

HCC Parent/Guardian Information Sheet

2021 SUMMER SCHOOL AGE CAMP

Dates: June 8-August 13, 2021

Days/time: Monday-Friday 6:30 a.m.-6:00 p.m.

Fees: \$35/registration fee

Full time: \$135/ Full-time (Mon-Fri)

Part time: \$ 30/per day (3 day minimum with a set schedule of attending days)

HCC's summer camp is not licensed or regulated by DCFS. Our facility does engage and comply with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers. Firearms are prohibited at our location. We are adhering to the COVID-19 guidelines for summer child care.

Summer camp is held at HCC at 900 Roosevelt Road in Machesney Park. The safety of the children, families and staff is our number one priority. We will adhere to the guidelines of the Illinois Department of Public Health for Covid-19 safety protocol. These guidelines will be displayed as guidelines become available pertaining to our specific summer program.

Dropping off and Picking up Campers- Campers must be **signed in at drop off and signed out at pick up.** A person authorized to remove a child from the premises must sign him or her out. Please provide a list of people you are authorizing to pick up your child on the registration forms.

Payments – To avoid unnecessary contact, you may charge by phone or send a check in an envelope with your child. 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. If you have a balance due, you will be notified of this by management, typically by email.

Lunch -Each child is required to **bring a lunch daily.** A refrigerator is available for lunch storage if needed. A microwave is not available for warming. Children will not be allowed to share or trade food, except with siblings. We encourage children to bring a snack to eat. They will be allowed to eat when they are hungry. Scheduled snack time will also be available. We will provide a snack for any child who would like one. Staff will be using gloves and proper preparation and handling while providing snacks. Children are asked to bring their own water bottle daily.

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. Unless permission is granted by the Camp Director, electronics are not allowed at camp. 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.

Medication Policy- If your child takes any medication, a form must be completed. Medication is to be sent in its pharmacy bottle, displaying the name and dispensing information.

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. A child must bring his/her **own sunscreen to use**. You may mark it and leave it at HCC if you'd like. 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.

State Assistance: If you expect to receive state assistance for your child's care, you must submit an approval letter before your child starts attending. If a pre-approval letter is not submitted, you will be required to self-pay until the letter is submitted. Any delays in approval must be addressed with office personnel. After consideration, it may be determined that your child's application is close to being approved. Permission may be granted to continue participation by paying the expected co-pay only. If, in the event, that approval is granted after payments have been made, you will receive a refund for any over payments that may have been made. All co-pays are due the first week of the every month. If HCC does not receive your co-pay when it is due, your child will not be able to continue participating in summer camp.

Outside play

Your child should be prepared to play outside which includes appropriate dress, play shoes (no flip flops), and sunscreen applied before arriving at camp. **We ask each child to bring his/her own personal sunscreen bottle to use.** If your child is sensitive to the sun or burns easily, please bring a hat to camp for your child to wear outside.

Unless a written note is on file requesting that a child is not to have sunscreen applied, HCC staff will assist young children in applying sunscreen as needed, during warm sunny days. Older children are expected to apply their own sunscreen or ask for help as needed.

Your child should bring his or her own items listed below:

- **water bottle**
- **lunch (no microwave is available for warming)**
- **sunscreen**
- **snack (HCC will have crackers and such available)**
- **Closed toe shoes to leave at HCC**

Optional items:

- **Blanket/pillow**
- **Book/worksheets**
- **Play item (no electronics, unless approval has been granted)**

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