



Dundee Township Park District  
Day/Sports/Discovery Camp  
2020 Parent Guide

**Breakdown of Camps/Groups:**

Based off safety and social distancing guidelines from the CDC and the Illinois Department of Public Health we will be taking precautions with our group sizes to mitigate the risk of illness. Each day/sports camp will have no more than 50 campers each session and will be located in a separate and specific area within either the Rakow Center or Randall Oaks Recreation Center. Participants will be split into separate groups within each camp with a maximum ratio of 10 campers to one counselor. The additional measures and accommodations will be made:

- Six feet between staff and campers will be enforced and maintained
- Drop-off and Pick-Up Procedures will be modified to reduce additional foot traffic within the Recreation Centers (see pages 2-3)
- Each camp will be assigned bathrooms to use.
- Campers and Staff from each group will not comingle and may not change groups
- Children from the same household may be grouped together (older child would be grouped with the younger child)
- Each camp will have use of its own common area (i.e. lunch, snack, breaks)
- All non-essential visitors and volunteers will be restricted from access to the camp.

**Daily Health Screenings:**

Parents/guardians will receive a COVID-19 Symptom Questionnaire and will be asked to return a signed copy at the start of each week. Parents/Guardians are required to notify staff if any answers to the questionnaire change. All parents/guardians will be required to perform the below health screening of their child(ren) at home and report to the staff member at drop-off that he/she has answered no to all questions on the questionnaire.

- Perform a COVID-19 Symptom Questionnaire at home and report findings to staff at check-in:
  - 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)?
  - 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?

If a child has a temperature of 100.4 degrees or higher, experiencing vomiting and/or diarrhea, or answers yes to any of the above questions they will NOT be permitted at camp and will not be allowed to return until the following has been met:

- No sign of fever for three days (without use of any medication)
- Coughing or breathing problems have subsided
- Vomiting and/or diarrhea has stopped for two days

\*A verification of this health screening will be certified by the parent/guardian during drop-off.

\*\*Anyone not permitted at camp due to illness may be eligible for a refund of camp fees (see refund policy on page 4). A child sent home from camp due to illness will not be permitted back to camp without a doctor's note certifying they are able to return to camp.

**Ill Child at Camp:**

If a child becomes ill at camp, parents/guardians will be notified and asked to pick-up their child immediately. **THE CHILD MUST BE PICKED UP WITHIN 20 MINUTES OF BEING NOTIFIED.** For the safety of all participants and staff, if the child is not picked up within 20 minutes, the authorities will be called to safely remove the child from the facility. Prior to pick-up the ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until pick-up. A child sent home from camp due to illness will not be permitted back to camp without a doctor's note certifying they are able to return to camp.

**Positive COVID-19 Test Policy:**

**If a child or household member tests positive for COVID-19, all children from those families will not be permitted to attend camp for two weeks. We will report the case to the Kane County Health Department and proceed by following the guidance from the Department. Refunds will be applied for those not permitted to camp and/or due to camp closure and will be pro-rated based on the days of camp that were unattended.**

**Communication/Attendance:**

All contact information (name, address, phone, emergency contacts, approved pick-up people, etc.) must be kept current with our Registration Desk. Not doing so could jeopardize the safety of your camper in the case of an emergency where we need to contact you. If you need to contact the site, a direct phone number will be included in the camp newsletter. While the Site Coordinator does carry the site cell phone, there may be times when they are unable to answer. Please be sure to leave a message so they can return your call.

You are encouraged to call the camp specific cell phone if your child will be absent. Staff will not be available until 7:00 a.m., but you may leave a message prior to opening. Staff will not be making regular phone calls due to absences.

**Important Contact Numbers:**

Rakow Registration Desk (847) 551-4319  
Randall Oaks Registration Desk (847) 836-4260  
Billing questions, Susan Pilkerton (847) 844-7085 ext.1003  
Day/Discovery Camp Supervisor, Erin Weingart (847) 428-7131 ext. 2205  
Sports Camp Supervisor, Aly Graham (847) 428-7131 ext. 1204  
Day Camp (Algonquin Lakes/Sleepy Hollow) (224) 828-0930  
Discovery Day Camp (847) 551-4319  
Rakow Sports Camp (847) 804-2801  
Randall Oaks Sports Camp (847) 804-8212

**Drop-off and Pick-up Procedures:**

To help stop the spread of germs we have changed the procedures and some of the requirements for both drop-off and pick-up. The person dropping off and picking up must be listed as an authorized person on your paperwork at registration. If you need to make a change to your authorized drop-off and pick-up list, please contact the supervisor listed in the contact numbers above.

**Drop-Off Procedure:**

- **Parents and campers will be asked to remain in their vehicle until a staff member is able to help them.**
- **Parents will NOT be allowed to walk their children to the main entrance.**

- Parents are asked to drop off at their designated camp drop off location. (See Attached Map).
- Please listen for instructions as staff approach your vehicle.
- Staff will check off that child(ren) have passed symptom check.
- To minimize the handling of materials, Staff will mark the attendance sheet when they are dropped off. Parents will only be verbally checking their child(ren) in.
- After receiving the name and camp for the camper being checked in, staff will escort child(ren) to the appropriate bathroom to wash his/her hands.
- Staff will then direct the child(ren) to the appropriate program area and help them place their items into an assigned basket.

\*During this process staff will also visually inspect each camper for any sign of illness (i.e. cough, runny nose, pale skin, etc.).

\*If for any reason Camp staff chooses to refute the at-home health screening, they will perform their own screening. If it is found the child is not in good health, they will not be permitted to attend camp that day.

### **Late Arrivals:**

Please call the specific camp cell phone before 9:00 am if your child will be arriving to camp late. Drop-off procedures for these occasions will be the same as listed above.

\*At times, camp groups may be outside at neighboring parks. In the case that a child is being checked in when their camp group is out at a park, parents will be asked to drive the child(ren) to the location of the camp group. Drop-off procedures will be followed per usual and the child(ren) will be directed to use hand sanitizer before joining the camp group.

### **Pick-Up Procedure:**

- Staff will be outside of your designated pick-up area or waiting inside for parent arrival.
- Parents are asked to pick-up at the same designated area as drop-off.
- Upon being greeted by a staff member, staff will ask for the camper's name that is being picked up.
- A state-issued ID will be required for the staff to verify the person picking up is on the authorized pick-up list.
- Staff will then escort the child(ren) out of the Recreation Center.

### **Early Pick-Up:**

If you need to pick up your camper prior to 3:00 p.m. you will need to call the specific camp cell phone to determine the location of the camp. Please do your best to notify us in advance. A Staff Member will assist with pick-up once you arrive at the location. Verification using the Authorized Pick-Up List will be conducted for all check-outs.

### **Late Pick-Up and Early Drop-Off Charges:**

To help maintain a reasonable cost to you, please make sure your camper is picked up and dropped off on time. The charges will be strictly enforced this summer due to the current situation.

### **Camp Hours:**

AM Care 7:00-9:00 am\*\*

Camp 9:00 am-3:00 pm

PM Care 3:00-6:00 pm\*\*

Charges will be as follows: first ten minutes, \$5; each additional minute thereafter, \$1 per minute. Fees must be paid prior to returning to the program.

***\*\*Camper must be pre-enrolled in order to drop off during these hours.***

### **COVID-19 Refund Policy:**

For the 2020 summer, the Park District will be adopting a change to the refund policy:

- Families will receive a refund for any non-attendance days if camp is forced to close for any period due to a COVID-19 outbreak.
- Any family choosing to withdraw from a session of camp due to concerns of COVID-19 will be given a refund provided cancellation is made one week prior to the start of the session.
  - PLEASE provide as much advanced notice of cancellation as possible.
- In addition, any child required to remain at home due to illness will have a pro-rated customer credit processed to their household account for that day and any further missed days of camp due to illness.
  - Staff reserve the right to ask for a doctor's note stating the child's condition that prevents them from returning to camp to receive additional credits for missed days.

### **Cleaning Modifications:**

In order to properly clean and sanitize the camp spaces, cleaning modifications will include:

- Cleaning of counter tops, door handles and all high touch areas with disinfecting spray will occur prior to the camp day starting and as needed throughout the day.
- Cleaning of bathroom toilets, stall handles and sink handles with disinfecting spray every 2 hours.
- Camp equipment and activity supplies will be cleaned before and after each use. Camps will not share supplies or equipment.
- All areas used by each camp group including specific meeting spaces, restrooms and camper baskets will be cleaned and sanitized each evening after camp is done for the day.
- Park District Staff will continue to monitor the situation and add to the above list as needed.

### **Hand Washing Modifications:**

- It will be important to wash/sanitize hands often to stay healthy and safe. This summer, camp staff will require campers to wash or sanitize their hands throughout the day on top of the already required hand cleaning parts of the day (prior to beginning camp, after bathroom breaks, and before meals/snacks).
- All staff will also be required to wash or sanitize their hands throughout the day on top of the already required hand cleaning parts of the day (prior to beginning camp, after bathroom breaks, and before meals/snacks).

### **Personal Protective Equipment and Cleaning Supplies at Camp:**

- The Park District will provide disinfectant spray and wipes, gloves, and face coverings for use by camp staff to clean the camp facilities daily.
- The Park District will also provide hand sanitizer, hand soap, and paper toweling to be used by camp staff and campers with staff supervision.

### **Masks/Face Coverings:**

- Masks/Face Coverings are a great way to help stop the spread of germs, but must be used properly for them to be effective. Masks/coverings must be worn so that both the nose and mouth are fully covered.
- All participants are required to wear face masks/coverings while entering and participating in the Day/Sports Camp program.
  - \*Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by-case basis.
- Masks/Coverings for campers will NOT be provided by the District.

- Any child using a mask/covering at camp will be required to handle all the aspects of using one at camp. This includes:
  - Putting it on and taking it off
  - Storing it when not in use
  - Sanitizing it between uses

### **Activity Modifications**

Staff is hard at work planning fun and creative games and activities that will allow our campers to experience a fun, interactive, and safe summer. Modifications to activities will include:

- Social distancing six feet apart enforced during activities/games inside and outside.
- Emphasis will be placed on outdoor activities and games.
- Games will be modified to limit physical interaction when possible.
- Each camp will have their own set of commonly used supplies and equipment.
- Supplies and equipment will be sanitized throughout the day to minimize the spread of germs.

### **Camp Guests/Entertainers**

Due to COVID-19 concerns and our inability to ensure proper disinfecting protocols at field trip venues, the Park District may be bringing various entertainers and educators to the camp. For these occasions, attempts will be made to have the shows/workshops outside in a space for multiple camp groups to attend. In the case that outdoor accommodations can't be made, guests will follow cleaning protocols when transitioning from one camp group to the next.

### **Lunch & Snacks**

Each camp will have a designated indoor and outdoor space to eat and will remain the same each day of the camp session. Vending (food/drinks) machines, refrigerators and microwaves are NOT available during lunch or snack time. Food sharing is also not permitted due to allergies. When packing a lunch for your child(ren), we ask that you pack a nut-free lunch with items that do not have to be refrigerated. The encouraged best practice is to pack the lunch in a single-use container/bag that can be thrown out after the meal.

#### **Prohibited Foods:**

- Peanuts and any kind of tree nuts
- Sesame seeds

\*This list may expand depending on the allergies of other participants

**Snacks will not be provided for After Camp Care. Parents are required to pack at least one snack for their child(ren) if your camper is enrolled in After Camp Care. Parents are required to send a labeled reusable water bottle.**

### **Water Bottles:**

It is very important that campers remain hydrated throughout the day. Drinking fountains will not be available for use on an individual basis. It will be very important that your child brings a labeled reusable water bottle with them every day to camp. Staff will help children fill up their water bottles throughout the day via touchless bottle fillers.

### **Bathroom Use:**

Each camp will be assigned a bathroom to use throughout the day. If there is a need to use a park bathroom while participating in activities away from the Recreation Center, staff will disinfect the bathroom before use and will supervise and ensure that campers wash or sanitize their hands thoroughly before and after use.

\*To make this as efficient as possible we ask that you remind your child(ren) to please use or try to use the bathroom facilities during scheduled bathroom breaks.

### **Participation Requirements & Expectations:**

1. Participants are ALWAYS required to wear a face mask or covering while entering and participating in the Recreation Center. This must be provided from the parent and be worn upon checking in to camp.
  - a. \*Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by-case basis.
2. Participants are not required to wear a face mask or covering while participating in physical activities or when participating outside if participants can maintain a safe social distance.
3. Participants are required to wash their hands upon entering the Recreation Center and before and after all activities.
4. Participants are required to maintain social distancing by keeping at least six feet away from other participants and staff members.
5. Participants must show respect to fellow campers and all staff.
6. Participants are expected to take directions from staff
7. Participants must refrain from using abusive or foul language.
8. Participants must refrain from causing bodily harm to self, other campers, or staff.
9. Participants must show respect to equipment, supplies, and facilities.

### **Three-Strike Policy**

To ensure a pleasant and safe environment for all campers, a Three Strike Policy concerning consistent disruptive behavior will be followed.\*

#### **First Strike**

The camper will be removed from the group. A parent will be called to pick up the camper immediately. Formal warning issued requiring a parent signature.

#### **Second Strike**

The camper will be removed from the group. A parent will be called to pick up the camper immediately. Formal warning issued requiring a parent signature. Reminder: a third strike will result in dismissal from the program.

#### **Third Strike**

The camper will be removed from the group. A parent will be called to pick up immediately. Formal warning issued requiring parent signature. The camper will not be allowed to return to camp for the remainder of the summer.

\*Depending on the severity of the offense, the camper may be removed from the program after any strike.

### **Zero Tolerance COVID-19 Behavior Policy:**

Due to the seriousness of the COVID-19 situation, in order to provide a safe environment for all campers and staff, the Park District will be enforcing a Zero Tolerance Policy in regards to any behavior deemed inappropriate or unsafe in accordance with social distancing and other COVID-19 related guidelines. If a camper is exhibiting any of this type of behavior, the child will be removed from camp immediately and will not be able to return camp for the 2020 camp season. Please have a conversation with your child(ren) about the importance of following all established guidelines outlined in this parent guide.

### **What to Bring to Camp:**

During this time, it is more important than ever that campers bring and label the following items with their names:

- Backpack
- Lunch – *Lunches will not be refrigerated*
- Snack (After Camp Care ONLY)
- Refillable Water Bottle
- Sunscreen
- Bug Spray
- Towel

\*Parents are **required** to apply sunscreen and bug repellent to campers before arriving at camp.

### **Lost and Found**

Items left in a camper's basket at the end of each camp day will only remain in the basket for the duration of the one-week session. All items left at camp will be thrown out at the end of the camp day each Friday. Due to health guidelines, a traditional lost and found will not be provided.

### **Personal Belongings**

Counselors are not responsible for money or personal property brought by the campers. Campers are allowed to play with personal belongings at Before and After Camp Care, but not during Day Camp. Each camper is personally responsible for what they bring to camp.

### **Medication**

We recognize that campers will, on occasion, require the consumption of prescription and/or non-prescription medications. The Park District has a policy regarding disbursement of medication. A Medication Form can be picked up at either the Rakow Center or Randall Oaks Recreation Center prior to camp and must be filled out completely for all medication.