



POLICY AND PROCEDURE MANUAL 2020



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1.0 INTRODUCTION

WELCOME TO THE SKOKIE PARK DISTRICT SUMMER CAMPS! We pride ourselves in giving our campers the best experience possible. To ensure this, we have the following policies and procedures in place to make camp a fun and safe experience for all involved.

For Restore Illinois Phase 4 information click [HERE](#).

1.1 ACA ACCREDITATION

The Skokie Park District is one of a few park districts in the nation accredited by the American Camping Association (ACA). This nationally recognized program, developed exclusively for the camp industry, focuses on program quality, health and safety issues and requires us to review every aspect of our day camp operation. We have voluntarily submitted to this independent audit by camp experts and have earned this mark of distinction.

1.2 VISION

The Skokie Park District envisions a community where all of its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

1.3 MISSION

Mission

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

1.4 CORE VALUES

The Skokie Park District will fulfill its mission through:

- Commitment
- Service
- Integrity
- Openness
- Innovation
- Environmental Stewardship
- Inclusiveness

1.5 MINIMUM AGE REQUIREMENT OF STAFF

At least 80% of staff at each program site will be 18 years of age or older. Additionally, staff will be a minimum of two years older than the campers that are being supervised.

1.6 COUNSELOR-IN-TRAINING AND APPRENTICE PROGRAM

In Summer Camp 2.0 (7/13-8/21), camps may have Counselors-In-Training or Apprentices, dependent on the decision of the camp supervisor.

Counselors-in-Training (CITs) and Apprentices are campers with increased responsibility, who are learning how to become counselors in the future. CITs and Apprentices are under the direction of their camp's director. Because CITs and Apprentices are still considered campers, they will never be left alone with campers; the Camp Director or a Camp Program Leader must always be present with all campers.

CITs has two levels; Level I is between age 12 and 13 years old and Level II is between 14 and 15 years old. Apprentices range in age from 13 to 15 years old and vary dependent upon their camp's requirements. The 2020 CIT camps are: Camp Iwannago, Central Park Camp, Earth Adventures, Happy Campers, North End Camp, Sports Camp and Junior Sports camp. While the 2020 Apprentice Camps are: Camp Art!, Behind the Scenes (Summer on Broadway), Circus Camp, Kids Cooking Camp and Summerstars Hockey.

1.7 GENERAL CAMP PROGRAM GOALS

- To provide every camper with a safe, fun, and memorable camp experience that helps develop a sense of self-respect, respect for others, cooperation, a sense of accomplishment, sportsmanship, and an appreciation of nature.
- To help each camper develop a positive self-concept by giving the camper an opportunity to interact with campers of all different backgrounds and lifestyles and develop a sense of curiosity about the world and an enthusiasm for learning.
- To provide opportunities for campers to develop emerging social, cognitive, and self-help skills by giving the campers an opportunity to establish relationships with other campers and adults, make choices and be able to accept the outcome of their choices, explore, create and express themselves at their own levels.
- To provide for the physical and emotional well-being of each camper by creating an atmosphere of warmth, safety, and acceptance and to provide an environment that is stimulating and allows the camper to feel a sense of belonging.
- To meet parents' expectations for the health, safety, welfare and education of their campers.
- To establish a climate of teamwork among staff through open communication, mutual respect and a willingness to share in the camp experience. Camp is for campers, but it is also an excellent opportunity for staff to grow and learn more about themselves.
- To maintain the high quality of the camp program through excellent instruction in activities, a mixture of traditional and innovative programming, the teaching of fun games, an emphasis on appreciation of the environment and an emphasis on camper growth.

2.0 POLICIES AND PROCEDURES

2.1 ARRIVALS AND DEPARTURES

Most Summer Camp 2.0 (7/13-8/21) hours are 8:30AM – 4:30PM. But, times may vary dependent on camp and location. Please see Summer Camp 2.0 guide and your camps' welcome letters for times.

Campers should be dropped off no earlier than the camp start time and picked up no later than the camp ending time, unless otherwise noted. Parents/Guardians are responsible for signing in their camper daily when they are dropped off and signing them out when they are picked up. Camp staff will be waiting at the assigned sign-in and sign-out location.

The safety of all campers is our number one concern and it is crucial that each camper is accounted for daily. Parents and guardians will be required to show a picture ID to staff during pick-up the first week of the program or if picking up for the first time. Your patience during the sign-in and sign-out procedure is appreciated.

For children ages 8 and older, parents or guardians may submit a written note in advance authorizing their child to sign him/herself in or out daily. Children under 8 years of age must be signed in and out by a parent/guardian.

Staff members are busy preparing for daily camp activities before the campers arrive and after they leave each day. The planning time is valuable to ensure a positive and organized camp experience for all participants. *Therefore, please be advised that the camp staff cannot be responsible for supervising campers who arrive before the scheduled start time or who remain after the scheduled end time.* The Skokie Park District does not assume responsibility for campers arriving early or remaining on site outside of established beginning and ending times for any program. Repeated late pick-ups may result in late fees or dismissal from the camp.

Summer Camp 2.0 Drop-off/ Pick-up Policy

We will be doing a car line (or stagger times of arrival and departure) at a designated spot that will be conveyed to you by the camp supervisor of the camp your child is attending before the start of camp.

At drop-off, a staff member will greet you and escort your child to their 'pod' group. For pick up, you will again pull up to the carline and a staff member will bring your child to your vehicle.

Drop-off times: Parents will be able to drop off anytime between 8:30-9am to our carline staff. If a drop-off will occur after 9am, parents will need to arrange with staff ahead of time.

Pick-up times: Parents will be able to pick up between 4-4:30pm. If a pick-up will occur before 4pm, parents will need to arrange with the staff ahead of time.

Please do not enter the facility unless arrangements with staff have already been made.

Safety Precautions at Drop off and Pick-up:

- At drop off each morning a staff member will ask the parent/guardian, if the child has had a cough, fever or shortness of breath in the last 72 hours. If the answer is yes, the camper will NOT be allowed to attend camp until they have been symptom free without medication for 72 hours. **(Please monitor your child(ren) for symptoms and take their temperature each morning before drop-off.)**
- Hand sanitizer application for campers and staff upon arrival and departure will be done each day.
- The staff member who will be there at drop off and pick up will wear personal protective equipment including gloves and a face mask.

2.2 WRITTEN NOTES

A **written** note with a parent or guardian's signature is required ***in advance***, for the safety of your camper, any time your camper will be allowed to:

- Leave camp early with you, a relative, or a friend.
- Be picked up by anyone other than you (the parent/guardian) or anyone listed on the Camper Information Form.
- Sign him/herself in or out, if 8 years old or older.

If your camper will be allowed to do any of the things listed above throughout the camp session, you may write one written note in advance that can be kept on file with the Camp Director. Please include your child's name, the date and your signature on all notes.

Also, if there are any changes regarding your home, work or emergency phone numbers; e-mail address, camper pick-up information, or any additional contact information, please notify the Camp Director or Supervisor.

2.3 ABSENCES, LATE ARRIVALS & EARLY PICK-UPS

If your camper will be late in arriving or picked up early from camp for any reason, please call the Camp Director/Supervisor or camp central at the facility your camper is at that morning at the phone number provided in your Camp Welcome Letter. If you are calling before the start of the workday, please leave a recorded message. An e-mail to the camp director or supervisor may be an acceptable means of communication, if so, indicated by the camp supervisor or director. This is very important so that all campers can be accounted for each day.

If we do not hear from you via Camp Central, e-mail or written note and the Director reports your camper absent, staff will make every attempt to contact you by phone. Please help the staff avoid unnecessary phone calls by reporting your camper's absence or late arrival in the morning.

Please be advised that the proper sign-in and sign-out procedures must be followed any time a camper will be arriving late or leaving early. Please make arrangements with staff ahead of time to coordinate where to drop off or pick-up.

2.4 LATE PICK-UP POLICY

Camp staff will supervise children who are left beyond the scheduled pick-up time until a parent or another authorized adult on the pick-up list arrives. However, late pick-ups will result in a fee. The parent/guardian will receive one verbal reminder of the late pick-up policy. After that, the second time a parent is late a fee will be charged at a rate of \$5.00 for the first 15 minutes and \$1.00 for every minute thereafter. The third time a parent is late, the charge will be \$10.00 for the first 15 minutes; the fourth time, the charge will be \$15.00 and will continue in \$5.00 increments for each occurrence. The dollar-per-minute charge will stay constant. Payment of the late fee is due at the time of pick-up. All measurements of time are to be according to the clock located at the camp.

2.5 COMMUNICATION

On-going and open communication between parents/guardians is essential for a positive experience for each camper. Parents/guardians are encouraged to discuss questions and concerns with the Camp Director. Should there be something your camper is experiencing at camp or in their personal life which may reflect in their behavior or attitude towards camp, please inform a staff member of the situation.

If you need to contact your camper at camp for any reason, you may call the Camp Director, as detailed in each individual camp's welcome letters. Campers are not allowed to make telephone calls during the camp day except in an emergency.

Camp welcome letters for individual camps/locations will include how to:

- Contact camp staff
- Report absences
- Obtain camp site location changes due to weather, if applicable
- Obtain field trip updates and swim schedules, if applicable
- Report lost and found items

As well as:

- Sign-in and out/ Drop-off Pick-up Procedures and Locations
- Reminders of general camp procedures and those due to COVID-19
- Camper and staff requirements
- Code of Conduct*
- What camper(s) should bring daily
- Safety and cleaning guidelines
- What a "typical day" will look like or indicate special activities

**If a camper cannot adhere to one or more of these requirements due to a disability, staff will engage in a discussion with the camper's parents/guardians to determine any potential reasonable accommodations.*

Camp Directors/Supervisors

The Camp Director/ Supervisor should be contacted when you need to notify staff that another person listed on the authorization form will be picking up a camper,

communicate behavior issues, as well as discuss health concerns, camp procedures or camper medication. All calls, (or e-mails, if applicable) made to the Camp Director/Supervisor will receive a response within three hours with the exception of an emergency. Emergencies are classified as a serious injury to an immediate family member or if an authorization for a camper pick-up is required by another person not listed on the pick-up form.

Superintendent of Recreation

Contact the Superintendent of Recreation for issues previously reported to the Camp Supervisor that remain unresolved or are reoccurring.

2.6 BUS TRANSPORTATION

**Bus home pick-up/drop-off will not be available for Summer 2020.
Summer Camp 2.0 will have no busing.**

BUS RULES

All rules apply during all bus transportation during camp including Home Pick-up/Drop-off, Field trips and trips to the pool(s).

- Stay on the curb while waiting for the bus.
- Do not approach the bus until it has completely stopped.
- Upon entering the bus, go directly to your seat.
- Keep hands and head inside the bus at all times.
- Don't throw anything out of the windows.
- Keep the bus clean at all times.
- Keep the aisles clear.
- Orderly behavior in the bus is essential at all times.
- No camper should harass other riders or the driver.
- Personal belongings should not be left on the bus.
- Remain on the bus in the event of a road emergency until instructions are given by the driver.
- Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Be absolutely quiet when approaching a railroad crossing.
- Treat bus equipment as you would valuable furniture in your own home.
- Never tamper with the bus or any of its equipment.
- Keep backpacks, coats and all other objects out of the aisles.
- Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except in the event of an emergency.
- Observe safety precautions at the drop-off point. Where it is necessary to cross the street, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver.
- Seat belts must be worn at all times.

2.7 BEHAVIOR – CODE OF CONDUCT

To ensure the safety and enjoyment of all campers, the following behavior code of conduct will be used as a guideline for Skokie Park District program participants:

- Will show respect to fellow campers and staff.
- Will follow direction from staff and volunteers.
- Will show respect to equipment, supplies and facilities.
- Will not use inappropriate, abusive, or foul language.

Zero Tolerance Guidelines

- Verbally or physically aggressive behavior (i.e. hitting, punching, slapping, kicking, biting, licking, spitting etc.).
- Running away from staff.
- Continuous disruptive behavior.

COVID-19 Guidelines*

Due to the COVID-19 pandemic, participants shall also be required to comply with routine COVID-19 health and safety requirements.

- Facemasks indoors or when social distancing is not possible.
- Comply with verbal or visual directions.
- Maintain 6ft social distancing with other campers and staff.

**If a camper is unable to follow COVID-19 requirements due to a disability, please contact the Supervisor to discuss reasonable accommodations.*

Behavioral incidents that involve non-compliance with the above guidelines will be documented by camp staff. When deemed necessary by the Camp Staff and/or Camp Supervisor, parents/legal guardians will be notified. Continued infraction of the rules and jeopardizing other camper and staff's safety will be noted on behavioral incident forms and may result in suspension and possible discharge from the program. Campers shall be discharged from care/camp(s) under circumstances which ensure protection of their own and other camper's physical and emotional well-being and overall safety. Any camper who, after attempts have been made to meet the camper's individual needs, demonstrates the inability to function positively in the type of environment offered at care/camp or whose presence is harmful to the group, shall be discharged from camp.

In the event of discharge, the needs of the camper and the parent/guardian will be addressed through referrals to other agencies or facilities, if possible.

2.8 BULLYING POLICY

The Skokie Park District is committed to protecting campers and staff from bullying, harassment, or discrimination for any reason and of any type. All Campers and staff are entitled to a safe, equitable and harassment-free experience. Bullying, Harassment or discrimination will not be tolerated and is cause for disciplinary action.

Bullying is defined as systematically and chronically inflicting physical hurt it or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal or physical behavior, including but not limited to any threatening, insulting or dehumanizing gesture, that has the potential to

create an intimidating, hostile or offensive environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individuals performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious or racial harassment
- Public humiliation
- Destruction of property (park district or personal)
- Social exclusion, inducing incitement and/or coercion
- spreading of rumors or falsehoods

Participants and staff will conduct themselves according to this policy. All District employees are required to investigate any allegations of bullying or violation of this policy.

2.9 DISCIPLINE

Effective discipline has three purposes:

- To encourage self-esteem, self-control and responsibility.
- To discourage irresponsibility and inappropriate behavior.
- To ensure the safety of all campers and staff under our supervision.

To be effective, discipline must be a part of a positive, respectful relationship between adult and camper. While campers cannot assume the same rights and responsibilities as adults, they can be treated as equals in terms of worth and respect. Staff is expected to communicate their behavioral expectations in a way that is understandable to campers.

When developing behavior expectations, camp staff will consider some basic ground rules:

- Be Safe! Behavior must be stopped if it presents a clear risk of harm to oneself or others.
- Be Kind! Behavior must be stopped if it infringes on the rights of others.
- Be Neat! Behavior must be stopped if it will unnecessarily damage the environment or animals, objects and materials in the environment.

2.10 INCLUSION

M-NASR cannot guarantee that they will be able to fulfill aide requests for summer 2020.

The Skokie Park District works cooperatively with the Maine-Niles Association of Special Recreation (MNASR) to integrate campers with special needs into recreational programs. For more info about M-NASR visit, www.mnasr.org.

Inclusion aides may be present at camp to work one-on-one with a specific camper. These aides only intervene in necessary circumstances.

If you feel that your camper would benefit from additional assistance at camp, such as having a 1 on 1 aide, please communicate the necessary information to the Camp Director/ Supervisor.

If the Camp Director and/ or Camp Supervisor observe behavior in a camper, in which the camper would benefit from having an aide, the parent/ guardian will be informed, and a request to M-NASR for their staff to perform an observation will be made. M-NASR will then determine if assistance for the camper would be beneficial.

2.11 CAMP ATTIRE

Camper t-shirts will not be given out for summer 2020.

Campers are encouraged to wear loose and comfortable clothing that may get dirty during daily camp activities. We require that all campers wear closed-toed shoes to ensure their safety while at camp. No open shoes will be permitted at any Skokie Park District camp. We also recommend campers **do not** wear expensive gym shoes.

2.12 PHOTOS FOR PUBLICITY

Throughout the camp season, photographers representing the Skokie Park District or local newspapers may be visiting the camp sites to take pictures. The Skokie Park District is a non-profit organization and the use of any photographs will be used strictly on a non-profit basis.

2.13 SUNSCREEN & INSECT REPELLENT

It is recommended that you apply sunscreen (at least SPF 30) to your camper before camp and send a labeled bottle with them to camp, as the majority of camp is spent outdoors. Insect repellent, in lotion or stick form only, is recommended as well. You may let us know, in writing, of additional times throughout the day that you would like your camper to apply more sunscreen. Park District staff will not apply sunscreen or insect repellent to your camper, but they will supervise the application by the campers.

2.14 SEVERE WEATHER CONDITIONS

In the interest of safety for all of our summer campers, the Skokie Park District has implemented a plan of action regarding severe weather conditions. The plan states that in the event of rain or excessive heat, campers will be brought inside, if located outdoors. On the days of questionable inclement weather, please follow the procedures outlined in your camp's welcome letter.

2.15 WATER ACTIVITIES

Water Activities are allowed in Phase 4 during Summer Camp 2.0.

In an effort to help keep campers cool, water activities may take place during the camp day, if they can be done in a manner that follows social distancing requirements.

As a result, it is probable that your camper will get wet at times. If you have any objections to their participation, please inform the Camp Director in writing on or before the first day of camp (See Section 2.2 Written Notes.) Additionally, we strongly recommend that your camper pack an extra set of clothing in their backpack on a daily basis, in case they get wet and would like to change into dry clothing.

2.16 ACCIDENTS & EMERGENCIES

The Camp Director(s) are certified in both CPR and First-Aid. In case of a major accident, injury or health emergency, local paramedics will be notified by calling 911. In addition, every effort will be made to contact parents/guardians immediately. Staff will provide care for which they are trained until paramedics arrive and will reassure campers through maintaining a safe and calm environment. It is important to list an emergency contact on your registration and Camper Information Form. Once again, **we will not release your camper to anyone not listed on the Camper Information Form or whose name has not been received through written notification** (See Section 2.2 Written Notes.)

2.17 INSURANCE

The Skokie Park District does not provide individual accident or health insurance.

2.18 PERSONAL PROPERTY

Please label all of your camper's items to prevent loss. No games, toys, sports equipment, expensive jewelry, animals/pets, electronics or other valuables should be brought to camp. No camper should share items brought in with any other camper or staff. We ask that campers are responsible to collect all belongings each day. Any Lost and Found items collected by staff will only be kept for a week, and will then be disposed of to eliminate cross contamination and the spread of germs. For the safety of all campers and staff, the possession of illegal substances or weapons will not be tolerated.

What are acceptable items your child can and should bring to camp daily?

- Facemask/face covering (Required)
- Lunch (and snack) in a disposable paper bag or a labeled non-disposable container
- Water bottle (disposable or a labeled non-disposable bottle)
- Sunscreen
- Bug Spray
- One set of extra clothes in a Ziploc bag

2.19 FOOD/SNACK RESTRICTIONS

Campers and staff will not be allowed to share food or drinks.

Campers must provide their own lunch each day of camp (Campers are required to bring a drink for lunch, as well). Camp locations are not equipped with a refrigeration system for perishables. Since lunch at camp may not be until noon or 12:30 p.m., we strongly encourage campers to eat breakfast before arriving at camp.

On hot summer days, it is critical that campers stay hydrated. Not all camp sites and field trip locations will have water fountains. Therefore, campers are encouraged to bring a labeled reusable water bottle.

Please be aware that campers suffering from severe health allergies may be in attendance and that we may count on your cooperation to make alternate food choices for the safety of all campers. If severe allergies exist, you will be notified prior to the start of camp. **Please refrain from sending peanut or peanut product snacks with your camper due to allergies.**

Safety Precautions During Lunch/Snack:

- Campers will stay with their groups of 8-10 and their leaders.
- Whenever possible, lunch/snack will be picnic style outdoors spread out throughout the park.
- Lunch and lunch sacks should be disposable and brought from home.
- Tables will be completely disinfected before and after eating.
- Hands will be washed/sanitized before and after lunch. Staff will supervise campers as they do this.
- Individual pod groups may be designated as peanut and tree nut free.

2.20 ILLNESS POLICY

Campers should not be brought to camp with an illness that is contagious, or with a fever, diarrhea, vomiting, or unidentifiable rashes. Campers may not return to the camp until they are fever and/or diarrhea free for 72 hours (without fever reducer medication). If a child shows any illness symptoms or has a temperature recorded at camp, parents will be required to pick up their child immediately. Dependent upon illness, a doctor's note stating that the camper may safely return to camp may be required. If a camper has a communicable disease, all parents/ guardians with a camper at the respective camp site will be notified by the Camp Supervisor. See COVID-19 Information in 2.21.

Thermometers will be available at camp in case staff need to take a child's temperature during the day. However, at this time, we will not be taking the child's temperature upon arrival each day.

2.21 COVID-19 PROCEDURES

What you should know about COVID-19

COVID-19 is the name of the respiratory illness or disease that was first reported in Wuhan, China in late 2019. The disease is caused by a coronavirus called SARS-CoV-2.

How it spreads

- Person-to-person spread—Being in close contact (within about 6 ft.) with an infected person or through respiratory droplets produced when an infected person coughs or sneezes. The droplets can land on a person’s mouth or nose or possibly be inhaled into the lungs. This is thought to be the main mode of transmission.
- Contact with infected surfaces/objects. Touching a surface that has the virus on it and then touching your mouth, nose, or eyes.

Symptoms

According to the Centers for Disease Control and Prevention (CDC), the symptoms may include, but are not limited to:

- 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
- Diarrhea

Symptoms may appear **2-14 days after exposure to the virus.**

A Healthy Camp Begins and Ends at Home!

- If your child is showing signs of illness such as running a temperature (100.4 or above), throwing up, has diarrhea, nasal drainage and/or coughing/sneezing, keep the child home. This greatly reduces the spread of illness at camp but also supports your child’s recovery. Camp illness policy will be strictly enforced.
- Teach your child to sneeze/cough in his/her sleeve and to wash his/her hands often while at camp, especially before eating and after toileting. If you really want to achieve impact, teach your child to accompany hand washing with another behavior: keeping their hands away from their face.
- Parents are responsible to let the Camp Director/Supervisor know immediately if their child has symptoms or has been diagnosed with a Communicable Disease.

What if there is a case of COVID at your child’s camp?

- If a child or staff member who comes in contact with your child were to become sick, we would immediately notify Public Health officials. All families affected would be notified immediately.

COVID 19 Social Distancing, Health and Cleaning Procedures:

- Staff and children will wear face mask/coverings* indoors and when social distancing is not possible while outdoors.

- Staff and children will keep a social distance of at least 6 feet, and will wear masks/coverings, when it is not possible to keep this social distance. *
- Camp sites (locations) will not have more than 50 campers total or half the facility's capacity.
- Campers will be assigned to specific "pods" at their camp site.
- These "pods" will remain separate and be groups of 15 campers.
- The "pods" will be outdoors as much as possible.
- There will be designated equipment and supplies per "pod" to eliminate cross contamination.
- No field trips, other than to locations, such as parks, that are within walking distance of the site location will occur during the First Session of Camp (June 15-July 10); the Second Session is still to be determined.
- Staff are required to take their temperature before reporting to work each day.
- Parents are required to monitor their child for symptoms and take their child's temperature each morning before drop-off.
- Hand sanitizer application for campers and staff upon arrival and departure each day.
- Our staff has increased their cleaning and disinfecting protocols to include highly touched areas, including restrooms, several times a day, including between activities and at the end of the day.
- Implementation of handwashing procedures will be enforced throughout the day for campers and staff.
- Staff will be trained in Occupational Safety and Health Association and Center for Disease Control guidelines related to COVID-19.

* If a camper cannot adhere to one or more of these requirements due to a disability, staff will engage in a discuss with the camper's parents/guardians to determine any potential reasonable accommodations.

2.22 MEDICATIONS

If your camper takes any kind of medications, please indicate this on the Camper Information Form and complete the Medical Form which must be signed by a parent/guardian. Please note medications will not be dispensed without the completed and signed forms. It is preferred that medication schedules be planned around the camp program when possible.

All medications must be kept in the **original containers** and specific directions for their use described on the forms. All medication should be given to the Camp Director/Supervisor only. The Camp Director/Supervisor will supervise the distribution of any medication that must be taken during the camp day.

2.23 WEBSITE CALENDARS & CAMP NEWSLETTERS

There will be no web calendars in Summer Camp 2.0. Please check your weekly newsletters for camp updates.

Camp specific calendars will be available on the Skokie Park District website, www.SkokieParks.org. Once on the website, go to Summer Camps tab, select your camp and view calendar on page. Parents are encouraged to check these calendars regularly for field trip dates, swim dates, and special information.

Camp specific newsletters will be sent to parents via email on a weekly basis. For those families without an email address, paper newsletters will be available. Parents will be asked to provide an email address on the camper information form. A reminder notice will be distributed during parent orientation and the first week of camp as well.

2.24 POOL RULES & PROCEDURES

There will be no pool visits during summer 2020.

The following rules exist for the Skokie Water Playground and Devonshire Aquatic Center:

Facility Rules

- Approved bathing suits are required in pool area. No unlined shorts, cut-offs, or leotards are allowed.
- Clean footwear is allowed on pool decks.
- Please keep our pools clean. Take a shower before entering the water.
- All infants must wear a swimsuit over their approved swim diaper and/or rubber pants.
- No **running, jumping or horseplay** will be allowed in the aquatic's facility.
- No **diving** is allowed in the Aquatic Centers.
- Children under 46 inches must pass a swim test given by the Aquatics Staff in order to use the Plunge Pool.
- Children under 10 years of age will **not** be admitted to the pool area unless accompanied by a person at least 16 years of age.
- Smoking is not allowed anywhere in the aquatic facility.
- People with open sores, skin infections, contagious diseases, or band-aids will not be allowed in the water.
- The District is not responsible for lost or stolen items.
- Please advise management staff if you wish to use a video or standard camera.
- Glass objects of any kind are **not** allowed inside the aquatic facilities.
- Flotation devices, hard throwing, and spraying objects are prohibited.
- Deck lounge chairs must remain on the deck areas only. Turf lounge chairs must remain in grass areas only. Please keep lounge and deck chairs 4 feet from pool edge.
- Management is authorized to institute appropriate rules to ensure safety when necessary.
- The District reserves the right to revoke any season passes, as well as suspend individuals paying daily admissions, if there are continual violations of facility rules.

Water Slide Rules

- Children must be at least 46 inches tall to ride the slide or must pass a deep-water swimming test given by Aquatics staff. Test includes 25 yards freestyle with rhythmic breathing in designed area.
- One person on the waterslide at a time; **NO** tandem riding allowed at any time.
- The wearing of goggles, glasses, or t-shirts while on the water slide is prohibited.
- No twists, flips, or headfirst sliding allowed. All persons must slide in a sitting position or on their back, feet first.
- Please exit the splash pool immediately after each slide.

- No metal objects such as jewelry, locker keys, or metal snaps are allowed on the water slide.
- Please obey Water Attendant at all times. Disregarding these rules may result in loss of slide privileges or expulsion from the facility.

Children's Water Play & Sand Play Area Rules

- The water play area is primarily for children under 8 years of age.
- Parent/guardians and Camp Staff are required to supervise their children in the area.
- Climbing on any apparatus in an unsafe manner is strictly prohibited.
- Baby strollers are not allowed in the water. They must be kept on the deck area.
- Hard throwing and spraying objects are prohibited.
- Unruly or rough behavior is strictly forbidden and may result in loss of water play area privileges or expulsion from the facility.

First Day Safety

The first day that your camp visits each facility, pool staff will go over the pool rules, where to go if a child is lost, hours, and other general information for your camp participants.

Accidents/Rescue

If a camper is injured and in need of first aid treatment by the aquatic staff or if a camper becomes distressed in the water and a lifeguard performs a rescue, the Camp Director or Camp Supervisor will go with the child into the office and fill out an accident or rescue report with the aquatic management staff. Parents will be notified immediately of the incident.

2.25 PLAYGROUND RULES

There will be no playground usage during Summer Camp 2.0.

Campers should follow the rules below to ensure their safety and the safety of others:

- Refrain from using foul language.
- Refrain from causing bodily harm to other campers and staff.
- Show respect for camp equipment, supplies, facilities and their surroundings.
- Campers must not climb trees; throw rocks/mulch, etc.
- Campers are not allowed to jump off or stand-up on swings.
- Campers must slide down the slides on their bottoms. Children are restricted from climbing on top of any of the tunnels or slides and from climbing up slides.
- Campers are only allowed to climb on equipment designed for climbing.
- Running is permitted on grass and sandy areas only.
- Campers must stay within the boundaries established at each site (i.e. sidewalks, trees, playground, etc.)
- Animals and plants should be treated with respect. No chasing or feeding of animals, no pulling on or eating plants.
- Campers should never interact with adults who are not associated with the camp.

Please direct any questions regarding these policies and procedures to the Camp Director or Supervisor to which your camper is attending.

