PLAY SAFE
@ Wilmette

WELCOME PACKET
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June 2020

Dear Play Safe @ Wilmette Parents:

Thank you for registering for a Play Safe @ Wilmette. We are very excited about meeting your camper and providing a safe and fun summer camp experience. Play Safe @ Wilmette is designed to provide your camper with a full day of fun activities in a secure environment. Our staff are thoroughly trained and excited to share the summer with you and your family.

Below you will find our Welcome Packet. Please read over your packet carefully—it contains valuable information about the Play Safe @ Wilmette program. Areas we would like to highlight include:

- NEW Camper Supply List
- Camper Information Data
- NEW Medical Screening Checklist
- NEW Illness Procedure

**PARK DISTRICT MISSION**

To enrich the quality of community life and promote wholesome activities through creative programming for people of all ages and abilities, while protecting open space and natural resources for future generations.

We are looking forward to providing a very pleasurable camp experience for your child. If you have any questions or concerns about camp, please feel free to talk to the Camp Site Supervisor.

Warm regards,

Carol Heafey
Recreation Program Manager
Wilmette Park District
847-256-9692
NEW CAMP SUPPLY LIST
Ziploc gallon bag with your campers name on it
- 1 box – eight ct Crayola markers
- 3- small Elmer’s Glue Sticks
- 1 – 4 oz bottle of Elmer’s Glue
- 1 box – 24 ct crayons
Backpack
Insulated lunch bag
Water bottle

CAMPER INFORMATION DATA
Camper Information Data form **must** be updated and filled out prior to the first day of camp. It is collected on-line through your household account. The information only needs to be filled out once per camper regardless of how many camps they attend. If you participated in camp in 2019 please update any changes in your camper’s information. This information needs to be completed by **June 12**.
Directions:
To begin the process click the link below:
https://register.wilmettepark.org/wbwsc/webtrac.wsc/login.html?LoginRedirect=household.html&LoginRedirectParam1=option&LoginRedirectValue1=update
1. You will be prompted for your household username and password
2. After login you will be taken to the Camper Information Data screen
3. Fill in information for each child attending summer camp. Years prior these questions were previously filled out on the Camp Emergency Form
After entering information for **ALL** of your children attending camp click **SAVE** before exiting screen.

STANDARD DROP-OFF/PICK-UP PROCEDURE
Each camp location will have a designated drop-off site from 8:00 – 9 am. After 9 am you will be required to walk your child to the main lobby to request your camper’s transport to their group. **When driving around the campsite, please drive slowly and refrain from using your cell phone or any other form of electronic devices.** We appreciate your cooperation in our efforts to provide a safe and enjoyable environment for your child, as well as others. If you intend to have someone other than the parent/guardian pick up your child, you must send a **written note or email** to your child’s counselor.

- Your camp location will be emailed with site specific drop-off and pick-up information.
- During 8:00 – 9 am you may drop your camper off in the designated car drop-off location.
- After 9 am you will be required to walk your child to the main lobby to request your camper’s transport to their group.

**Drop Off for campers**
- Parent/Guardians park, walk the camper to the check in station.
  - Clearly labeled with 6’ between waiting spaces.
  - Staff are wearing masks and gloves
- Prior to drop off, Parent/guardian completes daily **Medical Screening Checklist** questions.
- Camper carries personal items and proceeds to staff.
- Masked and gloved staff escorts camper to group.

**Pick Up for campers**
- Parent/guardian parks, walk to check out, give camper name.
- Camper carries personal items.
- Staff verify pick up person and send camper home.
RAINY DAY DROP-OFF/PICK-UP PROCEDURE

• Drop-Off for campers
  o Parent/guardians park, walk the camper to the check in station indoors.
  o Prior to drop off, parent/guardian completes daily Medical Screening Checklist* questions.
  o Camper carries personal items and proceeds to staff.
  o Masked and gloved staff escorts camper to group.

• Pick-Up for campers
  o Parent/guardian will be asked at designated pick-up location campers name.
  o Staff verify pick-up person and bring camper out to hallway to meet their parent/guardian with social distancing in place.

ILLNESS PROCEDURES
In order to help keep all campers healthy, if your child develops a contagious illness (i.e., COVID-19, chicken pox, strep, etc.), you must report this to the Camp Site Supervisor. We will notify other parents of the reported illness and related symptoms.

Prior to coming to camp
• Parent/guardians are asked to take their child’s temperature (under 100.4) and check for signs of illness which includes shortness of breath, cough, flushed cheeks, headache, muscle pain, chills and sore throat.
• You will receive a link daily to a google form called the *Camper Medical Screening*. The link will be sent out nightly to the email on your household account. This form MUST be filled out daily in order for your camper to attend.

Upon arrival camp staff will:
• Ask Parent/guardians to confirm camper does not have a fever or any signs of illness – fever, shortness of breath or cough.
• Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
  Persons who have a fever of 100.4º or above or other signs of illness will not be admitted to camp or a facility

If a camper shows signs of illness while at camp:
• They will be isolated from other campers and staff in a well ventilated area.
• Only one staff member remain with isolated camper.
• A PPE mask must be worn by camper and staff.

Your camper MUST be picked up within the hour at camp upon notification of possible illness. Parents will need to designate two authorized emergency pick-up persons on their Camper Information Form in order to assure earliest pick-up possible.

Camper may not return to camp until symptom and fever free for 72 hours without medication. If COVID-19 is confirmed, a doctor’s note of release is required in order to return to camp.

MEDICATION
If your child needs to take any medication at camp, please complete the attached Medication Consent Form. This form must be submitted no later than the first day of camp. PLEASE NOTE: Medication has to be sent to camp in its original container and must be kept by the Camp Site Supervisor. Do not send medication in your child’s bag.

LATE PICK-UP FEE
If your child is not picked up promptly at the end of camp, parents will be charged a late fee of $10.00 per child every fifteen (15) minutes after the end of camp. The fee must be paid immediately to the Camp Site Supervisor. If a parent continues to be late, the child may be dropped from the program.
SPECIAL PICK-UP
At the start of the camp day, a note must be given to the staff if someone other than those listed on the Camper Information Form will be picking up your child. Identification may be requested.

PEANUT FREE CAMP
The Wilmette Park District is a peanut-free facility at camp due to the number of children with life-threatening allergies. Please read labels when providing lunch and snacks for your child and avoid any foods containing peanuts.

LUNCHES AND SNACKS
Campers should bring a water bottle and a lunch with a beverage. Lunches will be kept with camper in their own backpack, however please mark backpacks and lunch items with the camper’s first and last name. Please encourage your child to bring only healthy snacks, as he/she will be physically active most of the day. Kiddos will not be offered this summer.

PERSONAL ITEMS
All personal items (i.e., clothing, lunch bags, backpacks, etc.) should brought to camp should be clearly marked with your child’s name. It is not advisable for campers to bring smart phones and watches unless necessary. Items that are prohibited include iPads, tablets, video game consoles, Pokemon and other trading cards, and anything that is at risk for damage or loss. Camp staff will do their best to keep an eye on your child’s belongings, but they cannot be responsible for broken or lost items.

LOST & FOUND
Lost and found items will be collected at each campsite. At the end of the camp session, all items will be disposed of.

EXTREME HEAT SITUATION
In case of extreme heat, the Wilmette Park District will provide plenty of cold water, keep campers in the shade or indoors (when possible), and plan low-key activities. PLEASE NOTE: We respect your judgment for what is best for your child if you choose to keep him/her at home on very hot days.

SPECIAL NEEDS
If you need any special accommodations for your child, in accordance with the Americans with Disabilities Act, to effectively participate in this program, please call Kimberly Barton, General Recreation Supervisor at 847-256-9602. We will discuss your child’s particular needs and work with you to make his/her camp experience an enjoyable one.

SUNSCREEN
Please apply sunscreen to your child prior to drop-off at camp. If a reapplication is necessary or you would prefer that your child applies his/her sunscreen periodically throughout the day, please send the sunscreen to camp, labeled with your child's name. Camp staff will not be able to apply sunscreen to your camper.

CAMPER GUIDELINES
To help make this summer enriching for all participants, please discuss the following reminders with your child:

- Speak kindly to others and use appropriate language.
- Be courteous and remember to say "please" and "thank you."
- Respect and listen to staff. (Let them know if any problems occur.)
- Be patient with other campers and respect their feelings.
- Respect the property of fellow campers, counselors and the Park District.
- Treat surroundings with respect and care.
WILMETTE PARK DISTRICT BEHAVIOR PROCEDURE

The Wilmette Park District views responsible behavior as a goal which can be successfully attained by setting consistent limits through positive reinforcement.

A patron is defined as anyone using Park District facilities, programs, or parks. Patrons are expected to exhibit appropriate behavior at all times. The Park District views disruptive and inappropriate behavior as a serious matter. Additional rules may be developed when deemed necessary by staff.

All patrons are expected to abide by the following guidelines:

1. Show respect, follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other patrons, or staff.
4. Show respect for equipment, supplies, and facilities.
5. Not possess any weapons or controlled substances.
6. The consumption of alcohol is permitted only in approved facilities under specific guidelines existing at those facilities.

• DISCIPLINE

A positive approach will be used regarding discipline. Staff will periodically review rules with patrons during the program session. If inappropriate behavior occurs, a prompt resolution that is specific to each individual’s situation will be sought. The agency reserves the right to dismiss a patron whose behavior endangers his or her own safety or the safety of others.

• PROCEDURES

1. It is important that the Park District clearly communicates with patrons and, in the case of a minor, works as a team with parents. Noteworthy, inappropriate behavior should be documented and parents notified when deemed necessary.
2. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include, but are not limited to, the following:
   a. A verbal warning
   b. A supervised time-out from the program may be utilized when a minor is involved.
   c. A suspension from the program for a designated time period. When determining the timeframe of suspension, staff should consider the severity of the actions, the length of the program or activity, any past behavior issues with the individual, and willingness to improve their inappropriate behavior.
   d. Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the agency reserves the right to dismiss a patron whose behavior endangers his or her own safety or the safety of others.
3. Communication between staff and patrons, parents and/or guardians should be ongoing regarding any further inappropriate behavior. Other options may include the following:
   a. Transfer to another program where inappropriate behavior may be less prone to occur.
   b. Limited/reduced timeframe that patron is allowed to attend the program.
4. Appeals by the patron and/or patron’s parent/guardian should be directed to the supervisor.

• WHEN TO CONTACT THE POLICE

* If a patron makes a direct threat of hurting himself, if the patron is a minor, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
* If a patron becomes overly aggressive, violent, or is breaking the law, call the police.
* If there is a significant concern for the safety of patrons, spectators or staff, call the police.

COVID-19, Summer 2020

Participants must be independent in toileting and feeding, able to wear and keep a mask on and practice safe social distancing.
EMERGENCY PROCEDURES

Injury to Camper: In the event of an injury to a camper, basic first aid will begin immediately. Depending upon the extent of the injury, a camp counselor or the Camp Site Supervisor will notify the parent (or alternate phone number provided on the Camp Information Data form) after a call to Emergency 911 (the Wilmette Fire Department).

Severe Weather: Thunderstorm – Campers will be moved into designated classrooms or shelters until an all clear is given by the Camp Site Supervisor. Tornadoes – Campers will be moved to inner corridors of the building until an all clear is given by the Camp Site Supervisor.

PHOTOGRAPHS
We may take pictures of the campers while they are engaged in various camp activities. Our intention is to share the photos with the children, as well as possibly use them for display and/or publicity purposes. If you do not wish your child’s picture to be taken, please notify the Camp Site Supervisor in writing on the first day of camp.

COMMUNICATION - CONTACT INFORMATION

Community Recreation Center
   Early Childhood Wing
   • Julie Mantice jmantice@wilpark.org 847-920-3910
   1st and 2nd floor classrooms
   • Julie Nichols jnichols@wilpark.org 847-920-3927

Centennial Recreation Complex
   • Kimberly Barton kbarton@wilpark.org 847-256-9602

Lakeview Center
   • Lisa Sullivan lsullivan@wilpark.org 847-256-9656

Mallinckrodt Center
   • Sara Hilby shilby@wilpark.org 847-256-9689