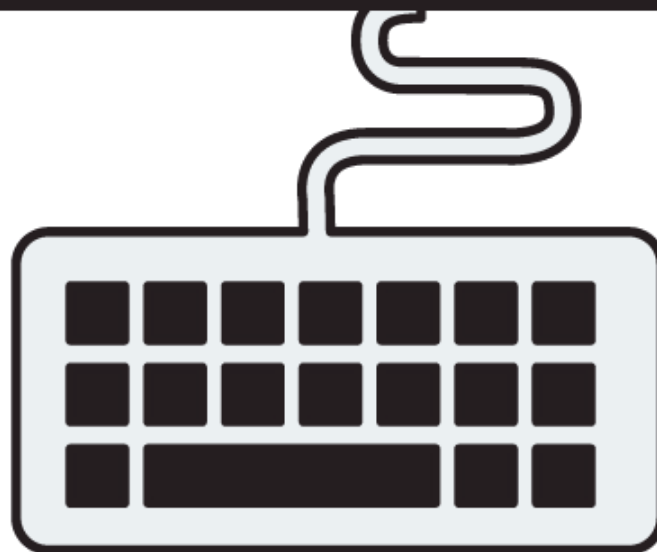
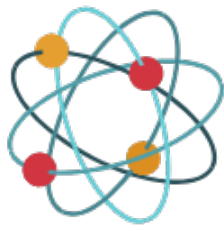


## PARENT HANDBOOK

# **Remote Learning Camp and Extended Time**



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## WELCOME TO HPD REMOTE LEARNING CAMP/EXTENDED TIME

The Remote Learning Camp is for school-aged children who are currently enrolled in Kindergarten through 8<sup>th</sup> grade. The goal of the program is to provide young people with opportunities to learn and explore in a safe and supervised environment.

This is a recreation-based childcare program providing arts, crafts, sports, and other recreational activities to keep children safe and engaged while under our supervision. By combining unstructured and structured activities it provides the camper with an opportunity to adapt and explore. When children are not actively engaged in learning, we provide many hands-on activities, sports, and other recreational experiences to enhance their school day. We take special care to make sure they are age-appropriate for the children. This program is not licensed or regulated by DCFS.

### Remote Camp Hours

Monday - Fridays 7:00a-4:00p

### Extended Time Hours

Monday - Fridays 4:00p-6:00p

### Remote Learning Camp/ET location:

All Grades - REC Center Mill St. Entrance

Please call the Absentee line at (847) 515-2965 if your camper will not be in attendance.

Drop off begins at 7:00a every day. Pick up for Remote Learning Camp and ET ends at 4:00p and 6:00p respectively every day.

### Remote Learning Camp/ET Contacts & Phone Numbers

#### **Registration Office - Payments, Billing, Registration Status**

Phone: (847) 669-3180 ext. 1

Email: [info@huntleyparks.org](mailto:info@huntleyparks.org)

#### **Absentee Line**, call by 8:30a

Phone: (847) 515-2965

Email: [camp@huntleyparks.org](mailto:camp@huntleyparks.org)

#### **Camp/ET Supervisor-on-Duty Phone** (224) 523-1135

#### **Recreation Supervisor**

Meredith Johnson

Office: (847) 515-2578

Email: [mjohnson@huntleyparks.org](mailto:mjohnson@huntleyparks.org)

Primary supervisor of program. If onsite supervise cannot address your needs, please contact Meredith.

#### **Recreation Supervisor**

Stephanie Peters

Office: (847) 961-6153

Email: [speters@huntleyparks.org](mailto:speters@huntleyparks.org)

May also handle any questions or concerns in Meredith's absence.

## CALENDAR OF EVENTS

Remote Learning Camp (RLC) will be available indefinitely until conditions allow School District 158 to reopen safely. When school is out for a scheduled day off, Remote Learning Camp and ET are not held but other alternatives are available at an additional fee. Below are a list of key dates and services available you should be aware of through the end of the calendar year.

December 21-January 1, Winter Break, No RLC, Winter Break Camp available with additional registration.  
January 4 - No School, Remote Training Day for Staff - RLC will be available at no additional charge.  
January 18 - No School, MLK Day - NO RLC. School's Out Activity Day offered with additional registration.  
January 22 - No School, Remote Training Day for Staff - RLC will be available at no additional charge.  
February 12 - No School, No RLC, School's Out Activity Day (SOAD) offered with additional registration.  
February 15 - No School, President's Day, No RLC, SOAD offered with additional registration.  
February 16 - No School, Teacher Institute, No RLC, SOAD offered with additional registration.  
March 29-April 2 -Spring Break, No RLC, Spring Break Camp available with additional registration.  
April 5 - No School, Institute Day, No RLC, SOAD offered with additional registration.

\* No Remote Learning Camp, other activities available for children that require separate registration

## GENERAL CAMP INFORMATION

### Information Updates

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the Registration Office. (Phone number on page #3)

### Absentee Procedures

We are required to keep detailed attendance and when children are not present a parent should report the absence and the reason why. For any absences due to camp please call the **Summer Camp Absentee Line at (847) 515-2965 no later than 8:30am the day of camp.** After the short recording, please the following information:

1. Your first and last name?
2. Your child or children's first and last names?
3. What grade they are in?
4. What is the reason for the absence that day?

Once drop-off for the day is conducted and a child is absent, if a call wasn't received, a staff person will contact you to confirm their absence and the reason.

### Late Arrivals

Please call the Remote Learning Camp Supervisor on duty and ring the doorbell at the Mill St. Entrance when arriving. (*Camp Phone Numbers are on page #3*) Calling ahead of time will reduce the risk of frustration if you are running late to work, meeting, etc.

### Early Pick-up

In cases when you may be picking up your camper early, please notify the specific camp. Contact the Camp Supervisor-On-Duty ahead of time, at (224) 523-1135 to gain access to pick-up your child.

### Late Pick-up

Please make sure to pick up your child promptly by 4:00p for Remote Learning Camp and 6:00p for After School ET and sign them out. After 4:10p and 6:10p respectively, parents will be billed for \$1.00 per minute thereafter. Participants whose parents are habitually late (more than 5 times) may be removed from the program. Huntley Police will be contacted at 6:30p if the child is not yet picked up and communication is not received/returned. If you are going to be late, you must call your and inform the staff. You can also call the Huntley Park District Main Office at (847) 669-3180 x. 1.

### Proper Attire for Camp

In addition to schoolwork, keep in mind that your child will be involved in all kinds of play, some of which will involve messy materials. Clothes that must stay clean should not be worn. Sneakers, shorts, pants, and T-shirts would be very appropriate. Children may be outdoors and they may get dirty. Hiking and walking is a regular part of camp, so campers should wear comfortable shoes. During winter months we recommend sending your child with a sweatshirt, pull over, or additional layers of clothing as different activity levels may influence if they feel warm or cold throughout the day.

### Recess Info

Please send your child in appropriate attire based on the weather each day. During inclement weather camp will be indoors at the REC Center. Inclement weather is defined as: heavy rain, lightning, thunder, temperature above 92 degrees or a wind chill below 15 degrees. We may still go outdoors when temperature is over 92 but only age, time restricted, and activity-appropriate activities will be done outdoors.

### What to Bring to Camp Each Day

Participants **must** have a face covering on at the time of drop off. Face coverings should be two layer and should not be a neck gaiter or bandana per CDC guidance. Your child will need a lunch each day that does not need to be refrigerated. Backpacks are advised to hold school equipment and supplies, lunches, water bottle, etc. Kindergarten & 1<sup>ST</sup> graders parents should provide an extra set of clothes that we can leave at camp in case of an accident. Please put in a large zip lock bag with their first and last name printed clearly. The Park District is not responsible for lost or stolen items.

Children should also bring their teacher contact information and any schedules provided by your child's school so that our staff can help each child stay on task.

### What not To Bring to Camp

Other than required items such as backpacks, no other fabric items should be brought to camp. Toys are not permitted this year and other personal belongings should remain at home as much as possible. Please ask the staff for direction if there is a specific item you'd like your child to bring. This will be very limited this year since sharing and cleaning is more of a challenge.

### Lunches/Afternoon Snack

If your child has food that is temperature sensitive, they may bring a container that allows for ice packs and the like to keep food cool such as a reusable lunch bag that has pockets for ice packs.

There are some vending machines available at the REC Center but otherwise the need for sending money with your child to camp is minimal. If sending money, please limit this to \$5 per camper. Camp staff will not be responsible for lost money.

We provide a snack and beverage every afternoon.

Camp is not "peanut free." Please inform staff if your child has a peanut allergy and fill out an *Allergy Action Form* and we will make an appropriate accommodation.

If your child requires medication at mealtimes, you must provide a *Permission to Dispense Medication Form* so staff can monitor and administer medication appropriately. Children may not take medication without this form. Do not send medication with your child. **Forms should be completed via ePact.**

### Personal Items and Electronic Devices

Children that have electronic devices such as tablets, cell phones, and gaming devices, may bring them and it will be up to staff discretion as to what times they may be used. Generally, with the exception of school-related work, this will be at the very beginning or the very end of camp day during the drop off and pick up times. For the health and safety of children in the camp, these items may not be shared. Children are responsible for keeping track of their device. Huntley Park District is not responsible for lost or stolen devices.

If your camper is to bring such items, the following rules apply:

1. No chargers allowed (except for school-issued device chargers).
2. Campers' name should be on everything (device itself, games, accessories, cases, etc.)
3. If the child's school-issued device doesn't already have their name on it they should put a piece of tape on it and label it with their first and last name.
4. All items must remain in campers' backpack when not in use.
5. Devices and games may not be shared to other campers.
6. If your child has a cell phone, he/she must keep it in their backpacks. If you need to reach your camper during the day, please contact the camp supervisor phone.

If electronic devices start to cause camp disturbances, staff will evaluate the situation and the Program Supervisor may restrict the use of them for a specified length of time or indefinitely.

Personal items should not be brought to camp. Personal items include, but are not limited to the following: skateboards, toys, sporting equipment, pets, or any weapon or violence-related item.

Campers will be required to put their personal belongings in their backpacks when not in use. Remind your child to NOT leave these items sitting out in the open. Please put your child's first and last name on everything. Specifically, fabric items such as blankets and stuffed animals are not permitted. They may only bring essential fabric items such as their towel, a backpack, and a jacket on cooler days.

### **Bathroom Facilities**

Campers will be using the indoor and outdoor public restrooms. Children will be sent to the restroom in pairs or groups. All bathrooms will be cleaned regularly per CDC Guidelines.

### **Photographs**

Photos and video footage are periodically taken of people participating in Park District activities, attending a class or event, or using District facilities or property. Please be aware that by registering for an activity, participating in an activity, attending an event, or using District facilities or property, you authorize the District to use these photos and video footage for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, social media, and the District's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the District.

### **Soliciting/Babysitting**

Staff is not permitted to babysit children who are enrolled in the Camp and/or Extended Time Program. This includes weekend, holidays, and evening hours. Staff is prohibited from purchasing items from the children. Parents are not permitted to solicit goods or services during program hours and/or on Park District property.

### **Visitors/Parents**

If you have a specific need or request, please speak with your respective Camp Supervisor. Otherwise, parents and visitors will be kept to an absolute minimum to reduce potential exposure.

## **HEALTH, SAFETY, AND MEDICAL ACCOMODATIONS**

### **ePACT**

ePACT is a tool used by organizations and families to securely collect reliable and up-to-date information for all its members that can be accessed easily in cases of emergencies, big or small. This ensures better preparedness for all members of this organization. The Huntley Park District will be using ePact to gather medical information, emergency contact and alternate pick-up people, Camp sign-in/out and more! You will receive this at the time of registration in your email confirmation. Our staff will follow-up as necessary to ensure that this information is completed. Visit the ePact for Families page for more information, training videos, etc. <https://epactnetwork.freshdesk.com/support/home>. You will also find all medication, allergy, and asthma action forms on ePact.

### **First Aid Procedures**

In cases of minor injury, the staff will administer simple first aid and logged. Parents won't be notified for all minor incidents that occur, staff will treat and resume activities; however, if you ever have any questions about first aid please speak with your respective Camp Supervisor. Generally, parents will be notified for more serious injuries and illness that interfere with participation for an extended period of time. For more serious injuries requiring medical attention, the staff will call 911 and contact the parent(s) immediately. If neither parent can be reached, the staff will try to reach the emergency contact person specified on the camper's application form. Please be certain to keep all telephone numbers on file with the Park District and ePact current. We encourage you to be accessible as reasonably possible when your child is at camp. Specifically, a pick-up person should be available within a very short time period.

### **Sick Procedures**

Since we are unable to take care of a sick camper, we ask that you be especially aware of impending illness. Parents will be called to come pick up their child if the child is vomiting, has a fever, or diarrhea. **They will also be sent home if exhibiting any currently recognized symptoms of COVID-19 as defined by the CDC and IDPH.** You must take your child home if they exhibit signs or symptoms of

illness or when their needs require prolonged individual staff attention. The staff are required to report any cases of communicable diseases to the local board of health. Such reports shall include the name and home address of any individual in the program known to have or suspected of having a communicable disease. **Please do not send a sick child to camp! If you are not sure please keep your child home and contact your child's physician for additional guidance.**

**Please see Appendix A for more information about sick procedures.**

#### Head Lice

Any child who is found to have head lice/nits will be sent home immediately and will not be allowed to return to the program until his/her head is free of lice/nits. Please assist us with this problem by following these few simple guidelines below:

1. Remind your child to not share combs/brushes at camp.
2. No sharing hats.
3. Check your child's head daily.
4. Notify the Camp Supervisor immediately if problem exists.
5. Begin treatment right away. (Recreation Supervisor can provide written information on treatment of head lice.)

#### Environmental/Medical Accommodation Procedures

Special accommodations include conditions that require emergency medications. This can include, but is not limited to, diabetes or severe allergies of which these conditions require insulin or an Epi-pen. The request along with all needed documentation is not presented to the Park District in a timely manner, participation within the activity can be delayed or denied. Submit a completed *Permission to Dispense Medication Form* on ePact. The Huntley Park District will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important to ensure participation.

#### Medication Procedures

The Huntley Park District recognizes that participants may require the consumption or administration of both prescription and non-prescription medications to maintain health. We require you to fill out the *Permission to Dispense Medication Form* before any medication will be accepted. These forms should be completed before the start of camp and can be found on your [ePact Portal](#). Medicine should be brought to the REC Center and given to a Camp Supervisor or a Recreation Supervisor. Do not give medication to the camp counselors. Medication will be secured and administered by the camp staff daily.

#### Allergies/Asthma

If your camper has a severe allergy (nuts, bee stings, etc.) and/or if there is a prescribed EpiPen, please complete an *Allergy Action Plan*. If your camper has Asthma and may need to use an inhaler at camp, please complete an *Asthma Action Plan*. These forms can be found in ePact, on our website, or at our registration office.

#### Inclusion Request Procedure

If you believe a one-on-one aide is needed to support an individual within a Huntley Park District activity you can indicate that when you register. When registering online you will be asked the question "Does the participant have a special need?" This question is used for a variety of requests including one-on-one aides, medication needs, allergy needs, or other special accommodation. When you answer this question, this will prompt a staff person to reach out to you (or if you are a returning customer since Spring 2020) we will check our database for existing communication. For activities such as Summer Camp and Before and After School you will also indicate this need on your ePact account with more information. An accommodation will be considered after a conversation with the parents of the participant and if necessary medical notes and a formal assessment by our partner agency Northern Illinois Special Recreation Association, may be necessary to determine what sort of accommodation is needed. Some of the supports available can be, but are not limited to a one-on-one aide, sign language interpreter, rule modification, or supply adaptation. We ask that participants give us at least two weeks prior to the activity starting, more if possible, to best evaluate and accommodate your need. All

participants must meet the Essential Eligibility Guidelines explained on the previous page. We offer a recreation-based day camp opportunity. Our staff are trained to assist, redirect, refocus, and help individuals participate in the activities offered in camp. Our staff are not clinically licensed or certified and accommodations are based on the abilities of our staff to work with the needs of the participant. We will work with parents in the initial evaluation and on an ongoing basis if there are concerns about appropriate care. We want to ensure that your child is in the best place for their respective needs. Unfortunately, depending upon the level of personal care needed, our staff may not be the most qualified for your individual situation.

## TRIP INFORMATION

### Use of Playgrounds

Huntley Park District has a variety of playgrounds on site at Deicke Park. Campers will use the playgrounds while under the supervision of camp staff. Because these playgrounds are open to the public, campers will also interact with these children as well. Staff supervise their interactions and ensure proper rules are being followed, children are using the equipment as intended and are available to respond to any injuries should they occur. We must adhere to the group of 50 guidelines that are in place and if campers plus members of the public total more than 50 we will make alternative plans until such time that it is safe to use. Also, campers will wash their hands before and after playground use. Due to the open nature of playgrounds and areas with narrow passageways, children must wear masks while using playgrounds.

## BEHAVIOR MANAGEMENT POLICY

All participants are expected to exhibit appropriate behavior. The following guidelines have been developed to help make children's programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff. Any rules, directives or orders from local, state or federal officials, implemented either temporally or permanent, for the safety of participants and employees must be followed.

Huntley Park District insists that all participants comply with the following basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers.
2. Follow program rules and take direction from staff.
3. Refrain from using abusive or inappropriate language.
4. Refrain from threatening or causing bodily harm to self, other participants, or staff.
5. Show respect for equipment, supplies and facilities.
6. Not possess any weapons.

### Discipline

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

### Procedures

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior-related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If any participant exhibits inappropriate actions, the following guidelines should be followed:

Program leaders should determine the severity of the action and immediately take steps to correct it.



These may include but are not limited to:

- First occurrence: Verbal warning
- Second occurrence: Time-out. (Approximately one minute per age.)
- Third occurrence: Loss of Privilege. Conduct Report given. Parent/guardian notified.
- Three Conduct Reports: The Recreation Supervisor will contact a parent or guardian to request a meeting (in person or over the phone as necessary) to discuss disciplinary problems and solutions.

**\*NOTE\*** Any violent, physical or threatening actions may receive an immediate conduct report and may result in a suspension from the program. The Park District reserves the right to suspend/dismiss a participant whose behavior endangers the safety of themselves or others, continues to violate program rules (intentionally or unintentionally) and/or if inappropriate behavior does not stop.

#### Communication with Camp Staff

We appreciate open communication with parents to avoid any misunderstanding about the goals and expectations of our camp program. Each camp will have a parent communication log that we encourage families to use when relaying important information. We will take this information, and within our policies and procedures, address your concerns and resolve them in a fair and prompt manner.

### **CAMP PAYMENT INFORMATION**

#### Camp Fees

Th Remote Learning Camp and corresponding PM ET program will be charged semi-monthly (twice per month) on the 1<sup>st</sup> or the 15<sup>th</sup> (or the closest business day after these dates). Campers will not be allowed to attend camp if session balance is not paid in full.

#### Camp Refunds

All cancellations must be made in writing. No verbal cancellations will be accepted. Refunds will only be given to those cancellations made at least 7 days prior to session start date. No refunds will be issued after the start of the camp session unless accompanied with a medical note. No refunds or credits will be given for days your child does not attend camp. We are unable to prorate fees for days missed to illness, vacation, behavior suspensions, etc.

**Should your child have any absences due to exposure to COVID-19 by themselves or others in direct contact with them we will refund any days missed with a medical note.**

#### Extended Time and Camp Tax Information

The Extended Time and Camp Programs are recreation activities, but depending on your circumstances the cost of the program may qualify as childcare for a tax deduction. If you and your tax advisor decide you can use this, the tax ID number is 36-26-14811. Please retain your receipts for tax purposes. The Huntley Park District does NOT send out a tax statement. If you need a copy of your monthly receipts you may go online and view/print your payment history.

*How do I login online?* Go to <https://webtrac.huntleyparks.org/wbwsc/webtrac.wsc/wbsplash.html>

1. Enter your Username & Password
2. Scroll over MY ACCOUNT near top of page and click on Childcare Statement (found under Reports)
3. You will see a column of Your Household Receipts with receipt numbers and dates, click to view and print individual receipts.

*I do not have a Username or Password, how do I receive one?*

- Contact the HPD Registration Office at 847/669-3180 ext. 1 and request to have a username and temporary password emailed to you.

## REMOTE LEARNING CAMP DROP OFF AND PICK-UP PROCEDURES

### General Information

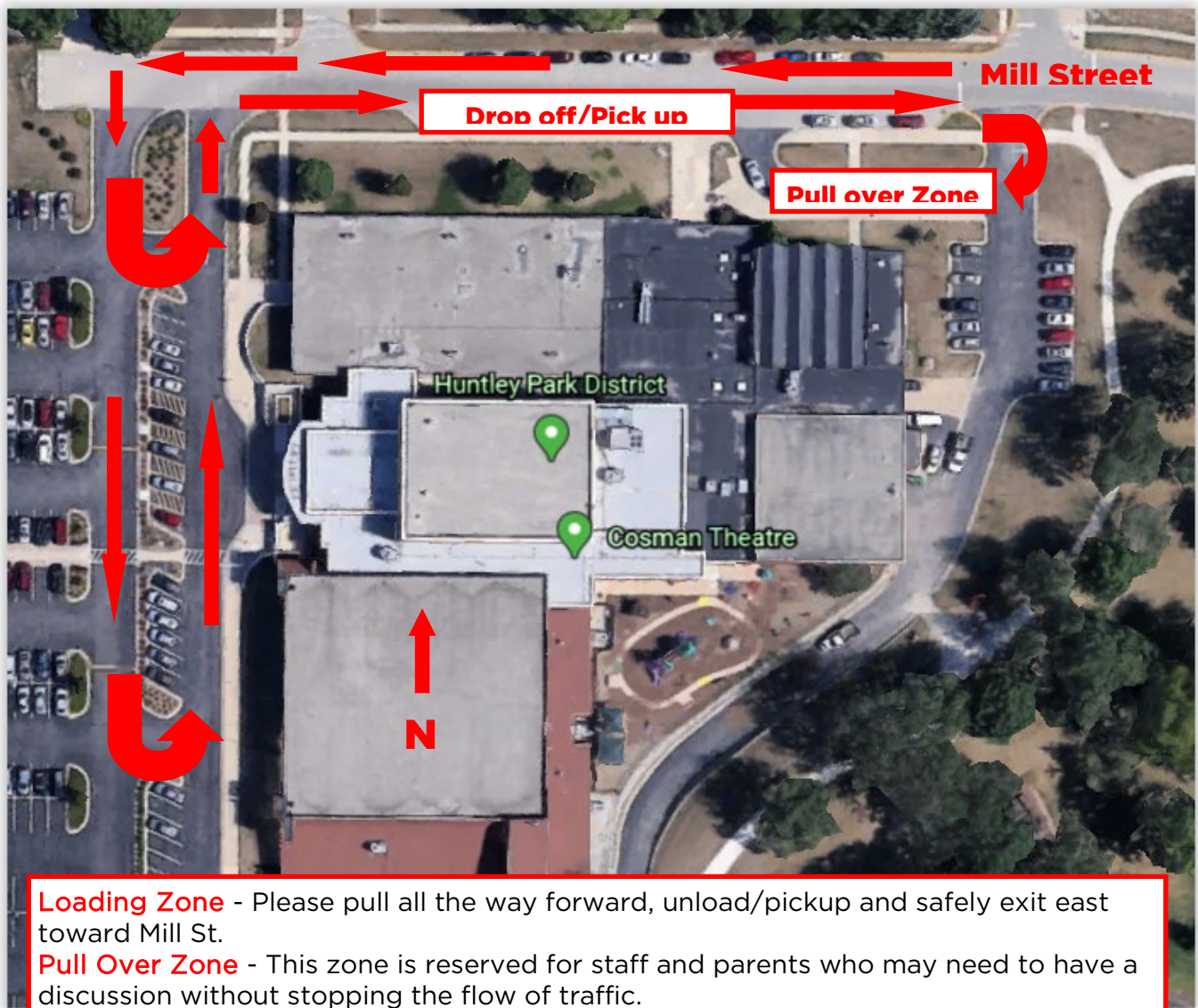
We will be offering curbside drop-off and pick-up in Remote Learning Camp to minimize the amount of traffic into our building. Please enter the Rec Center campus from Mill St. and proceed all the way into the Rec Center parking lot and do a U-Turn in front of our building and form a line on the eastbound south side of Mill St. **See diagram.**

1. **Participants must have a face covering on at the time of drop off. Face coverings should be two layer and should not be a neck gaiter or bandana per CDC guidance.**
2. When you drop off, we will ask the camper's name and grade/homeroom number. By dropping off you are affirming your child does not have any symptoms listed on the Health Screening.
3. When picking up, our staff will confirm the identity of the person picking up matches the name and picture provided in the ePact system. Please make sure your authorized pick-up individuals are updated in ePact. **We cannot release a child unless they are on this list with a photo.**
4. There is a designated area to pull over to if staff need to speak with you so that the drop off/pick-up lane of traffic is not blocked.

### Drop Off and Pick-up Procedure

5. Remote Learning Camp drop-off and pick-up times:
  - a. **Drop-Off: 7:00a-8:00a (if taking bus to school then no later than 7:45a)**
  - b. **Pick-Up: 3:00p-4:00p**
  - c. *Our staff will be attentive for curbside drop off and pick-up for the selected time windows above. If you are dropping your child off at RLC, or picking your child up from RLC outside of the designated times, please park on Mill St. and bring your child into the building where staff can check them in or call the RLC Site Supervisor phone at (224) 523-1135, so they can help you curbside.*
6. Inclement Weather
  - a. For the safety of our staff and your child(ren), curbside procedures during inclement weather may take longer than days where weather is ideal. Please plan accordingly for these changes.
  - b. In cases of extreme weather, we may require drop off and pick-up to be done inside. In these instances, an urgent alert will go out via ePact notifying you of this change.
7. Tardy pick-ups.
  - a. Any pick-ups after 4:10p or 6:10p respectively will receive a warning and any other occurrences may be charged \$1 per minute you are late.
8. Afternoon pickups for Extended Time Program
  - a. Due to the various pick-up times during Extended Time, staff will not be monitoring curbside pick-up and will be with participants supervising other recreational activities.
  - b. When you arrive, if a staff person doesn't greet you, please proceed inside. Or you may call the Site Supervisor at (224) 523-1135 when you arrive or just before you arrive.
  - c. Please note, we will post signs on the entry table inside the building if staff are not curbside. The group may be outside playing, and we will post the supervisor phone number for you to call if you arrive at a time when we are outside, in the gym, or otherwise not in the immediate vicinity.

## Drop-Off/Pick-up Diagram





## Remote Learning Camp Checklist

Please make sure your camper comes to camp with the following items:

- ☐ Classroom schedule at the beginning of the school year and each time it might change
- ☐ Backpack
- ☐ Water Bottle
- ☐ Change of Clothes in Ziploc Bag (Kindergarten & 1<sup>st</sup> Graders)
- ☐ Lunch (If not enrolled in the Free School Lunch Program)
- ☐ Appropriate clothing for indoor and outdoor conditions.
- ☐ Any supplies assigned from the school district including school-issued devices
- ☐ Headphones
- ☐ Please charge your child's school-issued device each day (A limited number of charges will be on hand for emergencies)

**\*\* Everything needs to be labeled with your child's first and last name on it. \*\***

Writing their name on masking/duct tape with a permanent marker seems to work better than writing the name directly on to the object (which can fade over time and through washes).