



Fireflies Camp

at the Buffalo Grove Park District



Welcome to the Buffalo Grove Park District Fireflies Camp 2022. We are so excited to have you with us! Camp counselors are looking forward to a great summer with your child.

Preschool Wing Access

The doors to the preschool wing will have a code to enter during drop off and pick up. Please email Diana at Diana@bgparks.org for the code. Please bring your child in through a main entrance of Alcott Center and go past the front desk. You will exit the same way you came in.

Camp Start time: 9:30 - 9:45 am

Children may be dropped off at any time between 9:30 and 9:45. Please have your child use the bathroom prior to the start of camp each day, either at home or at the Alcott Center. An adult must accompany the child into the building and to their camp room. Adults dropping off will not be allowed into the camp classroom. The staff will sign the child in and help them wash their hands. The classroom doors will open at 9:30 am so please do not enter the building prior to 9:25 am. Camp staff are not allowed to accept campers into their care prior to the camp start time.

Camp End time: 12 pm

Children can be picked up between 11:45 am and 12 pm. Other than parents, a child will not be released to anyone unless the information is provided in writing. If someone on the authorized pick up form will be coming to pick up your child, please let us know at drop off or by email. If there is an emergency or last minute change in pickup, call Diana at 847.850.2111.

Authorized Pick up list

Please list as many people as you would like on your Authorized Pick Up form including anyone that you may call in an emergency, just in case. This list is your back up plan should the need arise. If you are part of a carpool you should list each parent in the carpool on your child's pick up list. The drop off person will need to take each of the children to their camp room. Camp staff may ask to see picture identification of any person picking up a participant including parents or guardians. If someone is going to be picking up a participant and is not on the pick-up permission list, then the parent/guardian must supply the camp staff or camp office with a written note. No participant will be released to an individual whose name does not appear on the pick-up permission list.

Late Pick Up Policy

The pickup time at the end of the camp day will be strictly enforced. If you are unable to pick up your child by 12 pm, it is your responsibility to make other arrangements and call us indicating the change.

Parents will be granted one "Oops" for the first late pickup which will waive the first late fee. After the first "Oops", any person who arrives after the end of camp to pickup a child will be charged a \$25.00 late fee for every 15 minutes, or portion thereof that they are late.

Bathroom

Please take your child to the bathroom prior to the start of camp each day. If your child is in underwear, has an accident and is wet, the teachers will help them get their clothes changed. If your child has a bowel movement, in their underpants or pull ups (no diapers, please) we will call you to come to camp. If we are unable to reach you, we will contact the person on your emergency form. Please keep a complete set of extra clothes in your child's backpack in case of toileting accident or other occurrences (like getting wet washing hands.)

Water breaks

Please send a child with a water bottle daily, labeled with their name, and they will take it with them when they go outside. Try to get your child to eat a decent breakfast (I know that is easier said than done sometimes!) as we will not be having snack during class.

Face Coverings

At this time wearing a mask/face covering is optional. If you would like your child to wear a mask indoors, we recommend leaving a back up mask in your child's back pack (in a baggie) just in case the original gets wet or dirty.

Absence/ Illness

Please call 847.850.2111 or email Diana if your child will be absent and indicate your child's name and counselor.

Families are asked to complete a health questionnaire every day prior to arriving to camp (below.) If you answer yes to any of the questions, please follow the suggested guidelines. If your child has a communicable disease (strep throat, chicken pox, conjunctivitis, head lice, etc.) or is diagnosed with covid, please notify us by leaving a message at 847.850.2111 or emailing Diana@bgparks.org.

Clothing

Children must wear gym shoes or closed toe shoes with a rubber sole. Please check the weather and dress your child appropriately. A light sweatshirt can be kept in their backpack in case it gets cool indoors. All clothing should be labeled with the child's name and be appropriate for play as some activities will be messy. Extra clothes may be left in your child's backpack.

Sunscreen

Outdoor activities are an integral part of the Fireflies Camp and your child will, among other things, be exposed to sun and insects. It is your responsibility to apply sunscreen and/or insect repellent to your child prior to coming to camp each day. For best protection, sunscreen with broad-spectrum protection, a SPF of 30 or greater, and water resistance ingredients is recommended. NON-Aerosol sunscreen is preferred since aerosol sunscreen needs to be applied outdoors.

Staff can re-apply sunscreen and/or insect repellent, provided by you, to your child's face, neck, back, shoulders and arms. When able, we will encourage campers to re-apply sunscreen and/or insect repellent to other areas, such as chest, abdomen and legs. Counselors will assist as needed. Camp sites will have sunscreen on site that can be provided for the campers if they do not have their own. This provided sunscreen cannot be abused by campers. If a camp staff/camp site supervisor notices a camper is consistently without their own sunscreen, a phone call will be made to the parent/guardian.

Water Play Days

Some days we will be playing in water, using sprinklers, buckets and other water toys. Please send your child to camp already in their swimsuit and bring a towel. They can wear clothes over their swimsuits in the morning and dry undergarments can be left in their backpack. Water shoes or other shoes that can get wet are strongly recommended. No Crocs please, as they are slippery when wet.

Suspected Abuse or Neglect

It shall be the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort and precaution to prevent, detect, and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas, and facilities.

Custody Orders

To honor specific custody orders and/or order of protection, it is the responsibility of the parent/guardian to provide a copy of the custody order and/or order of protection. The document must be signed by the court with the legal seal present, date effective, and ending date if applicable.

Confidentiality

The Buffalo Grove Park District Camps will maintain confidentiality and respect family privacy by refraining from the disclosure of confidential information. Disclosure of children's records beyond family members and program personnel shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

Code of Conduct & Discipline

The Park District Behavior Guidelines in summary state that participants shall:

- Show respect to all participants and staff and take directions from staff
- A child may not disturb or hurt others verbally or physically
- A child may not intentionally damage equipment
- A child may not place him/herself in a dangerous situation.

A caring, positive approach will be taken regarding discipline. The purpose of discipline is to help children, especially children that are this young, develop self-control and learn to assume responsibility for their own actions. Discipline is also necessary for the safety of all participants and staff. Camp staff members use corrective statements and positive reinforcement to redirect negative behavior. Recurring or major problems will be discussed with the parent/guardian. Recurring or severe behavior challenges may lead to temporary postponement of enrollment from camp until a behavior intervention has been successful.

Medication

The Buffalo Grove Park District has a policy regarding the storing and dispensing of medication. No medication can be given to a child without a completed medication form. This form is necessary to allow core staff to administer medication during camp hours. Please direct your questions to Diana or camp supervisors if your child needs to take medication during camp hours.

Accidents/incidents

Staff will notify you or the person picking up your child of any accidents that happened while at camp. For injuries more serious than a "light accident" (scraped knee, pinched finger, etc.) camp counselors will attempt to contact a parent and leave a message if not able. If there is a medical emergency the paramedics would be called. A camp staff member will accompany the child to the nearest hospital and we will continue to call parents or emergency numbers until we reach someone.

DISINFECTING/CLEANING PROCEDURES

1. Cleaning and disinfecting will be performed according to CDC guidelines.
2. Hand sanitizer and sanitizing stations will be available.
3. Common areas and surfaces will be disinfected frequently.

What to return: Information and Authorized pick up forms

What to bring to camp each day:

- 1) Water bottle with the child's name labeled clearly
- 2) Sunscreen (and bug spray if preferred)
- 3) Face Covering if preferred

Meet And Greet:

We hope you can join us to meet the counselors and see the classroom on Friday, June 10th.

Enrolled in M/W or MWF – Children with last names A – K: 10 – 10:15 am

Enrolled in M/W or MWF – Children with last names L – Z: 10:15 – 10:30 am

Enrolled in Tue/Thu – Children with last names A – K: 10:45 – 11 am

Enrolled in Tue/Thu – Children with last names L – Z: 11 – 11:15 am

We look forward to a wonderful summer!

Diana Clayson, Recreation Manager

847.850.2111

diana@bgparks.org

WELLNESS SCREENING QUESTIONNAIRE

Please see the BGPD Program and Participant Guidelines for full details on Covid-19 procedures. Below is the questionnaire referenced throughout the document but adapted for young children. All participants are required to review the questions below each day prior to attending a Park District program, event, or facility. If a participant answers "yes" to any of the questions, they should contact the Program Supervisor and not attend in-person. Temperatures should be taken before coming to the Park District each day and participants should not attend on-site if their temperature is higher than normal. No-touch thermometers will be available upon request for self-assessment for those who do not have one. By entering a Park District facility or program, the staff, participant, or parent/guardian acknowledges that this questionnaire has been completed properly, that the individual has said "no" to each item, and is symptom-free.

Wellness Screening Questionnaire

Observations of your child:

Yes No

- Have you observed your child coughing?
- Have you observed your child experiencing difficulty breathing or a shortness of breath?
- Have you observed your child exhibiting signs of congestion or a runny nose?
- Have you observed your child exhibiting signs of fatigue (appears more tired than usual)?
- Was your child able to recognize the substance? (ask your child to smell something fragrant)
- Does your child have a temperature?

Questions to ask your child:

- Do you have the "chills," feel really cold, or have you been shivering?
- Does your body hurt at all?
- Do you feel more tired than normal?
- Does your throat hurt?
- Does your head hurt?
- Has your food tasted unusual or plain during meals today?
- Have you had a stomachache?
- Have you thrown up recently?
- Have you had any diarrhea?
- Has anyone who lives with you (like Mom, Dad, brother, or sister) felt sick recently?
- Have you been around anyone who has been sick recently?