

Summer Club Parent Handbook 2020



Gurnee Park District
PROMOTING FUN. PRESERVING NATURE.

WELCOME

Welcome to Summer Club 2020. We are looking forward to having your child in our program this summer. Summer Club is designed to best meet the needs of children going into Kindergarten through 6th grade. 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 CDC, IDPH and Restore Illinois Plan. Summer Club 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 Club 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 Gurnee Park District Summer Club.

SUMMBER CLUB IS HELD RAIN OR SHINE

Your child will be assigned to an indoor space where they and 9 other children will be led by an experienced staff member through indoor and outdoor activities. Children will need to bring a lunch and snacks each day.

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Summer Club will be following safety guidelines provided to us by the CDC, IDPH and Restore Illinois Plan Phase 3. Phase 3 will consist of the following:

- Small Groups of 9 children and 1 staff member will be assigned to a dedicated indoor space within Hunt Club Park and Viking Park Community Centers
- Groups will not intermingle with other groups
- Siblings will be put in the same group
- Each group will spend the majority of their day outside
- Children and staff will be asked to wash hands or use hand sanitizer often and after every activity
- Staff will be required to wear face coverings. Children will be asked to wear face coverings when social distancing cannot be maintained.
- Gloves are required for staff when assisting children with lunch or their personal belongings, administering First Aid, and while cleaning
- Activities will be tailored toward social distancing guidelines

Summer Club Phone Numbers

These cell phone numbers will be activated the first day of the program

Hunt Club

Room 1	224-374-3303
Room 2	224-374-3302
Room 3	224-261-6698
Room 4	224-374-3301
Activity Room A	847-561-0455
Activity Room B	224-645-3830
Gym A	847-815-5029
Gym B	847-815-3721
Meeting Room	224-548-0002
Dance Studio	224-548-0014
Multipurpose Room	847-815-5023

Viking Park

Room 1	224-548-0012
Room 2	224-374-3305
Room 3	847-815-5027
Dance Studio	847-815-4983
Dance Hall A	224-374-3304
Dance Hall B	847-815-5025

Gurnee Park District Main Office	847-623-7788
Laura Siwula, Youth Program Coordinator	847-599-3764
Sabrina Hinkens, Youth Recreation Supervisor	847-599-3746
Sue McDougle, Facility Manager	847-599-3767
Mike Wick, Director of Recreation	847-599-3756

The Summer Club Team

The key to an amazing summer at Gurnee Park District is our dedicated and talented Summer Club Team. Summer Club Team Members create a safe and positive environment for our participants. The Summer Club Team consists of the Recreation Supervisor, Coordinator, Site Leaders, Group Leaders and Floaters. Summer Club Team members are our most experienced staff; park and recreation professionals, certified teachers, adults, and college students.

Gurnee Park District's number one priority is the safety and supervision of each child. The ratio of children to staff is 9:1. 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 site consists of a Site Leader, Group Leaders and a Floater.

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

Summer Club Locations

There will be two Summer Club Locations as indicated below. It is the responsibility of the parent to contact your child's specific group if you are picking up/dropping off during hours (9:30a-3:00p), otherwise pick up and drop off will be in front of each Community Center.

Hunt Club Park Community Center: 920 N Hunt Club Road

Viking Park Community Center: 4374 Old Grand Ave

General Information

Summer Club will be offered in 1-week sessions from 6:30a-6:00p. Parents may drop off and pick up at any time between 6:30a-6:00p. Children will be assigned to groups of no more than 9 children and 1 Staff.

FOOD/LUNCHES

Children will need to bring a lunch and beverage each day. Please send at least one snack or more depending how long they will be staying with us. In addition a labeled water bottle must be sent with children daily. **Refrigerators and microwaves are not available.**

PERSONAL ITEMS

Please label all belongings your child brings to Summer Club. Children's belongings will be kept separate from each other. Although the Gurnee Park District is not responsible for any lost or stolen items, we do have a Lost and Found at each site. 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:

- *Water Bottle
- *Sunscreen/Insect Repellant
- *Lunch & Snack
- *Backpack
- *Appropriate clothing on cold days

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 should be turned off and put in the child's backpack during program hours.

Electronic devices such as iPods, iPads, Chromebook, Nintendo Switch, etc. are allowed at the discretion of the staff, however children are responsible for their own devices. If a cell phone or electronic device is seen being used inappropriately 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 group cell phone number listed on page 2 when trying to contact their child or staff during program hours.**

The Gurnee Park District is not responsible for any trades, lost, stolen or broken items that may result when bringing personal items to Summer Club.

ATTIRE

Please label all belongings your child brings to Summer Club. 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 should be worn each day. Sandals/flip flops are not recommended to wear to Summer Club.

HEALTH POLICIES

You will be asked to complete an information form via ePACT. 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 uploaded to the ePACT Information Form. Instructions on how to complete the ePACT Information Form will be emailed to you. Children may not attend Summer Club unless an ePACT Information Form is completed.

It is the responsibility of the parent to insure that a child is fever-free and not exhibiting any COVID-19 symptoms or any illness before dropping off their child to Summer Club. Parents will be asked to sign off each day at drop off that their child is not showing signs of illness. If a child is not feeling well, **do not** bring them to this program. Children who have been out due to illness may only return with a note from their doctor stating that it is safe for them to participate in the program.

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 Summer Club 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 during Summer Club they will be isolated and a parent or authorized pick up must come within 30 minutes.

EMERGENCY INFORMATION

All camp staff are CPR, 1st 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 ePACT Information 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

By registering for a program or class, participating in an activity, attending an event or using district facilities or property, you authorize Gurnee Park District to use photos and videos footage for Park District promotion. All footage is property of Gurnee 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.

Pick Up / Drop Off Procedures

ePACT INFORMATION FORM

An online ePACT Information Form must be completed and submitted to the Gurnee Park District prior to your child starting Summer Club. This form includes those adults authorized to pick up your child, phone numbers to reach parents, and any special needs or accommodations. Instructions on how to complete the online ePACT Information Form will be emailed to you.

PICK UP/DROP OFF

Both locations will offer a drive up sign in/out service for drop off and pick up. Hunt Club drop off and pick up will take place in front of the Hunt Club Park Community Center. Viking drop off and pick up will be located at the circle drive in front of the Viking Park Community Center. A staff member will be outside from 6:30a-9:30a and 3:00p-6:00p.

If you are dropping off or picking up between 9:30a-3:00p please call your child's Group Leader at the phone number listed on page 2 and a staff member will come and meet you outside.

Parents and children will need to remain in their vehicle. A staff member will come to your vehicle for you to sign your child in and out each day. For sign in, a staff member will come to your vehicle, at that time the child(ren) may exit the vehicle and walk with the staff member into the building for drop off. For pick up a staff member will approach your vehicle and will radio for your child to be brought out by a staff member to your vehicle. Parents will not be allowed inside the building.

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 ePACT Information 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 ePACT Information 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 6:00p. One warning will be given if your child is picked up after 6:00p. Thereafter, you will be charged a \$10.00 late fee per child for every 15 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.-6:15pm. = \$10.00 fee, 6:16pm.-6:30pm. = \$20.00 fee, per child.

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 15 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 or text your child's group cell phone (number listed on page 2). When calling or texting 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 this program. Children who have been out due to illness may only return with a note from their doctor stating that it is safe for them to participate in the program.

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 1 staff to 9 children.

All children and parents are expected to exhibit appropriate behavior at all times while at the Gurnee Park District. Parents please discuss with your children that our activities are planned for small groups. Under the new safety guidelines groups will remain together throughout the day and will not be combined with other groups during Phase 3 of the Restore Illinois Plan. 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. Gurnee 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. Gurnee 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. Gurnee 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 Club. 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 Gurnee 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

Summer Club 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 WEATHER

The Thorguard is a lightning detector that is located at Hunt Club and Viking Park. When the siren goes off, children and staff must seek shelter immediately. Children and staff are only able to go back outside once the system has given the "all clear."

During pick up/drop off times parents are required to come to the sheltered area just outside the entrance to the building to sign in/out their child if there is inclement weather. A sign will be posted outside the building informing parents that pick up/drop has been moved. Parents will be required to follow safe social distancing guidelines.

Severe Storms/Tornado Warnings: Children and staff will seek shelter inside the Hunt Club Community Center and Viking Park Community Center's designated safety areas for severe weather. Children will not be dismissed from Summer Club until the storm has passed.

SUNSCREEN POLICY

When Summer Club is outside children will need to wear sunscreen. Each group will take a sunscreen break every 1.5-2 hours. Children will need to apply their own sunscreen, however, staff member, wearing gloves, can help apply sunscreen to the face, shoulders, arms and back if needed.

Summer Club Refund/Payment Policies

Refunds

Refunds will be processed up to one week prior to the start of a new weekly session. A service charge of \$25 per weekly session per child will be assessed. Service charges cannot be transferred. No refund will be issued if requested less than one week prior to the next Summer Club weekly session.

Payment Policy

- Once registered, all participants may pay either a \$25 deposit or the full amount per week, per child at the time of registration to hold your spot. NOTE: the 1st week's fee must be paid in full at the time of registration
- If you select the Installment Bill option you will be charged a \$25 deposit, then the final balance will be automatically charged to your card/account on file the Monday prior to the new week starting.
- A \$25 late fee per child will be charged 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. The \$25.00 deposit or the participant's portion is required to process the registration.
- No Summer Club transfers can be made after the start of the week.

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 Summer Club must be paid in full and will be subject to a \$25 late registration fee. ePACT Information Forms must be completed prior to your child starting

Final Balance Due Dates: One week before the weekly session begins.