



# Rolling Meadows Park District

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## CAMP 2021

WONDER • SOAR • QUEST

PARENT HANDBOOK

# LETTER FROM THE CAMP SUPERVISORS

## Welcome to Summer Camp 2021!

Thank you for enrolling your child in our school age summer day camp. We are excited about the upcoming camp season and pleased your child will be part of our program. The school age day camp is about more than looking after kids. It's about nurturing their development by providing a safe place to learn foundational skills, develop healthy, trusting relationships and build self-reliance through the values of caring, honesty, responsibility and respect. Campers will have the opportunity to find new talents, try new activities, gain independence, and make lasting friendships and memories. And, of course it's fun too!

We have prepared this handbook with you in mind and hope to clear up any questions and/or concerns you may have. Please take the time to become familiar with the policies and procedures of the camp program that we have in place in which your camper is participating. We are committed to a safe and enjoyable program. As you know, lunch-time specifics, wearing a face covering, bringing camper supplies, and increased sick protocol are essential to make this camp run safely and smoothly. You can read more about our increased safety protocol in this helpful handbook. Please read it thoroughly and take time to discuss it with your camper.

Thank you for your patience and understanding as we all learn how to safely enjoy camp together. This will be one memorable, memory-making summer.  
See your Campers Soon!

Sincerely,

Andrea Wilford

Camp Wonder, Soar & Quest Recreation Supervisor

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## Contact Information

**Camp Wonder, Soar & Quest Recreation Supervisor:** Andrea Wilford

Office Phone: 847-818-3200 x1225 | Cell Phone: 847-344-5046

\*Cell phone number is for early pick-up situations ONLY

In the event of an emergency, please call the Community Center front desk and speak to a registrar.

**Front Desk: 847-818-3200x1221**

# CAMP BASICS

## Camp Session Information

Camps Wonder, Soar and Quest will continue to offer both session-based and weekly options. Based on the CDC and Restore Illinois guidelines, campers will be divided into groups in separate rooms with a 10:1 camper-to-counselor ratio. Camp groups will be static, with no mixing of camp staff or participants between groups for the duration of each camp day. You will be emailed your child's camp room and counselor prior to your first day of camp; please check your email and have your child's camp room and counselor memorized before you drop off your child on their first day of camp. **No one besides campers and camp staff will be allowed in camp spaces; this includes parents/guardians.** We are offering Rise & Shine, Extended Stay, Full Day Camp and Individual Week Camp. There is no Half-Day or Dance Camp being offered this year.

## Payment Information

Automatic billing is required for camp payment plans. Payment plans must be set up online at [rmparks.org/summer-camp](http://rmparks.org/summer-camp). Payments will be withdrawn from your credit or debit card account on the 1st of each month from the start of your custom plan until paid in full. The billing statements will be emailed to the payer's email address. It is the payer's responsibility to check their monthly payments each month. Any payments that are declined will be charged a \$25 service fee. Registration will be closed once capacity is reached. Register early to secure your spot for camp.

### Camp Wonder | Entering 1st & 2nd Grade

Code #	Session #	Dates	Time	Fee R/NR
22-2773.1	Session 1	6/7-6/25	9am-4pm	\$480/\$555
22-2773.2	Session 2	6/28-7/16	9am-4pm	\$448/\$523
22-2773.3	Session 3	7/19-8/6	9am-4pm	\$480/\$555

### Camp Soar | Entering 3rd & 4th Grade

Code #	Session #	Dates	Time	Fee R/NR
22-2777.1	Session 1	6/7-6/25	9am-4pm	\$480/\$555
22-2777.2	Session 2	6/28-7/16	9am-4pm	\$448/\$523
22-2777.3	Session 3	7/19-8/6	9am-4pm	\$480/\$555

### Camp Quest | Entering 5th & 6th Grade

Code #	Session #	Dates	Time	Fee R/NR
22-2780.1	Session 1	6/7-6/25	9am-4pm	\$480/\$555
22-2780.2	Session 2	6/28-7/16	9am-4pm	\$448/\$523
22-2780.3	Session 3	7/19-8/6	9am-4pm	\$480/\$555
22-camp28	Last Call	8/9-8/13	9am-4pm	\$210/\$260

### Individual Week | Entering Kindergarten-6th Grade

Code #	Days	Dates	Time	Fee R/NR
22-camp01	Mon.-Fri.	6/7-6/11	9am-4pm	\$210/\$260
22-camp02	Mon.-Fri.	6/14-6/18	9am-4pm	\$210/\$260
22-camp03	Mon.-Fri.	6/21-6/25	9am-4pm	\$210/\$260
22-camp04	Mon.-Fri.	6/28-7/2	9am-4pm	\$210/\$260
22-camp05	Mon.-Fri.	7/6-7/9	9am-4pm	\$168-\$198
22-camp06	Mon.-Fri.	7/12-7/16	9am-4pm	\$210/\$260
22-camp07	Mon.-Fri.	7/19-7/23	9am-4pm	\$210/\$260
22-camp08	Mon.-Fri.	7/26-7/30	9am-4pm	\$210/\$260
22-camp09	Mon.-Fri.	8/2-8/6	9am-4pm	\$210/\$260
22-camp28	Mon.-Fri.	8/9-8/13	9am-4pm	\$210/\$260

## Camp Schedule

8:45-9:15am  
10-10:20am  
10:20-11:35am  
11:35am-12:15pm  
12:20-1pm  
1-2pm  
1:30-2pm  
2-3:45pm  
3:45-4pm

Camper drop-off/check-in & daily announcements  
Snack  
Activities & Games  
Staggered bathroom break & prep lunch area  
Lunch/Quiet Activity \*read a book or color  
Activities & Games  
Staggered bathroom break  
Activities & Games  
Get ready to go home for the day & camper pick-up

## Indoor Activities

We are incorporating social distancing games which will allow for proper distancing and doesn't require any shared equipment. All activities will be played within each camp group; this will ensure that we are following guidelines.

## Outdoor Play

Our team is focused on maximizing outdoor play and no-touch games and activities. This summer we will not be going on any off-site field trips or to our pool. We will have designated water days every Tuesday and Thursday. Watch for the weekly newsletter for additional water days or changes to the schedule.

## Social Distancing Markers

We are using hula hoops, tape squares, carpet squares and spray painted or chalked circles to visually show 6' spacing.

## Meals, Snacks and Water

### Lunches

Campers must bring a sack lunch every day. We do not offer refrigeration or microwaves for lunches. We recommend that campers' meals brought from home be in single-use containers to be thrown out after each meal. Based on the CDC guidelines, campers will have a social distance of 6 ft apart when eating. Please send your camper with food items that do not require a tool or assistance from camp staff.

### Snacks

Pack a healthy snack for your camper with their lunch; groups will take a break mid-way through the day for snack time. If your camper is in Extended Stay, please pack or an additional healthy snack.

### Water Bottles

Each camper must bring a water bottle to camp. Please write your camper's name on the water bottle with a permanent marker. Your child will be able to refill the water bottle from the drinking fountain throughout the day as needed. Our campers are continually active and spend a lot of time outside and it is especially important that they stay hydrated.

### Vending Machine

We discourage our campers from using the vending/concession machine during the camp day. The Rolling Meadows Park District is not responsible for lost or stolen money.

## What to Bring to Camp

Your child should bring the following items to camp each day:

- Lunch
- Face Mask
- Labeled Water bottle
- Labeled Personal toys
- Labeled Change of Clothes
- Travel Tissues
- Swim Suit and Towel on water play days
- Snack
- Book to Read
- Labeled Sunscreen
- Labeled Cards or legos in a ziploc
- Hand Sanitizer
- Your drawstring camp bag\*  
\*provided by the Rolling Meadows Park District

The following items should be brought on the first day of camp and will remain in our facility for the duration of the camp session:

- 4 Pencils
- Construction Paper: 8.5 x 11 variety pack
- Ruled Paper
- Coloring Book
- Labeled Pencil Case
- Washable Markers
- Scissors
- Pencil Sharpener
- 2 Paint Brushes
- 2 Glue Sticks
- Colored Pencils/Crayons
- Scotch Tape

Campers need to have their name or initials on everything they bring to camp. Make sure that personal toys, cards and art supplies are in plastic ziplock bags. Counselors will label all unlabeled items with a permanent marker.

## Camp Attire

Campers must wear a face covering over their nose and mouth at all times except for when they are able to maintain a safe social distance outside and during meal times; exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering. If your camper is not wearing a face mask, the camper cannot attend camp.

Campers should wear comfortable and casual clothing to camp. Campers must wear closed-toe shoes with socks. If your camper is wearing flip flops they will be asked to sit out during active camp games to avoid injury. Please send your camper dressed appropriately for weather conditions. All campers are required to bring a change of clothes in their backpack.

## Camp Communication and Newsletters

You will receive a welcome letter and email with your camper group and room location prior to the start of camp. Parents and guardians will receive a weekly e-newsletter on Fridays to inform them on themes and activities before the week ahead. If you do not receive a weekly camp e-newsletter on Friday, contact your camp recreation supervisor.

# SAFETY

## ePACT

The Rolling Meadows Park District uses ePACT to collect reliable and up-to-date information for its members to ensure they can provide the greatest support and care in the event of an emergency. With ePACT, we can securely access critical information and communications anytime and anywhere, rather than relying on paper emergency forms, phone trees or other systems that may not be reliable in a crisis. You should have already received an email from ePACT. If you did not receive an email to create an account or need to update emergency information on ePACT, [click here](#).

Privacy and data security is ePACT's highest priority. ePACT network uses industry best practice encryption and security standards to ensure the highest quality data protection for both the system and its users. Please note: You own the information in your account and at no point does ePACT share information without a user's consent, nor will ePACT ever sell user's data.

## Safety Precautions Expected of Participants

- Parents will be expected to perform a daily Covid-19 symptoms-check before sending their child to camp.
- Campers will be expected to wear a face covering when not able to maintain six feet of social distance.
- Campers will be expected to maintain social distancing and keep their hands to themselves.
- Campers will be sent home if they cannot properly contain a cough or sneeze or if they exhibit any signs or symptoms of illness.
- Campers must bring labeled art supplies, a refillable water bottle, and easily opened lunches.
- Campers must follow frequent hand-washing and sanitizing practices.
- Campers will be expected to comply with all safety precautions. **Failure to comply may result in removal from camp.**

## Camper to Counselor Ratios

Each room will have up to 15 to 20 campers and 2 counselors. They will be spread out amongst up to 15 homerooms at the Community Center. The teen center at Park Central or Plum Grove Park may be used, depending on space needs. Camp counselors will be assigned to a group and will stay with that group for the duration of camp.

## Sunscreen

Sunburn is a concern during the summer. Since we spend so much of our day outdoors, please apply sunscreen before you bring your child in the morning and send a labeled bottle/aerosol of sunscreen in their backpack so that your child can re-apply as necessary throughout the day. NOTE: Although aerosol sunscreen is easier to apply, keep in mind that the children who use this type of sunscreen at camp tend to burn more frequently than children wearing a lotion-based sunscreen. Counselors will NOT be able to help reapply sunscreen on their campers up to 3x a day as usual. This summer, counselors will watch and ensure that the campers are reapplying sunscreen themselves.

## Travel Guidelines

The Park District encourages everyone to use their own discretion and best judgement regarding domestic travel. Please take into consideration the health and safety of other campers. If you do return from an "orange" or "yellow" state, as always, out of respect to fellow guests please monitor symptoms and keep your camper home if they do not feel well.

# MEDICAL

## Illness

Parents/guardians need to be on the alert for symptoms of illness and to keep campers home when they are sick. Campers who have a fever of 100.4 (38.0C) or above or other signs of illness should not be sent to camp. Parents/guardians need complete the wellness checklist (see page 7) before they drop their child off for camp each day.

Contact your Camp Recreation supervisor if your camper has a contagious illness; such as COVID-19, strep throat, hand-foot-mouth disease, Influenza or pink eye. An ill child must be symptom free for 24 hours or 10 days quarantined before returning to camp. Campers can return to camp if they have a written negative PCR COVID negative test OR a physician's note stating the COVID-like symptoms is caused by an alternate diagnosis OR 10 days have passed with symptoms and fever free for 24 hours without the use of fever reducing medication. Please note that if a sibling is part of our camp, they to have to quarantine until all family members are symptom free.

Park District administrators will notify health officials and close contacts in accordance with state and local laws and regulations immediately of any case of COVID-19 while maintaining confidentiality in accordance with the HIPPA and

Americans with Disabilities Act (ADA). We will advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Camp staff will make a visual inspection of the camper for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, rash or extreme fussiness. If a camper says that they are sick, we will take them seriously. Camp staff will contact the parent/guardian or an emergency contact. Please understand sick children cannot remain at camp; it is not fair to your child or other children and staff in the building.

## Medication

To minimize the administration of a medication-dispensing program, we ask that parents/guardians administer medication prior to entering the program whenever possible. Medication should only be dispensed by camp staff when it is necessary to administer medication to a child during program hours. If your child will require medication administration during program hours, you need to fill out the Permission to Dispense Medication/Waiver and Release of All Claims section of our online emergency information portal on ePACT.

## Injuries

All camp staff are certified in CPR, First Aid, and AED. All steps will be taken to ensure the safety and welfare of your child. If your child is injured and requires more than basic first aid, the camp staff will take steps to assure the safety of your child. This may include calling the parent so that they may take them to seek medical attention, calling the emergency contact, family physician or calling 911 if it is deemed by the camp staff to be necessary.

## COVID-19 Precautions

### Watch for symptoms of COVID-19

The symptoms of COVID-19 are similar in children and adults, however, children with confirmed COVID-19 have generally presented with mild symptoms. Symptoms may appear 2-14 days after exposure to the virus. Campers with these symptoms may have COVID-19:

- Fever or chills
- Shortness of breath or difficulty breathing
- Headache
- Sore throat
- Diarrhea
- Cough
- Fatigue or muscle/body aches
- New loss of taste or smell
- Nausea or vomiting

For more information on COVID-19, please visit [cdc.gov](https://www.cdc.gov).

### Showing Symptoms of COVID-19 in our Camp

If your child exhibits signs or symptoms of COVID-19, they will immediately be isolated from the group. Parents/guardians will have up to 1 hour to pick up their children from camp. We will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting them; for outdoor areas, this includes surfaces or shared objects in the area, if applicable.

Park District administrators will notify health officials and close contacts in accordance with state and local laws and regulations immediately of any case of COVID-19 while maintaining confidentiality in accordance with the HIPAA and Americans with Disabilities Act (ADA). We will advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow Restore Illinois Guidelines guidance if symptoms develop.

### Cleaning and Disinfection

The Park District staff will disinfect frequently-touched surfaces (ex: door handles, sink handles, drinking fountains) within the camp facility at least daily or between use as much as possible. We have developed a schedule for increased cleaning and disinfection.

The Park District staff will ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely away from children. Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

# DAILY WELLNESS CHECKLIST

The Rolling Meadows Park District is firmly committed to the health and safety of its participants, guests and staff as we continue to navigate the COVID-19 pandemic. However, we need the help of ALL parents and guardians to maintain a healthy and safe environment for our programs. Therefore, we are requiring all parents and guardians take an oath of parental responsibility to complete a daily COVID-19 symptoms check on your child prior to leaving home to attend their program. If your child exhibits any COVID-19 symptoms, we respectfully require they remain at home for the health and safety of other participants, guests and our staff. Please realize, the health and safety of the program relies on you as a parent or guardian committing to and abiding by your responsibility of daily COVID-19 symptom checks of your child. We're all in this together.

## WELLNESS SCREENING QUESTIONS

Parents should ask children to respond "Yes" or "No" to each question below OR show a list of symptoms to their child and ask them to answer whether or not they are experiencing any of them beyond what is normal for the child.

### Children/participants

- Have you felt feverish?
- Do you have a cough?
- Do you have congestion or runny nose?
- Do you have fatigue from an unknown cause?
- 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?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills?
- Do you have any gastrointestinal/stomach concerns (ex.:, abdominal, pain, vomiting, diarrhea)?
- In the last 14-days; have you had \*close contact with or cared for someone diagnosed with COVID-19, or that had all the currently known symptoms of COVID-19 that are listed above?

### Parents:

- Is anyone in your household displaying any symptoms of COVID-19? If a child indicates having or experiencing any of symptoms above, immediately separate him/her from others at home (as per CDC guidelines).
  - Have you been conducting temperature screenings?
  - To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19? Close contact is defined as being within 6 feet of a COVID-19 case for greater than 15 minutes; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
- If a child indicates having or experiencing any of symptoms above, immediately separate him/her from others at home (as per CDC guidelines) and do not bring them to camp.

# DROP-OFF/PICK-UP

## Drop-off/Pick-up Protocol

Arrive on time for drop-off/pick-up every day. Parents/guardians enter the parking lot by the preschool entrance and follow signs for their specific pull up to the drop-off/pick-up zone. Campers will exit/enter on the driver's side of their car when they are greeted by a camp staff member. **Only the camper should exit the vehicle; no one besides the campers are allowed in the building.** If you have multiple children enrolled in camp, you need to drop off each child at their appropriate zone.

Pick-up procedures require staff to ask for identification; we will only release campers to authorized adults that are listed on the ePACT pick-up form after identification is verified. This is done to ensure the safety of the campers. Authorized adults can be added directly to ePACT. The same parents/legal guardians should drop-off and pick-up the child every day whenever possible. We recommend, older individuals, such as grandparents or those with serious underlying medical conditions, do not pick up children as they may be more at risk for severe illness from COVID-19. If any one-time changes need to be made to the drop-off/pick-up time, the parent/guardian must email their child's camp recreation supervisor within 24-48 hours. No exceptions.

## Camper Pick-Up Zones

Campers are to be dropped off and picked up every day at the appropriate drop-off/pick-up zone. Each drop-off/pick-up zone features a private entrance and is divided based on ages. **You will receive an email from ePACT listing your campers drop off and pick up locations. An ID is required for all drop-offs/pick-ups.**

Children will not be allowed to use any entrance besides their assigned in order to eliminate cross contamination. You will be emailed before the start of camp if your child's age has two possible drop-off/pick-up zones. **Drop-off/Pick-up locations are subject to change based on the number of participants.**

## Sign In and Out Procedures

Head counselors will check in all campers once they enter their camp room and check out all campers once their Parents/guardian arrives. If the release of camper form has been signed by a 10-12 year-old's parent/guardian through ePACT, which allows your camper to bike or walk to & from camp, campers can check-out on their own. 10-12 year-old campers will have to leave their bikes at their designated locations. If your camper is at the Community Center, they will leave their bikes in the vestibule located in the senior center, if your camper is at the Teen Center, they will leave their bikes on the bike rack located outside the building.

Our release form clearly states that the park district is ONLY responsible for your child during the regular day camp hours, and NOT on the way to and from camp. We do NOT contact parents when a child is absent or does not show up to camp. It is your responsibility to ensure the safety of your child to and from the day camp program.

## Late Pick Up Fee

Late pickups will be charged a penalty of \$5 at 4:01pm and \$1 for every additional minute after. These penalties will be charged on your credit card automatically each time a child is not picked up on time. Continuous late pick-ups may result in your child being dropped from camp. Note: there will be flexibility the first week as we work through the camp routine.

# BEHAVIOR

## Code of Conduct

The Rolling Meadows Park District reserves the right to suspend, expel or deny participation in any program to any person whose behavior materially interferes or disrupts the quality of camp, the enjoyment of camp by other participants or the ability of staff to conduct or manage activities.

A child's parent or guardian shall be notified of the first incident; the second incident shall require a parent meeting with camp staff and supervisors; a third incident may result in an expulsion or suspension of the child from the program. If a child engages in behavior which may result in bodily harm to others, an immediate meeting with the parents may be called. If such behavior warrants it, immediate suspension or expulsion may result.

## Behavior Guidance

We attempt to help the camper process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. In the process of setting and enforcing limits, our counselors assist the campers in developing self-control and respect for the rights and property of others.

The following techniques will be used daily to maintain our goal of a fun and safe camp experience:

- A well-designed camp experience keeping the campers engaged in positive activities throughout the day.
- Positive redirection when unacceptable behavior occurs.
- Positive role modeling by camp counselors of appropriate behavior and communication.
- Problem solving and conflict resolution when a situation arises.
- Removal from a situation if necessary in order to give a child the opportunity to regain control of the situation and their emotions.
- Parent/counselor conference if the child is unable to break the pattern of negative behavior.

## Parent/Counselor Conference

There may be times during the summer when a camp recreation supervisor will call you to address a behavioral concern. Please remember that we are here to work with you, as a team, to benefit your child. Please understand that we are seeking your advice and support to resolve a behavioral issue and we may need additional information such as: any changes at home, changes in the child's routine, suggestions or insight on what kind of discipline is used at the home.

We recognize the importance of parent /counselor interaction and communication. If you need to address a concern or question to our camp staff, please feel free to connect with the camp recreation supervisors and we will set up a conference call.

## Anti-Bullying

We want to provide an environment where your child feels comfortable and safe. The Rolling Meadows Park District does not tolerate bullying in any form, including verbal. Our camp staff is trained with ways to create a positive environment where verbal bullying is not allowed. When we hear a verbal put-down, we will address the issue and guide the camper into a more positive way of communicating. One of the reasons children often put each other down is because they disagree with the person. Our goal here is to teach young people how to communicate their feelings without hurting someone else's. Understanding this key distinction is a pillar of respectful behavior.

One of the most significant teaching points you, as a parent, can have with your child is to encourage them to voice their concerns and feelings to staff. If your child does not tell us what is going on, we cannot help. Open communication is the only way that we will solve bullying.

## Camper Rights and Responsibilities

Our camp is about fun, connection, self-exploration and self-expression. We strive to help our campers gain personal power and independence, build self-confidence and self-esteem, and develop friendships while having fun. To achieve this and to create a safe and enjoyable environment at camp, we have identified certain expectations which all campers must observe. These expectations will be reviewed with your camper throughout the summer. We require that each camper abide by this Code of Conduct. Breaking the Camper Agreement on a continual basis may result in dismissal from camp.

### Summer Camp Participants have the Right to:

- Be free from cruel teasing and put-downs
- Seek help from adults who are here to help you
- Take part in all activities offered by the program
- Have a fair turn in any group activity
- Be treated with dignity and respect by everyone

### Summer Camp Participants have the Responsibility to:

- Avoid fights of any kind with other children
- Play fairly and share equipment
- Be kind, considerate, helpful and respectful toward others
- Cooperate with others including adults
- Be truthful with everyone
- Listen to your counselors.
- If you have a problem, talk to your counselors. We will hear you and help you find a solution.
- Be fair and accepting of others eager to join any activity
- Use appropriate, acceptable language
- Respect everyone's property
- Be a good sport whether you win or lose
- Challenge yourself to try at least one new thing each day while you are at camp; we'll be there to support you and cheer you on.