



BOYS & GIRLS CLUBS
OF DUNDEE TOWNSHIP

Parent/Guardian Handbook

Summer 2021

Elementary School Age Program

The Boys & Girls Clubs of Dundee Township has 25 years of experience operating successful after-school and summer camp programs. We are excited to welcome your child to our summer program this year. We fondly refer to our program as “Club” and your child is an honored Club Member. Our program is designed to offer your child a positive summer camp experience while providing academic and character growth in a FUN and safe environment.

Boys and Girls Club Dundee Township Primary Team

	Michele Clark Director of Primary Operations	
Mark Manser Area Director		Coral Colin Area Director
Tania Ramos Sunny Hill Site Director		Arlene Sanchez Golfview Site Director
Chris Lopez St. Johns Site Director		Junior Esparza Parkview Site Director
Cindy Ugalde Meadowdale Site Director		Krystal Haro Lakewood Site Director
Diana Colin Perry Site Director (located at Lakewood)		

Health and Safety

In an effort to provide the best summer Club experience for your child while fighting against the spread of COVID-19, we are abiding by the CDC guidelines for K-12 school operations. Please understand that during this time of change in the pandemic, guidelines may also change. Our summer camp Club sites will follow the most current guidelines that can be found on the CDC website.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html/>

To mitigate the risk of spreading COVID-19, the following health and safety measures will be enforced:

1. Universal and correct use of masks
2. Appropriate physical distancing whenever possible
3. Handwashing/hand sanitizing
4. Assignment of children into specific and consistent cohorts/groups
5. Quarantine and exclusion according to IDPH Exclusion Decision Tree <https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>
6. Children are not allowed to attend Club if they have come in close contact with anyone who has tested positive for COVID-19. Exclusion from Club will be determined by the IDPH Decision Tree.
7. Children are not allowed to attend Club if they are ill or have symptoms related to COVID-19.

If Child Becomes Sick While at Club

If one of our children become sick while at Club, the following protocol will be followed:

1. The parent or guardian will be contacted and required to pick up the child immediately.
2. Staff will promptly isolate the child, separated from other children in a designated space until they are picked up. Staff who are assigned to supervise them while they wait will practice social distancing, and use PPE (personal protective equipment, ie. mask, gloves)

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3. Limit the staff to 1:1 care for children who have been isolated.
 4. Advise the parent on the IDPH Decision Tree as this will determine their child's return to Club.
 5. Clean/disinfect the area after the child leaves.

Any staff member with symptoms of illness is required to stay home. Decisions related to their return to work will be determined by the IDPH Decision Tree. Parents will be notified if any staff members have tested positive for COVID-19 and have been in close contact with their child.

In the Event of a Positive COVID-19 Case

Parents are required to inform Club if their child has tested positive for COVID-19 and they have attended Club at any time up to 2 days prior to symptom onset or positive test results. Parents are also required to inform Club of anyone sick who have come in close contact with a Club member.

1. Upon learning of a COVID-19 case in someone who has been at the Club Site, the Site Director will notify the local health department and work with them to determine a course of action for the facility. The Site Director will notify parents of all children within close contact of the positive COVID-19 case and communicate next steps which may include keeping their child home from Club for a determined period of time.
2. The process for deciding which children will be allowed to attend Club (and when they can return) will be based on the guidance from the Health Department and the IDPH Decision Tree.
3. The Site Director will coordinate a thorough cleaning and disinfection of the area(s) affected by the positive COVID case before Club members and staff are allowed to use the space again.
4. Local health department recommendations for the duration of the Club Site will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
5. The child and/or staff member that has a positive test, will be directed on home isolation protocol and will not be allowed to return to Club until they have met the requirements set by the health department and/or the IDPH Decision Tree.

Summer 2021 Club Schedule

Sunny Hill	St. Johns	Parkview	Meadowdale	Golfview	Lakewood/ Perry
Closed	June 1-4 11:30-5:30	June 1-4 7:30-5:30	June 1-4 7:30-5:30	June 1-4 7:30-5:30	June 1-4 7:30-5:30
June 7-10 7:30-5:30	June 7-10 11:30-5:30	June 7-10 7:30-5:30	June 7-10 7:30-5:30	June 7-10 7:30-5:30	June 7-10 7:30-5:30
June 14-17 7:30-5:30	June 14-17 7:30-5:30	June 14-17 7:30-5:30	June 14-17 7:30-5:30	June 14-17 7:30-5:30	June 14-17 7:30-5:30
June 21-24 7:30-5:30	June 21-24 7:30-5:30	June 21-24 7:30-5:30	June 21-24 7:30-5:30	June 21-24 7:30-5:30	June 21-24 7:30-5:30
June 28-July 5 Closed	June 28-July 5 Closed	June 28-July 5 Closed	June 28-July 5 Closed	June 28-July 5 Closed	June 28-July 5 Closed
July 6- 8 7:30-5:30	July 6- 8 7:30-5:30	July 6- 8 7:30-5:30	July 6- 8 7:30-5:30	July 6- 8 7:30-5:30	July 6- 8 7:30-5:30
July 12-15 7:30-5:30	July 12-15 7:30-5:30	July 12-15 7:30-5:30	July 12-15 7:30-5:30	July 12-15 7:30-5:30	July 12-15 7:30-5:30
July 19-22 7:30-5:30	July 19-22 7:30-5:30	July 19-22 7:30-5:30	July 19-22 7:30-5:30	July 19-22 7:30-5:30	July 19-22 7:30-5:30

Items to Bring Every Day

Children are required to bring the following items every day to Summer Camp Club:

1. Facemask (it is a good idea to send an extra face mask)
2. School issued computer (Chromebook) or iPad AND charger. Be sure these items are labeled with the child's name.
3. Bag or backpack to carry Chromebook and/or iPad, and other items.
4. Water bottle labeled with the child's name
5. Extra t-shirt (Camp is fun but it can be messy too. We may also be getting wet on some days where water games are planned.)
6. Sunscreen (if your child does not bring sunscreen we will assume you do not want him/her to apply any and we cannot prevent your child from getting a sunburn)

Contact Information and Responding to Requests

It is critical the Club Site is able to reach parents or guardians immediately. Parents and/or guardians are responsible for providing the Site Director with their most updated contact information including phone number, email address, and mailing address. Club will communicate with parents via phone calls, "TalkingPts" text messages, and/or email. If parents or guardians fail to respond to Club requested communication, your child may be subject to dismissal from the program.

Parents or guardians may reach their child's Club site by calling the following numbers:

Sunny Hill	331-228-9865
St. Johns	331-588-8899
Parkview	847-687-8786
Meadowdale	331-276-9152
Perry	331-276-3055
Golfview	331-276-9153
Lakewood	847-363-4969

Attendance

Boys and Girls Club Dundee Township has created a summer Club experience your child will not want to miss. We provide this program at little to no cost to our members. We wish we could invite every child from the community but spaces are limited. Our staff is scheduled based on the number of members we are expecting for the day. We ask that you take your child's acceptance into Club very seriously and take measures to ensure your child attends as many days as possible. We understand illnesses may occur and all sick children MUST stay home. And we understand that summer is a common time for families to commit to other family obligations and vacations. Because spaces are limited, any Club member who fails to attend summer Club without the Director being notified is subject to being dismissed from the program. If your child will be absent for ANY period of time, parents are required to contact their Club Site Director. Members with excessive absences are also subject to program dismissal.

Member Drop-off Procedures

Many members will be transported to Club and back home via school bus. However if you prefer to drive your child to Club and pick them up or if bussing is not available for your child, please follow these procedures:

1. Drop off your member NO LATER than 7:50am (the earliest you can drop off is 7:30am)
2. Pull up to the designated car drop off area
3. Report any symptoms or concerns with BGCDT staff
4. Say goodbye to your child and have them exit the vehicle
5. Drive safely away

Member Arrival Procedure

BGCDT staff will ask the member a series of questions from the “Arrival Checklist”. If all cleared, meaning: Temperature is less than 100; respiratory infection symptoms are absent, no cough or shortness of breath, and the member has not been in close contact with anyone who has tested positive for COVID 19, the member will be allowed to participate. Members will be checked for symptoms again mid-afternoon (after lunch) each day that they are in our care.

Pick-Up Policy/Procedures

Any member not taking the bus home needs to be picked up from Club by 5:30pm. Late charges may apply if your member is picked up after 5:30pm. The fee is \$10.00 for the first 15 minutes a child is picked up late and \$1.00 for each minute thereafter. In order to ensure smooth verification and safety for the release of your child, parents must call the Director upon arriving in the car pick up line. You will be asked to identify yourself. Remain in your vehicle. Your child will be walked out to you. The pick up person must be visible to staff so we can identify them as an approved pick up person. If anyone other than a parent or guardian will be picking up your child, the parent or guardian must notify the Director ahead of time.

Personal Belongings Policy

To minimize possible transmission through drinking fountains, your child is required to bring his/her own water bottle. Please mark it with their name in permanent marker. The Club discourages bringing other personal items from home, except the items mentioned in the “Items to Bring Every Day” section of this handbook. Necessary items should be clearly marked with the child’s name. All personal belongings, including cell phones, tablets, Chromebooks, personal electronics and other property brought into the Club are the responsibility of the child. The Club does not have a secure location to store these items and cannot be held responsible for any damaged, lost, or stolen items. Personal electronics usage is limited to homework purposes only. Club staff reserve the right to search any personal property if there is a safety concern.

Behavior and Club Expectations

The Club follows the PBIS (Positive Behaviors & Supports) framework. Our three core behavior expectations include: safety, respect, and responsibility. BGCDT reserves the right to refuse, suspend, or terminate membership of any youth due to disrespectful or unsafe behavior to staff, volunteers or other members, or if their behavior does not allow them to function with others appropriately in our programs. Members will be expected to be able to display proper behavior among a group of 20 children with one supervisor. Staff will not be able to provide one-on-one support for members and must be able to focus on the safety of the entire group.

Food

Members will be provided breakfast, lunch and a snack by the Club. Parents must provide a full water bottle for their child daily (water is the only beverage allowed in the water bottle). If there are any food allergies; parents must notify Club and provide meals for their children. Children should not bring food (especially junk food) to Club unless it is a dietary requirement as this is a distraction and could attract pests if it is not properly stored during the day.

Child Abuse/ Neglect Policy

All BGCDT employees serve as Mandated Reporters, and are required to participate in child abuse training upon hire, and annually thereafter. BGCDT staff follow all the rules of Mandated Reporters.

Distribution of Medication

BGCDT will not administer prescription medication, without authorization of a parent/legal guardian and physician. With proper approval by the appropriate parent/guardian and physician, the BGC will oversee the administration of approved medication but will not determine the specific dosage to be administered nor will staff directly administer it to the child. BGCDT staff are not trained medical professionals, and will not make any judgments or discretionary decisions outside the approved limits and approved dosages of the parent and acting physician. The BGCDT staff will, however, make an effort to assist members in remembering to take medication and to review the appropriate dose before consumption.

Storage for Medication Policy

All medication must be registered with the Site Director. Proper documents must be completed and signed by the parent or legal guardian and must be accompanied by proper doctor authorization. The Site Director must inventory quantities and authorize the storage of all new medications and any changes to a member's medication needs. Medication must be labeled with the child's first and last name, name of medication, dosage, route, doctor's name, and expiration date and be in original containers. Medication will be kept in a locked cabinet, unless requiring refrigeration, with access limited to authorized personnel only. All medication will be checked in/out each time it is accessed and the authorized on-duty staff member will initial, date and sign each time medication is provided to members.

In the event that a child needs life-saving medication or treatment, BGC staff will act in the child's best interest and attempt any life-saving efforts, including the administration of prescribed emergency medication.

Food Allergies & Sensitivities

All food allergies and sensitivities must be reported on the Membership Application for your child(ren) and communicated to the Site Director. If your child(s)' food allergy or sensitivities are severe and/or potentially life-threatening, you will need to prepare and provide meals and snacks for your child to bring to eat while at the Club.

Field Trips

At the time this handbook is being drafted, off-site field trips are not being offered. However, if COVID regulations change and allow for off site field trips, we will notify members of this opportunity. If field trips are offered, proper permission waivers must be filled out by parents or guardians and returned to the Site Director by the deadline indicated in order for your child to participate. Field trip policies and rules will be made available at that time.



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My signature below indicates I have read, understand, and agree to the policies written in the BGCDT Summer Parent Handbook. My child will not be allowed to attend Summer Club until I have signed and returned this form to my child's BGCDT Site Director.

Parent/Guardian Name

Parent/Guardian Signature

Date

Child Name

Additional Child Name(s)

Club Site