



2021 DAY CAMP HANDBOOK (INCLUDING COMMUNICABLE DISEASE PLAN)

Thank you for registering for camp this summer! Many of our policies and procedures are different this summer based on the current CDC and PA Department of Health guidelines for reopening summer camps. 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!

Checklist for Parents/Guardians:

One week (7 days) prior to your camp session:

- Balance Payment** – Full payments will be due 7 days prior to the start of each camp session. Please plan to pay your balance online through your Ultra Camp account or call the office to make a debit or credit card payment. From the dropdown menu on your account, select MAKE PAYMENT and enter your payment info. *Unfortunately, the office will not be open for parents to walk in this summer. However please feel free to call the office at any time with questions or to confirm your balance. (570)333-4098 x 100 or office@camporchardhill.com*
- Health History Forms** – We require a 2021 Health History update for each camper, completed 7 days prior to check-in. This form can be updated on your account if anything changes during the summer. From the dropdown menu on your account, select DOCUMENT CENTER. Required forms will be highlighted in red. Click on each form to update and add your signature. *If you have trouble accessing your form, please contact us at (570) 333-4098 x100 or office@camporchardhill.com*
- Options Update** – From the dropdown menu on your account, please select RESERVATIONS and then click on the blue session title to see the details of your reservation. Click on EDIT in order to change your options including trips, transportation and before/after care selections. **Trips options will close 7 days before the start of each session so that we can book tickets, buses and plan staff ratios.**
- Snack Shop (Apple Tree) Money** – Our snack shop offers a variety of snacks, drinks and souvenirs and will be open for optional purchases during the afternoon free time. From the dropdown menu on your account, select CAMP STORE and then STORE DEPOSIT. You will be able to add money and view purchases on your camper's account. Please communicate purchase limits to your camper. If you need assistance from our Shop Manager, email appletree@camporchardhill.com

Before you leave home:

- Take your child's temperature and evaluate their general health. If they show a temperature of 100.4 or COVID-19 symptoms, please have them remain at home for evaluation for 72 hours. If you or your camper are sick or have recently had close contact with a person with COVID-19, please remain home. This is one of the best ways to keep our community healthy this summer!

Camper Drop-off:

- **Carline check-in** – All camper check-ins (including Monday morning registration) will be by carline drop-off only. Please arrive between 8:30am and 9:00am. Campers and parents should remain in the carline and wait for a staff member to assist them with check-in procedures.
- **Bus stop check-in** – Buses and vans be cleaned and disinfected regularly. 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 three questions:
 - Have you had a temperature of 100.4 or greater in the last 72 hours?
 - Have you experienced coughing in the last 72 hours?
 - Have your experienced shortness of breath in the last 72 hours?
 - Have you or anyone in your household had contact with a person with a positive COVID-19infection?

If your camper registers a temperature of 100.4 or greater, our check-in team will take a second scan or refer you forward in carline to a designated parking spot for a second scan. If they continue to register a temperature, your camper will not be able to stay at camp 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 campers and parents should remain in their cars and proceed through carline check-in. Once your camper has been screened, park in the designated spots to meet your TSS for the day.
- **Camper Medications** – If your camper 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 request to pull forward in carline to speak to the nurse at our health tent. You may also call the camp office at (570) 333-4098 to speak with the nurse during the day.
- **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 camper'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.
- **Entry and Camper Groups** – The check-in team will provide hand sanitizer for each camper and direct them to the correct entrance into the gym to join their cohort. Campers may carry their backpack through the day.
- **T-shirts** - On their first day of camp, each camper will receive a Best Week Ever t-shirt from their cohort leader inside the gym. Campers should plan to wear their t-shirts each Monday for cohort photos and always for offsite trips!
- **Late Arrivals** – Please plan to arrive to camp by 8:55am 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) 333-4098x100 and wait in your car until a staff member is available to perform your health screening. Campers select their activities and lunch choices at their cohort meeting in the first 10 minutes of the day – so it's important for your camper and our team to arrive on time! Multiple late arrivals may result in a check in fee.

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

- A Backpack for personal items to be carried throughout the day or stored in assigned cohort location
- A Refillable Water Bottle (Hands free refill stations will be available around camp.)
- Bathing Suit, Flip Flops or Water Shoes, and Towel. One piece or full tankini for girls. Trunks for boys.
- Plastic Bag to store wet items
- A jacket or sweatshirt for chilly mornings
- Sunscreen and a hat for sun protection

Optional Items:

- Bible, Notebook and Pen
- Insect Repellent
- Rain gear if needed

- Camera (not a phone)
- Optional Recreation equipment for special activity days.
 - Fishing Pole and Fishing Gear – Specific days to be announced!
 - Bikes, Boards & Blades with Helmet and Pads – Specific days to be announced!

Picking Up Your Camper:

- **Car Line Pick-up** – Please arrive for carline between 3:30pm and 4:00pm. Parents should remain in their car and display the provided name card in their front window. A staff member will bring your camper to your car.
- **Early Dismissals** – Regular early dismissals cannot be accommodated. On the rare occasion that a camper needs to leave early for a scheduled appointment, you may call the office the day before to request a pick-up time. You can request pick up at 12:30pm. Or if you would like to request a time between 12:30-2:30, your child can choose the gym location for their free time activity. A leader will not be available to bring campers from the Lake, Pool, or Snack shop afternoon locations. Early pickups cannot be accommodated after 2:30 because they interfere with our parent carline and bus line up. Please observe our signage and follow the instructions when you arrive for an early pick-up. You will need to call the office and wait for a staff member to bring your camper.
- **Friday closing** – A photo slideshow link will be emailed on Friday afternoons for you to enjoy with your camper! Photos of the week, as well a cohort group photo will also be posted to your Ultra Camp account and can be purchased for download. From the dropdown menu on your account, select PHOTO GALLERY and then the appropriate session.

Structural Changes to Keep Campers Healthy and Safe.

We will continue to emphasize outdoor activities, a cohort model of organizing campers and encouraging campers to stay home when they're sick as the best ways to protect the health of our community this summer.

- **Face Coverings** – In accordance with PA Department of Health guidelines, campers are currently requested to wear face coverings when they enter indoors spaces (The Lakeview Terrace, the gym and the Apple Tree Café) PA DOH recognizes a set of exemptions and we are not required to gather documentation if you claim an exemption. In addition, we expect PA DOH to lift their face covering guidelines on June 28th. We will modify our guidelines accordingly and notify you of the change. Our staff team will wear face coverings when they are indoors and when they are outdoors and not able to maintain 3 feet of distance.
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Summer-Recreation-Camps-Pools.aspx>
- **Cohorts** – Campers will be grouped into smaller groups of campers with the appropriate number of staff. Campers will remain with their cohort for the week and with the same staff team members. Indoor mixing between cohorts will be limited.
- **Activities** – Campers will continue to have a wide variety of activity choices each week. Cohorts will be assigned to rotating activity zones throughout the day and campers will have the freedom to make choices within their zone. The emphasis will be on outdoor activities. When weather requires, each cohort will be assigned an indoor space.
- **Snacks and Meals** – Snack and lunch are included in your registration. We are able to move lunch back into The Lakeview Terrace. Chef Steve will provide a morning snack as well as a fresh and healthy hot lunch. You can indicate allergies or dietary needs on your Health Form and Chef Steve will provide an appropriate alternative, or he will contact you with questions.
- **Snack Shop** – The Apple Tree Café snack shop will be open daily for campers to purchase snacks, prepared foods, drinks and souvenirs. Cohorts will be assigned a specific time to enter the Café to purchase snacks and, when weather permits, they will exit the building to consume snacks. Only one cohort will be permitted inside at a time and the Café will be cleaned and sanitized between use by each cohort group.
- **Drinking Water** – Campers should bring a refillable water bottle to carry in their bag every day. Hands free refill stations will be available around camp. After a COVID year of disposable plastic bottles, we are excited to return to this environmentally responsible option.

- **Facilities and cleaning** – Cohorts will be assigned to facilities and activity zones on a rotating schedule throughout the day. Facilities will be sanitized in between cohort usage. The emphasis will be on outdoor activity as much as possible. When inclement weather arises, each cohort will be assigned to an indoor space. A dedicated cleaning team will be responsible for sanitizing bathrooms and common areas. Our program team will regularly disinfect shared program equipment.
- **Hand sanitizing and washing** – Campers will be asked to wash or sanitize their hands regularly, especially before use of shared equipment. Staff will lead them in correct hand washing practices with soap and water for at least 20 seconds.
- **Respiratory Etiquette** – Campers 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 missed days of camp will not be refunded or transferred. We will make an exception to this policy for campers 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 camper's health before arriving at camp. Please contact the office and we will refund your account for the full 72 hours that your camper will need to remain home for observation. In this case, a written physician's clearance will be required for re-admittance to camp. (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 campers who present symptoms and appropriate communication and action for campers 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 Campers and Parents/Guardians:

- Our check-in and check-out team will verify camper attendance and track health screening. Parents can make changes to their approved pick-up list via Ultra Camp or request help from the office.
- Campers are not permitted to bring drugs, tobacco, alcoholic beverages, fireworks, firearms or other weapons, pocketknives, pornography, electronic devices or cell phones.
- Campers will be assigned to a cohort and will remain with their group and leaders throughout the week. Cohorts will be assigned activity zones throughout the day and will not mix with other cohorts.
- The gym is the home base for Day Camp and campers should remain in their assigned activity zone.
- Campers are to keep all personal items in their backpack. Backpacks can be carried throughout the day or stored in the assigned cohort location.
- Please advise your camper to report any injury or illness to their group leader as well as our Camp Nurse. Please refer to our Communicable Disease Plan to understand the procedures for campers who display symptoms of illness.
- Parents should evaluate camper health and NOT come to camp unless they have been without a fever (without fever reduction aids), coughing, shortness of breath, nausea or diarrhea for a full 72-hour period prior to camp.
- Campers are not allowed to make or receive phone calls from the camp office unless permission is granted from a member of the Day Camp Leadership Team.
- Camper Dress should be modest and appropriate for each activity:
 - Bathing suits should be one piece or full coverage tankini for girls and trunks for boys.
 - Clothes should be comfortable for high activity, provide full coverage from the shoulder to mid-thigh and be free of graphic images or language. All undergarments should be covered.
 - Closed toed shoes will be required in certain activities. Shirts and shoes must be worn at all times except for swimming.
- 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

- *A 1st offense will result in a warning, explanation of undesired behavior, and reference to behavioral expectations.*
- *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).*
- *A 3rd or repeated offense will result in reporting to the Program Director or Day Camp Manager where a verbal or written contract will be made. Parents will also be notified.*
- *Continued infractions will result in dismissal from camp.*

Camper Goals and Objectives

Camp Orchard Hill will:

- 1. Provide opportunities that stimulate the development of each camper. Campers will have the opportunity to choose their own activities, make friends and discuss the events of their day with their counselors. Counselors will provide positive reinforcement and encouragement to each and every camper.*
- 2. Provide situations for each camper to set goals and challenge themselves while discovering their own abilities. Campers 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. Campers 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 camper appreciate their natural surroundings and take an active role in the stewardship of our environment. Campers 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 camper'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. All contact, successful and unsuccessful, will be documented on the individual's health form.

Camp Orchard Hill Mission Statement: Camp Orchard Hill exists to meet the physical, emotional, relational and spiritual needs of campers, 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 campers 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 campers are considered "Staff".

Daily Health Screenings

- We will conduct daily health screenings of both campers 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 campers 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 camper 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 campers with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) and place a face mask on the individual. Isolate individual 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 camper 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 camper in the isolation room until parent/driver arrival. If symptoms warrant emergency medical attention (see below), we will utilize 911 to transport camper 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 camper 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 camper 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 camper 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 camper 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.