

CAMP

REVAAMP



PARENT

MANUAL

Camp ReVamp Overview

Camp ReVamp and its affiliates is a new program we are offering this 2020 summer season to be able to provide your child(ren) with the safest program we can create. This program will host up to 15 participants at different locations, maintaining Illinois Department of Public Health and cohorting guidelines. Cohorting is a practice that will reduce the mingling of other groups and staff each session in best attempts to safely isolate each group.

Within our program, safety is our first priority. While we are not able to play the games and sports, nor participate in the adventures of the camp program you are used to, we are excited to offer this opportunity. We will provide social interaction from a distance, skill development, and education through recreational means. This program will take place outdoors as frequently as possible. Although

*Camp ReVamp Mini although it follows the same IDPH guidelines there are a few difference from Camp ReVamp. Please read carefully as times, and days may vary.

Staff

Each site will have two staff members that will undergo an orientation of training focusing on providing the most well rounded opportunity for your child. Our training will include recreational games, communication, and planning, safe and respectful practices for an employee, teammate, and counselor. All staff will be first aid and CPR certified. All staff will also be trained in practices related to increased sanitation and supervision from a safe distance. This program will be supervised by a head counselor and the Youth Program Manager, with the support of all full time staff at the Parks & Recreation Department.

A Typical Day at Camp ReVamp

During a typical day we will be outside. We will communicate and participate in a variety of activities designed to benefit the child's physical health, social skills, and educational development while enforcing social distancing practices. Each group will be based out of one of the Riverside Camp ReVamp locations. Please be advised that your location may change depending on enrollment that week from one week to another.

*Exploring Camp Revamp will focus on one subject during each session, there will be time for other activities and games.

Time	Activity
8:45	Sign In
9:15	Song & Morning stretch Or dance
9:30	Warm Up Activity
10:15	Snack
10:45	Fitness/ Sport
11:30	Arts & Craft

12:00	Lunch
1:00	Drop Everything & Read
1:30	Mind Bending/ Theatre
2:30	Snack
3:00	Special Activity
3:50	Sign Out

*** Typical day for Camp ReVamp Mini**

Time	Activity
8:30	Sign In
8:50	Song & Morning stretch Or dance
9:00	Fitness/ Sports
9:30	Arts and Crafts
10:00	Snack
10:30	Reading in Nature
11:00	Closing Game & Song
11:15	Sign out

General Health & Safety Guidelines of Camp ReVamp related to Restore IL plan

****Please be advised that this section of the manual may be updated due to IDPH and Public Health guidance. Any updates will be communicated through email to each participant.***

1. Counselors and Campers must wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred).
2. Before being granted entrance to day camp, counselors will ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared. Counselor will take temperatures of campers upon arrival using a touchless thermometer. Symptoms include: fever, cough, shortness of breath, and potentially respiratory distress 2-14 days after exposure.
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines.
4. Camp staff will provide hand washing capability or sanitizer to campers with regularly scheduled hand washing time slots. Frequent hand washing by Counselors and campers will be implemented, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer will be available.
5. The camp will emphasize outdoor, socially distant activities as much as possible.
6. Any child that exhibits COVID-like symptoms during hours of operation will be isolated from others before being picked up to leave. Guardians must arrange to pick up child that exhibits these symptoms.
7. The camp will have visual markers 6-ft. apart to encourage social distancing in practical areas
8. If practical, depending on location, traffic flow will be created to minimize contact (one-way traffic, designated entrance and exit).

9. If practical, depending on location, we will eliminate common touchpoints (e.g., propping doors/ using touchless door pulls).
10. Water Bottle refilling's will be done by a counselor who will sanitize the area and do so with gloves. Water fountains will not be available—all water fountains will be turned off and the areas blocked.
11. Camp will maintain a ratio of 15 campers to 2 staff members. We will have locations with 2 groups at each location. Groups will be in separate rooms and will not intermingle at any point during the week. Counselors will be placed at a site and will remain at that site for the week, as healthy attendance allows for. There will be a list of substitute counselors to avoid camp cancellation if counselors are sick.
12. During the day the campers will have bathroom breaks during which counselors will be able to fill water bottles and campers may wash hands and use the restrooms. There will be spaces marked on the floor for entry to provide social distancing. There will be 1 camper in the bathroom at a time, while others wait at a safe distance.
13. This summer all campers will be required to wear a mask when feasible. We will disinfect every day before and after the start and end of the program. This camp will abide by the Governor's Restore Illinois Plan and the guidelines set forth by the Illinois Department of Public Health, Department of Commerce and Economic Opportunity, and other state agencies pertaining to operation during the COVID-19 pandemic. Children will wash hands upon arrival and throughout the day, when sinks are not available there will be hand sanitizer available.
14. If a camper or counselor tests COVID positive notification: Everyone enrolled in the program will be notified of someone testing positive; however, the identity of the camper or counselor that tests positive will remain confidential. The next step will be determined at the guidance of our advisors.

Camp Hours, Pick Up & Drop Off Procedures

Camp ReVamp will be run in weekly sessions, Monday through Friday 8:45-4:15.

Exploring Camp ReVamp will run weekly sessions Thursday and Friday 8:45-4:15.

Curbside Drop Off Time: 8:45 – 9:05 AM

Curbside Pick Up Time: 3:50 – 4:15

Camp ReVamp Mini will be run in 3 day weekly session Monday-Wednesday 8:30-11:30

Curbside Drop Off: 8:30-8:50

Curbside Pick Up: 11:10-11:30

Our camp groups are often on the move and it can be very disruptive if campers are attending consistent partial days. To acquire the full benefit of camp, we recommend that campers participate in the full camp day. Camp pickup and drop off times cannot be adjusted.

Drop off Procedures:

1. Before being granted entrance to day camp, counselors will ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared. Counselor will take temperatures of campers upon arrival using a touchless thermometer
2. At Drop Off after the health screening, a counselor will sign your child in after verbal communication and acknowledgment that the child has cleared the health screening.

3. As in years prior if the child is 3rd grade or older the parent may give the child permission to sign themselves in. If child does not pass health screening a phone call will be made to campers' guardian's that child was not permitted to be signed in.
4. No child will be permitted to be signed in until 8:45 AM. The counselor does not take responsibility of the child and the child will not be permitted on camp premises until the start of camp.

Pick Up Procedure:

1. Every person that picks up a child must be listed on the emergency form. No exceptions. Any additions to the emergency form must be coordinated at least 2 business days prior.
2. Every person that picks up a child must have a photo ID to ensure the name on the ID matches the name within the emergency form.
3. To reduce contact, a handwritten signature at sign out will not be possible. In lieu of a signature, every camper will receive a unique code for the entirety of their participation within Camp ReVamp. The person at pick up must provide the code to pick up the child in addition to a photo ID. Please note these policies are created for the safety of your child.
4. At Drop Off after the health screening, a counselor will sign your child in after verbal communication and acknowledgment that the child has cleared the health screening.
5. If possible please make it the same person picking up day to day to reduce the mixing of different people at the site. Participants will not be release if you do not have all of the requirements above.
6. As in years prior if the child is 3rd grade or older the parent may give the child permission to sign themselves in. A separate waiver must be filled out and turned in ahead of time. Children that receive this waiver will be released at 4:15 unless the parent requests another designated time.
7. Every child must be picked up by 4:15. There will be a penalty fee to a late pick up. Repeatedly picking up a child late from this program can result in expulsion without refund.
 - a. For every 10 minutes late, a \$10 fee will be charged which must be paid within TWO business days. Otherwise child will be suspended from program until payment is received.

Campers Belongings Policy

Campers are responsible for all of their belongings that are brought to camp. The Riverside Parks and Recreation Department and staff are not responsible for the loss, damage or theft of any participant's belongings. Each camper's belongings will be kept separated and will be sent home every day to be cleaned.

<p>What To Bring Every Day. <i>Please write campers' name on when possible.</i></p>	<ul style="list-style-type: none"> • Backpack • Nut Free Lunch (doesn't apply for Camp ReVamp Mini) • Nut Free AM/PM snack (Only AM snack for Camp ReVamp Mini) • Towel • Craft kit (Each Camper will receive one throughout the summer) • Book • Reusable water bottle • Sunscreen • Bug spray
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1. Campers are to bring money to camp only when recommended or allowed. Campers are responsible for all money that they bring to camp. No counselors will hold or be held responsible for any money brought to camp by campers.
2. Campers should have their names on all of their belongings prior to arriving at camp (i.e., water bottles, sunscreen, clothing tags, towels, etc.).
3. Campers should always keep their belongings in a bag; either use the backpack provided at the beginning of camp or an athletic/book bag. (Plastic bags commonly get mistaken for trash. Avoid using them.)
4. Electronics are only to be used when directed by camp staff. Otherwise electronics will not be allowed at camp (including, but not limited to, iPods, MP3 players, cell phones, video game systems, etc.) Parents that need to communicate with children will be permitted to do so through site phones.
5. All campers are to wear full gym shoes. No slip on gym shoes, flip flops, sandals, crocs or heely's are allowed. Flip-flops/sandals can be brought in backpack on water days, but may only be worn during the water activities.
6. **LUNCH and SNACKS** Please send your child with a lunch each day (if attending full day camp). Camp may be a nut free, please respect this policy if it must be instituted. Since we will be running around all day please provide a snack for morning and afternoon as well. Absolutely no caffeinated drinks will be allowed at camp. This includes soda pop, energy drinks, coffee, etc. They will be discarded immediately.

Movement

During the camp day each camp site will be outside primarily and will be moving from different locations. The following are the rules and policies that will apply:

- Wear appropriate clothing for the camp day, this included light colored clothing, and gym shoes.
- Sunscreen, sunscreen, sunscreen!! Bug spray will be important as we are a village in the forest. 😊 Counselors may only assist campers who have spray-on sunscreen.
- If a camper is to arrive after camp departs for a location, parents must drop off and sign in at that location. Please avoid late drop off and early pick up as much as possible. If necessary, please communicate with your child's counselor ahead of time.

Parent/Guardian Notification

Parents and/or guardians will be contacted for any of the following reasons or any other important matters at the Supervisor or Director's discretion:

- Camper becomes significantly sick during camp or has significant issue (such as lice, pink eye, HFMD, COVID like symptoms, etc.) detected.
- Camper becomes significantly injured during camp.
- Severe camper misbehavior.
- Communication clarification.

Sickness/Illness

If a child arrives at camp and is ill, the parent or guardian will be required to take the child home. If a child becomes ill at camp, the parent or emergency contact person will be notified to pick up the sick child

immediately. Please ensure that the emergency contacts are in the area and are willing to perform as contacts for your children prior to placing them on the Emergency Form.

Children should be kept home if they exhibit any of the following symptoms (including but not limited to):

- High Temperature
- Rash
- Diarrhea/Vomiting
- Presence of Lice or any contagious situations
- Discharge of the nose, ears or eyes
- Member of their household tests positive for Covid 19

If participant does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart

For the safety of all, if a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared.

In some cases a doctor's note may be required to permit the child back to the program. Please note that sickness is not grounds for proration or refund.

Medication

Campers requiring any type of medication during camp hours must have a signed medication release form on file (by request only). We highly recommend that the medication schedule is altered to fit times outside of the day camp schedule if possible. Medication cannot be distributed without the fully completed release form and detailed note from the pediatrician/specialist. If your child is taking medication, the medication must be in the original container with the child's full name on the label and the correct dosage enclosed. Doctors must separate prescriptions so the camp authorities are given only the required dosage. The medication will not be passed back and forth between the parents and the camp. Medication and written instructions must be given to the Camp Director prior to the child's first day at camp. All medication must remain in the campers backpack. The counselor will monitor taking of the medication.

In Case of Serious Injury

All of our staff members are trained in CPR and First Aid. If the injury is (per staff member's judgment) serious enough, we will take whatever steps necessary to obtain emergency care. These steps may include, but are not limited to, the reasons listed below. The Camp does not take on the cost or liability if medical attention is called or needed.

- Call the paramedics.
- Make an attempt to contact the parent or guardian immediately.
- Attempt to make contact through any of the persons listed on the emergency form.
- Have child taken to an emergency facility accompanied by a staff member.

- Continue to attempt contact with guardians.

Program / Activity Waiver

By registering your minor child/ward for participation in our camp, you are waiving your rights and/or the rights of your minor child/ward to all claims for injuries you or your minor child/ward might sustain arising out of this program/activity, and you agree to indemnify, hold harmless and defend the Village of Riverside for any claims arising out of participation in the programs. In the event of any emergency, I authorize the public entity to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my own or my minor child's immediate care and agree that I will be responsible for payment of any and all medical services rendered. In addition, I understand that any photos or video taken by Village of Riverside employees during Village of Riverside programs/activities become the property of the Village of Riverside and may be used for marketing purposes.

Discipline Procedures

Everyone involved in our camp program is expected to exhibit exceptional behavior. We understand that kids may have a bad day here and there, but our staff will do their best to ensure we turn their day around! We will always make certain that campers and counselors alike in using their manners, displaying sportsmanship, and upholding a strong character here at Riverside Parks & Recreation. Our Day Camps have a zero tolerance for any physical violence. Please be sure to read the behavioral guidelines/contract available on the program website.

In order to maintain a safe and enjoyable environment, a strict discipline policy has been adopted. The following policies are designed to preserve a healthy program experience for all concerned. The following infractions will constitute utilization of the discipline system (including but not limited to):

1. Harming one's self such as, but not limited to:
 - a. Leaving designated grounds without permission.
 - b. Leaving designated group without permission.
 - c. Physical damage to self.
 - d. Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products...this includes matches and lighters.
2. Harming others such as, but not limited to:
 - a. Fighting.
 - b. Throwing objects at or near others.
 - c. Bringing or using weapons...knives, glass, sharp objects, etc.
 - d. Extreme verbal abuse.
 - e. Profanity.
 - f. Other aggressive behavior.
 - g. Showing disrespect to other participants and staff.
3. Damage to property (including, but not limited to):
 - a. Vandalism.
 - b. Tantrums resulting in damage to property.
 - c. Breaking, damaging or destroying property.
 - d. Theft: taking any item that does not belong to the child.

Parent/Guardian or program participants will be responsible for ANY damages caused by participant.

Behavior Strikes

- 1st Strike A behavioral report will be given to the parent/guardian to be signed and acknowledged by the parent/guardian and program participant.
- 2nd Strike A behavioral report will be given to the parent/guardian to be signed and acknowledged by the parent/guardian and program participant.
- 3rd Strike A behavioral report will be given to the parent/guardian to be signed and acknowledged by the parent/guardian and program participant.
- OUT The participant will be dismissed from all remaining Camp days following the offense. The parent/guardian will be notified and a written explanation will be sent home.

Depending on the degree of the offense, a program participant may be permanently dismissed from the program following the 1st, 2nd, or 3rd offense. There will be no refunds for missed day(s) due to the disciplinary infractions. I acknowledge that I received adequate information and understand the disciplinary action to be taken by the Riverside Parks & Recreation Department.

It is very important that all participants know what is expected of them and how they will conduct themselves. Participants may experience many difficult situations or participate in a wide variety of activities that may be somewhat stressful, such as being cold, hot, wet, tired, or even irritated with themselves or other group members. These stresses will be good to experience since they resemble real life situations in which we all must learn to successfully cope. All participants will be required to share in camp responsibilities. These include cleaning up, taking care of themselves and others, and cooperating with leaders to help the group attain their goals for their activities. Participants must also respect the rules and procedures set by the Riverside Parks & Recreation Department for the protection of the individual, group, and the environment.

Individuals who violate the established rules will be disciplined or sent home dependent upon severity. The program leaders will evaluate violations on an individual basis.

Camp Activity

Water Days

Camp participants may have a water day occasionally throughout the summer. If water activities are permitted by guidance regarding day camps. Water Day activities will be limited to sprinkler play and games that can keep participants 6 ft. away from one another.

Campers should bring a change of clothes for water days they will be able to change from their bathing suit to regular clothes. Campers may wear appropriately fitting, lined swimwear during water day activities. Campers must wear clothes over their bathing suit during normal day activities.

Swimming Pool

Phase 4 per the IDPH guidelines we are able to use the swimming pool.

Camper's will walk to the pool and have the opportunity to swim certain days depending on the week. Standardly this will be Tuesdays and Thursdays for 2020. Different sites will not interact, and will go to the pool at different times. When entering the building campers will be wearing masks until they are spaced 6 feet apart and in the water. Before entering the pool all campers will have their temperature checked. They will be able to bring a life jacket but are responsible for it and must be able to carry the item from their site to the pool.

All campers should bring a bathing suit, towel and we recommend an extra mask in case one gets wet. Masks will be worn when campers are not swimming. Campers will change before going to the pool and change after returning from the pool.

Forms must indicate whether your camper is a swimmer or non-swimmer. Swimmers will be able to test to go in the deep end after they pass a swim test at each swimming site. All non-swimmers will be required to stay in the shallow end.

Summer Heat

Due to our typical forecast for a HOT summer we truly encourage the following:

- Dress your camper in light color clothing, mainly shorts and T-shirts that are suitable for the camp setting.
- If the weather is very hot, rainy, or cold, we may watch a film. The rating will be G or PG.
- Most of the camp will be held outside, unless the weather does not permit outside play/activities; therefore, we require the following:
 - Each camper must have a water bottle with them at all times. Please only fill with noncarbonated beverages.
 - All campers should have sunscreen with them daily.
 - Campers that require assistance with applying their sunscreen must use spray-on sunscreen. Counselors are only allowed to assist with spray-on sunscreen.
 - In case of extreme heat warnings, campers will have equal opportunities of staying cool inside air-conditioning, as well as playing outside.
- All campers are required to wear full gym shoes. No flip flops, crocs or heely's are allowed. Flip-flops/sandals can be brought in backpacks to waterparks or on water days, but may only be worn during the water activities.

Events/Theme Days

We will send home reminders for Event & Theme Days. We would really like to see 200% participation from the children on these days. So please remember that the excitement starts at home! Please follow the Camp Calendar with is available on our website- www.riverside.il.us.

☺ Be involved and get your child involved! ☺ You may be contacted as a courtesy if special items are left at home on important days.

Camp Locations & Information

Please note, that while your camp site will not vary within Monday – Friday, your child's camp site may change from week to week based on enrollment. The goal is to reduce the inconsistencies; however, our goal is to maximize the possibility of attendance for as many residents as we can support. Please know that you will receive your camp location by the Friday morning before your camp week starts at the very latest.

You will receive your campsite via email. You will not be permitted to sign your child in at any campsite other than the one they are assigned to weekly.

Site Location	Site Phone
<u>Scout Cabin</u> 417 Fairbank Road Riverside, IL 60546	(708) 990-3860
<u>United Methodist</u> 62 Woodside Rd Riverside, IL 60546	(708) 243-4337
<u>Hauser Jr. High</u> 65 Woodside Rd Riverside, IL 60546	(224) 220-4130
<u>Water Tower</u> 10 Pine Ave Riverside, IL 60546	(708) 442-7025
<u>Township Hall</u> 27 Riverside Rd Riverside, IL 60546	(331) 701-6487
<u>Train Station</u> Bloomingbank Rd Riverside, IL 60546	(331) 701-6760

Camp Registration and Payment Policies

We are so happy to have your child in program. In an effort to serve all of our summer families with efficiency, we ask that you adhere to the payment guidelines detailed below. All questions/concerns may be directed to the Riverside Parks and Recreation Department at (708) 442-7025

1. Camp ReVamp registration will occur online. You will register for the weeks you want and pay in full for each week.
2. There will be NO makeup days, NO prorating and NO alternate attendance options. Weekly Camp registration closes on Monday at 9 AM of the week prior (i.e. After 9 AM Monday June 8th, no one will be permitted to register for the camp program starting June 15th).
3. Cancellation: You are able to cancel out of a camp without a penalty by 10 business days prior to the start of the camp week. After that a refund will only be granted if your child’s spot can be filled.

4. Payment is the first step of the process. You will need to submit all forms 5 business days prior to the start of your child's first day of attendance to complete registration. These forms will be emailed to you after your initial registration. Any questions, just ask!
5. **Returned Checks/Non-sufficient Funds** In the event of a returned check, the responsible party will be charged a \$35 NSF FEE per Village Code. After one incident, checks will no longer be accepted. Future payment may be made with cash, cashier's check or credit card.