents will be required to pay a late pick-up fee of $5 if the parent is 10 minutes late. If the parent is more than 10 minutes late, the fee is $1 per minute thereafter. This late fee is per family, not per child. The fee can be added to your account or may be paid upon time of pick up. Please be aware that late fees will be enforced regardless of weather and any unexpected circumstance. If a parent is later than 15 minutes picking up a child and has not called, the supervisor will attempt to reach the child's emergency contacts.

It is the responsibility of the parents to ensure that the Park District has current contact information for their emergency contacts at all times. Emergency contact information is a part of the ePACT system. If a parent is late, our staff will diligently call all phone numbers for parents and emergency contacts. If we are unable to reach any contacts, we will have to notify the policy department.

Our camp counselors will maintain a positive, caring atmosphere for the child during this time and ensure that the child is comfortable and safe. Our counselors will only discuss the issue with a parent or emergency contact, never with the child.

General Guidelines & Safety

1. Participants should dress appropriately for the weather.
2. Children should wear closed-toe shoes at all times.
3. The use of cell phones and other electronic devices is not permitted during the camp day.
4. Be sure to label all of your child's belongings.
5. Staff is not responsible for any lost, damaged or stolen items. We ask that your child leave all personal belongings at home.
6. We ask that all campers refrain from chewing gum.
7. Participants shall not possess any weapons or items that may be used as weapons.
8. Participants should not bring money with them to camp. (In an effort to promote healthy choices and activity, children will not be allowed to purchase from the vending machines or make purchases on field trips.)
9. All campers must bring a face mask and a bag for storing their mask to camp each day.

COVID-19 Standards

Pre-screening questions will be asked daily at drop off. Has the camper experienced:

1. A fever of 100.4°F or higher in the last 14 days?
2. Contact with anyone diagnosed with COVID-19 in the last 14 days?
3. An unexplained cough or sore throat?
4. Any body aches or fatigue that can't be explained?
5. A persistent headache in the last 48 hours?

If the camper does contract COVID-19, they should remain isolated at home for 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours, or has two negative COVID-19 tests in a row, with testing done at least 24 hours apart. A doctor's clearance may be requested before your child can return to camp. If a camper tests positive for COVID-19, notify the camp supervisor immediately so others can be notified of the exposure. The camper will not be identified.

If a participant or staff member is exposed to COVID-19, or contracts COVID-19, it may result in the closure of a specific camp group.

All campers are required to bring a face mask and bag for mask storage to camp every day.

Snacks/Lunch

Lunches and snacks are not provided at our day camps. Please send a lunch (with name clearly marked), two snacks and a water bottle each day.

Campers will stay with their group and eat in their home rooms. Appropriate cleaning and sanitation standards will be practiced during lunch times. It is more important to remind your child that it is strictly forbidden to share lunch items with other campers.

Sunscreen/Bug Spray

All campers are required to supply their own sunscreen and/or bug spray, due to allergic reactions. Please make sure to label with your child's name. Reapplication reminders will occur throughout the day.

Field Trips

Due to the current CDC COVID-19 guidelines, the Fox Valley Park District summer camps will not be planning off site field trips. When appropriate, entertainment will be brought to camp sites in place of a field trip. The Fox Valley Park District will continually monitor the Restore Illinois Plan throughout the summer and safely adjust plans as guidelines and restrictions change.

Walking Trips

From time to time, the camps will take short walking trips away from the camp location to visit nearby parks and trails and explore nature.

Behavior Expectations

Our guidelines have been developed to help make camps safe and enjoyable for all participants. All participants are expected to exhibit appropriate behavior at all times. Additional guidelines may be developed for specific programs as deemed necessary by staff.

The agency insists that all participants comply with a basic behavior code.

All participants and parents/guardians shall:

1. Show respect to all participants, staff and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, others and staff.
4. Show respect for equipment, supplies and facilities.
5. To create a safe environment for all, behavior of spitting or coughing will not be tolerated.
6. Campers must wear a mask, if medically tolerated, when six feet of social distancing standards cannot be met.
7. Campers will wash hands upon entering the classroom each day and when instructed to do so by counselors.

If a participant exhibits inappropriate behavior, the following protocol will be followed:

1. Program leaders will determine the severity of the behavior and immediately take steps to correct it. This may include:
   - A verbal warning.
   - A supervised time-out or redirection to another suitable activity.
   - A suspension from the program for a designated time period.
   - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may

be necessary. The agency reserves the right to dismiss a participant whose behavior endangers his or her own safety, or the safety of others.

2. If a participant receives a time-out or suspension, the program supervisor will contact the parent/guardian to explain inappropriate actions that were observed.
3. Communication between staff and parent/guardian should be ongoing regarding any further incidences of inappropriate behavior. Other options may be discussed with the parent/guardian, including transfer to another program where inappropriate behavior may be less prone to occur or limited/reduced attendance.
4. Appeals by the participant and/or participant's parent/guardian should be directed to the Recreation Supervisor and/or Facility Manager.

Discipline

A positive approach will be used regarding discipline. Staff will periodically review guidelines with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Accommodations

Upon registration or entry into the program, parents/guardians will be asked to provide any requests for special accommodations needed for their child. If the requested special accommodations are behavior related, the parent/guardian will be contacted for information on how behavior modifications are made at school or home. Attempts will be made to utilize these modifications for the child.

Special Assistance

The Fox Valley Park District welcomes the opportunity to assist patrons with disabilities to enjoy our facilities, programs and services. In compliance with the Americans with Disabilities Act (ADA), if you or a family member have special needs and would like to participate in a program, please indicate on the registration form any accommodations needed prior to the start of the program. If registered online, please email inclusion@fvpd.net.

The Fox Valley Park District is a member of Fox Valley Special Recreation Association (FVSRA) and works collaboratively to provide reasonable accommodations for patrons with disabilities which can include: observations, staff training, additional personnel and adaptive equipment. Requests for inclusion services should be made during the registration process, 2 weeks before the start of any activity.

Health

Injuries and Illness

1. If a child becomes ill during the program, a parent will be notified to pick up the child as quickly as possible. The child must be fever, vomit and diarrhea-free for 24 hours before returning. If a child vomits, they must go home immediately. If a parent is unable to pick them up, emergency contacts will be called.
2. Please be considerate of other children and staff and keep your child home if they show signs of illness.
3. In case of contagious disease, please notify camp staff immediately. All parents at that site will be notified as soon as possible.
4. A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.
5. Paramedics (911) will be called to handle serious injuries. If a child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.
6. If the camper already has a fever of 100.4°F or above, or they have been exposed to COVID-19, they cannot return to camp for two weeks, per CDC guidelines.
7. If a camper tests positive for COVID-19, notify the camp supervisor immediately so others can be notified of the exposure. The camper will not be identified.

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 are required to complete a Permission to Administer Medication Form for any and all medication to be administered to participants by the camp staff or the participants themselves.

All medication must be in the original container with the prescription label that includes the 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.

Participants are not allowed to keep medication with them; even inhalers must be kept locked up. If a child is administering the inhaler themselves, he or she will simply ask the staff when needed. The medication form must be uploaded to your child's ePACT account before the first day of camp.

Hold Harmless Agreement

Please read this agreement carefully and be aware that by signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services
and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the District, including its officials, agents, program instructors, volunteers and employees.

I hereby authorize and give my consent to the District to photograph/video my child (or me), and without limitation, to use such photographs/video in connection with promoting/advertising the services, programs and facilities of the District, without consideration of any kind. I have read and fully understand the above important information, warning of risk, assumption of risk, waiver and release of all claims, and photo/video authorization.

Contact Information

Eola Community Center	Prisco Community Center	Vaughan Athletic Center	Blackberry Farm	Red Oak Nature Center
630-851-8990	630-859-8606	630-907-9600	630-892-1550	630-897-1808

Camper needs to stay at home when:

FEVER	**VOMITING**	**DIARRHEA**	**RASH**	**HEAD LICE**	**EYE INFECTION**	**HOSPITALIZATION**
Temperature of 100.4 deg or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head or active head lice	Redness, itching or 'crusty' drainage from the eye(s)	Hospital stay or Emergency Room visit

Camper may return to camp when:

Fever free for 10 days without the use of fever reducing medication (Tylenol, Motrin)	Free from vomiting for at least two solid meals	Free from diarrhea for at least 24 hours	Free from itching/fever and have been evaluated by a doctor if needed.	Treated with appropriate lice treament at home and proof is provided.	Evaluated by a doctor and have a note allowing return to camp.	Released by a medical provider to return to camp.

ePACT
your emergency network

SECURELY SHARING HEALTH AND EMERGENCY INFO USING EPACT

What is ePACT ?

ePACT a secure online system designed to help organizations in your community support you and your family in any type of crisis.

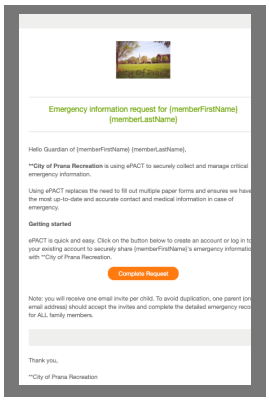
ePACT is a tool that organizations like Park & Recreation Departments, YMCAs, sports associations, schools, daycares, employers and municipalities use to collect important emergency information that they used to collect via paper forms. It helps to make sure that the right data, is in the right hands at the right time.

Read more about ePACT's Privacy & Security Policies.

Receive a request

1. Your organization will send you a request for each child participating in their program for this year or season.

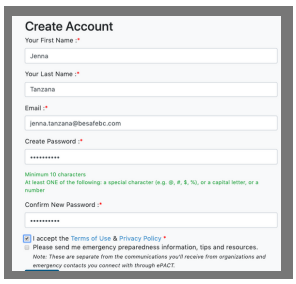
2. Click on Complete Request to get started.



Create an account

1. Add your name and choose a password that is at least 10 characters long and includes a number or special character.

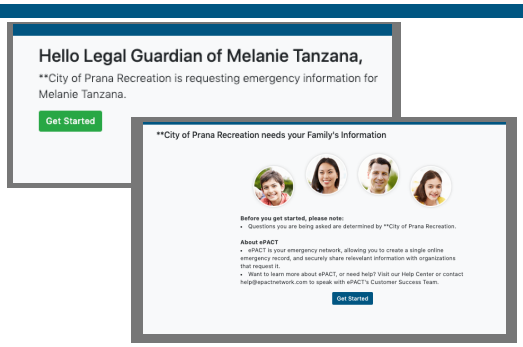
2. Accept our Terms of Use and now you're ready to go!



Getting Started

1. Read the instructions carefully.

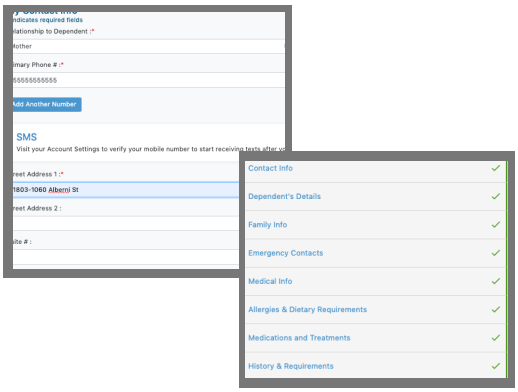
2. Click on Getting Started.



Follow the Steps

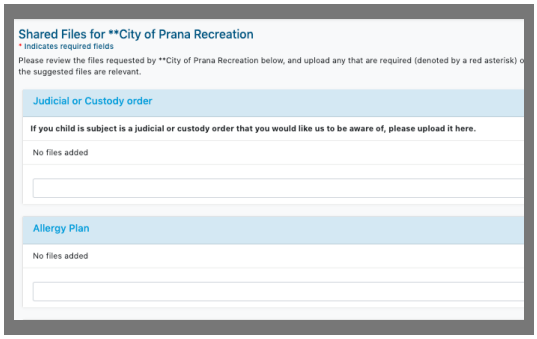
1. Answer questions on each step. Those with an * are required.

2. Ensure all the steps have a checkmark.



Add Additional Documents

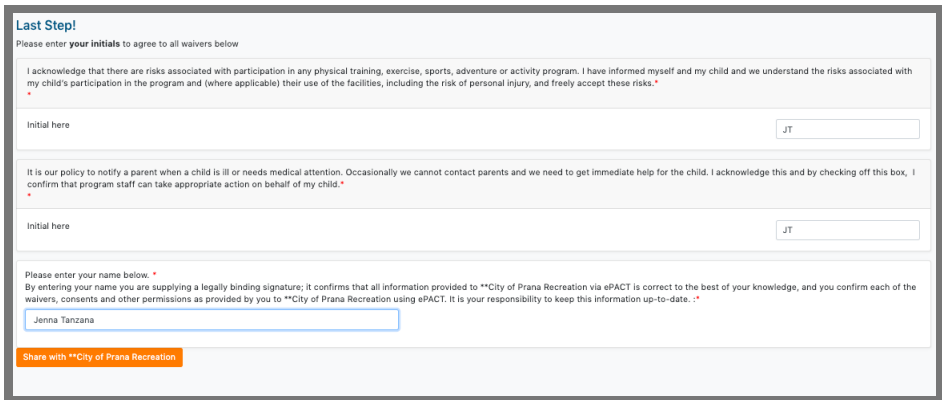
1. You can upload additional documents like immunization records, custody orders or one of your organization's custom sheets like Medication Administration forms.



Add your initials and signature

1. Add your initials to each waiver (or agree by checkbox) and add your signature.

2. Click on the Share button to complete the process!



Success! Your organization can now see your info and you can expect an email confirmation!

For more information, or for assistance, please contact us at help@epactnetwork.com or 1.855.773.7228.

ePACT your emergency network

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