



Dear Parent our Legal Guardian,

In preparation for the start of an e-Learning school year, refer to your school districts' website to learn more about e-Learning, device use and technology trouble shooting procedures. Tutorial videos or additional resources are available for reference to prepare your student/family for the e-Learning.

District 83

Mannheim (main)

<https://www.d83.org/students/learning-links>

Scott

<https://www.d83.org/scott/students>

Westdale

<https://www.d83.org/westdale/students>

Tech Support

<https://www.d83.org/updates/tech-support>

District 89

Melrose Park

<https://melrosepark.maywood89.org/studentresources/resources/>

Jane Addams

<https://janeaddams.maywood89.org/student-resources/>

District 87

Whittier and Riley

https://www.berkeley87.org/students/student_quick_links

Before attending e-Learning Camp please practice the following procedures with child:

1. Charging electronic device prior to arrival
2. Turning on device
3. Login into device with e-Learning device password
4. Connecting headphones and adjusting volume
5. Locating class schedule & assignments
6. Independently navigate virtual classes with school teacher
7. Submit e-Learning assignments

Before attending e-Learning Camp please practice the following Social Distancing requirements:

1. How to wearing a mask properly (for long periods of time).
2. How to wash hands and sanitizing properly.
3. What to do if you have to cough and sneeze.
4. 6ft distance & awareness; roughly the size of motor cycle.
5. Understanding that as e-Learning assignments child should have extra activities to do following their homework: activity books, stationary activity kits and puzzles.

Students need to bring the following items for every day to VPD's E-learn Camp:

Face Mask, Hand Sanitizer, Sacked Lunch in a cooler bag with ice packs, Water Bottle, Headphones, Change of Shoes, Extra Sweater

Students need to bring the following school supplies every day they attend:

Laptop, Tablet or Chromebook & Charging Device, Binders, Folders & Notebooks, Calculators, Pencil Cases & Sharpener, Art Supplies, School Bags, School Books, Pencils and Pens, Reading and Activity Books.

Program is subject to change base on restrictions imposed by the Restore Illinois plan or if the in-person educational hours return.

Thank You,

Greg Stanczyk

Day Camp Director/Assistant Director of Recreation

708-343-5270

gstanczyk@vpdpark.org



Mission Statement

Veterans Park District is committed to enhancing the quality of life of our residents by offering the best in recreational and leisure services.

E-learn Day Camp

Parent Manual & Application



Veterans Park District E-learn Day Camp Information

Veterans Park District is offering a new program for grades K-8 this school year 2020-2021. This program is designed to help families overcome the challenges of remote learning due to COVID19. This E-learn Day Camp is based on current Phase 4-Restore Illinois Guidelines. Veterans Park District staff will monitor campers while they conduct their e-learning. Campers will be provided with complimentary WiFi to complete their assignments. Once school work is complete, campers will be able to participate in activities planned by VPD Recreation staff.

Veterans Park District
708-343-5270
vpdpark.org

*The purpose of this Manual is to provide guidelines and inform parents of our recreational day camp programs for children K through 8th grade at VPD. **All day camp programs we offer are non-license DCFS programs.** This*

Parent Manual supersedes any policies, procedures or guidelines that have come before it.

The parent/guardian will be held responsible to follow the rules, regulations, and guidelines in this handbook.

There will be no exceptions to the rules in this manual. The following rules, regulations and guidelines are for the safety of your child and to ensure that the After School Care program runs efficiently.

VPD is promoting a safe and sterilized program experience:

1. Parents are requested to acknowledge the *COVID-19 Assessment Directions and Explanation* at time of registration.
2. Every E-learn Day Camp participant and VPD staff member will be given a self -health screening before entering camp or work.
3. Face coverings are required by all VPD staff and for all E-learn Day Camp students. Frequent hand washing will be enforced throughout the day.
4. VPD maintenance will be sanitizing tables, chairs, and surfaces every evening. Additionally, daily sanitizing of the facility rooms, halls, and restrooms will be done.
5. Campers will be placed in static groups of no more than 15 students. Two campers will be assigned to sit at opposites ends of an 8-foot table with a sneeze guard placed in the middle of the table and/or spaced according to the State of Illinois social distancing guidelines.
6. Based on enrollment, there will be no more than 15 children in each area. Groups will be distanced by clearly defined areas, spaced 30 feet apart. Family members may be grouped together upon request.
7. When after school work is complete VPD staff will have social distanced planned activities such as: arts & crafts, group games, fitness breaks, playground activities, and quite time.
8. All participants and VPD staff are urged to stay home if they are sick or showing signs and symptoms of COVID-19 or have been exposed to someone who has tested positive for COVID-19. Participants are encouraged to contact a healthcare provider if they are feeling unwell.

IMPORTANT: If your child become ill (cough, shortness of breath, or difficulty breathing, chills, muscle pain, headache, sore thought, new loss of taste or smell or other CDC-identified symptoms) during camp, your child must be picked up. VPD staff will call the parent or guardian to pick up the child. The child will be isolated from the group until the parent or guardian arrives.

If a child is sent home due to illness, the Park District is requesting that the child see a healthcare provider for evaluation. Participants who are found to have COVID-19 symptoms must wait 10 days after symptoms resolve to return to camp **OR** must provide written proof of physician clearance to return earlier. Participants who test positive for/have COVID-19 must provide written medical clearance before returning to the program.

Current E-learn Day Camp locations:

- Grant Park Recreation Center - 44 W. Golfview Drive, Northlake
- Bulger Park - 1601 Hirsch Street, Melrose Park
- Leoni Complex – 800 N. 17th Ave, Melrose Park

E-learn Day Camp Hours:

- 8:00 A.M. - 3:00 P.M. e-LEARN Day Camp Hours Monday - Friday
- 3:00 P.M. - 6:00 P.M. ****AFTER CAMP CARE (additional cost, see below**)**

E-learn Day Camp Fees: Monthly Registration Required

Payments must be paid in full before each session, late fees and camper pause apply.

Residents

\$ 25 per day for E -Learn Day Camp 8am-3pm
**\$ 10 per day for After Camp Care 3pm-6pm

Non Residents

\$35 per day for E-Learn Day Camp 8am-3pm
**\$15 per day for After Camp Care 3pm-6pm

VPD Accepts Illinois Action For Children

Day camp families are responsible for providing an approval letter at their time of registration identifying Veteran Park District as your service provider. Without an approval letter, families are still permitted to register by providing full-payment for the session. The Park District will provide reimbursement owed to the family after receiving state reimbursements.

Before applying for Illinois Action for Children you need to know.

- 1) Illinois Action for Children determines the amount the district will receive from the state based on key factors that include: child's attendance in the program which requires 80% attendance of the days the service provider is open within the month.
- 2) Just because a family/child has an approval letter does not guarantee the child's entire program cost will be reimbursed by the state. The amount of reimbursement the state provides is determined by the household income, changes in employment and other factors unique to each family that applies. Questions about reimbursements should be directed to Illinois Action for Children.

Where can I get an application?

VPD provides an Illinois Action for Children application at Grant Park Recreation Center in Northlake or Leoni Complex in Melrose Park. The application is completed by the family and mailed directly to the address found on the application. Veterans Park District is not responsible for review or processing of an Illinois Action for Children application and offers no assistance to complete the application.

Registration Guidelines & Requirements

- Initial registration process must be completed in person by parent or legal guardian.
- Payment must be made in full one week prior to the first day of each weekly session.
- There are no refunds due to missed days because of illness, vacation, and/or inclement weather.
- There are no refunds for After Care.
- Payments can be made over the phone by credit card or in person by check, cash, or charge.
- School Id or report card from 2019-2020 school year.
- There is a 1-full business day (Monday-Friday) processing period before your child(ren) can begin camp.
- Each camp location has a designated CHECK- IN and PICK UP AREA from 8AM-3PM and 3-6PM.
- Veterans Park District and its staff are not responsible for the supervision of any child found on park district property before their camp day starts or after they are signed out.

VPD's Days Off E-Learn Day Camp 2020-2021

Labor Day – Monday, September 7
Columbus Day – Monday, October 12
Election Day – Tuesday, November, 3
Veterans Day – Wednesday, November 11
Thanksgiving Break – Thursday, November 26 & Friday, November 27
Christmas Break – Monday, December 21-January 4
Martin Luther King – Monday, January 18
President's Day – Monday, February 15
Spring Breaks for D89, D87 & D83 student enrolled.
Commissioner's Day – Friday, April 2
Memorial Day- Monday, May 31

E-learn Day Camp schedules will be based on the school districts calendars and VPD holidays

Signing In and Out ARRIVALS & DEPARTURES (ENHANCED FOR COVID-19)

All children will be dropped off at the front entrance of the designated building. **Depending on actual enrollment numbers, there may be multiple entry points into Grant Park. Any changes will be sent home to parent or guardians.** Parents, guardians, and other authorized persons are not allowed to enter the **e-learning space or after school area**. The following procedures must be followed when dropping off and picking up your child:

- Face masks are required to be worn by adults and children when dropping off and picking up.
- We ask that you drive **slowly** both when dropping off and picking up your child. Please pay close attention to children in this area.
- **NEVER** leave children in vehicles or leave vehicles running.
- Please be considerate of others during drop-off and pick-up.
- Only ONE parent or guardian will be allowed to drop off and pick up at the entrance of the E-learning camp site. All other persons must wait outside or in their vehicle.
- Upon entering, **the campers temperature will be taken** and a VPD Daily Health Assessment Form **must be completed** to ensure **that the camper** has no signs or symptoms of illness related to COVID-19.
- Upon entering the **e-learning space**, children will be required to dispense hand sanitizer for a minimum of 20 seconds as recommended.

SIGNING IN:

- **Do not arrive earlier than 7:55 A.M.**
- Parents sign in their e-learning camper during regular camp hours 8AM-3PM. Sign in from 8 A.M. and sign out at 3 P.M.)
- Please sign your name by the appropriate camper and write the time you dropped them off.

SIGNING OUT:

- Please have photo identification ready when you come to pick up your camper(s).
- Please sign and write in the sign-out time next to your camper's name(s).
- Campers are only released to the names listed on your Sign Out for Safety Sheet.
- Late pick-up fees apply to all persons you identify on your campers Sign-Out for Safety Sheet.
- Campers are required to be signed out by 3 P.M. if they are not enrolled in After Camp Care (3PM-6PM)

Sign Out For Safety / Mandatory Written Notes

Attendance is taken at the start of the camp day from 8:00 a.m.-8:15 a.m. Camper head counts and roll calls are conducted frequently by the room monitor throughout the camp day. **Under no circumstance are campers** allowed to leave the camp area during camp hours. For your child's safety, we ask for your cooperation in stressing this policy to your child. **Campers must be signed out by an authorized person in order to leave. Anyone picking up a child must present photo identification. Those without ID are asked to get it before the camper is released to them.) Per your request, VPD can photocopy ID's to keep on file to verify at pick up.** It is your responsibility to make sure all persons you authorized to sign-out your camper(s) understand that a photo ID is required at pick-up and that late pick-up fees remain in effect if they forgot to bring their ID. **Please do not feel offended if we request identification from you, as we enforce this policy for the safety and protection of your child. Your child WILL NOT be released to any person not on the Sign Out for Safety Form (form located in application section of this packet).**

Under the following circumstances, a written note is required:

- Coming late or leaving early to camp

- Staying on VPD grounds or facilities directly after camp (Veterans Park District staff is not responsible for the supervision of any child staying on camp grounds once they are signed out)
 - Walking or riding a bike home from camp (Child must be on Sign Out for Safety Sheet.)
 - Someone picking up the camper other than persons designated on the Sign-Out for Safety Sheet
- Please include your child's name, the date(s) affected, reason, and the parent/guardian's signature on all written notes. If requesting that someone other than a designated person pick up your child, you must provide his or her full name, and a contact phone number for that person. The note must be provided to your site monitor upon arrival. **Children who do not have a written note will not be allowed to leave camp until the parent/guardian can be contacted by the Camp Director to confirm the request verbally.**

Absence

If your child will not be attending camp for any reason you **must** call the Administration Office at (708) 343-5270 by 8:00 AM the day of, at the very latest. **Please state your child's first and last name and camp location.**

Camp Attire

Campers are required to wear mask/face covering throughout the day included but not limited to entering the building, in common areas like (washrooms, hallways, etc), while at e-learning station and when exiting the building and during outdoor activities. Additionally, campers need to wear clothing that is comfortable and appropriate. Campers are required to have close toed gym shoes and wear socks at all times. **PLEASE DO NOT SEND CAMPERS IN SANDALS because it is a safety concern and will limit your camper from participating in certain activities.** It's also important to dress your camper(s) for the daily/changing weather conditions. There may be times we go outdoors for a socially distant program experience.

Lunch and Snack

Lunch is **NOT** provided by VPD, so parents/guardians are required to send camper(s) with a lunch and lite snack every day we meet. The daily lunch should be packed in a cooler bag with ice packs. Lunch will be kept in your child's school bag until the designated lunch time. VPD microwaves or refrigerator are not used to heat meals for campers. Each site also has a vending machine that also dispenses bottled water. If you wish to have your child purchase a bottled drink, you must provide them with the proper change. VPD is not responsible for any lost or stolen money campers may have on them. Staff are not allowed to hold money for any camper. **Vending machines are not to be used by any camper(s) without permission from their room monitor.**

Items to Bring

Campers are required to bring all supplies needed to conduct their school work: (laptop, tablet or Chromebook, paper, pencil, pen, crayons, water bottle, a set of headphones, change of shoes and extra sweater). All items brought to VPD need to be clearly labeled with your child's name. It's also important to send your child with a water bottle. A water fountain is available to refill the bottles throughout the day.

DCFS Child Abuse and Neglect Policy

All Veterans Park District staff, regardless of position, are mandated DCFS reporters of any suspected child abuse and/or neglect; in accordance with Illinois state law. The E-learn day camp program is required to have a written policy indicating compliance with the law. A child is considered neglected if he or she is not provided with adequate food, clothing, medical attention or protection. If any of these conditions are suspected, the e-

Learn day camp staff are required to file a report with DCFS. It is not the place of staff to determine if a child is or is not being abused and/or neglected, but rather only to report the suspected abuse and/or neglect to the proper authorities. Failure to report any suspected child abuse and/or neglect can result in criminal charges being brought up against the program and any involved staff members. If any staff member observes signs of suspected abuse and/or neglect, the staff person must indicate this in a written observation and immediately report the findings to the administrative staff.

Medical Information

We are naturally concerned about your child's safety. When registering please indicate any special medical problems or allergies your child has, so that camp staff can make the appropriate accommodations if necessary.

1. Medical Emergencies

If your child is injured and requires more than basic first aid the following actions will be taken

- Staff will call 911
- The parent or guardian will be contacted
- If the parent/guardian is not available than the person listed as the emergency contact will be called
- The injured child will be taken by paramedics to the nearest hospital

You will be responsible for the emergency medical charges for all serviced rendered. Your authorization for the program staff to secure emergency medical care and your commitment for payment thereof is part of your registration agreement.

2 . Medications

In the event a child must have medications, the parent/guardian should do the following:

- List any and all medications on page 14 of the Child Information Health History form at the time of registration
- Have medication in original container, the time and dosage should be legible, put all directions in writing. Place everything in a plastic bag labeled with your child's name.
- Personally give medications to the Room Monitor. Do not place medications in your child's lunch bag or backpack. **Do not rely on your child to hand in medications.** This is your responsibility. All medications are kept in in a secure area.
- **Camp staff are not allowed to administer any medication. Staff will be responsible for permitting dispensing any necessary medications on their person like an EpiPen or Rescue Inhaler, but your child must be able to administer medication on their own. Other prescribed medications are kept in a locked cabinet in a designated area.**
- It is the parent/guardian's responsibility to notify the Camp Director and Assistant Camp Director with any changes in medications

3. First Aid

If a child incurs minor cuts, bumps, bruises, scrapes, etc., the staff will administer basic first aid and completes an accident report. Basic first aid procedure consists of soap, water, Band-Aids and ice packs, etc. All Camp Staff is certified in First Aid/CPR/AED.

Isolation and Discharge of Sick Children and Staff Due to Covid-19

- Parents of the child will be called, and the child will be moved to a designated **isolation** space in the **building**. Staff members who are ill will be sent home immediately. **Symptoms of COVID-19 have been outlined above.**

- If a staff member or child has symptoms of COVID-19 and it is determined by a medical provider that they most likely do not have COVID-19, the staff or child can return if the following are met:
 - a. No fever for 72 hours without the use of fever reducing medications.
 - b. Negative test for COVID-19 or;
 - c. A note from a medical provider documenting no clinical suspicion of COVID-19.
- If a staff member or child has tested positive or is suspected to have COVID-19, the Park District will not identify the employee or child by name to ensure compliance with privacy laws. The following 3 requirements must be met to return:
 - a. Individual is fever free without the use of fever-reducing medications for at least 72 hours.
 - b. Symptoms, including cough, have improved.
 - c. It has been at least 10 days since the onset of the individual's illness.
- Parents of the child will be called, and the child will be moved to a designated **isolation** space in the **building**. Staff members who are ill will be sent home immediately. **Symptoms of COVID-19 have been outlined above.**

Communication Plan for Covid-19

If a child, parent/guardian, or staff member has tested positive for COVID-19, the following communication procedures shall be followed:

- The staff or parent shall immediately report all known positive cases to the day camp director, who will then report the case to the Director of Recreation.
- Families will be also be expected to immediately notify VPD if someone in their home tests positive or if the child has been in close contact with a positive case.
- VPD administrative staff will work together with the local health department to determine the need for facility closure.
- All families and staff will be contacted via email regarding any positive cases that have been found at the preschool while maintaining confidentiality.

Cleaning, Hygiene and Health Practices for Covid-19

Cleaning and disinfecting in VPD E-learning study hall classrooms will take place at increased frequencies following these guidelines:

- Classrooms and entryways will be cleaned and disinfected before, after and in between classes.
- All high touch surfaces including doorknobs, toilet handles, sink handles should be cleaned every two hours. Computer components and telephones should be wiped down before each use.
- All classroom tables, chairs, shelves and toys shall be cleaned at the end of each day.
- Classrooms with half day classes will be cleaned in between use by different groups.
- No soft or plush toys will be permitted.
- Children and staff should wash their hands before and after playground use. Playground toys (balls, etc.) should not be shared between classrooms.

Electrical Outage/Emergency

In the event of an emergency (i.e. electrical outage), you may be required to pick up your child early. Please have a backup plan in place so that someone can pick up your child during camp hours

E-learn Day Camp Contacts and Emails

Greg Stanczyk, Day Camp Director gstanczyk@vpdpark.org

Jessica Hernandez, Assistant Camp Director jhernandez@vpdpark.org

PLEASE FILL OUT Pages 8-15 and RETURN SIGNED and COMPLETED TO REGISTER YOUR CHILD FOR CAMP Pages 1-7 is to be kept for your reference.

E-learn Day Camp Application



Date of Registration: ___/___/20___

** If your child is registered after the camp session has begun, Veterans Park District Camp policy allow 1 day before participants can start camp.

Family Information

Mother/Legal Guardian Name: _____ Emergency Contact? Yes No

Home Address: _____ City _____ Zip: _____

Phone # _____ Email _____

Employer Name: _____

Work#: _____

Father/Legal Guardian Name: _____ Emergency Contact? Yes No

Home Address: _____ City _____ Zip: _____

Phone # _____ Email _____

Employer Name: _____ Work #: _____

Emergency Care Release

I, _____, parent/guardian have enrolled my child in Veterans Park District Day Camp, and hereby authorize
Dr. _____, my child's physician, or any other physician in his/her group practice, in my behalf to administer Emergency medical assistance to my child during a Park District activity. In the event
Dr. _____ or any physician in his/her group practice in not available, I hereby authorize the Veterans Park District, their employees and agents to provide emergency medical assistance or to arrange for and consent to on my behalf immediate medical treatment by a licensed or certified physician or other medical personnel for my child whenever the authorized Park District personnel believe such emergency medical assistance is necessary to protect the health, safety and welfare of my child. I provided accurate and all information regarding my child's medical needs and health conditions, therefore I know no reasons why my child should not participate in activities, except as noted above.

Child's Name: _____



Photograph / Video Use Policy

Photographs and video footage are periodically taken by Veterans Park District Staff or contracted photographers of persons, including children, participating in Veterans Park District programs, activities, attending Park District classes and events, or using District facilities or property. It shall be the policy of the Park District that by registering oneself or by registering one's child for a program, class, participating in an activity, attending an event, or using Park District facilities or property, the participant expressly authorizes the Park District to use photographs and video footage of that person(s) for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, the Park District's website and social media (including Facebook, YouTube, Instagram, Twitter, and other social media sites that may be operated or utilized by the District), without additional notice or permission of those persons and without any compensation.

Late Pick up Policy and Fees

It is important that you be on time when picking up your child. If your child is not enrolled in After care your child should be dropped off at 8:00 AM and picked up at 3:00 PM. **Parents who are dropping off early or late picking up their child/children will be charged \$5.00 for the first 15 minutes and \$2.00 for every additional 5 minutes.** These same rates apply to our After Camp Care Program.

Initial _____



Sign Out For Safety

The Sign Out for Safety system will improve the security of the camps during departure times. At registration, all parents will be required to submit a list of people that are permitted to pick up their child. The Camp Counselors will only release children to the people designated on the list. These people will also be required to sign their name at the time of dismissal. If a child is missing from camp without a signature, the Veteran's Park District Park Police and/or local Police will be notified. Please inform the people picking up your child (those on your list) about the Sign Out for Safety system. Each Counselor will have a group of campers, which they are responsible for at sign-out time. Those picking up your child should know who the child's counselor is. The counselor will have the sign out sheet. Counselors will not allow any child to leave with someone who is not on the list and/or does not sign the sheet.

Please include parent's names and anyone you think may pick up the child (info on next page) **If you have a court child custody order, a copy of the order must be on file with Veterans Park District in order for our staff to follow it. If no copy is given to the Park District, staff will follow the Sign Out for Safety Sheet on page. 14.**

Initials_____



E-learn Day Camp Behavior Policy

E-learn Day Camp is intended to help families overcome the at home learning challenges presented by COVID-19. Due to the nature of school aged program we understand there may be times when children may not behave properly. For example: having difficulties following instructions, disrupting activities, speaking disrespectfully to an adult, physical contact, damage of property, etc. Therefore, our 3-strike behavior policy is as follows:

FIRST BEHAVIOR INCIDENT: Room monitor will explain to child on if behavior(s) is/are repeated or child does not follow E-learn Day Camp rules after the time out, a-behavior report will be written and the parent/guardian will be notified of their child's behavior. Report# **1** will be written, parent will sign.

SECOND BEHAVIOR INCIDENT: If the inappropriate behavior(s) continue(s) resulting in one(1) more behavior reports, the child **will be paused from E-learn Day Camp Program for the length of up to 3 days**, at the discretion of the Camp Director and Director of Recreation. Report# **2** will be written, parent will sign.

The child will be allowed back once a Behavior Plan has been drafted by the Day Camp Director and approved by the Director of Recreation or Executive Director, in the absence of the Director of Recreation.

THIRD BEHAVIOR INCIDENT If the inappropriate behavior(s) continue(s), resulting in one more behavior report, 3rd behavior report, being written, the child will be **terminated** from the Summer Day Camp Program at the discretion of the Executive Director. Report# **3** will be written, parent will sign.

*If a child poses a direct threat to the health and safety of other children, staff or him/herself the parent of the child and the local police will be notified immediately. **Termination will be put into immediate effect**, at the discretion of the Director of Recreation and/or Executive Director.

A copy of the signed and dated agreement in the child's file. Give a copy to the parents.

Your child's behavior should be consistent with:

- Use of appropriate language at all times
- Cooperate with staff and follow directions
- Respect other children and staff, equipment and facilities and yourself
- Keep a positive attitude
- Stay within program boundaries
- Absolutely no weapons or harmful materials allowed
- Respect others space by No hitting, pushing, shoving, kicking or spiting

I understand the above behavior policy: _____

Sign and Date



Print Parent/Guardian Name: _____

Child's name: _____

PARTICIPANT COVID-19 ASSESSMENT DIRECTIONS / EXPLANATION

Program Name: _____

Participant Name (Print): _____

To limit the potential spread of the COVID-19 within the Park District, the Park has implemented the following for program and/or events to ensure participants and staff are safe.

1. Prior to attending a Program or Event, all participants must take the **COVID-19 Assessment** and have their **temperature taken** to determine if they are showing signs or symptoms of COVID-19.
 - a. If the participant has a temperature of 100.4°F or higher, the participant cannot attend the program or event. The parent or guardian must take the participant home.
 - b. If a participant becomes sick or has a fever during the program or event, they will be isolated from the group and the parent or guardian will be contacted to pick up participant.

If either **a** or **b** above occurs, the participant will be requested to see a healthcare provider for evaluation. Participants who are found to have COVID-19 symptoms must wait 10 days after symptoms resolve to return to program/event **OR** must provide written proof of physician clearance to return earlier. Participants who test positive for/have COVID-19 must provide written medical clearance before returning to the program.

All participants are urged to stay home if they are sick or showing signs and symptoms of COVID-19 or have been exposed to someone who has had COVID-19. Participants are encouraged to contact a healthcare provider if they are feeling unwell.

2. All participant self-assessments will be kept in a secure location at the Park District in case someone in attendance is diagnosed with COVID-19 and contact tracing is needed. The Park District will follow all HIPPA regulations to protect the identity of the infected individual.
3. Throughout the program/event participants will be reminded that they must abide by the safety protocols outlined by the CDC and the State of Illinois. Those guidelines are:
 - a. **Wearing a face mask**
 - b. **Social Distancing**
Maintaining a six (6) foot distance from other participants and staff.
 - c. **Hand Washing**
Participants will be reminded to frequently and thoroughly wash (at least 20 seconds) their hands or use hand sanitizer.

Signage has been posted throughout all buildings and parks to remind participants that face coverings and social distancing must be followed for everyone's safety. Hand washing signage is posted on washroom doors as a reminder to wash hands.

4. All Veterans Park District staff are required to take a COVID-19 Self-Assessment prior to beginning their shift at the Park to determine if they are showing signs or symptoms of COVID-19. If they are showing signs, they will be sent home.

I have read and understand that my child will need to complete the Participant COVID-19 Assessment at the start of each program or event. If my child is unable to complete the assessment, I will complete the assessment for them. Further, I agree that if my child is sick I will not bring them to the program or event.

Parent or Guardian Name (Printed) _____

Parent or Gradian Signature _____ Date: _____



PAYMENT INSTRUCTIONS

- Payments are due on or before the **first day of each monthly camp session**. The same payment due dates also apply to families receiving assistance from Action for Children.
- Payments can be made in advance, however if a payment is late, **an additional \$30.00 per child** will be assessed each day the payment has not been made.
- Balance of fees must be paid on or before the first day of each session. Campers whose fees are not paid by the first day of a session will not be permitted to stay at camp. Parents will be required to pick up their child if he or she was dropped off at camp without their session fees being paid in full.
- A child will be placed on Pause (see pause procedure below) after **1 DAY** of non-payment,
- No credit is given for school holidays, power outages, vacations taken by families, moving out of the area, weather, or days missed due to illness. There are no payment refunds given for partial attendance. No prorating of camp fees.
- Payments can be made with Cash, Check or Money Order (made out to **Veterans Park District ONLY**). We also accept Visa, MasterCard, AmEx or Discover.
- You may stop in Grant Park or Leoni Complex facilities to pay in person or call to pay over the phone. **It is strongly suggested you call before stopping in as hours and days open vary per location.**

LATE PAYMENTS

A \$30.00 per child late charge will be applied every day the payment has not been made. Please make sure you make payments on or before the due dates and that you receive a receipt.

PAUSE PROCEDURE

A child will be placed on pause after **1 DAY** of non-payment, unless a payment plan is approved by the Summer Day Camp Director, Director of Recreation and Executive Director. After a child is paused from the program, full payment is required up to the last day the child attended, including any late fees accrued. It is at the discretion of the E-learn Day Camp Director, Director of Recreation and Executive Director to re-instate a child after a Pause procedure has occurred and full payment has been made. Please make sure you receive receipts of all your payments and late fees for you records. There is NO credit given for power outages, vacations taken by families, moving out of the area, weather, or days missed due to illness. There are no payment refunds given for partial attendance.

I do hereby affirm that I have read and understand the E-Learn Day Camp Payment Policy. I understand that Veterans Park District reserves the right to dismiss a camper / place them on pause and require the parent / guardian to pick up the child from the program if all fees are not paid in full prior to the first day of a session.

Parent / Guardian Signature _____



Date _____

Child Information: PLEASE PRINT CLEARLY FOR OUR RECORDS

Child's Name: _____ (separate form form each child in Family)

*Each session is a separate payment and is required to be PAID IN FULL before session begins.

CAMP SITE (Circle): BULGER GRANT LEONI

DAYS ATTENDING (Circle):

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Will you be registering for: **After Camp Care (3-6)** ___yes ___no

*Separate payment for After Camp Care.

Child's Name: _____ Gender: M / F Birth date: _____ Age: _____

Home Address: _____ City _____

Zip Code: _____ Home Phone: _____

***Attending Siblings Name:** _____ Gender: M / F Birth date: _____ Age: _____

Home Address: _____ City _____

Zip Code: _____ Home Phone: _____

School District #: _____ School Name: _____

Parent/Guardian Signature: _____ 

Please list parent/guardian contact numbers that you can be reached at during Day Camp hours:

1. _____ Relationship: _____ Cell/ Work/ Home: _____
2. _____ Relationship: _____ Cell/ Work/ Home: _____
3. _____ Relationship: _____ Cell/ Work/ Home: _____

Emergency Contacts: (if parent/guardian cannot be reached)

Name: _____ Relationship _____ Day Phone: _____

Name _____ Relationship _____ Day Phone: _____

SIGN OUT FOR SAFETY APPROVAL LIST:

The following people have permission to pick up my child:

Name: _____ Relationship _____ Day Phone: _____

Name: _____ Relationship _____ Day Phone: _____

Name: _____ Relationship _____ Day Phone: _____

Name: _____ Relationship _____ Day Phone: _____

Medical Information:

Allergies: _____

Dietary Requirements/Medical Needs: _____

Special need or require any accommodations: _____

Current Medications: _____

Physician's Name _____

Physician's Address: _____ Physician's Phone: _____

Please list any information you would like us to know about your child:

Waiver and Release of All Claims

Please read this form carefully and be aware in registering yourself or your minor child/ward for participation in Veterans Park District program(s), you will be waiving and releasing all claims for injuries you or your minor child/ward might sustain arising out of Veterans Park District(s). I recognize and acknowledge that there are certain risks of physical injury to participants in Veterans Park District Program(s) and agree to assume the full risk of any injuries, including death, damages or loss regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with such program(s).

I agree to waive and relinquish all claims I or my minor child/ward may have as result of participating in the program against the Veterans Park District and its officers, agents, servants, and employees. I do hereby fully release and discharge the Veterans Park District and its officers, agents, servants, and employees from any and all claims from injuries including death, damages or loss sustained by me or my minor child/ward arising out of, connected with, or in any way associated with the activities of the program(s).

I further agree to indemnify and defend Veterans Park District and its officers, agents, servants, and employees from any and all claims from injuries including death, damages or loss sustained by me or my minor child/ward arising out of, connected with, or in any way associated with the activities of the program(s).

In the event of an emergency, I authorize Veterans Park District officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my minor child/ward immediate care and agree that I will be responsible for payment of any and all medical services rendered. Registrants and participants also permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary.

I have read and agree to adhere to the policies, procedures, requirements, and provided information found in the above E-learn Day Camp Parent Packet & Registration Forms, which include: **Registration Guidelines, Child Information, Family Information, Child Health History, Behavior Policy, Camp Payment Policy, Notification of Injury, Late Policy, Sign Out for Safety and Waiver, COVID Waiver Assessment Directions/Explanation Form and Release of All Claims.**

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____



VPD Office use only:

7.21-2021gjs

Copy made of this document, and original was filed in office.

Staff : _____ Date: _____

Camp Staff filed and reviewed by: _____ Date: _____

***Provide copy of E-learn Day Camp Behavior Policy acknowledgement to parent/guardian on pg. 10.**