



Grayslake Park District Summer Camp Parent Handbook

End of Summer Mini Camp

Find Your Fun!

Welcome to Summer Camp!

We look forward to having your child in our camps this summer. Summer camp is designed to best meet the needs of children going into Kindergarten through 8th grade. The Grayslake Community Park District is not a licensed daycare or regulated by DCFS. The Grayslake Community Park District is a separate government agency established for the purpose of providing leisure programs, parks, and recreation facilities for the community. Our staff brings experience and enthusiasm and can't wait to guide your child through a summer devoted to fun while following the safety guidelines provided to us by the Centers for Disease Control, Illinois Department of Public Health and the Lake County Health Department.

Summer camp builds confidence and independence, as well as a sense of responsibility, community and an awareness of nature. Children will meet new friends and develop social skills and patience. Summer camps also allows children the opportunity to express themselves through a variety of activities that may include crafts, nature, games, sports, and themed weeks. This Parent Handbook is for children attending Grayslake Park District Summer Camps in Central Park.

The Team

The key to an amazing summer at the Grayslake Park District is our dedicated and talented Summer Camp Team. Summer Camp Team Members create a safe and positive environment for our participants. The Team consists of the Recreation Supervisors, Camp Directors, Counselors and Camp Floaters. Team members are our most experienced staff; park and recreation professionals, certified teachers, adults, and college students.

Grayslake Park District's number one priority is the safety and supervision of each child. The ratio of children to staff is 16:2. All staff members have attended a comprehensive staff training program. Staff are required to be First Aid, CPR and AED certified, and all staff are required to undergo a criminal background check.

Everyone works together as a team in all activities, projects, and events that are happening at camp.

About Our Camps

Camps will be held rain or shine. Children will need to bring a lunch, refillable water bottle, and a healthy snack each day.

Masks/Face Coverings:

- Face coverings are not required at this time, but are welcome.
- Please note that guidelines may change in the future and masking may become required again. We will continue to update policies as we have followed mandates, orders and guidance from the CDC, IDPH and the LCHD, and we will continue to do so.
- Gloves are required for staff when assisting children with lunch or their personal belongings, administering First Aid, and while cleaning.

Phone Numbers

Cell phone numbers will be activated the first day of the program. Listed below are the direct lines for camp held in Central Park. Please call if you are running late for drop off/pick up or if there is an emergency and you have to pick up your child early from camp. We ask that you use these numbers only in these cases or for some sort of emergency.

End of Summer Mini Camp:	847-309-0385 847-309-7732 847-309-8800
Stay & Play Camp:	847-309-8770
Grayslake Park District Main Office	847-223-7529
Kendra Ring, Recreation Supervisor	847-223-7529 x 114
Brice Walsh, Recreation Supervisor	847-223-7529 x 104
Shelly Regnier, Supt. Of Recreation	847-223-7529 x 107

Location

Camp is based in Central Park (250 Library Lane, Grayslake). It is the parent's responsibility to contact your child's camp if you are dropping off or picking up your child at different times than normally scheduled in the Program Guide. Weather permitting, camps will venture to area parks around town and will not always be at Central Park.

Camp Sessions and Times

- Camp runs from Aug. 4 – Aug. 8
- Camp runs from 8:30am - 3:30pm each day
- Stay & Play Camp runs from 3:30pm – 6:00pm each day

General Information

Summer camps are offered in a variety of options. Please see our Summer Camp Program Guide at www.glpd.com/summer-camps

Food/Lunches

Children will need to bring a sack lunch and drink each day. Please send at least one snack or more depending on how long they will be staying with us. We take a snack break at 10:00am daily with lunch at noon. In addition, a labeled water bottle must be sent with children daily. **Refrigerators and microwaves are not available.**

Attire

Campers should wear shorts, a T-shirt, socks and **GYM SHOES** to camp. **No sandals or open toed shoes will be allowed.** It is beneficial to avoid wearing long pants because the children will get too hot unless the weather is cold or rainy. Please remember that your child may get dirty at camp and they need to wear

appropriate clothes. For very hot days, it is advisable to send a bathing suit, towel and plastic bag for wet suits in case the staff would like to play water games. Please no loose hanging jewelry that could get snagged or lost/broken.

Personal Items

Please label all belongings your child brings to camp. Children's belongings will be kept separate from each other. Although the Grayslake Park District is not responsible for any lost or stolen items, we do have a Lost and Found. Please be sure to check it often. Sunscreen, insect repellent, and water bottles are the children's responsibility. Children should bring the following each day:

- *Refillable Water Bottle
- *Backpack
- *Sack Lunch & Large Snack
- *Sunscreen/Insect Repellent
- *Appropriate clothing on cold days
- *Swim Suit & Beach towel

Cell phone usage is not allowed during program hours. This is in the best interest of the participants and staff, as well as to lower the likelihood of the item being stolen, lost or broken. If a cell phone has to be sent with a child it will be turned on silent and put in the campers' backpack during camp hours.

Electronic devices such as iPods, iPads, Chromebook, Nintendo Switch, etc. are prohibited. If a cell phone or electronic device is seen being used, it will be taken away and will be returned at the end of the day. For the protection of all participants, recording video or taking pictures of other children or staff from a personal cell phone or electronic device is strictly prohibited. **Parents are asked to call their child's camp cell phone number listed on page 2 when trying to contact their child or staff during program hours.** The Grayslake Park District is not responsible for any trades, lost, stolen or broken items that may result when bringing personal items to camp.

Swimming

Camp will be swimming 2 days a week at the Grayslake Aquatic Center – weather pending. Campers are not required to participate but may be involved in poolside activities if the child/parent prefers. Please check the weekly camp schedule to see which days your child will be swimming. Swimwear and a towel must be brought to camp those days. We recommend a swim shirt on swimming/water days and aerosol sunscreen be brought to camp every day. In addition to a swimwear and a towel, please send a plastic bag that your child can put their wet things in after their swim time. Campers will not be allowed to swim in street clothes. When the weather is extremely hot, you may want to send your child's swimsuit and towel every day, just in case we have all camp swim or their counselor plans to play water games.

Sunscreen Policy

Campers will need to wear sunscreen every day. Each group will take a sunscreen break every 1.5-2 hours. Children will need to apply their own sunscreen; however, staff members are able to assist campers with spray sunscreen to the face, shoulders, arms and back if needed.

Walking

Camp requires a great deal of walking to get to the various places available for our use. Because the distance of some of the parks is sometimes long, it is important that your child be well prepared with proper shoes, clothing and water to insure for their safety and comfort.

Health Policies

Parent/Guardians must complete a Camper Emergency Form for each child enrolled. This form will ask about any allergies your child may have, as well as if your child will need to be given medication during program hours. If medication is to be given during program hours, a separate Dispense Medication Form must be completed and returned back to the Park District office. These forms can be found on our website at <https://www.glpd.com/summer-camps/camp-forms/>. Children may not attend camp unless we receive their completed forms. These forms are kept by staff ONLY. When camps end, forms are then kept in a locked and secured area until approved to shred at a later date.

It is the responsibility of the parent to ensure that a child is fever-free and not exhibiting any COVID-19 symptoms or any illness before dropping off their child to camp. If a child is not feeling well, **do not** bring them to camp. Parents should report any diagnosed case of a communicable disease such as COVID-19, strep throat, ringworm, pinkeye, lice, etc. to the Recreation Supervisor listed on page 2 of the Parent Handbook. If a child is diagnosed with a communicable disease, the child is not allowed to attend camp for any reason without a doctor's note stating that it is safe for them to do so. If a child displays signs of illness while at camp, they will be isolated and a parent or authorized pick up must come within 30 minutes.

Emergency Information

All camp staff are CPR, First Aid and AED Certified. Staff will administer first aid when necessary. If your child is injured or ill and requires more than basic first aid, we will first attempt to contact the parent/guardian, before calling any listed emergency contacts. If staff is unable to reach any contacts listed on the Camper Emergency Form, staff will call 911 when the situation requires more aid than we can provide. All steps will be taken to ensure the safety and welfare of your child. If the injury is serious or involves the head or neck, the paramedics will be called immediately. If an injured or ill child is transported by ambulance to the local hospital, a staff member will stay with the child at all times until a parent or guardian arrives.

Photographs and Videos

By registering for a program or class, participating in an activity, attending and event or using district facilities or property, you authorize the Grayslake Community Park District to use photos and videos footage for Park District promotion. All footage is property of the Grayslake Park District. Media will be used without granting compensation, prior notice or permission. Local media/newspapers may also visit our camps to take pictures or write a story.

Drop Off / Pick Up Procedures

Camper Emergency Form

A Camper Emergency Form must be completed and submitted to the Park District prior to your child starting camp. This form includes those adults authorized to pick up your child, phone numbers to reach

parents, and any special needs or accommodations. This form can be found on our website at <https://www.glpd.com/summer-camps/camp-forms/>.

Camper Drop Off/Pick Up

Parents must walk their child(ren) to the concession stand building every morning. If your child will be attending the Extended Camp, please refer to that section in this handbook regarding pick up and drop off. Unless otherwise stated on our Camper Emergency Form, parents must come to the concession stand to drop off and pick up their child(ren).

Signing Campers In/Out

All campers must be signed in and out each day by a parent or other adult over the age of 18 authorized on the Camper Emergency Form. Anyone whom the staff are not familiar will be asked to show identification. Children may leave only with those who are listed on the Camper Emergency Form. The adult dropping off in the morning will be asked to sign off each day at drop off that their child is not showing signs of illness.

Late Pick Up Policy

Unless you have notified us that you will be late in picking up your child, the following procedures will be taken:

- At 3:40pm your child will be sent to Stay & Play and you will be charged \$20 for that day.
- For those enrolled in Stay & Play and have not been picked up by 6:10pm, staff will call the emergency numbers provided by you on the camper emergency form.
- At 6:15pm if the staff has not contacted anyone on your emergency list, the staff will notify the police and your child will be taken into protective custody until you can be located.

One warning will be given if your child is picked up after 6:10pm. Thereafter, you will be charged a \$10 late fee per child for every 10 minutes or fraction thereof when you or your authorized pick up person is late. Continued late pickups risks having your child dismissed from the program. Example: 6:01pm-6:10pm = \$10 fee, 6:11pm-6:20pm = \$20 fee, per child.

We understand that emergencies may occur, so if you find yourself in such a situation, please call the camp cell phone. This courtesy will alleviate anxiety on the part of the staff and your child. A late fee will still occur. We understand your required work time and respectfully ask that you respect our required work time.

Absences

If your child is ill or unable to attend the program, please call your child's camp cell phone (number listed on page 2). When calling in an absence, please state your child's name and the date of the absence. If a child is not feeling well, **do not** bring them to camp.

Behavior Code of Conduct

It is the responsibility of each parent to discuss the code of conduct with their child, and reinforce compliance with it. Children must be able to follow social distancing protocol and be able to exhibit appropriate behavior in a small group with a staff ratio of 2 staff to 15 children.

All children and parents are expected to exhibit appropriate behavior at all times while at the Grayslake Park District. Parents please discuss with your children that our activities are planned for small groups. While your child may not wish to participate in a specific activity, he/she is still expected to make an effort to be a part of the camp.

Children or parents who are a danger to themselves or others, use inappropriate language or actions, or who are physically aggressive or threatening may be dismissed from the program. Grayslake Park District reserves the right to dismiss a participant whose behavior, or that of his/her parent, is inappropriate or endangers the safety of himself/herself or others. The following guidelines are designed to provide safe and enjoyable activities for all.

Children shall:

- Show respect to all other children, staff and property
- Take direction from staff
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other children or staff
- Show respect for equipment, supplies and facilities
- Bullying is not permitted or tolerated

A positive approach will be used regarding discipline. Grayslake Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop, and/or if the behavior negatively affects the experience of other participants. Physical restraint of a child will only occur if the child is putting themselves or others in immediate danger.

Any participant breaking the code of conduct will:

1. Be given a verbal warning by the staff accompanied by a discussion about why their behavior is not appropriate.
2. Be given a time out by the staff that is equal to the child's age after the unacceptable behavior has been discussed with the child.
3. Loss of Privilege: The staff member will remove the child from an activity of the staff's choice (for one day) after the unacceptable behavior has been discussed.
4. A conduct report will be given to the child after the unacceptable behavior has been explained. A discussion with the parent/guardian will accompany this level of discipline.
5. Grayslake Park District reserves the right to call parents for immediate pick up if the child is harming themselves or others or if unacceptable behavior continues.

Bullying is repetitive and/or habitual behavior used to tease, threat, abuse, intimidate or aggressively dominate others. Bullying is not permitted in any fashion at camp. Bullying and any violent, physical or threatening actions will receive an immediate conduct report and may result in a suspension or removal from the program.

Upon receiving three conduct reports, the Recreation Supervisor will contact a parent or guardian to arrange a meeting to discuss corrective measures and disciplinary action. If additional conduct reports are issued, a

one to three-day suspension and/or dismissal will occur. The Grayslake Park District reserves the right to immediately dismiss or suspend a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of other participants. No refunds will be issued.

Inclement Weather Information

Camp will be conducted outdoors and is held rain or shine, hot or cold. Should the weather forecast call for rain all day, children will be at the Grayslake Recreation Center for the day.

Severe Weather

The Strike Guard is a lightning detector that is located at Alleghany Park and Central Park. When the siren goes off, children and staff must seek shelter immediately. Our emergency shelter location will be at the Grayslake Library. Children and staff are only able to go back outside once the system has given the "all clear."

Severe Storms/Tornado Warnings

Children and staff will seek shelter inside the Grayslake Library's designated safety areas for severe weather. Children will not be dismissed from camp until the storm has passed.

Refund/Payment Policies

Payment Options

- Pay in full at the time of registration or select installment billing.
- For installment billing, you pay for the first session of camp in full and then your debit/credit card will be charged the Thursday before the next session of camp begins.
- Fees must be paid in full prior to your child attending camp.
- A child will be removed from camp for payments not received by the due date.
- Payment arrangements can be made when other financial aid by a third party, is available to the participant.

NOTE: Registrations will be accepted up to one week prior to the start date of each weekly session, if openings are available. All registrations made less than one week before the start of camp must be paid in full. Camper Emergency Forms must be completed prior to your child starting.

Refunds

- If a refund request is made prior to the registration deadline (7 days prior to the camp week starting), a full refund, less a \$5 service charge per camp per child is granted.
- If a refund request is made after the registration deadline, prior to the first day of camp, a 75% refund is granted, less a \$5 service charge per child per camp.
- NO refunds are granted once camp begins unless it's a medical reason and then a pro-rated refund will be issued, less a \$5 service charge. A doctor's note must be present.

All refund requests must be made in writing. Refund request forms are available online or at the Recreation Center.