Dear Camp Family,

Welcome to the Deerfield Park District’s Summer Camp program. We hope everyone is excited for another great summer at our excellent day camps.

This handbook was developed to assist you in preparing your child for day camp. Please read it thoroughly and keep in a convenient place. If you have any additional questions, please feel free to contact the recreation supervisor in charge of your camp directly. You can find their names and contact information on page 3 of this handbook. Individual camp letters will be emailed closer to the start of camp with more specific camp information.

In order to keep group size small and limit the number of interactions between staff and patrons, we not be holding open houses this summer.

It is our mission to provide your camper with a safe and fun day camp experience. While every camper has a favorite activity, we strive to provide a well-rounded schedule of activities to expose every camper to something new and different.

We are looking forward to spending a great summer with you! If any of our staff can help you now or during the course of the summer, please do not hesitate to contact us.

Sincerely,
The Deerfield Park District
Camp Administration Staff

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Philosophy
To provide outstanding parks, services, facilities and recreation programs that enrich lives, promote healthy living and inspire memorable experiences.

Staff
All camp activities are under the administration of Park District full-time supervisors. On-site supervision is the responsibility of our camp and site directors. We are welcoming many experienced counselors back from last year, adding a few new talented and energetic people, and once again this summer, counselors-in-training may be assigned to each camp.

Camp Administration Contact Information
Should you need to get in touch with your child’s camp director during the camp day, please call the Jewett Park Community Center registration desk at 847-945-0650. They will get your message to the camp director.

Dana Bundy  847-572-2624  dana@deerfieldparks.org
So Big, Sun’N’Fun, Little Scampers, #1 Camp, Pathfinders, Safety Town

Megan Carbone  847-572-2621  megan@deerfieldparks.org
Trailblazers, Explorers, Extended Care, Extra Added Attraction

Jim Gariti  847-572-2627  jimg@deerfieldparks.org
Rookies, Girls, Boys, Middle School Boys Sports

Heather Lund  847-572-2629  heather@deerfieldparks.org
Swim Lessons

Mark Woolums  847-572-2623  mark@deerfieldparks.org
Art Camp, Stage and Screen, CIT Program, Bussing
Getting to Camp

Drop-Off and Pick-up Procedures
You will receive an e-mail regarding specific drop-off locations and times for your child’s camp by Monday, June 7, 2021. Parents will not be allowed to exit the cars during drop-off and pick-up. If you need to communicate something with the camp staff, please reach out to the camp administrator. They will communicate your concerns to the staff.

Drop-off Process
The process for drop-off should be very quick and easy. First, parents should take a minute and fill out the health questionnaire in the ePACT app. This will further reduce paper use and decrease staff interaction. Once you arrive to the camp sites, staff will be wearing face coverings and gloves, and will check your child in electronically. The campers will use hand sanitizer provided and enter the camp location. They must be wearing a face covering at this time.

Drop-off will begin promptly 15 minutes before your child’s camp begins. Please do not arrive earlier than this to avoid crowds and lines at drop-off. Camp drop-off will end promptly at the start of camp. All late arrivals must reach out to the camp administrator to schedule a drop-off time. Continued violation in drop-off procedures can be reason for dismissal from camp.

If you must pick-up your child during camp hours, if someone other than you will be picking your child up from camp, or if your child is going to someone else’s home after camp, please inform the camp by way of a written note or an e-mail to the camp email address.

These policies are for your child’s safety and we ask that you comply with them.

Pick-up Process
Pick-up should be also be a very easy, 15-minute process. As with drop-off, parents will not be allowed to exit cars. Camp pick-up will begin at the end of camp. Please do not arrive before this time. It is critical that we do all we can to not create crowds or interfere with other camps at the site who are trying to hold their own pick-up procedures. Continued violation in this can be reason for dismissal from camp. Staff and campers will be standing in a socially distant manner and wearing face coverings. Camp staff will dismiss campers to your car as it pulls up to the designated pick-up area.
Walkers and Bikers
If you plan on having your child (entering 3rd grade and up only) walk or ride their bike to camp every day of the camp session, please fill out the walker and biker form on the park district website. You may also contact your camp supervisor to receive one via email. You must provide five contact numbers to try in the event your child does not arrive at camp. If we do not speak with someone at the phone numbers provided, our sixth call will be to the Deerfield Police Department to help us in ascertaining your child’s whereabouts and safety. Only children with an active walker and biker form on file will be released from camp to walk or ride their bikes home. All walkers and bikers will be released at the conclusion of pick-up as traffic at the school is less congested.

Should your walker or bike rider be absent, please contact the site via e-mail at least 30 minutes before the start of camp. Include your child’s name and camp name. If you know in advance that your child will be absent, please notify the site director by sending an email or a signed note including days and dates your child will not be at camp.

Parents must also fill out a camp wellness sheet through ePACT before sending your child to camp each day. If this has not been done, they will not be allowed to enter the campsite and you will be contacted immediately to pick-up. We will not be able to take verbal approval over the phone.

Campers riding bikes to and from camp should be prepared to secure their bikes with a cable and/or a lock. The park district is not responsible for stolen or damaged personal belongings that are brought to camp.

If your walker or biker will be absent from camp
• If your walker or bike rider will be absent from camp, please email your camp site (below) at least 30 minutes before the start of camp. Include your child’s name and camp name.
• If you know in advance that your child will be absent, please email your camp site (below) including days and dates your child will be absent.
• Camp staff will not be checking e-mails throughout the day.
• Only use the emails below for attendance, walker & biker absences or lost and found.
• All other correspondence should be directed to the camp administrator email on page 3.

#1 Camp 1walden@camp.dfpd.org
3/4 Boys Sports Camp 3-4sports@camp.dfpd.org
5/6 Boys Sports Camp 5-6sports@camp.dfpd.org
Art Camp art@camp.dfpd.org
Explorers Camp Explorers@camp.dfpd.org
Girls Sports Camp girlssports@camp.dfpd.org
Little Scampers-JPCC scampersjpcc@camp.dfpd.org
Pathfinders Camp pathfinders@camp.dfpd.org
Middle School Boys Sports Camp mssboyssports@camp.dfpd.org
Rookie Sports Camp rookiesports@camp.dfpd.org
So Big Camp sobig@camp.dfpd.org
Stage and Screen stagenscreen@camp.dfpd.org
Sun’N’Fun Camp sunnfun@camp.dfpd.org
Trailblazers Camp trailblazers@camp.dfpd.org
Daily Camp Attendance

While we hope to see your child each day of the camp session, we understand that from time to time they will be absent. There is no need to contact the camp site or the park district with daily absences. We will only be verifying absences with phone calls for children that walk or ride their bikes to camp every day. If your walker/biker is not attending camp, please read through the walker/biker section for specifics on emailing camp staff about the absence.

When to keep your Child at home

For the protection of all children, your child must be kept at home if s/he shows any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Fever (100.4 degrees or higher)
- Diarrhea
- A rash
- Nasal discharge / discharging of ears or eyes

Parents must exercise every precaution and keep their child home for a 24-hour period when exhibiting these symptoms. When the child has been symptom-free for at least 24 hours (without fever reducing medication), s/he can return to camp. Children must be well enough to participate in all regular program activities when returning to camp. In case of head lice, a child must stay home for 24 hours after his/her first treatment and cannot return until s/he is nit-free.

Please report any highly contagious illnesses to the camp director. COVID-19, Strep throat, pink eye, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, etc. are among those conditions categorized as "highly contagious."
My child is at a higher risk due to medical conditions. What should I do?
If your camper has a pre-existing medical condition or is for any reason at a higher risk for complications related to COVID-19, please consult with your child’s healthcare provider and inform the Deerfield Park District as soon as possible so that we can work together to assess risk and come up with an individual plan for your family.

Sick at Camp
If a camper or staff member displays symptoms of COVID-19 while at camp, s/he will be isolated immediately. The camper’s family will be notified to come and pick-up their camper. Campers will remain in isolation under the care of our staff until your arrival.

They will not be allowed to return to camp without a signed doctor’s note stating they are safe to return. If they test positive for COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset AND be symptom and fever free for at least 24 hours without the use of fever-reducing medication.

If a camper or staff member does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset or for asymptomatic patients, the date of specimen collection AND symptom and fever free for at least 24 hours without the use of fever reducing medicine.

The rest of the camp group will be notified of a positive test result immediately. The campers in that group should:
• stay home 10 days after exposure if no symptoms have developed with no COVID-19 test
• check their temperature twice a day
• watch for symptoms of COVID-19

We feel these guidelines are necessary to help provide a safe and healthy summer for all.
WHAT DO I WEAR & BRING TO CAMP?

Camp Attire
All campers should come to camp daily wearing a facemask. Each camper will receive one camp t-shirt on the first day of camp.

Your camper will have a more enjoyable camp experience if they are dressed appropriately for all our activities in comfortable, cool clothes suitable for active participation and messy activities, such as jeans, shorts, and gym shoes. Please no open-toed shoes or sandals.

We recommend bringing a plastic bag each day to keep wet items separated after swimming. We encourage children to wear their swimsuits to camp. Label everything with your camper’s name!

Personal Belongings
The camp day is a time to run, play and have fun with your friends at camp, not to text message or make calls. It is highly recommended that cell phones be left at home. All phones at camp must be turned off and stored in the child’s backpack during the camp day. If you need to reach your camper during the camp day, you can contact the Deerfield Park District office at 847-945-0650. The office staff will relay all messages to the child’s camp director. The park district is not responsible for lost or stolen phones.

Lunch
Campers should bring a labeled sack lunch and drink or pre-purchase one from Marla’s Brown Bag Lunch every day of camp.

We are excited to announce that Marla’s Brown Bag Lunch will be partnering with the Deerfield Park District to provide lunches to campers in summer 2021. Marla’s is a local organization that uses local vendors and caterers to deliver fresh, kid friendly ideas for lunch.

You create the menu choosing one of the featured entrées of the day or from the “always alternative” category. Please see the enclosed information sheet for complete information.

Lunches will not be refrigerated so please pack food appropriate for hot weather (i.e. refrain from using foods that quickly spoil such as lunch meats, and condiments such as mayonnaise). We recommend ice packs for lunches.

Water Bottle
As drinking fountains will not be available for use, your child must bring a labeled water bottle to camp each day to stay hydrated during busy camp activities.
ePACT

Emergency Forms ePACT

ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper forms, but it will also ensure we have a way to communicate with you in the event of an illness, injury, or larger scale emergency.

Why are we using ePACT?

• To save you time - With ePACT, you only need to complete your child’s information once, and then verify that it is still correct for additional programs or subsequent years (which can be done in just two minutes)!
• Improved privacy and security – Eliminating paper forms ensures that your key information is safe and secure, while authorized staff members can still access this information any time, they need it.
• Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this anytime and we will automatically receive those new details.

How ePACT works

• You’ll receive an email invite to share information with Deerfield Park District.
• Click ‘Complete Request’ to create a free account, or log-in if you already have an existing ePACT account.
• Enter the required information, like medical conditions, and share it with Deerfield Park District so that program staff have access.
ePACT makes it far easier for you to share emergency information with us, while also ensuring we have access to records anytime, anywhere with the mobile app – even without an internet connection. Rest assured that you always own your account and the information in it. Plus, ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy.
Medication Policy
The Deerfield Park District discourages dispensing medication to children participating in park district programs, leaving primary responsibility to parents and guardians to dispense prescription medication to children.

However, we also recognize it may be necessary in certain circumstances for children participating in Park District programs to take prescription medication during program hours. If you should need this service, contact your camp administrator on page 3 of this manual for further information. You must also fill out the Medication Distribution forms in ePACT.

Camp Directory
To be included in our camp directories you only need to check the box in ePACT allowing us to distribute your name, address, and phone number. A camp directory will be distributed the first week of camp. If you do not receive one after the first week, please contact the camp administrator on page 3 of this manual.

ePACT Support
Have questions or feedback? Please contact help@epactnetwork.com or call 1-855-773-7228 ext. 1 to speak with ePACT’s Customer Success Team or contact Mark Woolums at mark@deerfieldparks.org or call 847-572-2623.

Your camper will not be allowed to attend camp until all of their camp forms are filled out in ePACT and all supporting documents are included where required. School District 109 forms will not be accepted.
**Swimming**

Campers should come to camp wearing their swimsuits. Locker rooms at the pool will be used as washrooms only. Swimsuits can be changed into at the campsite. If campers are recovering from an illness, or are not expected to swim, please send a written note to the site-director and they will be excused from swimming.

**Swim Lessons**

Campers enrolled in camps with swim lessons will have the opportunity to take part in camp swim lessons. Students will remain in their camp groups and paired with a Starfish certified swim instructor. The lessons are designed to work on meeting core competencies required to develop efficient swimming skills. Learning will be self-paced but challenging using age-appropriate activities.

**Open Swim**

Campers enrolled in camps with free swim will have the opportunity to swim while staying in their camp groups. There will be no public swim at the pool during camp time. Each camper will be swim tested on the first day of camp. This will ensure that they only go to the appropriate areas of the pools. While this time will be used for free play, all of the pools are staffed with lifeguards to ensure the safety of the activities.

**Camps Swim/Lesson times and locations are listed below:**

<table>
<thead>
<tr>
<th>Camp</th>
<th>Pool</th>
<th>Lesson/Free</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathfinders</td>
<td>Deerspring</td>
<td>Lesson</td>
<td>9:25-10:00 AM</td>
</tr>
<tr>
<td>Little Scampers</td>
<td>Deerspring</td>
<td>Lesson</td>
<td>10:05-10:40 AM</td>
</tr>
<tr>
<td>#1 Camp</td>
<td>Deerspring</td>
<td>Lesson</td>
<td>10:45-11:20 AM</td>
</tr>
<tr>
<td>Rookies Sports</td>
<td>Deerspring</td>
<td>Lesson</td>
<td>11:25-12:00 PM</td>
</tr>
<tr>
<td>3/4 Grade Boys Sports</td>
<td>Deerspring</td>
<td>Free</td>
<td>12:05 PM-12:40 PM</td>
</tr>
<tr>
<td>5/6 Grade Boys Sports</td>
<td>Deerspring</td>
<td>Free</td>
<td>1:25 AM-2:00 PM</td>
</tr>
<tr>
<td>Girls Sports</td>
<td>Deerspring</td>
<td>Free</td>
<td>12:05 PM-12:40 PM</td>
</tr>
<tr>
<td>Explorers</td>
<td>Deerspring</td>
<td>Free</td>
<td>1:25 AM-2:00 PM</td>
</tr>
<tr>
<td>Trailblazers Camp</td>
<td>Deerspring</td>
<td>Free</td>
<td>12:45-1:20 PM</td>
</tr>
<tr>
<td>Middle School Boys</td>
<td>Deerspring</td>
<td>Free</td>
<td>1:25 AM-2:00 PM</td>
</tr>
<tr>
<td>Stage and Screen</td>
<td>Deerspring</td>
<td>Free</td>
<td>2:05-2:40 PM</td>
</tr>
<tr>
<td>Art Camp</td>
<td>Deerspring</td>
<td>Free</td>
<td>2:05-2:40 PM</td>
</tr>
</tbody>
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PROCEDURES

Inclusion Services
We encourage participation by everyone and provide reasonable accommodations in accordance with ADA standards. If your child requires assistance for special needs, please contact the camp administrator on page 3 of this manual.

Deerfield Park District program inclusion services are available at no additional cost to the family. Inclusion services may include, when necessary, staff training, program modifications and adaptations, modified equipment, and program observations.

Buddy Requests
Buddy requests will be taken for the following Camps only:

- Little Scampers
- #1 Camp
- Rookies Sports Camp
- 3/4 Boys Sports Camp
- 5/6 Boys Sports Camp
- Girls Sports Camp
- Middle School Sports Camp
- Pathfinders
- Trailblazers
- Explorers

If your child attends one of these camps and you would like to be partnered with a friend, please use the following link to complete your buddy request. In order to ensure that your buddy request is honored, it must request only one friend, the children must be in the same section (including extended), and the friend must complete an identical Buddy Request. If more than one friend is requested or an identical request is not submitted by the friend, the request will not be honored. With the number of requests that come in, it would be impossible to maintain even and fair groups if we did not have this rule. Buddy requests must be submitted in by 5 pm on Friday, May 14 to be honored.

Camp Refunds
A full refund for camp, less non-refundable deposit, will be issued up until 5 pm on May 31. After that date, refunds will only be granted if the campers spot can be filled, for medical reasons or if you are moving outside of the Deerfield Park District. If your child is unable to attend because of a medical problem, you must submit a letter from your doctor on his/her letterhead in order to receive a refund. In case of moving, you must submit proof in writing that you are moving.
Conduct Code
The following conduct code rules apply to both camp participants and parents/guardians of those children.

The Deerfield Park District reserves the right to suspend, expel, or deny participation in any program, event or facility to any person whose behavior materially interferes with or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

A child's parent or guardian shall be notified of the first incident: the second incident shall require the presence of a parent at a meeting with the instructor and a park district administrator/supervisor; a third incident may result in an expulsion or suspension of the child from the program, event or facility.

If a child engages in behavior which may result in bodily harm to others, an immediate meeting with the parent may be called. If such behavior warrants it, immediate suspension or expulsion may result.

Photographs
Our staff or designees often take pictures and video at programs and events for: brochures and other marketing materials; website; and other print, electronic and online publicity. Most people are delighted to see pictures of themselves or their family members in our publicity. Photographers from print or other media outlets may also take pictures or video on occasion. We welcome the coverage and hope you do too; it is frequently how the public learns what is happening at the park district. We cannot guarantee if a photo is taken that it will be used or not and cannot promise that a photo taken will only be used in certain circumstances. If you prefer your family members’ pictures not be taken, notify us in writing. NOTE: If you do see a photo posted to our website, Facebook page, or other Park District site of you or your family member that you would like removed, just request the photo to be taken down by commenting on the picture or by emailing Sherry Prause at sherry@deerfieldparks.org.