



2021 Summer Day Camp Parent/Guardian Manual

Parental Contact is as follows

NSRS Supervisor/Camp Coordinator – Nancy DiGangi (708) 207-9141

NSRS Superintendent of Recreation – Kenyon Duner (708) 207-0807

NSRS Director – Michael McNicholas (708) 207-0023

NSRS Development Manager – Jennifer Tomczak (708) 801-9966

The Day Camp Coordinator will be on site as often as possible. If you need to contact a member of the staff and are unable to do so with an above number, please call Nancy at (708) 207-9141 or (708) 801-9966.

Deposit

A non-refundable \$100.00 deposit per camper is due, in order to process the application. The \$100.00 deposit will be applied to the total camp fee.

Payment Plans

In order to be registered for day camp, an initial payment of **\$100.00** must be received to reserve the place for your camper. Once you have reserved the spot please contact Nancy if you need a payment plan. **CAMP MUST BE PAID OFF IN FULL BY MONDAY, JULY 19th, 2021.**

Field Trip Fridays:

Field Trip Fridays are available to campers' ages 11 years and older for an additional fee. Campers must be able to function at a 4:1 ratio (4 campers to 1 staff). Safety protocols must be followed. Each camper must bring a disposable lunch, including drink every Friday except for the last day where we will have BBQ cooked by staff.

Drop off and pick up

Each camper must be signed in and out of camp each day by a parent, guardian, or an authorized adult. Please do not send your camper into camp alone; no camper will be allowed to leave camp unattended. If a person will be picking up your camper that is not listed on the registration form, written consent will be required from a parent/guardian before the camper will be allowed to leave.

Campers who are dropped off more than 10 minutes before camp begins will be charged a fee.

Late Pick up – Policy

NSRS reserves the right to administer a fee for late pick up. All campers must be picked up by 3:00 PM. A fee of \$1.00 per minute will be charged after the first 5 minutes. If the parent/guardian is more than 30 minutes late after the program ends and has made no attempt to contact the NSRS staff, the police will be called and a report of abandonment will be made.

Repeat offenses will report in the camper being expelled from the program.

Camp Staff Ratios

Day camp staff are hired and assigned to camp according to interest and background. NSRS staff is trained in behavior management, activity planning, first aid, CPR and safety. The camper/staff ratio is 4:1.

Camper Guidelines

Campers are expected to:

- ~ Be able to follow CDC protocols for Covid-19 safety as specified by agency
- ~Respect directors, counselors, staff, other campers, and themselves
- ~Listen to counselors/staff/volunteers and follow directions
- ~Refrain from using abusive or foul language
- ~Refrain from harming self and others
- ~Show respect for equipment, supplies and facilities
- ~Leave all toys, electronic devices, cell phones, and other valuables at home. (Use of them at camp will result in confiscation). NSRS is not responsible for lost or broken items that are brought from home.
- ~Have a fun and exciting summer!

Personal Health Screening:

All parents/guardians and participants are required to complete their own personal health assessments. By attending a program, parent/guardian/participant must be able to honestly answer “No” to the following questions. If you answer “yes” to any of these questions, you are not allowed to attend until cleared by a medical professional.

In the last 24 hours, has the participant experienced:

A fever of 100.4 or greater in the last 24 hours with or without fever-reducing medication?

Cough, congestion, runny nose, sore throat, shortness of breath, or difficulty breathing?

Fatigue, muscle or body aches, headache or chills?

Nausea, vomiting or diarrhea?

New loss of sense of smell or taste?

Any additional symptoms as updated by the CDC associated with COVID-19?

Tested positive or been exposed to someone who tested positive for COVID-19 within the past 14 days?

Dress Code

During the program your camper should wear comfortable loose clothing: jeans, slacks, shorts, t-shirts, blouses. Remember your camper will be involved in outdoor sports and recreational activities, as well as messy art and craft projects! While sandals are accepted, gym shoes are preferred.

Please remember that at times we will be getting messy! NSRS is not responsible for any clothing that may become stained or ruined at camp!

Daily Items

- Gym Shoes
- Sun Screen
- Water Bottle
- Lunch
- Extra Change of Clothes

Lunch

Campers need to bring a LABELED and completely disposable lunch and drink each day unless otherwise noted on the camp calendar. If one is not sent, parents/guardians will be called to bring a lunch to camp. Due to Covid-19 safety will not have access to a refrigerator or microwave.

Absences

If for any reason your camper will be absent from camp, you must notify us. If your camper is to be absent for an extended period of time or you wish to have your camper dismissed early from camp, you must send a note to the Camp Coordinator listing the days and times. You must also include a phone number where the Camp Coordinator can reach you.

When Illness Occurs

In consideration for all campers and NSRS staff/volunteers and to prevent the spread of contagious illnesses, it is recommended that campers refrain from attending all programs if any of the following conditions exist:

- ~Fever of 100 degrees or higher
- ~Vomiting in the last 24 hours
- ~Persistent diarrhea
- ~Contagious rash or rash of unknown origin
- ~"Pink eye" (conjunctivitis) or discharge from the eye
- ~Symptoms of mumps, measles, chicken pox, flu, strep throat, impetigo or coxsackie (hand, foot and mouth disease) virus
- ~Runny nose with yellow or green discharge (which indicates infection)
- ~Lice or mites present
- ~Fatigue, due to illness, that will hinder participation and enjoyment of program
- ~COVID-19 and any of its symptoms.

Please notify NSRS office if the camper contracts a contagious illness that will affect his/her attendance at the program. Participants should return to programs at the doctor's recommendation, or, if not under a doctor's care, when the symptoms have clearly passed. **Please note: NSRS staff has the right to deny participation to any individual exhibiting symptoms of an illness or fever. If a camper becomes ill during a program, a parent/guardian or emergency contact will be notified and asked to pick up the camper.**

Safety Protocols

- ~ Masks must be worn at all times by staff and campers, except when eating or drinking.
- ~ Campers must be able to put on and remove their mask independently.
- ~ Campers must be able to keep social distance with minimal reminders.
- ~ Campers must be independently able to use washroom, wash hands and dress self.

Photographs

I understand that unless specifically stated in writing at the time of registration, photographs of campers may be taken. I realize that our rights to privacy will be protected in all photographs and publications of NSRS activities. I have been made to understand that no personal information other than first names and hometowns will be released under any circumstances and this meets my approval.

Mandated Reporting

As required by Illinois State Statute, New Star Recreation Services staff, as well as New Star, the Dolton, Riverdale, and Calumet-Memorial Park Districts and the Village of South Holland Recreational Services Department are considered mandated reporters of child abuse and neglect.

http://www.state.il.us/dafs/faq/faq_faq_can.shtml

Behavior Management

NSRS may request a copy of your camper's IEP and/or behavior program or CANS form prior to the start of camp. Failure to produce copies may result in dismissal from the program. NSRS staff will try our best to accommodate your camper's needs by following the same behavioral procedures as home and school.

Discipline

A positive approach will be used regarding discipline. NSRS staff will periodically review rules with campers during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The agency reserves the right to dismiss a camper whose behavior endangers his/her own safety or the safety of others, or engages in a disruptive behavior that affects the quality of the program. No refunds will be given for suspension or dismissal from a program for violating the behavior management policy.

Procedures

Upon registration or entry into the program, the parent/guardian will be solicited for any information regarding special accommodations for the camper. If any of these special accommodations are behavior related, the parent/guardian will be contacted for information about any behavior modification programs in place at school or home. Attempts, within reason, will be made to utilize these in the program. Documentation will be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the camper exhibits inappropriate actions, the following guidelines should be followed:

1. Program leaders will determine the severity of the action and immediately take steps to correct the behavior. These may include but are not limited to:
 - Verbal warning
 - A supervised time-out from the program.
 - A suspension from the program for a designated time period. When determining the time frames 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.
 - 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 participant whose behavior endangers his/her own safety of others.
2. If a participant receives a time-out or a suspension, the program leader will contact the parent/guardian and explain the inappropriate actions that were observed by the staff. The behaviors and the actions taken will be documented.
3. There will be ongoing communication between the staff and parent/guardian regarding any further incidents of inappropriate behavior. Some other options may be discussed with the parent/guardian, including limited/reduced timeframe that the participant is allowed to attend the program.

Discharge Procedures

Campers shall be discharged from programs to ensure protection of their own and other camper's physical and emotional well-being. Any campers 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 the respective recreation site, or whose presence is harmful to the group, shall be discharged from the recreation site. NSRS reserves the right to amend or skip any of the above mentioned steps if a camper represents a danger to himself or other people.

Please note: All policy and procedures listed in the summer brochure will also be enforced.

PARENT/GUARDIAN ACKNOWLEDGMENT

I hereby acknowledge receipt of my New Star Recreation Services Parent Day Camp Handbook, effective June 14, 2021, and agree to read all of the Handbook's provisions. I understand that it is my responsibility to become familiar with and follow all requirements outlines in this Handbook. I understand that the Handbook has been developed for the general guidance of the Summer Day Camp campers and parents. I also understand that this Handbook supersedes and replaces any and all previous policies, whether written or oral, issued by New Star Recreation Services.

Date Received

Parent/Guardian Signature

Print Name

Acknowledge Photo Policy:

Parent/Guardian Signature

Date

Acknowledge Early Drop Off/ Late Pick Up Policy:

Signature

Date

Camper's Name: _____
Revised April 2021