



Safety Stars Camp

at the Buffalo Grove Park District



Welcome to the Buffalo Grove Park District Safety Stars Camp 2021! There are a lot of fun activities planned for your child to enjoy. The camp staff is looking forward to a great summer with your child.

Program Description

The Buffalo Grove Park District summer camp programs are designed to provide participants with safe, active, and learning opportunities that are age appropriate. Recreational experiences will enhance all children's developmental needs and help create a positive self-image through socialization and creativity.

Camp Start time: 9 am

An adult must accompany the child to the front door. Camp Staff will sign your child in and ensure they wash their hands. Adults will not be allowed into the classroom in order to minimize any exposure. At no time are camp staff allowed to accept campers into their care prior to the camp start time.

Camp End time: 2 pm

Children must be picked up by 2 pm. Other than parents, a child will not be released to anyone unless the information is provided in writing. If someone off the authorized pick up form will be coming to pick up your child, please let us know at drop off or by email. If there is an emergency, last minute change in pickup, call Diana at 847.850.2111.

Authorized Pick up list

Please list as many people as you would like. Please list anyone that you may call in an emergency on your pick up form, just in case. This list is your back up plan should the need arise. If you are part of a carpool you should list each parent in the carpool on your child's pick up list. The drop off person will need to take each of the children into the camp room and help them wash their hands. Camp staff may ask to see picture identification of any person picking up a participant including parents or guardians. If someone is going to be picking up a participant and is not on the pick-up permission list, then the parent/guardian must supply the camp staff or camp office with a written note. No participant will be released to an individual whose name does not appear on the pick-up permission list.

Late Pick Up Policy

The pickup time at the end of the camp day will be strictly enforced. If you are unable to pick up your child by 2 pm, it is your responsibility to make other arrangements and call us indicating the change.

Parents will be granted one "Oops" for the first late pickup which will waive the first late fee. After the first Oops, any person who arrives after the end of camp to pickup a child will be charged a \$25.00 late fee for every 15 minutes, or portion thereof that they are late.

Labeling Items

Please label your child's water bottle, mask, swim suit, sunscreen, towel and lunch box with your child's name. There will be many similar items such with "Frozen" or Superheroes and the children often forget which is theirs.

Face Coverings

Children and staff will be required to wear a mask/face covering at all times while indoors. While outdoors, children and staff may remove their masks. We recommend leaving a back up mask in your child's back pack (in a baggie) just in case the original gets wet or dirty.

Lunch

Each day you will send a Nut-Free lunch with your child. We encourage campers to bring their lunch and beverage labeled with their name in a reusable lunch container. Lunches are kept in the classrooms until lunchtime, though refrigeration is not available. Please do not bring peanut butter or other nut products into the camp. If your child has mild to severe allergies of any item, please let camp staff know and indicate that on your forms. Staff need to be aware of any campers who have the "Big 8" (peanuts, tree nuts, milk, soy, wheat, shellfish, fish and eggs) or any other allergies.

Social Distancing: Weather permitting we will eat outdoors under the picnic shelter. The covered shelter allows us to be outdoors even in light rain. If the weather be such that we cannot eat outdoors, campers will be socially distanced while eating in the classroom.

Please send a re-fillable water bottle with your child daily, labeled with their name. They will also take them with them when we go outside.

Absence/ Illness

Please call 847.850.2111 if your child will be absent and indicate your child's name and counselor. Families are asked to complete a health questionnaire every day prior to arriving to camp (below.) If you answer yes to any of the questions, please follow the suggested guidelines. If your child has a communicable disease (strep throat, chicken pox, conjunctivitis, head lice, etc.) or is diagnosed with covid, please notify us by leaving a message at 847.850.2111 or emailing Diana@bgparks.org.

Clothing

Children must wear gym shoes or closed toe shoes with a rubber sole. Please check the weather and dress your child appropriately. A light sweatshirt can be kept in their backpack in case it gets cool indoors. All clothing should be labeled with the child's name and be appropriate for play as some activities will be messy. Extra clothes may be left in your child's backpack.

Sunscreen

Outdoor activities are an integral part of the Safety Stars Camp and your child will, among other things, be exposed to sun and insects. It is your responsibility to apply sunscreen and/or insect repellent to your child prior to coming to camp each day. For best protection, sunscreen with broad-spectrum protection, a SPF of 30 or greater, and water resistance ingredients is recommended. NON-Aerosol sunscreen is preferred since aerosol sunscreen needs to be applied outdoors.

Staff can re-apply sunscreen and/or insect repellent, provided by you, to your child's face, neck, back, shoulders and arms. When able, we will encourage campers to re-apply sunscreen and/or insect repellent to other areas, such as chest, abdomen and legs. Counselors will assist as needed. Camp sites will have sunscreen on site that can be provided for the campers if they do not have their own. This provided sunscreen cannot be abused by campers.

Suspected Abuse or Neglect

It shall be the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort and precaution to prevent, detect, and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas, and facilities.

Custody Orders

To honor specific custody orders and/or order of protection, it is the responsibility of the parent/guardian to provide a copy of the custody order and/or order of protection. The document must be signed by the court with the legal seal present, date effective, and ending date if applicable.

Confidentiality

The Buffalo Grove Park District Camps will maintain confidentiality and respect family privacy by refraining from the disclosure of confidential information. Disclosure of children's records beyond family members and program personnel shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

Code of Conduct & Discipline

The Park District Behavior Guidelines in summary state that participants shall:

- Show respect to all participants and staff and take directions from staff
- A child may not disturb or hurt others verbally or physically
- A child may not intentionally damage equipment
- A child may not place him/herself in a dangerous situation
- There is a zero tolerance policy for licking/spitting/biting.

A caring, positive approach will be taken regarding discipline. The purpose of discipline is to help children, especially children that are this young, develop self-control and learn to assume responsibility for their own actions. Discipline is also necessary for the safety of all participants and staff. Camp staff members use corrective statements and positive reinforcement to redirect negative behavior. Recurring or major problems will be discussed with the parent/guardian. Recurring or severe behavior challenges may lead to temporary postponement of enrollment from camp until a behavior intervention has been successful.

Medication

The Buffalo Grove Park District has a policy regarding the storing and dispensing of medication. No medication can be given to a child without a completed medication form. This form is necessary to allow core staff to administer medication during camp hours. Please direct your questions to Diana or Valerie, Camp Supervisor, if your child needs to take medication during camp hours.

Accidents/incidents

Staff will notify you or the person picking up your child of any accidents that happened while at camp. For injuries more serious than a "light accident" (scraped knee, pinched finger, etc.) camp counselors will attempt to contact a parent and leave a message if not able. If there is a medical emergency the paramedics would be called. A camp staff member will accompany the child to the nearest hospital and we will continue to call parents or emergency numbers until we reach someone.

DISINFECTING/CLEANING PROCEDURES

1. Cleaning and disinfecting will be performed according to CDC guidelines.
2. Hand sanitizer and sanitizing stations will be available.
3. Common areas and surfaces will be disinfected frequently.
4. Shared spaces (if applicable) will be disinfected between groups.
5. Shared objects and equipment will be disinfected before and after use.

We look forward to a wonderful summer!

Diana Clayson, Recreation Manager
847.850.2111
dclayson@bgparks.org

Liz Sass, Recreation Supervisor
847.850.2136
Liz@bgparks.org

Valerie Gangware, Camp Supervisor
Twin Creeks phone number: 847.478.8721 *

*Please note that phone will only be answered when staff is in the classroom. There is not a voicemail option.

WELLNESS SCREENING QUESTIONNAIRE

Please see the BGPD Program and Participant Guidelines for full details on Covid-19 procedures.

Below is the questionnaire referenced throughout the document but adapted for young children. All participants are required to review the questions below each day prior to attending a Park District program, event, or facility. If a participant answers "yes" to any of the questions, they should contact the Program Supervisor and not attend in-person. Temperatures should be taken before coming to the Park District each day and participants should not attend on-site if their temperature is higher than normal. No-touch thermometers will be available upon request for self-assessment for those who do not have one. By entering a Park District facility or program, the staff, participant, or parent/guardian acknowledges that this questionnaire has been completed properly, that the individual has said "no" to each item, and is symptom-free.

Wellness Screening Questionnaire

Observations of your child:

Yes No

- Have you observed your child coughing?
- Have you observed your child experiencing difficulty breathing or a shortness of breath?
- Have you observed your child exhibiting signs of congestion or a runny nose?
- Have you observed your child exhibiting signs of fatigue (appears more tired than usual)?
- Was your child able to recognize the substance? (ask your child to smell something fragrant)
- Does your child have a temperature?

Questions to ask your child:

- Do you have the "chills," feel really cold, or have you been shivering?
- Does your body hurt at all?
- Do you feel more tired than normal?
- Does your throat hurt?
- Does your head hurt?
- Has your food tasted unusual or plain during meals today?
- Have you had a stomachache?
- Have you thrown up recently?
- Have you had any diarrhea?
- Has anyone who lives with you (like Mom, Dad, brother, or sister) felt sick recently?
- Have you been around anyone who has been sick recently?