



2020
Parent Handbook

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WELCOME TO HPD SUMMER CAMP

The summer day camp programs are for school-aged children who have completed kindergarten through 8th grade. The goal of the program is to provide young people with opportunities to learn and explore in a safe and supervised environment.

We provide many hands-on activities, sports, and field trips. We take special care to make sure they are age-appropriate for the children. Flexibility is an essential element of the program. By combining unstructured and structured activities it provides the camper with an opportunity to adapt and explore.

All campers are asked to try new things and then make a choice about whether they like it or not. Children are not forced to participate in activities they do not wish to join. They will be provided with an alternative.

Camp Hours

Monday – Fridays 8:30a-5:00p

Camp locations are as follows:

K/1st Grades – Deicke Building

2nd/3rd Grades – REC Center Mill St. Entrance

4th/5th Grades – REC Center Mill St. Entrance

Teen Camp – REC Center Mill St. Entrance

Please call the Absentee line at (847) 515-2965 if your camper will not be in attendance. On field trip days please call this number as soon as possible.

Drop off begins at 8:30a every day. Pick up ends at 5:00p every day.

Summer Camp Contacts & Phone Numbers

Registration Office – Payments, Billing, Registration Status

Phone: (847) 669-3180 ext. 1

Email: info@huntleyparks.org

Absentee Line, call by 9:00a

Phone: (847) 515-2965

Email: camp@huntleyparks.org

Kindergarten through 3rd Grade Camps

Recreation Supervisor

Stephanie Peters

Office: (847) 961-6153

Email: speters@huntleyparks.org

Oversees: K, 1, 2, and 3 Grade Camps

Onsite Camp Supervisor Phones

K/1st Grade: (847) 652-0426

2nd/3rd Grade: (847) 514-6612

4th/5th Grade and Teen Camps

Recreation Supervisor

Meredith Johnson

Office: (847) 515-2578

Email: mjohnson@huntleyparks.org

Oversees: 4th & 5th Grade and Teen Camps

Onsite Camp Supervisor Phones

4th/5th Grade: (847) 343-1330

Teen Camp: (847) 344-0746

ELIGIBILITY

Enrollment is open to any child entering Kindergarten through 8th grades provided the individual meets the eligibility requirements of the activity. Children must be potty-trained and must follow the rules of the program. Enrollment will be taken until 2 weeks prior to camp starting or until the program becomes full. Children must meet the appropriate age guidelines of the program and pay the regular fees associated with the program to attend.

WAIT LIST

If the program is full, additional registrations will go on a wait list. If a space opens up in the program, participants on the wait list will be contacted to see if they still want to attend the program. Generally, participants are taken off the wait list and added to the program in the order they registered.

Because summer camp is used by many parents as child care, if you end up on the wait list we strongly recommend that you make alternative arrangements as soon as you are aware that you are on the wait list. Openings in the program are limited by a variety of factors, most notably capacity on buses for field trips and indoor space capacity.

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 Recreation Supervisor that oversees your camp.

Attendance and Participation

Campers are encouraged to participate when present, unless sick or injured, in which case parents/guardians will be notified and the camper will be sent home. Daily camp attendance is taken each hour. New in 2020 it is required that all absences be reported.

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 9:00am 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 camp 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 your specific camp phone when dropping your camper off late to find out where they are located in the park. (*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.

- Parents/Guardians dropping off will be responsible to personally taking your camper to the location of the camp. (Rec Center, Stingray Bay, Deicke Park are a few examples.)
- If your child will be late on days when a field trip is scheduled, please check your trip listing before bringing the child to camp. Your child's group may have already left on a field trip. If the trip location is nearby, you may be able to drop your child off at that specific location; otherwise, you may need to find other arrangements for your child that day.

Early Pick up

In cases when you may be picking up your camper early, please notify the specific camp. Contact the Camp Supervisor ahead of time if possible.

Late Pick up

Please make sure to pick up your child promptly at 5:00pm and sign them out. After 5:05pm, 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 5:30p 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 camp-specific cell phone and inform the staff. You can also call the Huntley Park District Main Office at (847) 669-3180 x. 1.

Inclement Weather

Inclement weather is defined as: heavy rain, lightning, thunder, temperature above 92 degrees. We may still go outdoors when temperature is over 92 but only age and activity-appropriate activities will be done outdoors (such as water activities). There is no minimum temperature in which we will not go outside. Please send your child in appropriate attire based on the weather each day. During inclement weather camp will be indoors at the REC Center or Deicke Park Community Room.

Sunscreen

Please apply sunscreen to your camper before she/he arrives each day. Sunscreen is most effective 30 minutes after application. A recommended sunscreen of at least SPF 30 should be provided for each camper. Label the bottle with your camper's name. (Put name on Duct tape first) so that it can be returned if lost. Children are instructed to apply sunscreen every 2 hours. Staff will assist your child only if the child asks. Their help is limited to areas the child cannot reach. Sunscreen breaks are documented daily. Please provide your camper with SPRAY-on sunscreen.

Proper Attire for Camp

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. This is an outdoor camp and children will get dirty. Hiking and walking is a regular part of camp, so campers should wear comfortable shoes. Please, no sandals (sandals/flip flops okay while at Stingray Bay.)

What to Bring to Camp Each Day

Your child will need a sack lunch each day that does not need to be refrigerated. See "Lunches" section for special rules for Summer 2020. Backpacks are advised to hold lunches, sunscreen, water bottle, insect repellent, etc. Comfortable clothing is a must. Children should also bring a swimsuit and towel each day for water activities. Kindergarten & 1ST 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. If your child is going on a field trip with money, we suggest a fanny pack. Counselors cannot hold onto campers' money. The Park District is not responsible for lost or stolen items.

What not To Bring to Camp

For Summer 2020 other than required items such as backpacks, swimsuits, and towels, 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 is more of a challenge.

Lunches/Afternoon Snack

For Summer 2020 all lunches MUST be in single-use disposable containers such as paper bags or plastic grocery bags which can be throw away after use. All food items inside should be packed in disposable containers such as pre-packaged wrappers or plastic Ziploc bags. Do not pack your child a lunch that needs refrigeration due to the outdoor nature of the camp.

Campers have the option of purchasing lunch/snacks at the concession stand at Stingray Bay while at the pool on their swim days. Please keep in mind, if Stingray Bay is closed due to weather, the concession stand will also be closed. There are some vending machines available at the REC Center but otherwise, with no field trips or trips to the pool this year, need for sending money with your child to camp is minimal. If sending money, please limit this to \$5-\$10 per camper. Camp staff will not be responsible for lost money.

We provide a snack and beverage every day at approximately 3:30pm.

Camp is not peanut free. Please inform staff if your child has a peanut allergy and fill out an *Allergy Action Form*.

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.

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, 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 for Summer 2020, 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. For the safety of the campers we will not allow them to use electrical outlets during camp.
2. Campers' name should be on everything (device itself, plus games, accessories, cases, etc.)
3. All items must remain in campers' backpack when not in use.
4. Devices and games may not be shared to other campers. To avoid misplaced items, we discourage "sharing."
5. 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-specific phone.

If electronic devices start to cause camp disturbances, staff will evaluate the situation and Recreation Supervisors 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. Occasionally, the camp will have special days when "special items" are allowed. During those days, campers are responsible for their own belongings. 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. For Summer 2020, 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.

The Huntley Park District and its staff are not responsible for lost, misplaced, damaged or stolen items.

Bathroom Facilities

Campers will be using the indoor and outdoor public restroom. Children will be sent to the restroom in pairs or groups. All bathrooms will be cleaned every 2 hours 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

Parents and/or visitors are not permitted to remain with their children during camp hours or on field trips. If you have a specific need or request, please speak with your respective Camp Supervisor.

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, swimming ability, Camp sign-in/out and more! Visit the ePact for Families page for more information, training videos, etc.

<https://epactnetwork.freshdesk.com/support/home>

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 for Summer 2020 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. 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.**

For Summer 2020 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. (Youth Recreation Manager 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 If 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* which. 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 are available online or at the REC Center Front Desk. 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

One of the most appealing parts of summer day camp are the various trips and enrichment activities we offer. We take a variety of trips to offsite location, onsite locations such as pools and playgrounds, and we bring in onsite entertainers.

Field Trips (not applicable Summer 2020)

Please review your camp calendar and/or weekly newsletter for field trip information. In order to ensure your child's safety while on the field trips, we require that your child wear his/her day camp T-shirt on that day so that they will be highly visible. Some of the field trips include lunch and some do not. Most field trips are between the hours of 8:30am-3:30pm. There may be an occasional trip that requires us to return late. Children should be dropped off no later than 15 minutes prior to the departure time.

Swimming at Stingray Bay Family Aquatic Center (not applicable Summer 2020)

All campers will take a swim test with the Stingray Bay staff before being allowed to go in the deep end and diving well. Campers will receive wristbands determining which areas of the pool they can swim.

- **GREEN** wristbands allow campers to swim in all areas, including the diving well and deep end.
- **BLUE** wristbands allow campers to go in zero depth (up to black line) and slides.
- **ORANGE** wristbands allow campers to swim in the zero depth through four feet.

Admittance on waterslides is based on height and parent/guardian permission - not swim level.

Swimwear should be brought every day and worn under their clothes on swim days. Kindergarten and 1st Grade campers **MUST** wear one-piece suits only. NO bikinis allowed.

Campers will change in/out of swimwear in the REC Center Locker Rooms. Please remember to send a towel and sunscreen with your child. A hat is also advised. Please label both with your child's name. If your child burns easily you might want to consider sending a white T-shirt. Children go swimming at least twice a week. Non-swim days may include water activities.

Supervision at Stingray Bay

Camp counselors will be stationed at various locations throughout the facility while the summer day camp is onsite. Campers will be supervised at all times, including locker room usage. Campers will need to notify a counselor when a bathroom break is needed. The counselor will escort campers to and from the family bathroom and/or locker room facilities.

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. For Summer 2020 playgrounds are available to us and we will use as much as we can. 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

Camp fees for residents is \$189 per session (\$209 non-resident.) Each session is one week. No rates are provided for less than 5 days. The first session fees are due at time of registration. There is a \$25.00 non-refundable deposit due on each remaining session due at time of registration. (The \$25.00 deposit will be applied to the balance due on each session.) Remaining camp fees will be deducted on the Tuesday prior to each camp session start date. 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 2 weeks prior to session start date. (camp fee minus \$25 deposit = refund)

No refunds will be issued after the start of each 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.

For Summer 2020 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 Summer Camp Tax Information

The Extended Time and Summer 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.

DAILY SCHEDULE EXAMPLES (without field trips and pool trips for 2020)

CAMP ACTIVITY SCHEDULE

KINDERGARTEN & 1 ST GRADE					
	Monday	Tuesday	Wednesday	Thursday	Friday
6:30-9:00am	AM Extended Camp – Camper Sign-In Table Games, Free Play, Etc.				
9:00-10:00am	Activity # 1 (Outdoor)	Activity # 1 (Outdoor)	Field Trip (continue with M,F schedule if you return before 3:00pm)	Activity # 1 (Outdoor)	Activity # 1 (Outdoor)
10:00-11:00am	Activity #2 (Indoor/Outdoor)	Activity #2 (Indoor/Outdoor – Can visit Diecke Discovery Zone)		Activity #2 (Indoor/Outdoor – Can visit Diecke Discovery Zone)	Activity #2 (Indoor/Outdoor)
11:00-11:30am	Cole Playground	Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 1:00pm Safety Break		Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 1:00pm Safety Break	Cole Playground
11:30am-12:00pm	Lunch @ Cole Pavilion				Lunch @ Cole Pavilion
12:00-12:30pm	Rest Break Inside Reading, Movie, etc.				Rest Break Inside Reading, Movie, etc.
12:30-1:00pm	Outdoor Play (Mill Street Grassy Area)			Outdoor Play (Mill Street Grassy Area)	
1:00-2:00pm	Deicke Discovery Zone and/or outdoor activity in Deicke Park	Change/Rest Break (use downstairs locker rooms) Movie, Reading, etc.	Change/Rest Break (use downstairs locker rooms) Movie, Reading, etc.	Deicke Discovery Zone and/or outdoor activity in Deicke Park	
2:00-3:00pm	Activity #3 (Indoor) Craft, Cooking, Science, etc.	Activity #3 (Indoor) Craft, Cooking, Science, etc.		Activity #3 (Indoor) Craft, Cooking, Science, etc.	Activity #3 (Indoor) Craft, Cooking, Science, etc.
3:00-3:30pm	Snack & Drink (provided by Camp)				
3:30-6:00pm	PM Extended Camp – Camper Sign-Out Table Games, Free Play, Miss Connie’s Playground, etc.				

2 ND & 3 RD GRADE					
	Monday	Tuesday	Wednesday	Thursday	Friday
6:30-9:00am	AM Extended Camp – Camper Sign-In Table Games, Free Play, Bracelets/Lanyards, etc.				
9:00-10:00am	Activity # 1 (Outdoor) Group Games/Sport	Activity # 1 (Outdoor) Group Games/Sport	Activity # 1 (Outdoor) Group Games/Sport	Activity # 1 (Outdoor) Group Games/Sport	Field Trip (continue with M,W schedule if you return before 3:00pm)
10:00-11:00am	Activity #2 (Outdoor) Small Group Games/Nature/Team Building	Activity #2 (Outdoor – Can visit Diecke Discovery Zone)	Activity #2 (Outdoor) Small Group Games/Nature/Team Building	Activity #2 (Outdoor – Can visit Diecke Discovery Zone)	
11:00-11:30am	Deicke Discovery Zone	Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 3:00pm Safety Break or sooner – Use REC Center Locker Rooms to change	Deicke Discovery Zone	Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 3:00pm Safety Break or sooner – Use REC Center Locker Rooms to change	
11:30am-12:00pm	Lunch @ Hilltop Pavilion		Lunch @ Hilltop Pavilion		
12:00-1:00pm	Activity #3 (Outdoor)		Activity #3 (Outdoor)		
1:00-2:00pm	Activity #4 (Indoor/Outdoor)		Activity #4 (Indoor/Outdoor)		
2:00-3:00pm	Activity #5 (Indoor/Outdoor) Art/Crafts, Science, Cooking, etc.		Activity #5 (Indoor/Outdoor) Art/Crafts, Science, Cooking, etc.		
3:00-3:30pm	Snack & Drink (provided by Camp)				
3:30-6:00pm	PM Extended Camp – Camper Sign-Out Table Games, Free Play, Bracelets/Lanyards, Mill Street Grassy Area, etc. Electronics can be used from 4:30-6:00pm				

4 TH & 5 TH GRADE					
	Monday	Tuesday	Wednesday	Thursday	Friday
6:30-9:00am	AM Extended Camp – Camper Sign-In Table Games, Free Play, Bracelets/Lanyards, etc.				
9:00-10:00am	Activity # 1 (Outdoor) Group Games/Sport	Activity # 1 (Outdoor) Group Games/Sport	Activity # 1 (Outdoor) Group Games/Sport	Activity # 1 (Outdoor) Group Games/Sport	Field Trip (continue with M,W schedule if you return before 3:00pm)
10:00-11:00am	Activity #2 (Outdoor) Small Group Games/Nature/Team Building	Activity #2 (Outdoor) Small Group Games/Nature/Team Building	Activity #2 (Outdoor) Small Group Games/Nature/Team Building	Activity #2 (Outdoor) Small Group Games/Nature/Team Building	
11:00-11:30am	Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 3:00pm Safety Break or sooner – Use REC Center Locker Rooms to change	Camper Choice	Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 3:00pm Safety Break or sooner – Use REC Center Locker Rooms to change	Camper Choice	
11:30am-12:00pm		Lunch @ Cole Pavilion		Lunch @ Cole Pavilion	
12:00-1:00pm		Activity #3 (Outdoor)		Activity #3 (Outdoor)	
1:00-2:00pm		Activity #4 (Indoor/Outdoor)		Activity #4 (Indoor/Outdoor)	
2:00-3:00pm		Activity #5 (Indoor/Outdoor) Art/Crafts, Science, Cooking, etc.		Activity #5 (Indoor/Outdoor) Art/Crafts, Science, Cooking, etc.	
3:00-3:30pm	Snack & Drink (provided by Camp)				
3:30-6:00pm	PM Extended Camp – Camper Sign-Out Table Games, Free Play, Bracelets/Lanyards, Mill Street Grassy Area, etc. Electronics can be used from 4:30-6:00pm				

TEEN CAMP 6-8 GRADE					
	Monday	Tuesday	Wednesday	Thursday	Friday
6:30-9:00am	AM Extended Camp – Camper Sign-In Table Games, Free Play, Outdoor Play, Fishing				
9:00-10:00am	Activity # 1 (Outdoor) Group Games/Sport	Activity # 1 (Outdoor) Group Games/Sport	Activity # 1 (Outdoor) Group Games/Sport	Field Trip (continue with M,W schedule if you return before 3:00pm)	Activity # 1 (Outdoor) Group Games/Sport
10:00-11:00am	Activity #2 (Outdoor) Small Group Games/Nature/Team Building	Activity #2 (Outdoor) Small Group Games/Nature/Team Building	Activity #2 (Outdoor) Small Group Games/Nature/Team Building		Activity #2 (Outdoor) Small Group Games/Nature/Team Building
11:00-11:30am	Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 3:00pm Safety Break or sooner	Camper Choice	Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 3:00pm Safety Break or sooner		Swimming @ SRB Meet outside @ 11:15am Lunch inside @ 11:30am Leave @ 3:00pm Safety Break or sooner
11:30am-12:00pm		Lunch @ Hilltop			
12:00-1:00pm		Activity #3 (Outdoor)			
1:00-2:00pm		Activity #4 (Indoor/Outdoor)			
2:00-3:00pm		Activity #5 (Indoor/Outdoor) Art/Crafts, Science, Cooking, etc.			
3:00-3:30pm	Snack & Drink (provided by Camp)				
3:30-6:00pm	PM Extended Camp – Camper Sign-Out Table Games, Free Play, Bracelets/Lanyards, Fishing, etc. Electronics can be used from 4:30-6:00pm				



SUMMER CAMP CHECKLIST

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

- ☐ Backpack
- ☐ Water Bottle
- ☐ Change of Clothes in Ziploc Bag (Kindergarten & 1st Graders)
- ☐ Sunscreen (preferably spray sunscreen, no lotion for Kindergarten & 1st Graders)
- ☐ Insect Repellent
- ☐ Sack Lunch (**no reusable bags, containers, etc. for Summer 2020**)
- ☐ Beach Towel (We will have water activities in Summer 2020, just not trips to the pool)
- ☐ Hat or Visor
- ☐ Empty Ziploc/Grocery Bag for Wet Swimsuit on Pool Days
- ☐ White T-shirt for those who burn easily to wear over swimsuit on swim or water activity days

**** 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 (water bottle, sunscreen, etc.)



Participant Self-Assessment Health Questionnaire for Wellness Screen Related to COVID-19

The Huntley Park District is committed to the safety of employees, customers, and community during the COVID-19 pandemic. Employees and customers will be required to self-assess using these questions each day prior to coming on-site. **If the answer is “yes” to any question. (which pertains to you or the child in your care participating in a Huntley Park District Activity) please do not come on-site to prevent the spread of illness.**

Additionally, participants should notify the program supervisor of their absence and the reason for the absence.

The symptoms listed below are those currently provided by the CDC as signs or symptoms associated with the COVID-19 disease.

- Do you have a fever of 100.4 degrees Fahrenheit or higher?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors (i.e., a sudden feeling of cold with shivering accompanied by a rise in temperature)?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Have you tested positive for COVID-19 in the last 14 days?
- Is anyone in your household displaying any symptoms (as listed above) of COVID-19?
- To the best of your knowledge, in the last 14 days, have you come into **close contact*** with anyone who has tested positive for or been diagnosed with COVID-19?

By coming to Huntley Park District activities, you acknowledge that you have in fact conducted this self-assessment for yourself and/or the child(ren) in your care and the results are true and accurate to the best of your current knowledge.

***Close contact includes household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing an N95 mask during the period of contact.**

SUMMER CAMP PICK-UP AND DROP-OFF PROCEDURES

We will be offering curbside drop-off and pick-up this summer when weather is good to minimize the amount of traffic into our building. When weather is not good, drop-off and pick-up will require you to park and come in. We intend to keep traffic and gathering sizes small during these times for the health and safety of our staff and your children.

General Information

1. **Kindergarten and First Grade** will park and check their child in/check out at Deicke Park Building which is accessed from Rt. 47. There is not appropriate room to drive thru and provide curbside pickup at this location. Staff will be outside to check you in when weather is good and inside the main entrance when weather is bad. **All campers and those dropping off must wear a mask when in the building.**
2. By 8:00a each morning we will make a decision if drop-off will be done indoors or outdoors. Pickup begins at 8:30a. **Drop off will not begin prior to 8:30a.** Please anticipate this taking a few minutes.
3. By 4:00p each afternoon we will decide about pick-up. Should weather conditions change after these decisions are made, we will update communication as it happens. We will communicate this to you in two ways:
 - a. We will send a message through the ePact system.
 - b. We will update the Rainout Line on our [weather page](#).
4. Morning drop offs should occur between 8:30a and 9:15a. After that, please call your camp-specific phone to check them in at the proper location.
5. Afternoon pickups should occur between 4:15p and 5:00p. Any pickups before 4:15p should call their camp-specific phone to check them out from the proper location. All campers **MUST** be picked up by 5:00p as this is when camp closes. Any pickups after 5:10p will receive a warning and any other occurrences will be charged \$1 per minute you are late.

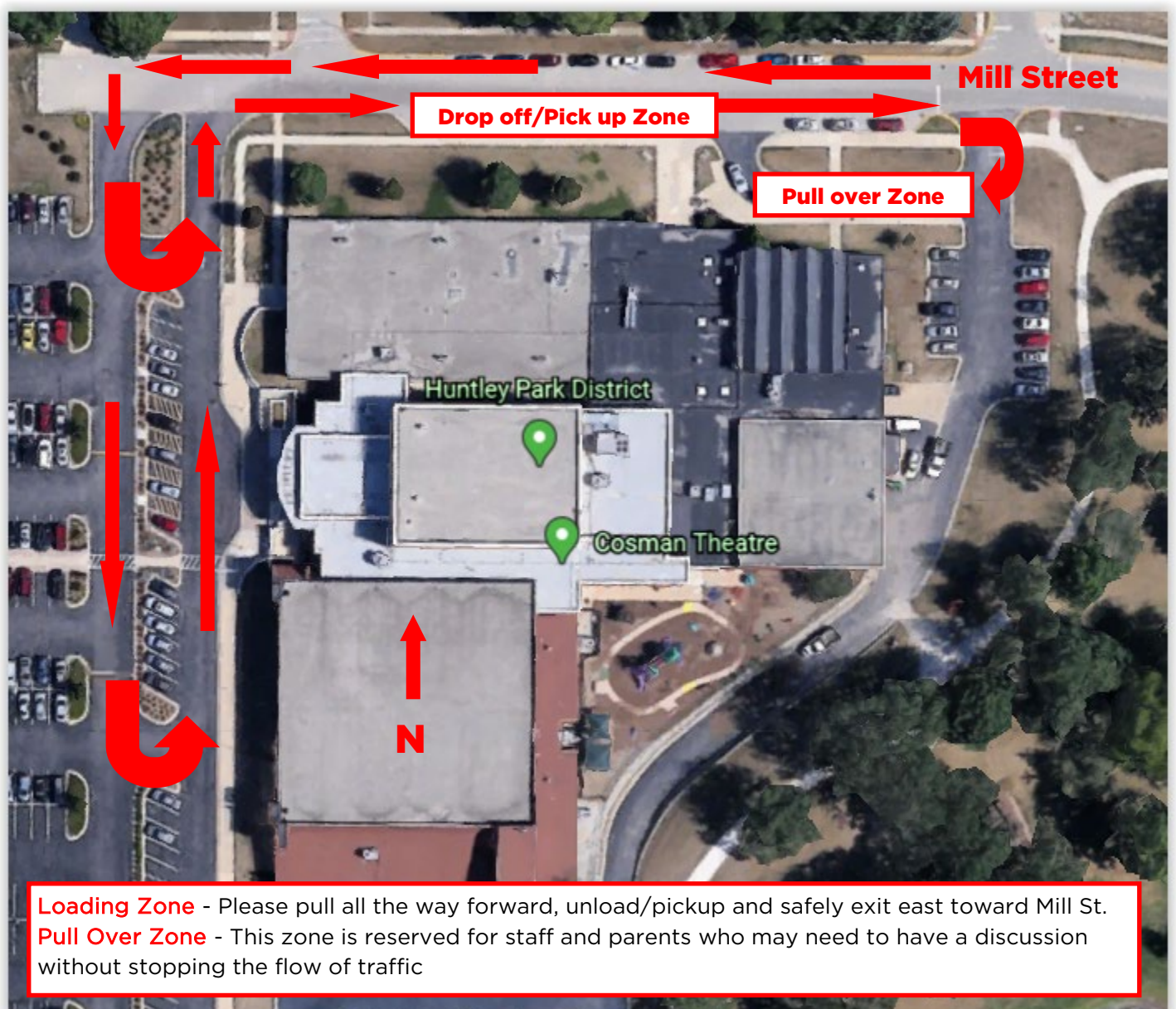
Drop-Off/Pick-up when weather is good (All camp levels other than K and 1st Grade):

1. 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.**
2. You will be provided a color-coded card to place in your dashboard window or to hold up when dropping off/picking up. This will help our staff be more attentive and check you in/out quicker.
3. **Campers must have a face covering on at the time of drop off.**
4. When dropping off we will ask the camper's name and grade. By dropping off you are affirming your child does not have any symptoms listed on the Health Screening.
5. 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.**
6. There will be a designated area to pull over to if staff need to speak with you so that traffic isn't blocked.

Drop-Off/Pick-up when weather is bad: (All camp levels other than K and 1st Grade):

6. Park your vehicle and walk your child into the building at the Mill St. Entrance of the Rec Center.
7. **All campers and those dropping off must wear a mask when in the building.**
8. Once in the building, follow directions of staff and signs to your appropriate camp check-in location. Please form a line to one side of the hallway 6 ft. apart from anyone in front of you or behind you in the line.
9. If you see that a line extends outdoors for any reason, please wait in your vehicle until it is safe to enter the building. We hope this won't be the case but please observe this rule if it happens.

Drop-Off/Pick-up Diagram



Huntley Park District Permission to Dispense Medication *Waiver and Release of All Claims*

The Huntley Park District will not dispense medication to a minor child or other participant until the permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The Park Districts internal procedures on dispensing medication are available for review

NAME OF PROGRAM: _____ DATE: _____

I the parent/guardian (print name _____)

Of (child's name, print) _____, give permission to the staff of the Huntley Park District **to administer to my child, (name of medication):** _____

I understand that it is my responsibility to give the medication directly to the program staff in individual dosage containers, or original prescription containers, or envelopes clearly labeled with the following information:

PARTICIPANTS NAME: _____

NAME OF MEDICINE AND COMPLETE DOSAGE INSTRUCTIONS:

In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Huntley Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks or physical injury in connection with the administering of medication to my minor child. In consideration of the Huntley Park District administering medication to my minor child, I do hereby fully release or discharge the Huntley Park District, and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have, arising out of, connected with, incidental to, or in any way associated with the administering of medication. I further agree to indemnify, hold harmless and defend the Huntley Park District, and its officers, agents, volunteers and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child and arising out of, connected with, incidental to or in any way associated with the administering of medication.

Signature of Parent or Guardian

Date

Medication Dispensing Information

This form must be completed for each program session or when medication changes

BACKGROUND INFORMATION:

Participant's Name: _____ Age: _____

Address: _____

Parent's/Guardian's Name(s) _____

Daytime Phone: _____ Other Phone: _____

Program Name: _____

Doctor's Name: _____ Phone: _____

MEDICATION INFORMATION

Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

OTHER INFORMATION: _____

I understand that it is my responsibility to give the medication directly to program staff with full instruction in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and medication Information Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the Huntley Park District if any changes in the dispensing of medication change.

Signature of Parent or Guardian

Date

ILLINOIS FOOD ALLERGY EMERGENCY ACTION PLAN AND TREATMENT AUTHORIZATION

Appendix D

NAME: _____ D.O.B: _____ / _____ / _____

TEACHER: _____ GRADE: _____

ALLERGY TO: _____

Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No

Weight: _____ lbs

ANY SEVERE SYMPTOMS AFTER SUSPECTED INGESTION:

LUNG: Short of breath, wheeze, repetitive cough
HEART: Pale, blue, faint, weak pulse, dizzy, confused
THROAT: Tight, hoarse, trouble breathing/swallowing
MOUTH: Obstructive swelling (tongue)
SKIN: Many hives over body

Or Combination of symptoms from different body areas:

SKIN: Hives, itchy rashes, swelling
GUT: Vomiting, crampy pain

INJECT EPINEPHRINE IMMEDIATELY

- Call 911
- Begin monitoring (see below)
- Additional medications:
- Antihistamine
- Inhaler (bronchodilator) if asthma

Inhalers/bronchodilators and antihistamines are not to be depended upon to treat a severe reaction (anaphylaxis) → Use Epinephrine.

When in doubt, use epinephrine. Symptoms can rapidly become more severe.

MILD SYMPTOMS ONLY

Mouth: Itchy mouth
Skin: A few hives around mouth/face, mild itch
Gut: Mild nausea/discomfort

GIVE ANTIHISTAMINE

- Stay with child, alert health care professionals and parent.

IF SYMPTOMS PROGRESS (see above), INJECT EPINEPHRINE

- ☐ If checked, give epinephrine for ANY symptoms if the allergen was likely eaten.
☐ If checked, give epinephrine before symptoms if the allergen was definitely eaten.

MEDICATIONS/DOSES

EPINEPHRINE (BRAND AND DOSE): _____

ANTIHISTAMINE (BRAND AND DOSE): _____

Other (e.g., inhaler-bronchodilator if asthma): _____

MONITORING: Stay with the child. Tell rescue squad epinephrine was given. A second dose of epinephrine can be given a few minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping child lying on back with legs raised. Treat child even if parents cannot be reached.

☐ Student may self-carry epinephrine

☐ Student may self-administer epinephrine

CONTACTS: Call 911 Rescue squad: (_____) _____

Parent/Guardian: _____ Ph: (_____) _____

Name/Relationship: _____ Ph: (_____) _____

Name/Relationship: _____ Ph: (_____) _____

Licensed Healthcare Provider Signature: _____ Phone: _____ Date: _____
(Required)

I hereby authorize the school district staff members to take whatever action in their judgment may be necessary in supplying emergency medical services consistent with this plan, including the administration of medication to my child. I understand that the Local Governmental and Governmental Employees Tort Immunity Act protects staff members from liability arising from actions consistent with this plan. I also hereby authorize the school district staff members to disclose my child's protected health information to chaperones and other non-employee volunteers at the school or at school events and field trips to the extent necessary for the protection, prevention of an allergic reaction, or emergency treatment of my child and for the implementation of this plan.

Parent/Guardian Signature: _____ Date: _____ 20

DOCUMENTATION

- Gather accurate information about the reaction, including who assisted in the medical intervention and who witnessed the event.
- Save food eaten before the reaction, place in a plastic zipper bag (e.g., Ziploc bag) and freeze for analysis.
- If food was provided by school cafeteria, review food labels with head cook.
- Follow-up:
 - Review facts about the reaction with the student and parents and provide the facts to those who witnessed the reaction or are involved with the student, on a need-to-know basis. Explanations will be age-appropriate.
 - Amend the Emergency Action Plan (EAP), Individual Health Care Plan (IHCP) and/or 504 Plan as needed.
 - Specify any changes to prevent another reaction.

TRAINED STAFF MEMBERS

Name: _____

Room: _____

Name: _____

Room: _____

Name: _____

Room: _____

LOCATION OF MEDICATION

- ☐ Student to carry
- ☐ Health Office/Designated Area for Medication
- ☐ Other: _____

ADDITIONAL RESOURCES

American Academy of Allergy, Asthma and Immunology (AAAAI)

414-272-6071

<http://www.aaaai.org>

http://www.aaaai.org/patients/resources/fact_sheets/food_allergy.pdf

http://www.aaaai.org/members/allied_health/tool_kit/ppt/

Children's Memorial Hospital

773-KIDS-DOC

<http://www.childrensmemorial.org>

Food Allergy Initiative (FAI)

212-207-1974

<http://www.faiusa.org>

Food Allergy and Anaphylaxis Network (FAAN)

800-929-4040

<http://www.foodallergy.org>

This document is based on input from medical professionals including Physicians, APNs, RNs and certified school nurses. It is meant to be useful for anyone with any level of training in dealing with a food allergy reaction.

Illinois Department of Public Health

Asthma Action Plan

Appendix E

Patient Name _____ Weight _____ Date of Birth _____ Peak Flow _____

Primary Care Provider Name _____ Phone _____

Primary Care Clinic Name _____

Symptom Triggers _____

Asthma Severity

Green Zone "Go! All Clear!"



- Breathing is easy
- Can play, work and sleep without asthma symptoms

Peak Flow Range

(80% - 100% of personal best)

The **GREEN ZONE** means take the following medicine(s) every day.

Controller Medicine(s)

Dose

Spacer Used _____

Take the following medicine if needed 10-20 minutes before sports, exercise or any other strenuous activity.

Yellow Zone "Caution..."



- Breathing is easy
- Cough or wheeze
- Chest is tight

Peak Flow Range

(50% - 80% of personal best)

The **YELLOW ZONE** means keep taking your GREEN ZONE controller medicine(s) every day and add the following medicine(s) to help keep the asthma symptoms from getting worse.

Reliever Medicine(s)

Dose

If beginning cold symptoms, call your doctor before starting oral steroids.

Use Quick Reliever (two - four puffs) every 20 minutes for up to one hour or use nebulizer once. If your symptoms are not better or you do not return to the GREEN ZONE after one hour, follow RED ZONE instructions. If you are in the YELLOW ZONE for more than 12-24 hours, call your provider. If your breathing symptoms get worse, call your provider.

Red Zone "STOP! Medical Alert!"



- Medicine is not helping
- Nose opens wide to breathe
- Breathing is hard and fast
- Trouble Walking
- Trouble Talking
- Ribs show

Peak Flow Range

(Below 50% of personal best)

The **RED ZONE** means start taking your RED ZONE medicine(s) and call your doctor NOW! Take these medicines until you talk with your doctor. If your symptoms do not get better and you can't reach your doctor, go to a **hospital emergency department or call 911 immediately.**

Reliever Medicine(s)

Dose

For more information on asthma, please visit the National Heart, Lung and Blood Institute at www.nhlbi.nih.gov, the U.S. Centers for Disease Control and Prevention at www.cdc.gov or the U.S. Environmental Protection Agency at www.epa.gov.

If you would like more information on Illinois' asthma program, please contact the Illinois Department of Public Health at 217-782-3300.