

GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, May 12, 2020 - 7:00pm
Zoom Video/Audio Conference

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting is the Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discuss Potential Summer Camp Operations (pgs. 2-61)
- V. Other Business
- VI. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director E-mail address: lsheppard@glencoeparkdistrict.com

The Board of Commissioners welcomes public comments during all meetings.

1. All speakers must submit public comments via email to lsheppard@glencoeparkdistrict.com up until 15 minutes prior to the scheduled meeting. The email must include the speaker's name (address is optional).
2. Public comments will be read aloud by a member of the Park Board or the Executive Director during the scheduled meeting.
3. Each person is limited to one (1) email submission for public comment not exceeding 250 words. All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.
4. All comments must be civil in nature. Email comments will be rejected if the content is slanderous or threatening.

Three Ways to Join this Meeting on Zoom:

Meeting ID: 815-1515-2744 | Password: 999

Via Computer

Go to Zoom.us, Click "Join a Meeting", Enter the Meeting ID and Password above

Via SmartPhone

If you don't already have the app, go to your smartphone's app store and load "Zoom Cloud Meeting" (free)

Via Phone Dial In

312-626-6799

IV. Discuss Potential Summer Camp Operations

Glencoe Park District

May 12, 2020 Special Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
CC: Department Heads
SUBJECT: Day Camp/Summer Care
DATE: May 11, 2020

With the uncertainty of sheltering in place and other restrictions, the Recreation and Facilities Team has been outlining what day camp will look like this summer. The first step was a survey to past day camp parents to receive opinions on the desired course of action. Bobby Collins, Director of Recreation and Facilities, will review the results with the Board.

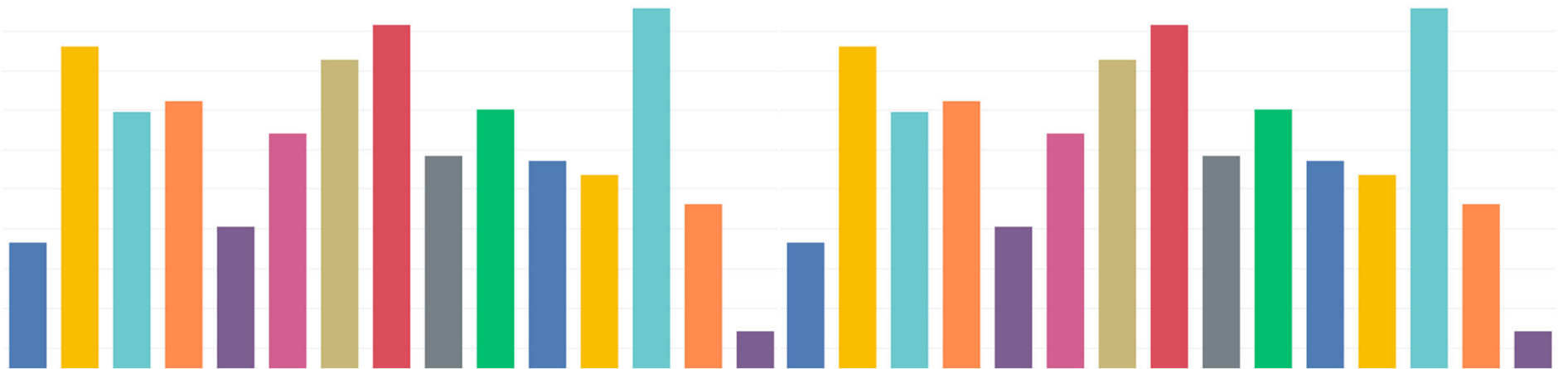
The team then developed a Summer Care Program. Notice I did not call it day camp. This summer will not look like the past day camps. We are developing a plan in line with the Governor's Restore Illinois Plan, that will be slightly altered for every phase the State of Illinois advances. We are currently in Phase 2. Bobby Collins, will explain the Summer Care Program for this summer.

The team understands the safety and well-being of staff and children is of paramount importance. We will be communicating our plan in great detail to our families and taking all the necessary precautions to make this a safe and fun summer for the youth of our community.



Summer Camp 2020 Survey

Monday, May 11, 2020



Survey Results

147

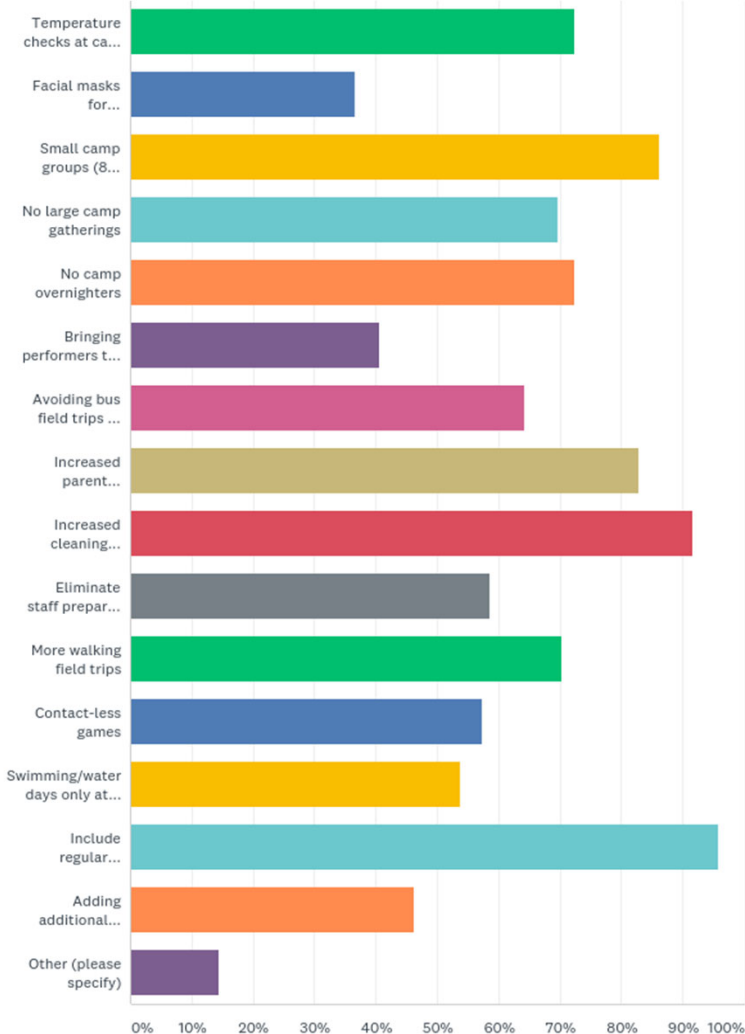
Total Responses

Date Created: Monday, April 20, 2020

Complete Responses: 147



Q1: The Glencoe Park District is exploring a number of safety options for summer camp. Some of the safety measures we are considering implementing are listed below. Please check all that you support. If you have additional safety measures you would like us to consider, please list them in the comments section:



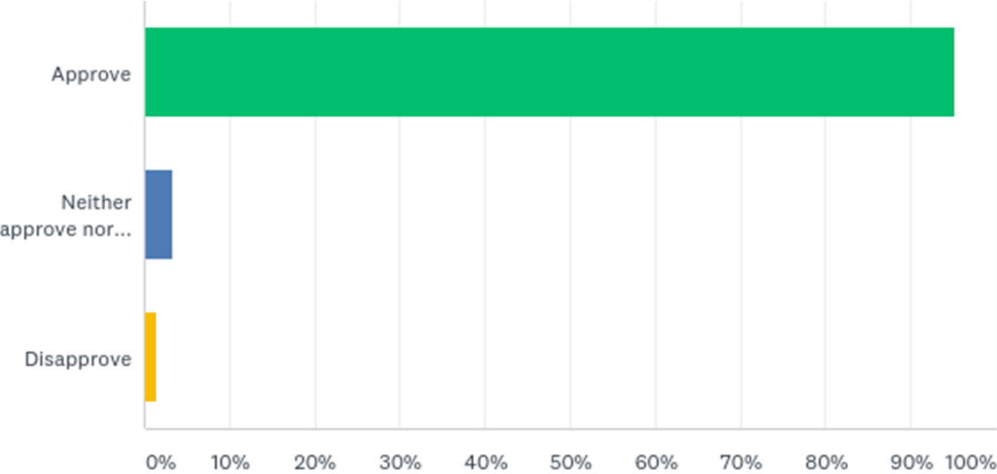
Answered: 145 Skipped: 2

Q1: The Glencoe Park District is exploring a number of safety options for summer camp. Some of the safety measures we are considering implementing are listed below. Please check all that you support. If you have additional safety measures you would like us to consider, please list them in the comments section:

ANSWER CHOICES	RESPONSES	
Temperature checks at camp drop-off	72.41%	105
Facial masks for participants	36.55%	53
Small camp groups (8 campers/2 staff members per group)	86.21%	125
No large camp gatherings	69.66%	101
No camp overnights	72.41%	105
Bringing performers to Park District facilities	40.69%	59
Avoiding bus field trips to maintain social distance	64.14%	93
Increased parent communication about camper health	82.76%	120
Increased cleaning protocols	91.72%	133
Eliminate staff preparing meals (only bring food from home)	58.62%	85
More walking field trips	70.34%	102
Contact-less games	57.24%	83
Swimming/water days only at Glencoe Beach or Glencoe facilities	53.79%	78
Include regular hand-washing in day's schedule	95.86%	139
Adding additional specialty instructors/classes to the day	46.21%	67
Other (please specify)	14.48%	21
Total Respondents: 145		

Answered: 145 Skipped: 2

Q2: Glencoe Park District custodians will increase cleanings of high-touch areas, in addition to regular cleanings throughout the day. Camp counselors will also be given sanitizer and cleaning wipes to use throughout the day. Do you approve of the additional cleaning measures Glencoe Park District is implementing?



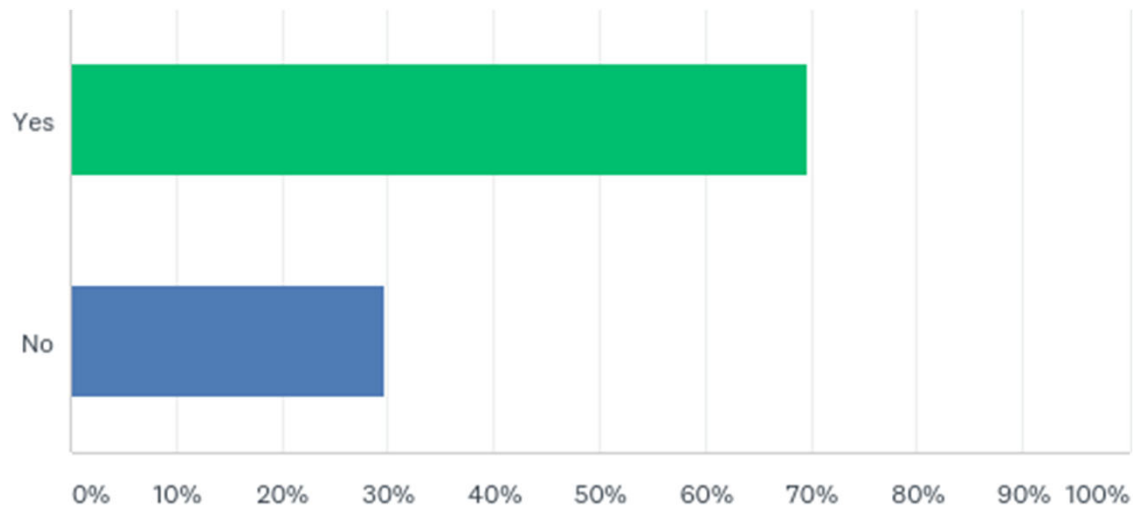
Answered: 145 Skipped: 2

Q2: Glencoe Park District custodians will increase cleanings of high-touch areas, in addition to regular cleanings throughout the day. Camp counselors will also be given sanitizer and cleaning wipes to use throughout the day. Do you approve of the additional cleaning measures Glencoe Park District is implementing?

ANSWER CHOICES	RESPONSES	
Approve	95.17%	138
Neither approve nor disapprove	3.45%	5
Disapprove	1.38%	2
TOTAL		145

Answered: 145 Skipped: 2

Q3: Glencoe Park District is considering implementing temperature checks during camp drop-off. This may create a slower drop-off protocol for camper families. Do you agree it's necessary to implement temperature checks before drop-off?



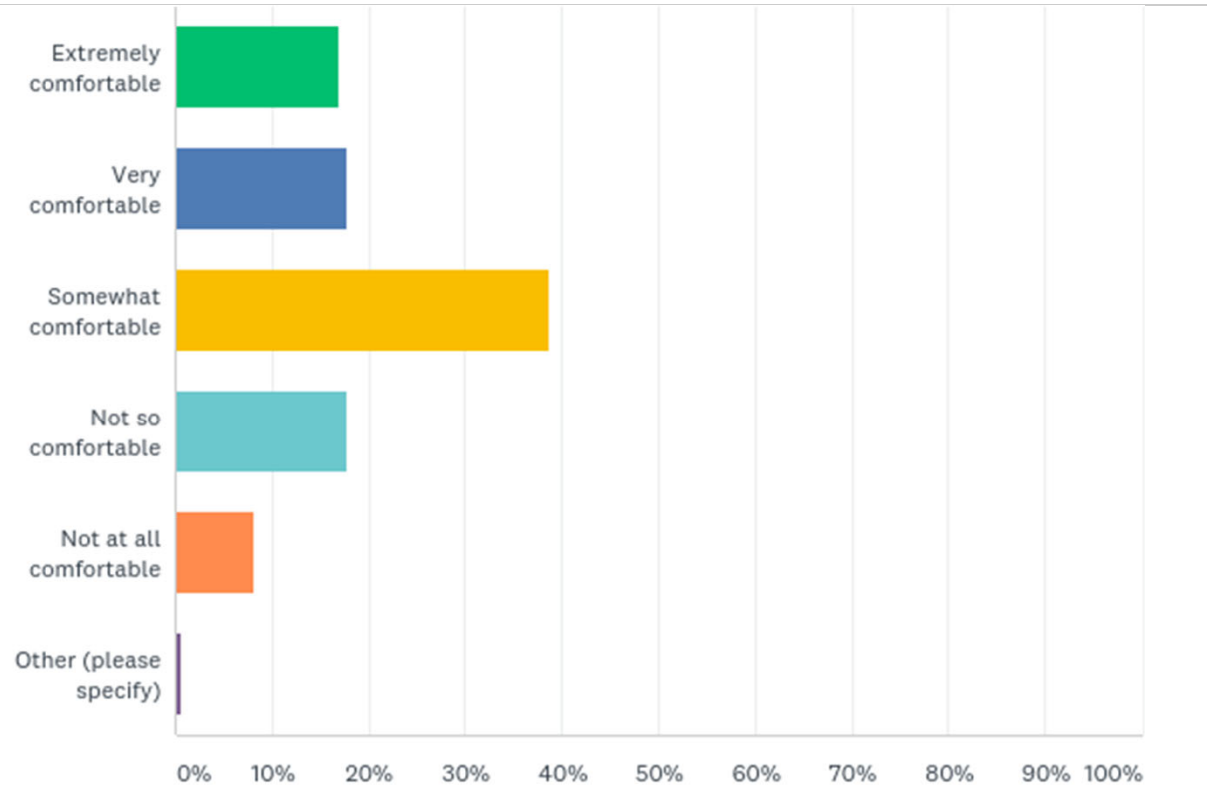
Answered: 145 Skipped: 2

Q3: Glencoe Park District is considering implementing temperature checks during camp drop-off. This may create a slower drop-off protocol for camper families. Do you agree it's necessary to implement temperature checks before drop-off?

ANSWER CHOICES	RESPONSES	
Yes	69.66%	101
No	29.66%	43
TOTAL		145

Answered: 145 Skipped: 2

Q4: How comfortable are you about sending your child to camp this summer at Glencoe Park District?



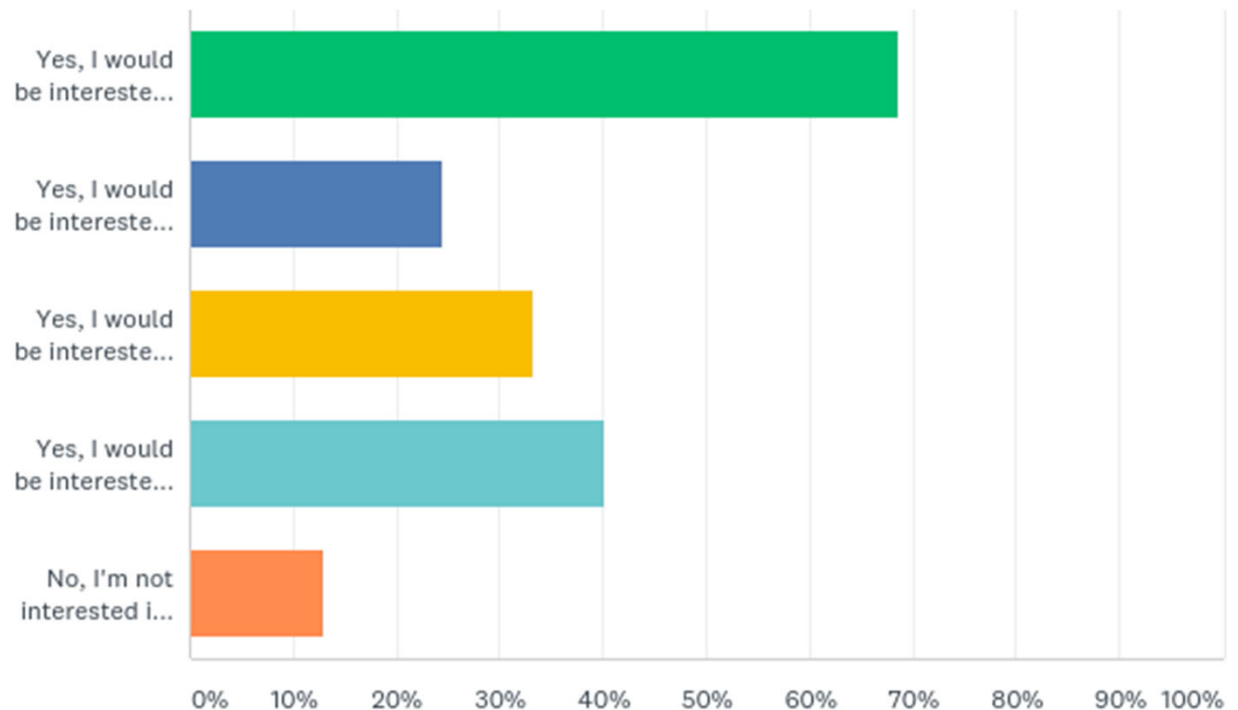
Answered: 147 Skipped: 0

Q4: How comfortable are you about sending your child to camp this summer at Glencoe Park District?

ANSWER CHOICES	RESPONSES	
Extremely comfortable	17.01%	25
Very comfortable	17.69%	26
Somewhat comfortable	38.78%	57
Not so comfortable	17.69%	26
Not at all comfortable	8.16%	12
Other (please specify)	0.68%	1
TOTAL		147

Answered: 147 Skipped: 0

Q5: The Glencoe Park District will be hosting a Zoom meeting with camp parents to address concerns and answer questions before camp starts. Are you interested in attending this type of meeting? If yes, please indicate all times that you are available.



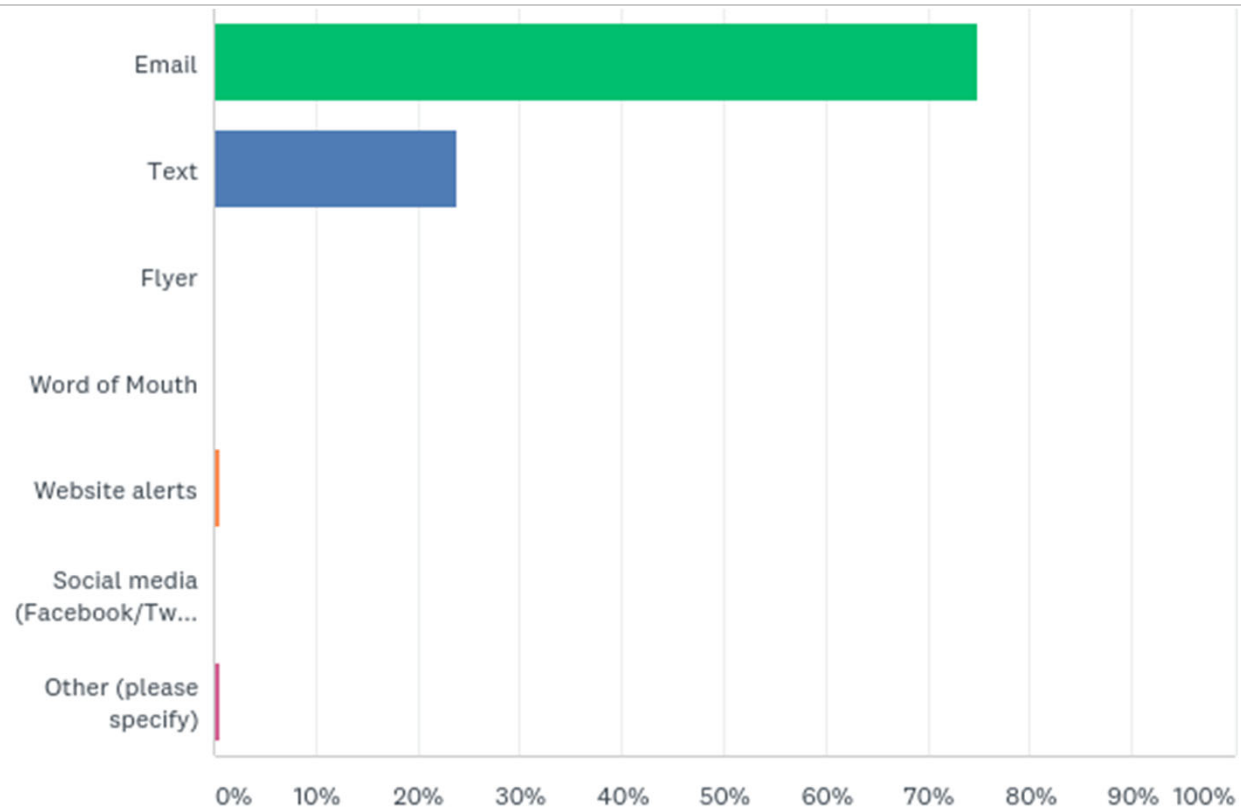
Answered: 147 Skipped: 0

Q5: The Glencoe Park District will be hosting a Zoom meeting with camp parents to address concerns and answer questions before camp starts. Are you interested in attending this type of meeting? If yes, please indicate all times that you are available.

ANSWER CHOICES	RESPONSES
Yes, I would be interested in attending this type of meeting on weeknight.	68.71% 101
Yes, I would be interested in attending this type of meeting on a weekday morning.	24.49% 36
Yes, I would be interested in attending this type of meeting on a weekday afternoon.	33.33% 49
Yes, I would be interested in attending this type of meeting on a weekend morning.	40.14% 59
No, I'm not interested in attending this type of meeting.	12.93% 19
Total Respondents: 147	

Answered: 147 Skipped: 0

Q6: How would you like to be communicated with about changes to the schedule, updates about health/safety, etc.?



Answered: 147 Skipped: 0

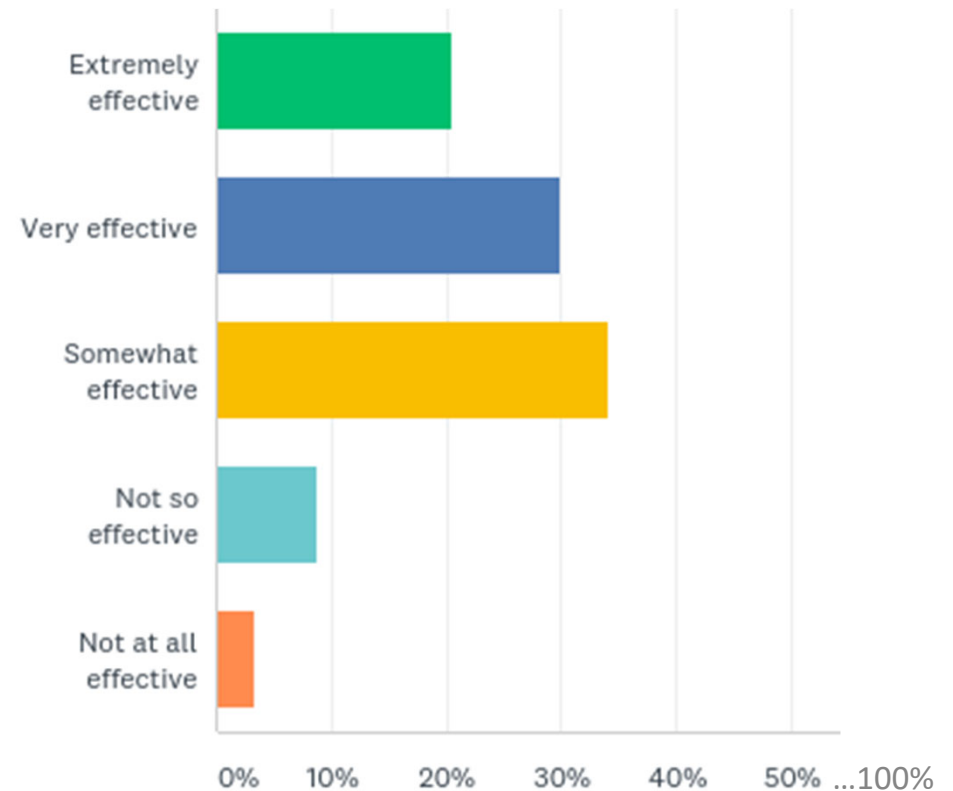
Q6: How would you like to be communicated with about changes to the schedule, updates about health/safety, etc.?

ANSWER CHOICES	RESPONSES	
Email	74.83%	110
Text	23.81%	35
Flyer	0.00%	0
Word of Mouth	0.00%	0
Website alerts	0.68%	1
Social media (Facebook/Twitter/Instagram)	0.00%	0
Other (please specify)	0.68%	1
TOTAL		147

Answered: 147 Skipped: 0

**Q7: Our camp illness policy is as follows:
For the protection of all the children and staff, and for the comfort of your child, please keep your child home if he/she has any of the following symptoms: productive or dry cough, temperature, diarrhea or vomiting, rash, thick nasal discharge, or discharging eyes or ears. Please remember that a virus is contagious even though it cannot be treated with antibiotics. When a child's physician has determined that symptoms are caused by a virus, that child should not return to camp until he/she is asymptotic. Campers who display symptoms will be sent home.**

Do you think our illness policy is effective?



Answered: 147 Skipped: 0

Q7: Our camp illness policy is as follows:

For the protection of all the children and staff, and for the comfort of your child, please keep your child home if he/she has any of the following symptoms: productive or dry cough, temperature, diarrhea or vomiting, rash, thick nasal discharge, or discharging eyes or ears.

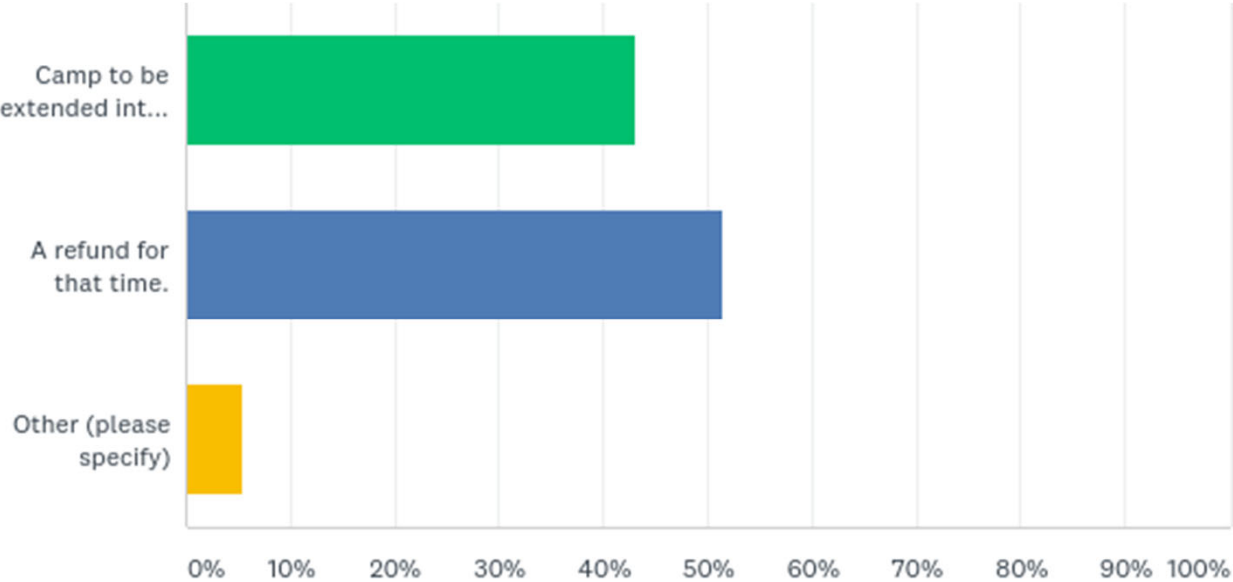
Please remember that a virus is contagious even though it cannot be treated with antibiotics. When a child's physician has determined that symptoms are caused by a virus, that child should not return to camp until he/she is asymptotic.

Campers who display symptoms will be sent home. Do you think our illness policy is effective?

ANSWER CHOICES	RESPONSES	
Extremely effective	20.41%	30
Very effective	29.93%	44
Somewhat effective	34.01%	50
Not so effective	8.84%	13
Not at all effective	3.40%	5
TOTAL		147

Answered: 147 Skipped: 0

Q9: If the start of camp is delayed, would you prefer... (select one)



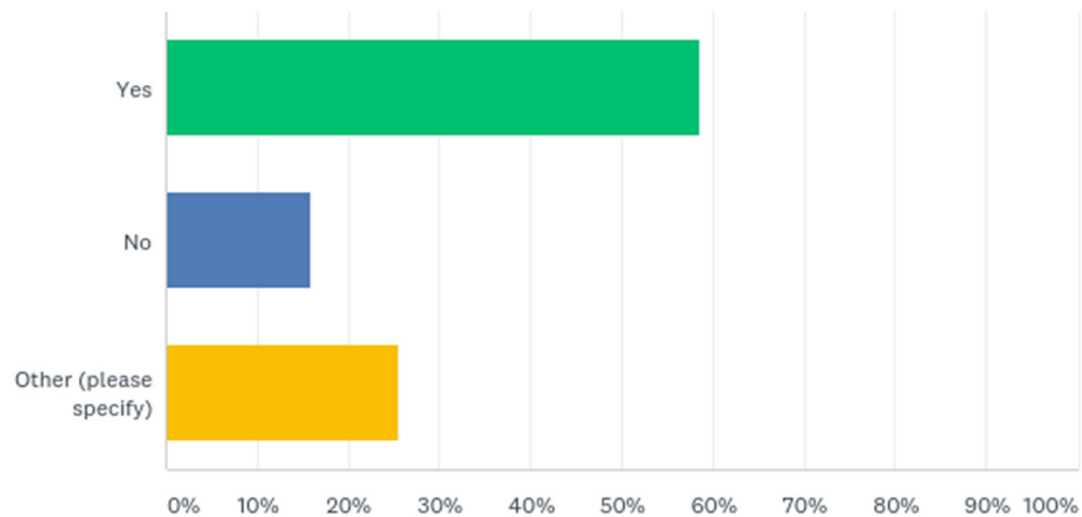
Answered: 146 Skipped: 1

Q9: If the start of camp is delayed, would you prefer... (select one)

ANSWER CHOICES	RESPONSES	
Camp to be extended into August	43.15%	63
A refund for that time.	51.37%	75
Other (please specify)	5.48%	8
TOTAL		146

Answered: 146 Skipped: 1

Q10: Do you think the Glencoe Park District should hold in-person camp this summer?



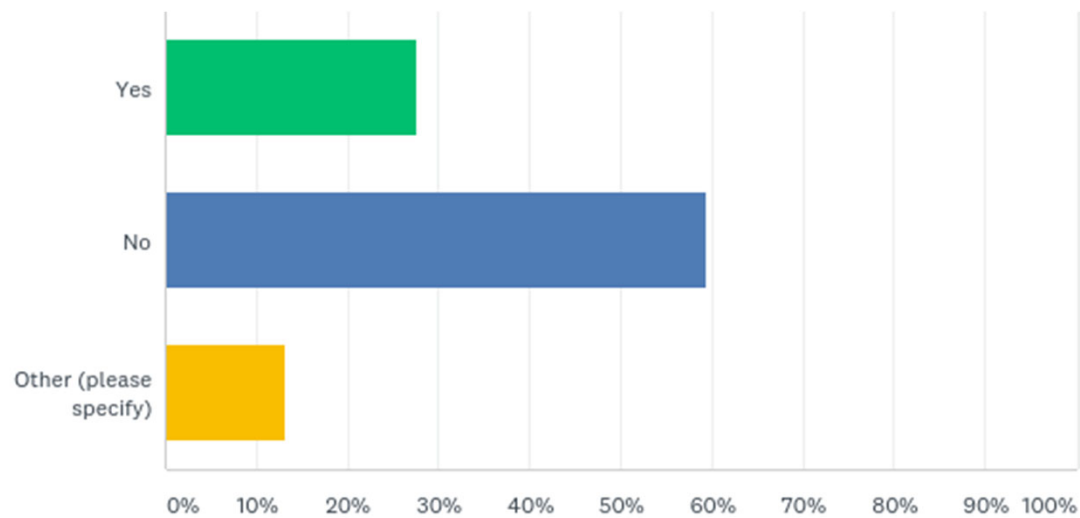
Answered: 145 Skipped: 2

Q10: Do you think the Glencoe Park District should hold in-person camp this summer?

ANSWER CHOICES	RESPONSES	
Yes	58.62%	85
No	15.86%	23
Other (please specify)	25.52%	37
TOTAL		145

Answered: 145 Skipped: 2

Q11: If offered, would you participate in virtual enrichment programming prior to the start of in-person camp?



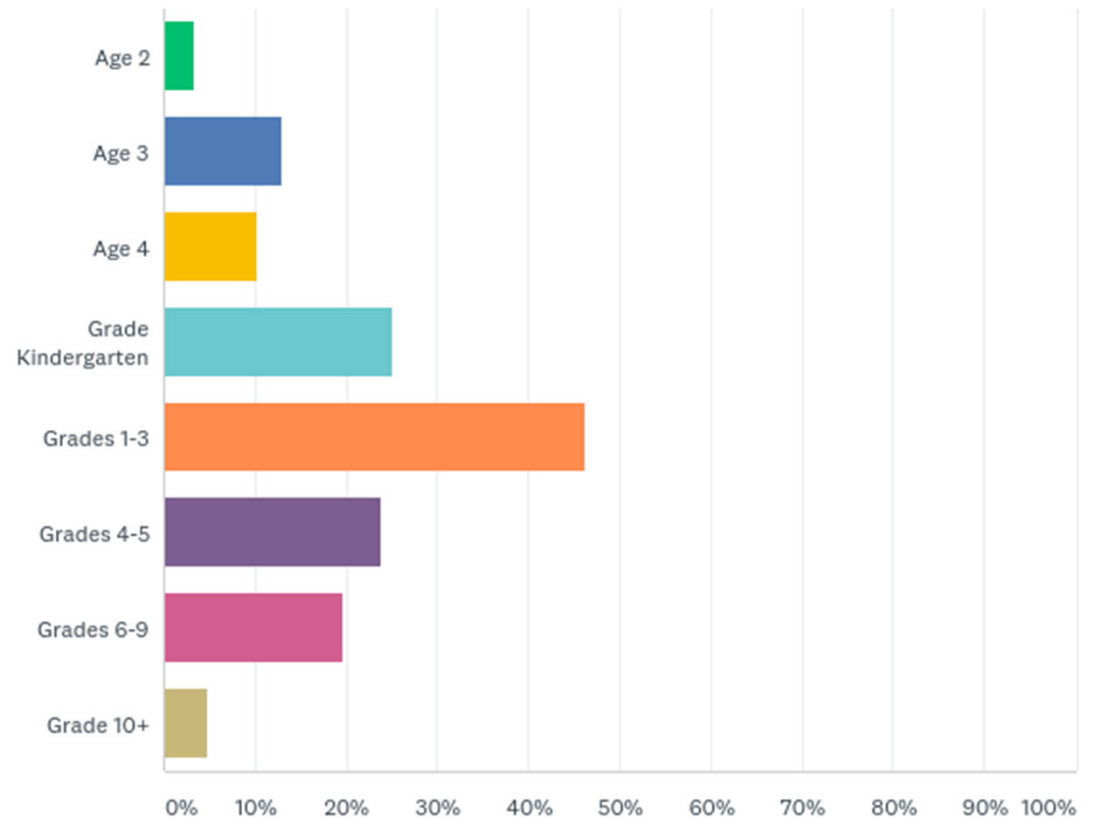
Answered: 145 Skipped: 2

Q11: If offered, would you participate in virtual enrichment programming prior to the start of in-person camp?

ANSWER CHOICES	RESPONSES	
Yes	27.59%	40
No	59.31%	86
Other (please specify)	13.10%	19
TOTAL		145

Answered: 145 Skipped: 2

Q13: How old is your camper? Select the appropriate age/grade group for each child you enrolled in camp.



Answered: 147 Skipped: 0

Q13: How old is your camper? Select the appropriate age/grade group for each child you enrolled in camp.

ANSWER CHOICES	RESPONSES	
Age 2	3.40%	5
Age 3	12.93%	19
Age 4	10.20%	15
Grade Kindergarten	25.17%	37
Grades 1-3	46.26%	68
Grades 4-5	23.81%	35
Grades 6-9	19.73%	29
Grade 10+	4.76%	7
Total Respondents: 147		

Answered: 147 Skipped: 0

Summer Care Program Plan

All phases listed below are in line with the Governor's Restore Illinois Plan.

Hours: 7:00am-6:30pm (all phases)

Staffing: We would have a morning shift of staff and an afternoon shift of staff.

Phase 2:

- Proposed start date for phase 2 camp: June 1
- Tuition is billed on a monthly basis
- Get 3 different licenses from DCFS by June 1
 - 1: re-license EC wing (max children: 50)
 - 2: license enrichment wing (max children: 50)
 - 3: license community wing (max children: 50)
 - Possibility license Watts (max children: 10)
- Pick up and drop off:
 - Staff member who isn't working with any of the children will run pick up and drop off.
 - Staff member is required to wear gloves, disposable mask, and scrubs.
 - Staff member will take child's temperature once the child steps out of the car.
 - If temperature is okay, staff member will walk the child to their assigned group inside the building.
 - Children cannot have any contact with other children that are not in their assigned group.
 - Staff member will then need to dispose of gloves and mask and put on new for next child.
 - This entire process takes about 10 minutes per child.
- This camp would be offered for children 12 and younger.
- Children would be placed in camp groups of 10 or less.
- Staff would be required to be DCFS assistant teacher qualified.
 - Requirements:
 - High School diploma
 - DCFS packet of necessary training
 - Medical exam
 - Background check
- Set up community rooms as classrooms with required equipment in each classroom.
- Staff would be required to wear facemasks while working with children.
- Per CDC recommendation, staff would be required to wear scrubs while at work.
 - Scrubs purchased by park district
 - Left at park district and washed by park district staff member each night
- Determine who is eligible for camp
 - Set specific qualifications for who is eligible for camp
 - After that, first-come, first-serve basis
- Cancel all specialty camp programs
 - Sailing
 - Aquatics

- Not leaving Takiff Center for any reason
- Groups will be 10 children with 2 staff members
 - Children would not be able to leave their groups.
 - Staff would not be able to leave their groups.
 - Should a staff member call out for illness, the director would have to step into classroom.
 - Children cannot share equipment.
 - Equipment would be placed in bins and assigned to specific groups.
 - Only certain toys would be put out in the classroom.
 - Toys would then be placed on the “dirty” table.
 - Toys would run through the sanitizer for use later.
- No in-house or outside entertainers would be able to come to camp.
- One maintenance person would be assigned to each licensed part of the building
 - 1 for EC Wing
 - 1 for Enrichment Wing
 - 1 for Community Wing
- Jessica, Amanda, and Stephani are director qualified.
 - Jessica, Amanda, and Stephani would be assigned to specific groups.
 - e.g.: Jessica-EC Wing, Amanda-Enrichment Wing, Stephani-Community Wing
- Outside members of the public would not be allowed in the building.
- Under DCFS license: all food would need to be provided
 - 2 snacks, 1 meal, and breakfast (breakfast optional)
 - Ellie would need an assistant to keep up.
 - Assistant would need a Food Handler License.

Phase 3:

- Proposed start date: July 1
- Very similar to Phase 2
- Tuition would be billed on a monthly basis.
- Enrichment and Community Wings would not be required to run under DCFS license.
- Can utilize staff that would not be eligible for DCFS teacher requirements.
- Possibly use outdoor space
 - Use 20’ x 20’ tents for additional outdoor space
- Possibly be able to share equipment
- Would not have to provide food for campers
- No in-house or outside entertainers would come to camp.
- Building would allow outside members of the public to enter.
- Staff would be required to wear facemasks while working with children.
- Per CDC recommendation, staff would be required to wear scrubs while at work.
 - Scrubs purchased by park district
 - Left at park district and washed by a park district staff member each night
- Start utilizing other large spaces within the park district.
 - Convert fitness/yoga studio for camp program

- Fitness equipment can be stored for children to be able to use rooms.
 - Divide the gym in 3 for camp program
 - Utilize more space at Watts
 - Kids Club classroom
 - Lobby
 - Recreation Room
- Pick up and drop off:
 - Staff member who isn't working with any of the children will run pick up and drop off.
 - Staff member is required to use a re-usable mask .
 - Staff member will take child's temperature once the child steps out of the car.
 - If temperature is okay, staff member will walk the child to their assigned group waiting outside of the building.

Phase 4:

- Proposed start date: Based on governor's guidelines
- In-house and outside entertainers could visit camp
 - 2-3 groups could attend a concert staying 6 feet apart from each other
- Utilize inflatables in small groups
 - Inflatable would need to be adequately cleaned between groups
- Drop-in camp
 - Hosted at different parks in Glencoe
 - Families would have to pre-register for program
 - Camp would run 2 hour program
 - Contractors could run programming