



Rolling Meadows Park District

CAMP 2021

IMAGINE

PARENT HANDBOOK

LETTER FROM THE CAMP SUPERVISORS

Dear Parents,

We would like to welcome you and your child to the Rolling Meadows Park District Early Childhood, Camp Imagine. This half day camp from 9:30 am-12pm is designed to meet the needs of 3-5 year-olds. We will establish an environment in which your child feels comfortable as well as provide experiences that will help them thrive and soar. Although this summer may look different with new protocol and procedures, much will feel the same. Learning through play will happen and we will find joy in summer days.

Our staff is eager to make your child's first kick-off camp experience an enjoyable one. Our facility provides opportunities to learn and explore many areas. Since parents are the best resource regarding our participants, communication between staff and families is essential. During the summer please feel free to discuss your feelings and concerns with your child's campers counselor or with me.

Included in this handbook is our philosophy, our increased safety protocol, our objectives and information about the camp. Please refer to the handbook for basic information. If there is any additional information you need, please call me at 847-818-3200 x1237 or email at kmiletic@rmparks.org. We are looking forward to a great preschool camp adventure this summer!

Sincerely,

Karrie Miletic

Camp Imagine Recreation Supervisor

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Contact Information

Camp Imagine Recreation Supervisor: Karrie Miletic

Office Phone: 847-818-3200 x1237

Preschool Absence Hotline: 847-818-3200 x1257

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

Front Desk: 847-818-3200 x1221

CAMP BASICS

Camp Session Information

Camps Imagine offers two, four week sessions. Based on the CDC and Restore Illinois guidelines, campers will be divided into groups in separate rooms with a 7:1 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.**

Payment Information

Automatic billing is required for camp payment plans. Payment plans must be set up online at 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 Imagine

NO CAMP MONDAY, JULY 5

2-Day | Tuesday & Thursday

Code #	Session #	Dates	Time	Fee R/NR
22-1700	Session 1	6/15-7/8	9:30am-12pm	\$67/\$87
22-1701	Session 2	7/13-8/5	9:30am-12pm	\$110/\$140

3-Day | Monday, Wednesday & Friday

Code #	Session #	Dates	Time	Fee R/NR
22-1704	Session 1	6/14-7/9	9:30am-12pm	\$151/\$181
22-1705	Session 2	7/12-8/6	9:30am-12pm	\$165/\$195

5-Day | Monday-Friday

Code #	Session #	Dates	Time	Fee R/NR
22-1708	Session 1	6/14-7/9	9:30am-12pm	\$261/\$291
22-1709	Session 2	7/12-8/6	9:30am-12pm	\$275/\$325

Camp Schedule

- Circle time
- Playtime
- Nature Walks
- Art Experiences
- Closing Activities
- Storytime
- Outdoor Play
- Snack
- Music & Movement

Camp Themes

Session 1: Camp Welcome & Father's Day, Ocean, 4th of July/Camping and Space

Session 2: Music & Movement, Transportation, Olympics and Jungle Safari

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 we are following guidelines.

Playground Time

Hands must be washed or hand sanitizer used prior to entering or leaving the playground, in addition masks must be worn since social distancing is difficult on the playground. The public will NOT be allowed in during our designated times. Park playtime will be limited to 20 minutes. One classroom will be allowed on the playground at a time.

Outdoor Play

Our team is focused on maximizing outdoor play and no-touch games and activities. One of our favorite outdoor activities during camp is nature walks.

Water Play

On Thursday and Friday we will have water play days and sprinkler times. The children should wear their swimsuits under their clothes to camp on water play days (if you do not want your child to go in the water on a particular day please send us a note and do not have them wear a swimsuit). Sunscreen needs to be applied by parents before camp. Please send them with a bag and a towel that are labeled with their full name. The children have an easier time finding their towel and bag if the same towel and bag are used on each water play day. All clothes should be labeled with their full name - this will ensure that we can help your child get the correct clothes into the correct bag. Slip on shoes with no socks are helpful for water play days. They can be worn to school or sent in your child's bag. The children will be released from camp with their swimsuits on and their dry clothes in their bag. If there is cold or inclement weather we will not have water play.

Social Distancing Markers

We are using hula hoops, tape squares, carpet squares to visually show 6' spacing.

Snacks and Water

Snacks

Snacks will be restricted to 3 store-bought options: goldfish crackers, pretzels, or teddy grahams. All must be nut free. Items need to be prepackaged and must be from an unopened package. These individual packets are easily found at all local food stores. Please have your child bring one of these snack choices daily along with their water bottle.

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.

What to Bring to Camp

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

- Snack
- Labeled Change of Clothes
- Travel Tissues
- Child should come in swim suit and bring a towel on water play days
- Face Mask
- Hand Sanitizer

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:

- Washable Markers (16)
- Small Scissors
- Small Plastic School Box
- Crayons (16)
- Glue Sticks (2)

Campers need to have their name or initials on everything they bring to camp. 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.

Photos and Social Media

Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary, including social media.

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. In addition we will be emailing information about activities for the week ahead. If you do not receive a weekly camp e-newsletter on Friday, contact your camp recreation supervisor.

CLASSROOM COMMUNICATION APP

This summer we are using the app, SeeSaw, to give parents a glimpse into the weekly fun, learning, activities and happenings in the camp room. Parents will receive an invitation during the first week to join your child's camp room.

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 three to 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 snacks.
- 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 campers and 2 counselors. They will be spread out amongst our preschool rooms at the Community Center. Camp counselors will be assigned to a group and will stay with that group for the duration of camp.

Children with Special Needs

We work closely with Northwest Special Recreation Association (NWSRA) to provide a positive experience for all children.

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.

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 you are not feeling 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. Campers can return to camp if they have a written negative PCR COVID 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 too will have to quarantine until all family members are symptom free.

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 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 Restore Illinois Guidelines 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. The Park District staff will use gloves when removing garbage bags or handling and disposing of trash and will wash hands after removing gloves.

The Park District staff 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.

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 separate 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. Parents will receive a color pick-up sign for their car window on the first day of camp.**

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 you 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.

BEHAVIOR

Code of Conduct

Participants are expected to exhibit appropriate behavior at all times while participating in Preschool, Pre-K and Preschool Blast Off programs. The following guidelines are designed to provide safe and enjoyable activities for all participants.

The Park District reserves the right to dismiss a participant whose behavior consistently disrupts the program atmosphere or endangers the safety of himself/herself or others. Dismissal from the program is the final step and will occur only after several measures to improve behavior have taken place. These include:

1. Redirection & Positive Reinforcement
2. Discussion with preschooler, teacher and/or the Supervisor of Early Childhood.
3. Staff notifies parents of problem.
4. Recreation Supervisor of Early Childhood speaks with parents.

Parent Partnership

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.