



Grayslake Park District Summer Camp Parent Handbook

Preschool Camps

Find Your Fun!

Welcome to Preschool Camp!

Welcome to Terrific 2 Be 2 Camp, Busy Bees Camp and Fabulous 4s Camp! We are looking forward to having your child in camp this summer. Summer Camp is a wonderful opportunity for children to make new friends and renew old friendships along with summer songs, games, crafts, nature, wading pool and sprinkler water play built around weekly themes.

These programs also provide a bridge into fall preschool or connects one school year to the next through activities that help develop fine motor, gross motor, self-help and social emotional skills with friends. Most of all, the children will have fun on our playgrounds or bright classrooms in the care of our experienced staff.

Phone Numbers

These phone numbers will be activated the first day of the program. Should you need to contact the staff that your child is grouped with, please use the phone numbers below.

Terrific 2 Be 2 Camp	847-223-7529
Busy Bees Classroom	847-223-7529 x 119
Fabulous 4s Classroom	847-223-7529 x 118
Grayslake Park District Main Office	847-223-7529
Kendra Ring, Recreation Supervisor	847-223-7529 x 114
Shelly Regnier, Supt. Of Recreation	847-223-7529 x 107

Location

Terrific 2 Be 2 Camp is held at the Recreation Center located at 240 Commerce Drive - Grayslake. The camp is held in the upper level multipurpose room.

Busy Bees Camp and Fabulous 4s Camp will be based out of the Recreation Center Preschool Classrooms located at 240 Commerce Drive – Grayslake. Each camp has a designated classroom for the 4-week session.

The Team

The key to an amazing summer at the Grayslake Park District is our dedicated and talented Preschool Camp Team. Our staff create a safe and positive environment for our participants. The Team consists of the Recreation Supervisors, Camp Directors, Counselors and 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 10:2 (2 year olds) and 14:2 (3-4 year olds). 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. Each room consists of a 2 staff and a possible Camp Floater if needed.

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

General Information

Preschool Camps will be offered in two 4-week (June 9 – July 3) and July 7 – Aug. 1 with no camp on July 4) from 8:45am-11:45am (Busy Bee's Camp & Fabulous 4s Camp) and 9-10:30am (2s Camp).

Daily Snacks

Please send a good-sized snack and a refillable water bottle with your child each day. Terrific 2 Be 2 Camp is excluded from daily snacks. The Park District supplies snack for Terrific 2 Be 2 Camp. Campers only need to bring a water bottle each day. **Refrigerators and microwaves are not available.**

Attire

Children should wear comfortable clothing; appropriate both for the weather and for messy activities. Please do not send children wearing favorite outfits or special clothing as activities can get messy. Proper footwear (gym/athletic shoes) should be worn each day. Sandals/flip flops are prohibited.

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. Children should bring the following each day:

- Beach Towel
- Water Bottle
- Sunscreen (spray and face stick)
- Backpack
- Appropriate clothing on cold days
- Large Healthy Snack
- Change of clothes

Sunscreen Policy

When camp is outside children will need to wear sunscreen. Please send your child to camp each day with sunscreen applied to them already. Each group will take a sunscreen break while at camp. Children will need to apply their own sunscreen; however, staff members are able to assist campers with spray sunscreen to the shoulders, arms and back and stick sunblock to the face if needed.

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.

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 staff. 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 an 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/>.

Drop Off / Pick Up – Terrific 2 Be 2 Camp

Parents will park and walk their child into the Recreation Center using the south program entrance closest to Central Bark. Once you're in the facility, you'll take the first door on your left, up the stairs to the multipurpose room.

Drop Off / Pick Up – Busy Bee's Camp & Fabulous 4s Camp

Parents will park and walk their child to the designated camp drop off location. Pick up will be at the same designated door. To limit the amount of people in our facilities at one time, children will be dropped off and picked up at the outside door. Parents will not be allowed in the Recreation Center.

Signing In and Out

All children 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

We ask that you observe the latest pick up time of either 10:30am or 11:45am depending on the camp your child is registered in. One warning will be given if your child is picked up after the designated end time. 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.

Please note: Should you be more than 30 minutes late for your first late pick up, you receive a warning for the first 30 minutes, and late fees will be assessed at \$10 for each 10 minutes thereafter.

We understand that emergencies may occur, so if you find yourself in such a situation, please call the group 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 the phone numbers listed on page 2 of this handbook. When calling in an absence, please state your child's name and the reason 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 14 children (3-5 year olds) and 2 staff to 10 children (2 year olds).

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 program.

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 Summer Fun. 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 both indoors and outdoors and is held rain or shine, hot or cold. Children will stay indoors on rainy days and take shade on hot days. Groups will have scheduled outdoor time and will adhere to social distancing guidelines.

Severe Storms/Tornado Warnings

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

Refund Policy

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.