



TOWN OF EAST LONGMEADOW
RECREATION
Fun Happens Here.

Pine Knoll Summer Camp Parent Handbook

Summer 2020

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INTRODUCTION

Welcome to the Town of East Longmeadow Recreation Department's Pine Knoll Summer Day Camp. The summer of 2020 is going to look different than previous years. We are beyond thrilled to be able to open our doors this summer and provide childcare opportunities for many families. This year our motto is, "safety first, fun second". We are going to make sure your children attend a safe environment surrounded by fun and love. This handbook is designed to help you better understand our policies in place. We ask that you read through this handbook thoroughly. If you have any questions, please email, call or ask a member of our staff.

CAMP LOCATION

1974 Allen St.
Springfield, MA 01118

CAMP CONTACTS

Name	Position	Phone	Email
Donna Prather	Recreation Director	413-525-5400 EXT 1301	donna.prather@eastlongmeadowma.gov
Geordie Emmanuel	Asst. Recreation Director	413-525-5400 EXT 1304	george.emmanuel@eastlongmeadowma.gov
Alison Bates	Camp Director	413-525-5400 EXT 1344	alison.bates@eastlongmeadowma.gov
Ben O'Connor	Aquatics Director	413-525-5400 EXT 1345	benjamin.oconnor@eastlongmeadowma.gov

THE STAFF

The staff at Pine Knoll Day camp includes the Camp Director, Staff Supervisor and Camp Counselors. There will be 1-2 counselors assigned to each age group of 10 campers. All of our staff including the Camp Counselors, Director, Supervisor and Lifeguards are First Aid/CPR certified. Lifeguards are all trained with the American Red Cross and are certified lifeguards.

CAMP SESSIONS

Session 1: June 22nd-26th

Session 2: June 29th- July 2nd (July 3rd- Off for observance of Independence Day)

Session 3: July 6th-10th

Session 4: July 13th- July 17th

Session 5: July 20th-24th

Session 6: July 27th- July 31st

Session 7: August 3rd-7th

Session 8: August 10th-14th

Session 9: August 17th- 21st

CAMP HOURS

Program meets Monday- Friday 7:30 AM- 5:00 PM

DROP OFF/PICK UP PROCEDURE

DROP OFF TIME: Drop off is 7:30-8:00 AM. You may drop off during this time or after this window.

DROP OFF PROCEDURE: Campers and parents must stay in their vehicle upon arrival at camp. Parents will be directed to pull up to the designated area, facilitated by a staff member. One lane will be for children in car seats and the other lane will be for children who are not in car seats. Vehicles will follow the lines and will wait for instructions from our staff. Each child will remain in the vehicle to begin the health screening before exiting. **Parents will stay in their vehicle at all times. If a parent needs to get out of their vehicle, they will need to wear a mask.** Staff will proceed with the health screenings, asking children or parents a series of questions regarding their symptoms that morning.

- If a child has a temperature of over 100 degrees Fahrenheit or any signs of a runny nose, cough or chills they will not be permitted to exit the vehicle and will be asked to return home. In order to return back to camp, they will need a written doctor's note to obtain clearance to return to camp. *It is recommended that before leaving for camp, to take the child's temperature and observe them for any signs of illness.*
- After being cleared, children will be walked to their designated area by a staff member.
- Parents will not be permitted to leave their vehicles. If a parent needs to leave their vehicle for any reason, a mask **must** be worn.
- In the event of a late drop off, parents will call the camp phone number, 413-525-5400 ext. 1344 and a staff member will go outside to implement the intake procedure.

PICKUP TIME: Pickup will take place between 4:30-5:00 PM. Campers **must** be picked up by 5:00 PM. If they are picked up after 5:00 PM you will be charged a late fee. The late fee is \$5.00 for every five minutes you are late. Please call the camp office if you know you will be late to pickup to make sure we have staff available to staff on campus. If the child is not picked up within a reasonable time, the East Longmeadow Police Department will be called and they will be in their custody.

PICKUP PROCEDURE: Pickup will be held up by the main office. When you arrive, a staff member will ask you who you are picking up and tell you which lane to pull in to. One lane will be for children in car seats and the other lane will be for children not in car seats. The lanes will be labeled at the time of pickup. The staff member will walkie the counselor to send down your child.

- Please remain in your vehicle at this time. A counselor will open the door for your child to get them in.
- If your child is in a car seat, we will put the child in the car and you may pull down to the lower lot and get out to buckle them in.
- Once the child is in the vehicle, the counselors will mark off that the child was picked up, by whom and at what time.

ATTENDANCE:

Please communicate with us via email if your child is going to be absent from camp and the reason for their absence.

CAMP PAYMENTS:

Payments are due the Thursday before each week begins. The schedule for payments due is the following:

Session 1- 4:00 PM on Thursday, June 18th
Session 2- 4:00 PM on Thursday, June 25th
Session 3- 4:00 PM on Thursday, July 2nd
Session 4- 4:00 PM on Thursday, July 9th
Session 5- 4:00 PM on Thursday, July 16th
Session 6- 4:00 PM on Thursday, July 23rd
Session 7- 4:00 PM on Thursday, July 30th
Session 8- 4:00 PM on Thursday, August 6th
Session 9- 4:00 PM on Thursday, August 13th

REFUNDS:

To allow for flexibility with the current world situation and provide enough time for staff to prepare for camp, the following refund policy will be in effect for 2020. A full refund will be processed if the request is received at least one full week prior to the start of camp.

Session 1- 4:00 PM on Friday, June 19th
Session 2- 4:00 PM on Friday, June 26th
Session 3- 4:00 PM on Friday, July 3rd
Session 4- 4:00 PM on Friday, July 10th
Session 5- 4:00 PM on Friday, July 17th
Session 6- 4:00 PM on Friday, July 24th
Session 7- 4:00 PM on Friday, July 31st
Session 8- 4:00 PM on Friday, August 7th
Session 9- 4:00 PM on Friday, August 14th

PAPERWORK & FORMS:

Required forms are very important to ensure your child is able to come to camp. The following forms are required for Pine Knoll Day Camp:

- ***Immunizations:*** The most current immunization records that are on file with your child's doctor.
- ***ePACT Medical form:*** This new software will be collecting medical information rather than paper forms. Please look out for the invite from ePACT so you are able to edit the form online. This information will be used from year to year, so you only need to fill it out once. When camp begins in 2021, we will ask you to update and reconfirm information is correct.
- ***Camper Pick-Up form:*** This form is electronic, and can be found on the Recreation website. This must be completed prior to your child's start at camp.
- ***Waivers:*** It is required that all waivers and liability forms are signed and returned before attending camp.

COMMUNICATION:

Communicating with our parents is our top priority at camp, and we would like to make sure it is done effectively and efficiently. This year, we will be using our ePACT software to deliver text messages, phone calls and emails for non-emergency camp information and emergency information.

This summer, communication is more important now than it has ever been. We encourage all parents to allow the use of text messaging in the ePACT application, so camp and recreation managers are able to send important and time sensitive messages.

CAMP GROUPS:

- Campers will be assigned to groups no greater than 10 campers with 1-2 dedicated staff members. One staff member will be with each group at all times but typically 2 staff members will be with each group for the day.
- Campers will be grouped by age. There will be 7 groups at Pine Knoll Day Camp this summer. Multiple grades will be grouped together according to their birthdate years. This year, we will not be able to group friends together due to ages and keeping families together.
- Multiple children from the same family will be grouped together if they are within two years of age from each other, if there is room in the group. Each child will be grouped with the appropriate age group.

CAMP LAYOUT:

- Each group will be assigned to at least one building. The larger buildings will be split in half depending on the square footage. Each group will also have a designated outdoor area.
- Lunch will be eaten in their dedicated group building or outside on nice days.
- Campers will stay in their designated groups for all activities. There will be no mixing of the age groups.
- No outside visitors will be allowed on campus.
- No camp to camp group visits
- Staff members will ensure that groups do not overlap in areas.
- Each group will have its own set of materials and equipment. Each child will have their own bag filled with art materials and necessary tools for the week. At the end of each week, the bags and materials will be cleaned for the next week. There will be no sharing of supplies among groups.

SNACK SHACK

We will be running our snack shack, Monday- Friday, 11:00-1:30. Each camp group will have 15-20 minutes to visit the snack shack. All snacks are pre-packaged and individually wrapped. Our snacks will range from \$0.50 cents to \$2.00. The snack shack will be able to accommodate one group at a time and will be spaced 6 feet apart while in line. After each camp group visits, the snack shack will be cleaned and sanitized thoroughly. There will also be one staff member collecting money and one staff member passing out the snacks.

COVID-19 HEALTH AND GENERAL HYGIENE & CLEANING:

- Staff must wear a face covering when social distancing cannot be maintained. The staff will wear a face covering during drop-off and pick-up procedures. They will also wear them when assisting any child.
- If you choose to have your child wear a mask, please familiarize your child with it at home and let your child know your expectations. Our counselors will provide brief explanations when they arrive at camp but will not hold specified training on how to wear face coverings. Our staff will have campers wear masks if social distancing cannot be maintained. The mask usage will be determined by camp managers.
- Camp Staff and Maintenance Worker will work together to frequently clean and sanitize high touch areas and equipment.
- All campers and staff will engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after eating or handling food
 - Before and after administering medical ointment or bandaids
 - After using the toilet or helping a child in the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors or in the sand
 - After handling garbage
- Campers and Staff will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Staff will supervise children when they use hand sanitizer to prevent ingestion.
- If necessary, staff will assist children with handwashing. After assisting children with handwashing, staff will also wash their hands
- Signage describing handwashing steps will be placed by the sinks
- In general, staff will avoid handling campers' belongings. If handling campers' belongings is needed, disposable gloves will be worn
- Staff will remind campers to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash
- After each activity, staff must clean down shared equipment with gloves and disinfected approved wipes
- Staff must wear disposable gloves when assisting campers with changing or bathroom assistance
- Campers must use disposable cups or refillable water bottles for water fountains, jugs and water bubblers
- Staff will report any child feeling sick to the Director ASAP
- Any camper not feeling well will be taken to the camp office and given a mask to wear while waiting to be picked up by their parent

COVID-19: Symptomatic Persons at Pine Knoll Day Camp

If a child becomes symptomatic while in the care of Pine Knoll Camp staff, the following plan will be executed:

- Isolation from the rest of the group will occur immediately to minimize exposure.
- Children's nose and mouth will be covered with a mask or cloth face covering.
- The child's parents will be contacted and will be sent home ASAP.

COVID-19: Positive Test of COVID-19

If a child tests positive for COVID-19, the following plan will be followed:

- 1. If COVID-19 is suspected for any camper, the parent or legal guardian will notify the Recreation Department **immediately**.
- 2. If notification originally occurs before the test, once test results are received the parent or legal guardian will notify the Recreation Department of the results ***including a suspected diagnosis or positive household contact who has tested positive***.
- 3. Recreation managers notified of a positive test, suspected diagnosis, or positive household contact will discuss with the Health Department a course of action.
- 4. Contact tracing will begin and managers will determine who has been exposed with that infected child or staff member.
- 5. Once contact tracing is complete, Recreation managers will notify those who require a 14-day quarantine from possible exposure. A camp-wide email will be sent notifying all parents of the positive test but reminding parents that groups do not mix, and the child was not exposed outside of their group.

COVID-19: Potential Exposure to COVID-19

If a child is potentially exposed to COVID-19, the following plan will be followed:

- If exposed (symptomatic or asymptomatic) the child will not be permitted to enter the program space and will be sent home.
- Exposed individuals will be directed to stay home for at least 14-days after the last day of contact with the person who is sick.
- Camp managers will consult with the Health Department for guidance on quarantine for other children and what additional precautions are necessary to ensure the safety of the participants.

INCLEMENT WEATHER:

Due to the nature of COVID-19, social distancing will be maintained whenever possible. During inclement weather including showers, rain, mist, slight wind and thunderstorms (non-severe) all camps will stay in their respective buildings. If severe weather is expected including severe thunderstorms, hail, heavy wind, torrential downpours and tornadoes **Pine Knoll will operate on an early dismissal, late opening or all day closure schedule. Alerts and warnings will be sent to all parents through ePACT and through email.** If severe weather is expected, it is best to have a back-up plan in place for your child.

SUMMER VACATIONS:

If your child and your family are taking a vacation this summer and you are not staying in the state of Massachusetts, you will need to self-quarantine for 14 days. This means your child will miss the following 2 weeks of camp after your vacation is finished. **This excludes travel to CT, RI, NJ, NY, VT, NH and ME. Quarantine does not need to occur after travel to these states.**

ALLERGIES & MEDICATIONS:

When registering your child, you will be asked if your child has allergies, is on medication or requires medication in the event of an emergency or has any special needs. This allows us to plan appropriately for camp.

Neither the staff at Pine Knoll, nor the Recreation Department are permitted to administer non-life saving medication to your child. This includes, but is not limited to, over the counter items such as Tylenol, Benadryl and Ritalin. Campers are not permitted to carry any of these items. If your child requires such medication, a parent is required to administer it pre/post camp or to come onsite to the camp to provide it to their child. Only life-saving medication such as epi pens or inhalers can be carried by campers. Life saving medication must have the campers name on them, preferably, included on the prescription.

FOOD ALLERGIES:

Because of food allergies, Camp Staff will enforce strict "No food trading/sharing" rules. Please instruct your child not to trade or share food of any kind with anyone else! **Peanuts will NOT be allowed in snacks or lunches.**

CHILDREN WITH SPECIAL NEEDS:

Pine Knoll Day Camp is all inclusive and would be happy to accept children with special needs. Please make us aware of any special needs your child may have prior to the start of the program. We encourage parents to notify Camp Director, Alison Bates at alison.bates@eastlongmeadowma.gov, as soon as possible of any special needs your child has so we can work together to build a successful camp experience for your child.

HANDLING CONCERNS:

If there is a concern regarding your child at camp, we encourage open discussion between parents and the camp staff. Gathering all information directly from both the child and staff will help us resolve any concerns as soon as possible. We are open to any questions in order to ensure that Pine Knoll is safe and enjoyable for all campers and families.

1. Address any concerns immediately with the Camp Director by email or call the Camp phone. If the Camp Director cannot be reached, you may contact the Assistant Recreation Director, Geordie Emmanuel at george.emmanuel@eastlongmeadowma.gov.

APPROPRIATE BEHAVIOR/DISCIPLINE:

Safety and respect of others and a positive experience are our most important priorities. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected at Camp. At the beginning of Camp, Staff will discuss the Camp rules, the reasons for them and the consequences if they are not adhered to. We will attempt to redirect inappropriate behavior; however, situations may still occur. If a problem continues, the Camp Director/ Assistant Recreation Director will discuss the situation with you and attempt to come to a solution.

Written behavior forms may also be sent home with the child. These will need to be signed and returned by the Parent/Guardian so that we know the behavior has been discussed with the child. It is not our intent to discourage participation because of behavior problems. However, in cases where there is no marked improvement, the child may be asked to stay home for a day or be removed from the program.

BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER CHILDREN AND/OR STAFF WILL NOT BE TOLERATED.

Please talk with your child daily to be sure he/she is having a positive experience. Encourage them to bring problems to the attention of a Staff member as soon as they occur. Inform the Camp Director of any problem your child may be experiencing at Camp.

Consequences for Breaking the Rules:

1. Verbal Warning
2. Time out
3. Extended Time out/ Privilege taken away
4. Camper is sent to the Camp Director
5. Written notice to parents
6. Camper is sent home for the day

Consequences for Fighting/Hitting/Striking:

1st Offense: Sent home for the day

2nd Offense: Sent home for the day and miss the next day

3rd Offense: Sent home and not allowed to come back for the rest of the week

4th Offense: Not allowed to come back to camp for the rest of the summer

CAMPER ATTIRE:

Campers should dress comfortably for camp. We suggest that shorts, t-shirts and sneakers be worn. Sandals, flip flops or open-toed shoes and dress clothes are not appropriate for camp as children will be engaged in various sports, active games and arts and crafts projects that may be unsafe and/or messy based on apparel.

WHAT TO BRING TO CAMP

1. Refillable water bottle
2. Sunscreen
3. Healthy Lunch
4. 2 snacks
5. Swimsuit and towel
6. Backpack
7. Closed toe shoes
8. Change of clothes

WHAT NOT TO BRING TO CAMP

1. Electronics (phones, video games, tablets)
2. Valuable items
3. Precious or treasured items
4. Money (only for snack bar)
5. Toys or Games
6. Trading or playing cards
7. Portable music devices
8. Any peanut food items

WE WILL CONFISCATE ANY ITEMS THAT SHOULD NOT BE AT CAMP. WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS, SO PLEASE DO NOT BRING ANYTHING OF VALUE TO CAMP!

PERSONAL BELONGINGS:

All belongings should be permanently labeled with the campers' name. Lunches are necessary every day. All campers are personally responsible for their own items. They will have their own hook to hang their belongings in their perspective buildings. We will do our best to pair lost items back to their owners. If you are missing an item(s) please send an email and we will do our best to locate the item. If campers bring items to camp that are on the "DO NOT BRING" list, they must be stored in backpacks until the end of the day and are the responsibility of the camper.

SUNSCREEN:

Please apply sunscreen to your child prior to coming to camp and remember to send them with waterproof sunscreen, SPF 30 or higher. Staff may assist campers with sunscreen only if they are wearing disposable gloves. There are many times in the day where campers can reapply sunscreen.

DAILY SCHEDULE:

Our program offers varied activities in arts and crafts, sports, games and swimming. Each family will receive an emailed weekly schedule including all games and activities for that week.

SWIMMING:

Our pool will be opened this summer to Pine Knoll campers. Each camp group will swim with only their group. The youngest campers and the oldest camp group will swim together because the younger campers will stay in the low, shallow pool with the mushroom fountain and the older campers will stay in the deep ends of the pool.

All swimming is weather permitted! Certified Lifeguards will be on deck at all times while the pool is open and running. The Lifeguards help to ensure safety with the support of the Camp Staff. Each Monday, Campers will be required to take a swim test, ages 5 and up. They will swim back and forth once in the shallow deep end of the pool. If they pass, they will receive a wristband. If they fail, they will need to stay in the shallow pool and they may try again the following day, so on and so forth.

****This parent handbook is subject to change depending on the State of Massachusetts guidelines. All guidelines will be updated in our parent handbook appropriately and redistributed.****

Town of East Longmeadow Recreation Department: Pine Knoll Day Camp
Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The Town of East Longmeadow (“the Town”) has put in place preventative measures to reduce the spread of COVID-19; however, the Town **cannot** guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending **Pine Knoll Day Camp (“the Camp”)** could increase your risk and your child(ren)’s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Camp and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Camp may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Camp employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at the Camp or participation in Camp programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Town, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Town, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Town program.

I voluntarily agree to abide by all social distancing guidelines, East Longmeadow Recreation Department rules, regulations and protocols and understand that the East Longmeadow Recreation Department may revise its rules, regulations and protocols at any time based upon updated recommended guidance and protocols issued by the CDC and/or the Commonwealth of Massachusetts and further agree to comply with the East Longmeadow Recreation Department’s revised procedures prior to utilizing the facilities, services and programs of the East Longmeadow Recreation Department.

I understand and agree that I/my child(ren)/guests will not participate or utilize the facilities, services and programs of the East Longmeadow Recreation Department if I/my child(ren)/guests (i) experience symptoms of COVID-19, including, without limitation, fever, cough, shortness of breath, (ii) has a suspected or diagnosed/confirmed case of COVID-19, or (iii) have been exposed to any person who has a suspected or confirmed case of COVID-19. I agree to notify the East Longmeadow Recreation Department immediately if I believe that any of the foregoing employment or access/use restrictions may apply.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Camp Participant(s)

Waivers and Agreements for Pine Knoll Day Camp

I have read and agree to all information presented in the Parent Handbook for Pine Knoll Day Camp. I understand the expectations set by the Recreation Department as outlined in the Parent Handbook.

Initial

I have read and agree to COVID-19 information presented including but not limited to; health screenings, the quarantine policy, general hygiene and cleaning, exposure, etc in the Parent Handbook for Pine Knoll Day Camp.

Initial

I have read and agree with the vacation policy in which if a camper or their family leaves Massachusetts, the camper will be required to quarantine for 14 days after returning to the state and will alert the East Longmeadow Recreation Department of intentions of traveling outside the state.

Initial

Hand sanitizer will be provided and will be a routine part of disinfection of your child's hands this summer. I agree that my child can use hand sanitizer when supervised by a counselor or camp manager this summer.

Initial

Is your camper or anyone in the household expected to travel outside of the state through the course of the summer? If yes, please note that after returning, the camper will not be allowed to return to camp until a 14 day quarantine period is complete. **(No quarantine required from CT, RI, NJ, NY, VT, NH and ME).**

YES _____

NO _____

PARENT SIGNATURE _____

PARTICIPANT NAME _____ Date _____