

Centre Camp



For more info email Recreation Supervisor - Youth & Teen
at Jachowske_r@cityofelgin.org

PARENT HANDBOOK

Registration

All registrations must be done **PRIOR** to your child attending camp. Registration can also be done online or by calling Rachel Jachowske at (847)531-7017. Children who are not on the camp roster or who do not have proof of registration will be unable to attend camp. In order for our staff to better plan each session, we ask that you register your child at least a week in advance. Registrations will not be taken for a camp week that is already in session.

Refunds/Transfers

Please register your child for the appropriate full week option. Refunds, credits, and/or transfers will not be given for any sick or unused days. You may choose to have your child in a different camp each week; however, changing camps in the middle of the week is prohibited.

Camp will run in weekly sessions. You may register for one or all of the sessions; however, payment is due for each session upon registration. Camp weekly fees are \$200 for residents and \$225 for non-residents per week. If registered after the registration deadline, you will pay an additional \$5 per day. Camp fees are per each one (1) week session. Registration deadlines are the Wednesdays prior to the start of each new session. Please observe the deadlines as camp sessions must meet minimums in order to run. Register early as camps sometimes fill up. **Registrations must be done prior to the start of each week of camp. You will not be able to register for a camp session in the middle of the week.**

<u>Session #</u>	<u>Dates</u>	<u>Reg. Deadline</u>
304101-01	June 7 - June 11	6/2
304101-02	June 14 – June 18	6/9
304101-03	June 21 – June 25	6/16
304101-04	June 22 – June 26	6/23
304101-05	June 28 – July 2	6/30
304101-06	July 5 – July 9	7/7
304101-07	July 12 – July 16	7/14
304101-08	July 19 – July 23	7/21
304101-09	July 26 – July 30	7/28
304101-10	August 2 – August 6	8/4

Field Trips

We will not be going off site to a fieldtrip this year. We will be bring the fun to us with on-site entertainment and enrichments. The schedule will be released at a later date.

Cleaning Protocols

- Staff and volunteers will give extra attention to cleaning areas of high use by spraying, wiping, and disinfecting several times throughout the day as time permits.
- Kids and staff will be asked to wash hands or hand sanitize before and after activities and eating.
- Staff will clean their respective group areas upon arrival and dismissal from the program.
- All items and equipment used by each group will be sanitized daily. Equipment, games, and items that cannot be sanitized will not be used.

Camp Hours:

All sessions are held at The Centre of Elgin, 100 Symphony Way. Camp hours are 7:00 a.m. to 6:00 p.m. Sample daily activity schedule will be as follows:

7:00 – 9:00 a.m.	Games/Free Time	Teen Center
9:00 – 10:00 a.m.	Snack/Games	Craft Studio
10:00 – 12:00 p.m.	Small Group Time/Craft Games/Sports Rock Climbing (Thursday)	Craft Studio Fieldhouse Rock Wall
12:00 – 1:00 p.m.	Lunch /Games	Craft Studio
1:00 – 3:00 p.m.	Swimming	Adventure Island
3:00 – 5:00 p.m.	Small Group Time/Craft Games/Movie(1 day/wk)	Craft Studio Fieldhouse
5:00 – 6:00 p.m.	Games/Free Time	Teen Center

Camp Arrival / Dismissal

An assigned door at The Centre will be assigned for drop off and pick up to limit exposure. The Friday prior to the start of the camp session, an e-mail will go out informing you of the correct drop off and pick up location. Parents/Caregivers will need to park their vehicle and walk their child(ren) to their assigned spot and line up in designated areas that provide social distancing for your assigned area. Please wear a mask during this time. Counselors will “check in” the child after confirming a health screening has been done by the parents. In an effort to minimize exposure, parents will not be allowed to enter the building. Participants will then be directed to the correct room of their program. **Parents must make every effort to drop off between 7:00am-8:00am and pick up between 5:00pm-6:00pm unless otherwise discussed with program staff.**

- All children must be signed out daily on the attendance sheet by an authorized person 18 years of age or older. If a sibling is 16 or 17, the parent or guardian will need to provide a letter stating that it is okay for them to pick up the child. Please complete the accurate time and read the comment box for any important messages.
- Staff may not recognize everyone authorized to pick up your child. Please make them aware that staff will ask for **photo identification** before releasing the child.
- Children must be picked up promptly. We realize that there may be occasional circumstances which may make parents late. In this case, please use the following procedures:
 - Parents must call the camp staff at 847-531-7041 or 847-531-7046 to notify them if they will be late and their approximate time of arrival
 - Late fees will be applied to all participants who are picked up after the designated pick up time. **The late fee will be \$5 for 1-10 minutes late and an additional \$1 per minute for any time after 10 minutes.** Late fees are to be paid **by check or cash only** at the time the child is picked up or before they return to camp.

The goal with the late policy is to encourage communication between the staff and parents/guardians. Staff also have families and may have other scheduled plans after work. Your cooperation and courtesy is appreciated. If parents are more than 45 minutes late, and we have not been contacted, the police will be notified. Repeated (over 5) late pick-ups may jeopardize your child’s eligibility for camp.

Camp Attire

Campers will receive a camp T-shirt. They are limited to one T-shirt per summer. This may be worn any day. We ask that parents mark their child’s name on the tag inside. For your child’s safety and enjoyment, please dress them in play clothes and closed toe shoes (no jellies or sandals).

Gym/tennis shoes must be properly equipped with laces and tied at all times. We have found that sandals and jellies can fall off or cause children to lose their footing while playing games; therefore, campers wearing inappropriate foot wear will sit out of all physical activities and a note will be sent home. Tennis shoes with wheels in them are not allowed in this program. Please remove all wheels from shoes prior to coming to camp.

Important Summer Camp Telephone Numbers

Rachel Jachowske, Youth and Teen Supervisor	847-531-7017
The Centre Craft Studio	847-531-7041
The Centre Administration Office	847-931-6123
The Centre of Elgin Main Courtesy Desk	847-531-7000
The Centre Teen Center	847-531-7046

What to bring to camp

We suggest a gym bag or backpack for camper's daily equipment. Please make sure everything your child brings is clearly marked with their name and phone number.

1. Sack lunch with drink each day
2. Water Bottle
3. Swimsuit, towel and plastic bag
4. Sunscreen
5. Drawstring (lightweight) backpack (counselors will not be responsible for money or any other possessions).

Electronic Items/Valuables

Electronic items, toys, and valuables such as hand held video games, music players and cell phones are **not allowed at camp**. Staff is not responsible for loss or theft of personal items. We ask that children **leave all personal toys at home** as they often cause conflict with other children and often get misplaced.

Lunches

Campers must provide their own sack lunch and drink. Refrigeration is not available so please pack appropriately. Please do your best to pack a healthy lunch for your child. Morning and afternoon snack will be provided by the Northern Illinois Foodbank. Children will not be allowed to use the vending machines at The Centre.

Healthy Snack

We have partnered with the Northern Illinois Food Bank to provide a healthy morning breakfast and afternoon snack for all our campers. This snack will be served Monday through Friday. **Parents are still responsible for packing a lunch each day.** We are making an effort to promote healthy eating and healthy lifestyles by incorporating some educational activities throughout the summer. Parents can do their part by encouraging their children to be active and by packing nutritional meals each day.

Free Swim

Campers will swim daily at Adventure Island in The Centre of Elgin. Campers should bring their swimming suit, towel, and a bag to put wet clothes in for return back to camp. For their safety, all campers will take a swim test. This will help the staff determine if your child will be allowed to swim in the deep water. Children failing to pass the swim test will be restricted to swim in water no deeper than chest high. Campers will be allowed to retest at a later time if they do not pass.

Wing Park Fridays

Each Friday we will be transporting the campers to Wing Park at 9:30 a.m. We will spend the day at the park, playing games, having lunch and then swimming at Wing Park Family Aquatic Center. We will return to The Centre of Elgin by 4:30 p.m. **We will shuttling groups back between 3:30 and 4:30pm. Please do not try to pick up your child during this time.** Remember to send sunblock with your camper each Friday as we will be outdoors for the majority of the day. Parents may choose to purchase lunch for their child(ren) on Fridays. Each week, we alternate between a burgers/hotdogs and pizza. Details will be sent out at the beginning of each week. **Lunch purchases are non-refundable and non-transferable.** Lunch purchase is optional – parents are welcome to pack a regular sack lunch for their child(ren) on these days.

Health Policies

- This year communication of any illness will be necessary for our program to continue. We all will be a part of keeping our participants and staff members healthy and well. It is important that parents report to the instructor or program supervisor, any communicable/contagious illnesses/diseases immediately so that other parents may be notified of possible exposure. Examples include but are not limited to: chicken pox, whooping cough, pink eye, lice infestation, along with COVID-19 and its symptoms. In certain cases of a communicable disease, children must present a doctor's note before returning to class. Please inform your child's counselor and Rachel Jachowske regarding an illness via email and/or voicemail.
- For the protection of all of the children and staff, ill children must remain home. Children must stay home until they are symptom free for at least 24 hours.
- Symptoms that restrict school attendance are below:
 - Fever of 100.4 degrees (F) or higher. Children must be fever free without medication for at least 24 hours before returning to school.
 - Severe or persistent cough and/or sore throat.
 - Runny nose with green or yellow discharge.
 - A rash or hives (unless cleared by a doctor's note).
 - Vomiting or has vomited within 24 hours.
- First aid supplies are available at the program site.
- If your child becomes ill or hurt while in the program, parents will be called and child will need to be picked up immediately. If the parent cannot be reached immediately, the emergency contact will be called. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health & safety of your child. and your child will need to be picked up immediately. If the parent cannot be reached immediately, the emergency contact will be called. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health & safety of your child.

Discipline

To ensure an enjoyable and safe program, the City of Elgin has developed a Code of Behavior which progresses from verbal reprimand to possible removal of the child from the program. We feel these guidelines are fair and appropriate for the program. The City of Elgin reserves the right to expel any individual from participation in this program for any reason.

Code of Behavior

1. **Oral Reprimand:** The camper is spoken to by the counselor and verbally warned.
2. **Written Letter of Warning:** If the camper's action or behavior continues, this is noted in writing and a behavior letter is sent home to the parents
3. **Dismissal from Camp:** After previous warnings, Camp Supervisor will talk with parents about dismissal. The final step is only necessary to ensure the well-being of other campers. Depending on the severity of the behavior, children may be dismissed from camp without any previous oral or written warnings. Participants will not receive a refund for days missed due to disciplinary reasons.

Prescription Drug Policy

If your child should require a prescription drug while at camp, the following must be followed:

The prescription must be in a bottle marked with the child's name, doctor's name, date, directions for administering the medication, the prescription number, drug store or pharmacy. A medication log form must be filled out by the guardian.

Non-Prescription Drug Policy

Any non-prescription drugs that must be taken while at camp will be administered **only with written Doctor's permission**. The non-prescription drug must be labeled with the child's name and dated on the bottle. Please ask your doctor to write instructions on a prescription pad and sign it if we are to give non-prescription medication at camp.

Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At The Centre Camps, bullying is inexcusable, and we have a firm policy against all types of bullying. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

Camper Information Sheet

Please complete and return the camper information sheet prior to the first day of camp. All information on both sides must be completed.

Additional Health and COVID-19 Guidelines

- Parents will need to monitor their child(ren) for any symptoms of COVID-19 and certify daily that their child is in good health at drop off.
- Face masks will be required at all times except when drinking or eating. Cloth face masks are preferred. Children need to arrive with a clean face mask every day. Families will also be required to send an additional "back up" face mask to keep in their backpack.
- Frequent hand washing will be required for both participants and staff, especially, but not limited to, arrival in the classroom, movement from activity to activity, after using the washroom, drinking from a water bottle, gym time, and departure from the classroom.
- Cleaning and disinfecting of the classrooms will be conducted in compliance with CDC protocols on a daily basis. Counselors will clean and disinfect common areas (e.g. tables, doorknobs, toilet flush handles, sink handles) and surfaces which are touched by multiple people (e.g., equipment, supplies) frequently during program hours. Counselors will also complete a pre-class and post-class cleaning checklist to ensure the program room is sanitized. Maintenance staff will complete a deep cleaning and disinfecting of the all of the bathrooms and common areas nightly.

Isolation and discharge of sick children and staff due to COVID-19

- Participants or staff members suspected of having COVID-19 or diagnosed with COVID-19 will be excluded from camp. Symptoms include cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms.
- Symptomatic participants will be isolated in a separate space until a parent/guardian can pick up. Symptomatic staff members will be sent home immediately. Areas that were used by the sick person will be closed until they can be cleaned and disinfected using CDC guidelines. Where appropriate, we will notify staff and participants who have been exposed.
- If a participant or staff member does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.
- Any participant or staff member who has had close contact with a person who is diagnosed with COVID-19 should quarantine for 14 days after the last/ most recent contact with the infectious individual. All other participants and staff members should be alert for symptoms by watching for fever, cough, or shortness of breath and taking temperature if symptoms develop.
- If the participant or staff member has symptoms of COVID-19 and it determined by a medical provider that the individual likely does not have a COVID-19 infection, the participant or staff member can return to camp provided feverless and feeling well (without fever-reducing medication) for at least 72 hours, have a negative COVID-19 test, or have a note from a medical provider documenting no clinical suspicion of COVID-19 infection.
- Participants and staff members should contact their health care provider. If multiple participants and/or staff report having any COVID-19 related symptoms and/or there are multiple positive results, notification will be made to our local health department.