

HCC Summer Camp Parent/Guardian Parent Handbook

Dates: Session #1: June 10-July 5, 2024 (No camp 7/4)

Session #2 July 8-August 2, 2024

Days/time: Monday-Friday 7am-6 p.m.

Fees: \$40/registration fee, \$800 Fulltime & \$600 Part time (minimum 3 days)

Camp open house: Thursday, June 6th 5:30-6:30 p.m.

About our program – Please note that HCC is operating a modified summer camp due to construction on site.

HCC's summer program is located at 900 Roosevelt Rd. We provide convenient hours to accommodate working families. Summer staff receive training prior to the start of camp with continued support and training throughout the season. Typically, most of our staff leaders are college students. Our core purpose is to provide a safe atmosphere with positive role models to intentionally teach young children essential life skills for successful and happy living. Our staff will provide opportunities for young people to learn and practice core values including kindness, respect, creativity, sportsmanship, independence and confidence. Fun is what is achieved when we accomplish our mission. Campers will be separated into two age groups – ages 5-8 and 9-12. They will be separated for most of the day with age appropriate activities. We will combine age groups during lunch and for some field trips. We have weekly scheduled field trips. **HCC's summer camp is a license-exempt summer program. Our facility does engage and comply with the background check and clearance procedure through Illinois Department of Human Services. CCAP is currently available for license exempt CCAP providers.**

Breakfast, lunch and snack time

Breakfast, lunch and snack will be provided for every child, unless otherwise stated by the parent. Breakfast will be served to children in the morning (7-8:30) and will consist of: cereal with 2% milk and fruit. A sack lunch will be catered by Delicious, Inc. Lunch will be from 11:30-12:00. The sack lunch will consist of a sandwich, vegetable, piece of fruit and a snack. We will have the menus to share the first day of camp. There is an allergy lunch option. Please let us know if you have special dietary concerns. Fridays will be pizza day and we will be ordering enough pizza that will allow each child to have a minimum of two pieces of pizza. A snack will be given to the children in the afternoon between 2:00-2:30. Children can bring an additional snack and keep it in their backpack. HCC does not allow children to share food due to food allergies. Children **MUST** bring a water bottle daily with their name clearly marked.

Child Abuse Reporting

All staff must report suspected abuse or neglect as mandated reporters according to the State of Illinois law entitled, "The Abused and Neglected Child Reporting Act."

Confidentiality

All personal information about your child and family is confidential and will only be released with your written permission or as required by law.

Field Trips

HCC Summer Camp schedules a minimum of two field trips per week. Field trip expenses are included in your registration fees. On field trip days, please be sure your child is wearing their HCC Summer Camp t-shirt.

Staff will inform families if specific items are needed, such as sunscreen, spending money, hats, etc. Sample field trips are: Rock Cut State Park, Nickel World, AMC Theatres, Sand Park pool, Schoonmaker Park, etc.

First-Aid Policy

Camp staff will administer standard first aid treatments (ice packs, band aids, etc.). Parents will be notified immediately in the event of injury that may require emergency room attention. If parents are not available, the next call will be to the emergency contact listed on the registration form. In the event that neither party is available, an HCC staff member will accompany the camper to the emergency room/clinic.

Gym/outdoor play

Children will typically go outside to play in the morning and afternoon, weather permitting. Please have your child dressed appropriately with sunscreen applied in the morning. Gym or closed toe shoes must be worn at camp so they can run and play in the gym and outside. If your child is extra sensitive to the sun, please send a hat and/or other attire to wear outdoors.

Illness

A child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required by the Illinois Department of Public Health's General Procedures for the Control of Communicable Diseases (77 Ill. Adm. Code 690) shall be excluded from the center.

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the childcare staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present, and facilities available to care for the ill child.

Children with diarrhea and those with a rash combined with fever (oral temperature of 101 degrees F or higher or under the arm temperature of 100 degree F or higher) shall not be admitted to camp while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.

Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from camp is required:

- A. Illness which prevents the child from participating comfortably in program activities
- B. Illness which calls for greater care than the staff can provide without compromising the health and safety of other children
- C. Fever with behavior change or symptoms of illness
- D. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness
- E. Diarrhea
- F. Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration
- G. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious
- H. Rash with fever or behavior change, unless a physician has determined the illness to be noncommunicable
- I. Purulent conjunctivitis, until 24 hours after treatment has been initiated
- J. Impetigo, until 24 hours after treatment has been initiated
- K. Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated
- L. Head lice, until the morning after the first treatment
- M. Scabies, until the morning after the first treatment
- N. Chicken pox (varicella), until at least six days after onset of rash
- O. Whooping cough (pertussis), until five days of antibiotic treatment have been completed

- P. Mumps, until nine days after onset of parotid gland swelling
- Q. Measles, until four days after disappearance of the rash

If your child has been sent home with a fever, they may return 24 hours after the fever has broken without the use of fever reducers.

If your child has been sent home with diarrhea, they may return 24 hours after the symptoms have stopped. Refunds are not given if a child misses a day or goes home sick.

Late Pick Up

We understand that occasionally situations occur outside of our control and could result in your being late in picking up your child. Please contact us as soon as possible if you are going to be late. Late pickups may be charged \$10.00 per minute to the first 10 minutes and \$1.00 per minute after that per child. If a parent is chronically late (more than 4 times per month) the child may be discharged from the program.

If a child is left at the Center after 5:45 and we are unable to reach a parent or emergency contacts, the child will be turned over to the Machesney Park Sheriff's Department after one hour. We will attempt to contact parents and emergency contacts every 10 minutes for that hour. It is the responsibility of HCC for your child's protection until a parent or outside authorities arrive. HCC shall not hold the child responsible for the situation. This will only be discussed with the parent, not with the child present.

Medication Policy

The camp director or program director will dispense medication to campers only if a permission slip has been signed and dated by the parent. Medication is to be sent in its original pharmacy bottle, displaying the name and dispensing information. Over the counter medicine must be brought in the original container with dosage levels on the package appropriate for age and weight of the child and labeled with your child's first and last name.

Money and personal belongings

Campers are responsible for their own personal belongings. HCC or staff members are not responsible for lost or stolen personal items. If a child has a phone, it must be left in a backpack, lunch box, etc. There may be special circumstances that a child will be allowed an item from home (ex: show and tell, pajama day). Any special circumstances must be discussed with the Camp Director.

Payments

Fees are expected prior to the first day of camp. If other payment options are requested, this must be arranged and approved by the administrative manager. Co-pays are to be paid the first of each month. You may pay on the ProCare app or by cash, check or credit card at the office desk in the front of the building M-F from 7:30-4:00 p.m. You may also charge by phone by calling 815-633-5817. Your child's space is **NOT guaranteed** if you have an outstanding balance. You must provide a state assistance approval form *before* your child may start, unless management has granted permission based on the status of your application.

Release Policy for Children

HCC reserves the right to refuse to allow a parent to pick up a child at the Center when a clear and present danger exists. Clear and present danger can be defined as, but not limited to, intoxication and substance abuse.

In the event a parent is not permitted to pick up his/her child, the parent will be informed of the specific reason. If the parent does not cooperate, 911 will be called. Another parent/designated person will be contacted to pick up the child, other means of transportation can be utilized, or the parent may leave and return when the danger has been eliminated.

Sign-in and Sign-out Procedures

Campers must be signed in and out through the Procare app. You can download the Procare app from your app stores. You will be given a code after registration to access the system. After that, you will use the app for signing campers in/out. A person authorized to remove a child from the premises must sign them out. Please provide a list of people you are authorizing to pick up your child. Campers should be dropped off and picked up at the front door. The doors open at 7:00 a.m. and close at 6:00 p.m. Children must be picked up by 6:00 pm.

Toilet Training

Children attending summer camp need to be toilet trained. While we expect the occasional accident, toileting incidents that occur on a regular basis will result in a discussion with the camp administrator.

T-Shirt

Each child will receive one free camp T-shirt. This is to be worn at every field trip or outing. An additional shirt may be purchased for \$8.00. If your child's shirt is lost, you will be required to purchase another.

Weather Closure Statement

HCC strives to remain open to care for children. In the event the CEO determines conditions are such that it is unsafe to open for the day, parents will be informed via email, facebook, and the parent messaging app.