



Best Week Ever Education Pod (Fall 2020) (INCLUDING COMMUNICABLE DISEASE PLAN)

Thank you for registering for our *Best Week Ever Education Pod*! This is a new venture for all of us! Our policies and procedures will follow the model of our successful Day Camp program, including the CDC and PA Department of Health guidelines which we implemented during summer 2020. These guidelines are subject to change and you will be notified of any changes. Please read your handbook carefully so that you know what to expect!

Overview and Instructions for Parents/Guardians:

- **Program Overview** - *The Best Week Ever Education Pod will be a stable, remote learning pod with consistent leadership to facilitate student learning.* Students will be grouped by grade level into pods of approximately 25 students and leaders with the goal of completing school assignments while parents are at work. Parent involvement will be the key to student success!
 - **School District Responsibility:**
 - Each school district is responsible to create an education plan to meet students' needs, academic goals and IEP goals.
 - The school district or cyber charter will provide the necessary equipment and instruction to follow through on student goals.
 - The school district will communicate with parents to evaluate student progress and make appropriate adjustments or troubleshoot academic needs.
 - **Parent Responsibility:**
 - Parents will communicate with the school district regarding the student's academic plan, academic progress and any adjustments needed to meet academic or IEP goals.
 - Parents will work with their student *before attending the education pod* – to understand assigned curriculum and requirements, to understand how to use their assigned packets or technology, and to understand their schedule and expectations. Parents must complete the required Student Academic Plan in order to communicate important information with pod leaders.
 - Parents will keep track of their child's daily progress and create a list of assignments to be completed at the education pod. Parents will use a daily planner to communicate the list of daily work to their child and to the pod leader. Parent involvement in creating the list of daily assignments will be necessary for success.
 - **Education Pod Responsibility:**
 - Pod leaders will provide a safe and focused environment for students to complete their daily list of assignments.
 - Pod leaders will answer questions, provide basic troubleshooting and encourage students to stay on task to complete their work.
 - If needed, pod leaders may also communicate back to parents using the daily planner.
 - Pod leaders will not be responsible for *completion* of daily assignment list.
 - **Student Responsibility:**
 - Students will come to the education pod with all supplies and equipment needed to complete their daily work. They will work diligently on assignments and they will only access websites that are approved for educational purposes.
 - Students will use headphones to interact with their online learning and will participate quietly so they don't distract other students.
 - Students will remain seated in their personal work space and raise their hand in order to ask for help from the pod leader.
 - Students will follow instruction from pod leaders and program team during academic instruction and recreation.

- Register through Ultra Camp** – we will run registration through our normal camp software called Ultra Camp. Start here to create an account for your family, add each student to the account and then create a reservation for each week of the Education Pod program from September 14 - November 13.
- Choose a schedule** – Please commit to a consistent schedule for the full semester, selecting the days of the week that your child will utilize our education pod. *We request a consistent schedule of days for the full 9 weeks from September 14 through November 13 in order to efficiently fill our spots and to properly staff our program.* (Example schedule: Monday and Tuesday each week for 9 weeks) If your school district returns to in-class learning in the middle of the semester, we will release you from your commitment. *We are unfortunately not able to accommodate drop-in childcare or weekly schedule changes.*
- Payments** – Our price will be a consistent \$40/day per student with a 9 week commitment. Convenience options of lunch, aftercare and transportation will be priced separately. An initial deposit of \$25 per week (\$225) will be required at registration, followed by a weekly payment schedule of automated credit card payments through your Ultra Camp account. Upfront payments or check/cash payments can be arranged. *Unfortunately, our facilities will not be open for parents to walk in this fall. Please feel free to contact the office at any time with questions or to confirm your balance. (570) 333-4098 x 100 or office@camporchardhill.com*
- Forms** – Education Pod forms are completed online and are due by Tuesday, September 8th. To access your forms, please log-in to your Ultra Camp account, click on your child’s name listed in blue type, and scroll down to “My Forms.” Then click on the blue binoculars to update the form and save with your e-signature. *If you have any difficulty, please contact us at (570) 333-4098 x100 or office@camporchardhill.com*
 - Please complete the following:*
 - An Education Pod Agreement/Waiver for each student
 - A 2020 Health History form (2020 Day Campers need to update only if details have changed)
 - A Student Academic Plan, describing the details of your child’s district plan.

Before you leave home each day:

- Take your child’s temperature, evaluate their general health and remain at home in the case of illness. If they show a temperature of 100.4 or greater, please have them remain at home for evaluation for 72 hours. If they show any symptoms of COVID-19 or visible cold symptoms, please keep them home until symptoms resolve. If you or your student are sick or have recently had close contact with a person with COVID-19, please remain home.

Student Drop-off:

- Carline check-in** – Students using carline will be dropped off between 8:00am and 8:30am. Students and parents should remain in the carline, observe our signage and wait for a staff member to assist them with check-in procedures. Please do not get out of your car or plan to enter the camp office.
- Bus stop check-in** – Buses will run with reduced capacity in order to allow for social distancing. Vehicles will be cleaned and disinfected daily in accordance with CDC guidance. A contactless health screening will take place before your child is allowed on the bus (see Health Screening details below). If you need to send communication or payment to the office, please provide it to the bus check-in team in a sealed envelope with your child’s name on it.
- Health Screening** – Before your child gets on the bus, or while your child is still in carline, a staff member will take your child’s temperature with a contactless thermometer and ask a few simple questions:

- Have you had a temperature of 100.4 or greater in the last 72 hours?
- Have you experienced coughing or shortness of breath in the last 72 hours?
- Do you currently have any symptoms or a cold or illness?
- Have you or anyone in your household had contact with a person with a positive COVID-19 infection?

If your student registers a temperature of 100.4 or greater, our check-in team will take a second scan using an in-ear thermometer. If the student continues to register a temperature, your student will not be able to stay at the education pod for the day.

For those who have a fever of 100.4 or greater and multiple COVID-19 symptoms, a written physician's clearance will be required for re-admittance to camp.

- Waiting for your TSS or other agency staff** – All students and parents should remain in their cars and proceed through carline check-in. Once your student has been screened, park in the designated spots to meet up with your TSS for the day. Unfortunately, the office will not be open for parents to walk-in.
- Student Medications** – If your student will need medication during their camp day, please place medications in their ORIGINAL container with doctor's instructions in a Ziploc bag and provide it to our check-in team during carline or morning bus pick-up. If you have specific concerns or care instructions, please send them in writing or communicate them to the check-in team. You may also call the camp office at (570) 333-4098 to follow-up on any concerns.
- Payments or Office Communication** – You can give payments or office information to our check-in team in carline or at your bus stop. Please use a sealed envelope marked clearly with your student's name. Unfortunately, the office will not be open for parents to walk-in. However, we will be available for questions or concerns via phone call to the office (570) 333-4098 x100 or email office@camporchardhill.com. We can also set an appointment time to meet with you in person.
- Late Arrivals** – Due to new health and safety guidelines, late arrivals will be very difficult. Please plan to arrive to camp by 8:25am to ensure a smooth health screening. If you do arrive late, please observe the signage at our entrance and follow the instructions. You will need to call the office at (570) 333-4098 x100 and wait in your car until a staff member is available to perform your health screening. Due to logistical concerns this summer, multiple late arrivals will result in a late check-in fee.

Picking Up Your Student:

- Car Line Pick-up** – Please arrive for carline between 3:00pm and 3:30pm. Parents should remain in their car and a staff member will bring your student to your car.
- Early Dismissals** – If it is necessary for your student to leave early from camp for an appointment, we ask that you notify our staff at morning check-in. Please observe our signage, remain in your car and call the office when you arrive.
- Optional Aftercare** – Aftercare is available for student pickup after 3:30pm until as late as 5:00pm. Parents arriving for aftercare pick-up should pull up to the gym doors and wait in their car. A staff member will bring your student to your car.

What to Bring: (REMEMBER TO LABEL ALL PERSONAL ITEMS!)

- A backpack to transport school supplies, chrome books and personal items each day
- A set of headphones for online learning
- All of the school supplies necessary to complete daily assignments
- An assignment planner to serve as the method of communication between parents, students & pod leaders
- A water bottle labeled with the student's name
- Appropriate clothing for recreation in the afternoon

Health and Safety Measures for 2020

- **Face Coverings** – In accordance with PA Department of Health guidelines, students will be required to wear face coverings while they are at the education pod or on transportation to the education pod. We recommend face shields and they will be provided to students thanks to a generous donation from Benco Dental! Families may also choose a neck gator or mask based on student preference. Our facilities allow for generous distance between individual work stations and students will be allowed to remove their face coverings when they are seated in their spot. We will also provide breaks with outdoor activity when the weather allows. Students are not required to wear face coverings when they are engaged in physical activity or when they are eating. Our staff team will wear face coverings when they are indoors and when they are outdoors and not able to maintain distance.
- **Students at Higher Risk** – Parents must determine the appropriateness of attendance for students who are at higher risk for severe illness. A list of these risk factors can be found at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
- **Pods/Group Sizes** – Students will be grouped into pods of approximately 25 students at similar grade level with an appropriate staff team. Students will remain with their pod for the semester and mixing between pods will be limited. Students will be asked to maintain physical distance with other students in their pod when possible.
- **Recreation** – The emphasis of our *Best Week Ever Education Pod* will be remote learning and the completion of academic assignments. In the afternoon, when work is completed, students will have the opportunity for recreational activities. Outdoor activities will be offered as the weather allows.
- **Snacks and Meals** – Parents may send a morning snack, lunch and afternoon snack for their students. For an additional daily fee, parents may also select the convenience option of a hot lunch delivered by Chef Steve in a take-out fashion directly to your child's pod.
- **Drinking Water** – Students must bring a personal water bottle to their education pod each day.
- **Work Space** – Each student will be assigned adequate work space with appropriate 6 feet of distance, as well as appropriate internet capability.
- **Cleaning** – Each pod will be assigned to a bathroom for use during the day. Bathrooms and common areas will be sanitized throughout the day and between uses by each pod. Shared program equipment will also be sanitized between pod use.
- **Hand sanitizing and washing** – Students will be required to sanitize their hands regularly, especially before use of shared equipment. Students will also be required to wash their hands at regular intervals throughout the day and staff will lead them in correct hand washing practices with soap and water for at least 20 seconds.
- **Respiratory Etiquette** – Students and staff will be encouraged to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash and hands washed immediately with soap and water for 20 seconds when available. If soap and water are not readily available, hand sanitizer will be used.
- **Refunds related to illness** – Our normal policy will remain in effect, that scheduled days of learning will not be refunded or transferred. We will make an exception to this policy for students who are turned away by our check-in team for a fever of 100.4 or greater, or who develop a fever or multiple symptoms of COVID-19 while at home. We encourage parents to evaluate their student's health before arriving at the education pod. Please contact the office and we will refund your account for the full 72 hours that your student will need to self-isolate. In this case, a written physician's clearance will be required for re-admittance to the education pod. (Please see our Communicable Disease plan for further details on protocol for those who develop symptoms.)
- **Communicable Disease Plan** – Camp Orchard Hill will follow CDC and PA Department of Health Guidelines meant to prevent the spread of communicable disease. Our plan includes daily health screenings, recognition of symptoms related to COVID-19, careful treatment and isolation of students who present symptoms and appropriate communication and action for students who demonstrate multiple symptoms

of COVID-19. For detailed information on our Communicable Disease Plan, please refer to that document below.

Guidelines and Expectations for the Students and Parents/Guardians:

- Our check-in and check-out team will verify student attendance and track health screening. Parents can manage their approved student pick-up list via Ultra Camp or can notify us at (570) 333-4098 x100.
- Students are not permitted to bring drugs, tobacco, alcoholic beverages, fireworks, firearms, pocket knives, pornography, or cell phones to the education pod.
- Students will be allowed the use of their approved electronic device for academic purposes using approved sites only.
- Students will be assigned to a pod based on their grade level and will remain with their group and leaders throughout the week. Pods will be assigned appropriate work space and will have limited mixing with other pods.
- Students will transport their school equipment and supplies in their backpack each day. Backpacks can be stored in the assigned pod location for the day.
- Please advise your student to report any injury or illness to their pod leader immediately.
- Please refer to our Communicable Disease Plan to understand the procedures for students who display symptoms of illness.
- Parents should evaluate student health and NOT come to the education pod unless they have been without a fever (without fever reduction aids), coughing, shortness of breath, congestion, nausea or diarrhea for a full 72-hour period prior to the education pod.
- Students are not allowed to have cell phones during the day. Parent communication is welcome via the main office number (570) 333-4098 x100.
- Student dress should be modest and appropriate for school setting and afternoon recreation.
- Any form of bullying will not be tolerated. Bullying will be defined as physical, verbal or emotional abuse, hazing or threats. A pattern of continued behavior will result in dismissal.
- Camp Orchard Hill is committed to providing an environment that is free of discrimination and harassment. Actions, words, jokes, sexually graphic language or comments based on an individual's gender, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. A pattern of continual behavior will result in dismissal.

Standard Discipline Strategy

- 1.) *A 1st offense will result in a warning, explanation of undesired behavior, and reference to behavioral expectations.*
- 2.) *A 2nd offense will result in an immediate break from current or upcoming activity (duration of time will depend on the age: ages 4-7 will be 3-5 minutes, ages 8-11 will be 5-7 minutes, ages 12-17 will be 7-10 minutes.) The purpose of this break is to help diffuse the situation and allow for reflection immediately following the offense. A discipline strategy emphasizing personal responsibility will be used (e.g. throwing rocks may result in picking up those rocks and returning them to the correct location).*
- 3.) *A 3rd or repeated offense will result in reporting to the Program Director and a verbal or written contract will be made. Parents will also be notified.*
- 4.) *Continued infractions will result in dismissal from camp.*

Student Goals and Objectives

Camp Orchard Hill will:

1. Provide the opportunity for all students to complete the work assigned by their district. *Students will have the opportunity to make friends, interact with engaging staff, and participate in their district learning plan. Staff will provide structure, positive reinforcement and encouragement to every student.*

2. Provide situations for each student to set goals and challenge themselves while discovering their own abilities. *Students will participate in a variety of activities that will challenge them and teach new skills.*
3. Provide opportunities for each child to work together with others in their group. *Students will move and eat together in groups and participate in group activities where they will have the opportunity to discuss their day together and make community-building decisions.*
4. Help each student appreciate their natural surroundings and take an active role in the stewardship of our environment. *Students will have the opportunity to recycle, keep the environment clean and respect the environment by staying on trails, not picking flowers, cleaning up, etc.*

In Case of Emergency

Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a student's health and/or when a situation is not progressing as expected.

If outside medical attention is necessary, every attempt will be made to notify the parent/guardian prior to treatment and immediately after conclusion of treatment.

Camp Orchard Hill Mission Statement: *Camp Orchard Hill exists to meet the physical, emotional, relational and spiritual needs of students, families and our community through the love of Jesus Christ.*



Camp Orchard Hill

Communicable Disease Plan

Before You Attend Camp

- Staff and families should not come to camp, and must notify camp officials if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.
- Sick staff members or students must not return to camp until they have met CDC's [criteria to discontinue home isolation](#).

For purposes of these guidelines, Therapeutic Support Staff (TSS), Nurses, Aides and Behavioral Specialist Consultant (BSC) for any of our special needs students are considered "Staff".

Daily Health Screenings

- We will conduct daily health screenings of both students and staff including temperature check and COVID-19 [symptoms](#) (fever, cough and shortness of breath).
- For those utilizing our transportation service, the daily health screening of students will take place at the bus stop before admittance onto the bus. For those who arrive at camp, the health screening will take place in the car line while still in their vehicle.
- For any student or staff member that exhibits a fever of 100.4 or greater or multiple COVID-19 symptoms, admittance to camp will be denied for that day. We recommend that you immediately follow up with your health care provider for instructions on how to proceed.

For those who have a fever of 100.4 or greater and multiple COVID-19 symptoms, a written physician's clearance will be required for re-admittance to camp.

Developing Symptoms While at Camp

- **Isolate and Transport Those Who are Sick**
 - Immediately separate staff and students with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) and place a face mask on the individual. Isolate the individuals by separating symptomatic individuals by at least 6 feet. Individuals who are sick must go home and or to a healthcare facility, depending on the severity of symptoms, and follow [CDC guidance for caring for yourself or others](#) who are sick.
 - If a staff or student does not require immediate clinical evaluation and is not able to be transported off grounds immediately, they will be taken to the isolation room located in the health care center. The health care staff will follow [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
 - If a parent or driver is not immediately available for transportation we will keep the staff member or student in the isolation room until parent/driver arrival. If symptoms warrant emergency medical attention (see below), we will utilize 911 to transport student or staff to the hospital.
- **Clean and Disinfect**

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.

Returning to Camp

The CDC outlines two approaches in deciding whether someone should discontinue home isolation: symptom-based strategy or a test-based strategy:

A. Symptom-Based Strategy: Staff or student can return to camp only if:

- It has been at least 3 days (72 hours) of having no fever without use of fever-reducing medications **and** improvement in respiratory symptoms;
- It has been at least 10 days since the symptoms first appeared; **and**
- The staff or student has consulted with a healthcare provider and state or local health department. ***A written physician's clearance will be required for re-admittance to camp.***

OR

B. Test-Based Strategy: Staff or student can return to camp only if:

- They no longer have a fever without the use of fever-reducing medications;
- Their respiratory symptoms have improved;
- They have received two negative tests in a row, at least 24 hours apart; and
- They have consulted with a healthcare provider and state or local health department. ***A written physician's clearance will be required for re-admittance to camp.***

Upon Return to Camp:

- Health screenings will continue to be performed on a daily basis.
- When returning to camp, staff or student will be instructed to self-monitor for symptoms and alert the camp staff or supervisor if symptoms return.

Notification of Health Officials and Close Contacts

- In accordance with state and local laws and regulations, we will notify local health officials and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with HIPPA and the Americans with Disabilities Act.
- We will advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
- At this point, our camp programs will proceed under guidance from local health agencies.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing

- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.