

Addison All Star Summer Parent Manual

General Information

Addison All Star Summer program is geared for children preschool to 8th grade (grade entering this Fall). Addison All Star Summer staff will facilitate recreational games, arts, and crafts projects as well as other supplemental activities for participants. The program will operate in small groups which will enable participants to receive individual attention in a fun, safe environment. The Addison All Star Summer will operate weekly program sessions from June 15 – August 28 located at Community Recreation Center.

This year, we will have new social-distancing guidelines, smaller group sizes, healthy child standards, and more intense cleaning and sanitizing protocols in place. More details will be available closer to the start of the Addison All Star Summer. The State mandated Restore Illinois guidelines will determine our rollout date and further details about the new program.

Registration Information

Online, phone or a scheduled in-person registration.

Registration Codes

Request for schedule change, other than listed, must be approved. Limiting weekly participant total to maximum of 50. All participants must pre-register for the following week by the Friday prior at 4:30 p.m. **Early bird pricing will end on June 13th with price reduced at checkout.**

- Addison All Star Summer Monday through Friday
 - **Activity Code:** 602200
 - **Section Code:** 01 – 11
 - **Fee:** \$140R/\$170NR

- Addison All Star Summer Monday, Wednesday, Friday
 - **Activity Code:** 602201
 - **Section Code:** 01 – 11
 - **Fee:** \$105R/\$125NR

- Addison All Star Summer Tuesday and Thursday
 - **Activity Code:** 602202
 - **Section Code:** 01 – 11
 - **Fee:** \$84R/\$104NR

Before and After Care: Addison All Star Summer

Are you looking for additional supervision before or after the Addison All Star Summer program for you child? We offer both before and after care options to complement your schedule. Before Care will operate starting at 7:30am until 8:30am when regular program drop-off begins.

After Care will begin at 4:30pm when the regular program pick-up ends and will operate until 5:30pm. Regular program drop-off is allowed between 8:30 - 9:00am and regular pick-up is allowed between 4:00 – 4:30pm.

Before Care: Addison All Star Summer: 7:30 – 8:30am

| <u>Days</u> | <u>Code</u> | <u>Sections</u> | <u>Fee</u> |
|-------------|-------------|-----------------|--------------|
| Mon – Fri | 602205 | 01-11 | \$30R/\$35NR |
| Mon,Wed,Fri | 602207 | 01-11 | \$24R/\$27NR |
| Tue,Thu | 602209 | 01-11 | \$18R/\$21NR |

After Care: Addison All Star Summer: 4:30 – 5:30pm

| <u>Days</u> | <u>Code</u> | <u>Sections</u> | <u>Fee</u> |
|-------------|-------------|-----------------|--------------|
| Mon – Fri | 602206 | 01-11 | \$30R/\$35NR |
| Mon,Wed,Fri | 602208 | 01-11 | \$24R/\$27NR |
| Tue,Thu | 602210 | 01-11 | \$18R/\$21NR |

Emergency Forms/Waivers

All forms can be found online. Please print your own copies and drop-off on first day of attendance to the program. If unable to print at home, we will have copies on-site to filled out and returned prior to leaving.

Program Time

Addison All Star Summer will be held from 9:00 a.m. to 4:00 p.m. Families will be able to drop-off no earlier than 8:30 a.m. with pick-up no later than 4:30 p.m. No before or after care will be provided for the Addison All Star Summer program.

Who the program is geared towards?

The Addison Park District is calling all families with children entering grades Preschool to 8th grade to join us for a fun, new and exciting program of “Addison All Star Summer.”

What will happen?

Addison All Star Summer will facilitate recreational games, art, and craft projects as well as other supplemental activities for participants. The program will operate in small ratios and groups which will enable participants to receive individual attention in a fun, safe environment.

Program Location

Community Rec Center and Community Park. Indoor facilities available for inclement weather. Addison All Star Summer will meet rain or shine.

Date of Program

Official start date is June 15th and will run until August 28th. Addison All Star Summer will not be held on July 3rd. Have a safe and happy 4th of July weekend!

Calendar/Schedule of Events

Addison All Star Summer will email parents the week-by-week calendars the Sunday prior to each camp week listing the activities that all will participate in such as art, dance, theme days, gardening, and so much more!

Why the Addison All Star Summer program?

Addison All Star Summer program will help children make new friends, build positive relationships, develop, and improve upon existing skills, stay active and safe, and finally have fun while creating lasting memories.

Cleaning and Safety Protocols

Your children are in good hands with our expanded safety measures. The health and safety of our families will be the top priority. We are adhering to the IDPH and CDC recommendations for preparedness and taking additional steps as needed such as small group ratio and sizes and limiting activities that do require close physical contact. Program staff and facility maintenance staff will comply with all IDPH and CDC disinfecting/cleaning protocols.

Participant Guidelines

All participants within Addison All Star Summer must be able to wear the required mask to the program for each day of attendance. The required mask should cover nose and mouth at all times except when eating, or when outside and able to maintain safe social distance. Parents need to supply facial mask for their children. Participants will need to adhere to all social distancing guidelines instructed to them by Addison Park District staff. Please wear comfortable clothing such as shorts and t-shirt. Gym shoes required for safety. Please apply sunscreen prior to drop off. Remember, to fill out all required paperwork and list any allergies, accommodations, or necessary information the program staff should be aware of.

What to bring to the Addison All Star Summer?

- Backpack with supplies needed for the day. Addison All Star Summer may ask parents to send specific supplies depending on activities.
- Sealed water-bottle sent every day with participant.
- Disposable lunch bag (brown paper bag) with lunch. No fridge available.

- Addison All Star Summer will supply a sealed morning snack and afternoon snack.
- Sunscreen and hand sanitizer. Please label and seal in plastic bag.
- Hat or headwear for sun protection not required but suggested.
- Provide facial mask per guidelines.
- Small blanket/towel for sitting on.

Activities that will happen at Addison All Star Summer

Addison All Star Summer staff will facilitate recreational games, art, and craft projects as well as other supplemental activities for participants. Participants and staff will go on hikes, learn to play sports, head to new places during virtual field trips, planting of children's garden, dance parties, and will enjoy fitness and movie days as well. Addison All Star Summer is a place for both safety and fun!

Drop-Off and Pick-up Procedures

NEW this year the Addison All Star Summer will be offering curbside drop-off/pick-up for all families participating in the program. Families will be required at drop-off, to answer a survey of questions regarding symptoms prior to entering the program. More details to be released prior to start of the program on June 15th.

Arrival and Departure at Addison All Star Summer

Program will begin at 9:00 a.m. Participants should arrive no earlier than 9:00 a.m., unless registered for supervision. Counselors **will not** be responsible for campers arriving prior to 9:00 a.m. and not enrolled in supervision. You must have your child signed in everyday when dropping them off at the program! Please pick up your child promptly at the end of each session. Program ends at 4:00 p.m. We ask that you please be on time; late charges will begin promptly at 4:30 p.m. In either case participants need to be signed in before beginning camp and signed out before they are allowed to leave camp. **Participants will not be able to sign themselves in or out!** *For the safety of your child, we ask that you please conform to the following procedure when picking up your camper:

***Parents are required to report to their child's counselor or camp director upon pick-up. A child will not be released to anyone under 18 years of age. Children will only be released after they are signed out by an authorized person. THE STAFF WILL NOT RELEASE A CHILD TO AN UNAUTHORIZED PERSON. We have the right to request proper identification and for the safety of your child we will not hesitate to ask.**

Late Pick-up Fee

Program ends at 4:00 p.m. and new this year we have extended pick up till 4:30pm. Unless registered for after camp care supervision, please pick up your camper no later than 4:30 p.m.

At 4:30 p.m. a \$1.00 late fee PER CHILD will be charged for every MINUTE or a portion thereof. Payment is due immediately and before the child may return to the program or will be added to your account. (If you know you will be late please give us a courtesy call to let us know). **IF A CHILD IS NOT PICKED UP BY 5:00PM THE POLICE WILL BE CALLED.**

If your camper is registered for after camp care supervision, please arrive no later than 5:30 pm. If you pick up your child **at 5:30 p.m. a \$1.00 late fee will be charged for every minute and** is due immediately and before the child will be able to return to the program.

Frequent or reoccurring late pick-ups may result in suspension or termination from the program.

Information about Staff

Addison All Star Summer will be led by staff with backgrounds in education, child development, or recreation. All staff will adhere to all IDPH and CDC guidelines with safety being our top priority. All staff will have trainings focusing on health and safety standards, certified in CPR/1st Aid and child wellness, best practice for social distancing and mask wearing, behavior management, and lastly program development for weekly activities.

Transportation

Parents must provide transportation to and from camp for their child. If your child plans to use another means of transportation on a certain day, please notify the staff in writing prior to dismissal (bike, walking). **This pertains to campers going into 6th grade or older ONLY!**

Behavior and Discipline

There will be three overall rules we will expect all participants to follow. They are:

1. A child may not disturb or hurt others, verbally or physically.
2. A child may not damage equipment.
3. A child may not place him/herself in a dangerous situation.

If a child is misbehaving, the staff will use positive statements and reinforcement to redirect negative behavior. A time out period will be initiated. This will involve the child sitting out of activities, including, but not limited to, games, crafts, or swimming.

First Offense: Verbal Warning

Second Offense: Time out and behavior will be redirected.

Third Offense: Time out and misconduct. Phone call and parent conference

After three-time outs are given in any one day, a misconduct report will be completed by the counselor and filed with the Site Director. The Site Director will speak with the child and a copy

of the report will be shown to the parent. The parent is required to sign the report and return it to be placed in the child's file.

After two written reports are on file for any child, the Youth & Leisure Supervisor will contact the parents. Notification will be given that if one more written report is received for their child, he/she will be dismissed from camp and **no refund** will be issued for the remainder of the session. **If 3 misconducts are given within the duration of the program the child will be removed from the program without a refund.**

**Parents have the right and are encouraged to set up a conference. **

Medical Emergency

If your child is injured and requires more than just basic first aid, the following steps will be taken:

- a. Contact parent or guardian.
- b. Contact persons listed on the medical form.
- c. If deemed necessary, 911 will be called immediately and then the parent notified.
The injured child will be transported by paramedics to the closest available hospital.

You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Park District employees are not permitted to transport injured parties in park vehicles or private automobiles.

Special Notes about Medication

If your child needs medication, has any physical limitations; or needs special attention in the pool, etc., please notify us with a written note signed by you the first week of camp, so we can alert the counselor to these situations. Parents who have questions concerning their child's activities, swimming, camp problems, etc. should send a note with the camper or let us know. The counselor and camp director will attend to the situation. In the event that those problems continue to arise, the camp director will discuss the matters with the parents.

Need to Know Information about Medication

If your child needs to take medication during camp hours, you must fill out the medicine dispensing form which must include detailed instructions on giving the administering the medicine. Medicine will be given to the Camp Directors for safe keeping along with detailed information. Staff will be permitted to dispense medication; but medicine must be in its **proper**

original case given to you by the doctor. Staff will keep a log when the medicine is given to your child. If you have questions, please contact the Youth & Leisure Supervisor.

Lunch and Snacks

Please send a packed lunch each day you attend, including a beverage. The lunches cannot be refrigerated during the day so please pack something that will not spoil. Please be sure your child's name is on his/her lunch box or bag. Please try not to send your child with a glass beverage bottle. You may send your child to camp everyday with a frozen water bottle that is labeled with his/her name on it. No access to drinking fountains. Also, a morning and afternoon snack will be provided by the program. Snacks are pre-packaged.

Rainy Day Procedures

Addison All Star Summer will meet rain or shine, so please dress your child appropriately. In case of rain, camp will meet inside the building. Look for signs to be posted. Inside games, and movies will be incorporated into the curriculum.

What should we wear to Addison All Star Summer?

Please dress to be comfortable, cool clothes such as jeans or shorts, socks, and gym shoes suitable for athletic activities. Please do not send your child to camp with open-toed shoes or sandals. Please put all of your child's belongings in one bag with his/her name on it. Please do not send money, toys, any handheld video games, cell phones, cards or jewelry with your child as we are not responsible for lost or stolen items unless given permission from staff to use if brought to the program.

Recreational Swimming

Please send swimsuit, towel, and/or aquatic shoes for swimming or use of splash pad. Please be sure swimsuit and towel are marked with his/her name. If your child has trouble swimming, please inform the camp director as soon as possible so we can try and accommodate him/her. Swim evaluations will be given as well as a colored wristband to wear. The wristband will let everyone know what areas of the pool he/she is allowed in and indicates how strong of a swimmer he/she is.

Absence

If your child will not be at the program for any reason, please call the camp site by 9:00 a.m. Attendance will be taken at the start of each day. **If your child is absent due to a communicable disease (i.e. chicken pox, strep throat, vomiting, head lice...etc.), please notify us immediately!** For your convenience, we have answering machines at each site. We

encourage you to leave a message in order to report absences or to reach camp staff. Please be sure to leave your name and phone number of where you can be reached.

Addison All Star Summer Phone 630-520-2454

Field Trips

No field trips will be taken to outside organization or groups. The program has the possibility of taking field trips to Links and Tees, Centennial Rec Center, or various parks throughout Addison. Parents will be notified when participants will be sent to other park district facilities or parks.

Lost and Found

The program will maintain a lost and found. All items should be marked with the child's name. Please be aware that the Park District staff will do its very best to watch for lost items, but they cannot be responsible for lost or missing articles.

Important Telephone Numbers

| | |
|--------------------------------|-----------------------------|
| Addison All Star Summer | 630-520-2454 |
| David MacDonald | 630-656-6209 |
| Community Rec Center | 630-233-7275 x 6200 or 6201 |
| Centennial Rec Center | 630-233-7275 x 2152 |
| Emergency | 911 |

We hope your child has a fun-filled safe summer with us!