



**Summer**  
**2021**  
**Parents**  
**Handbook**

## Camp West Woods would like to welcome all of our campers, new and returning, this summer!!

Please carefully read the information contained within this handbook.

### Behavior Expectations

All campers are expected to follow these guidelines:

- Respect peers
- Respect counselors
- Have a positive attitude
- No cell phones
- No vulgar language
- No graffiti
- No littering
- Let's keep nature happy
- Maintain physical distance of minimum 6 feet
- Wear Mask when not physical distancing

Camp West Woods has a strict policy against bullying. The atmosphere that is created at camp is intended to make all of our campers feel both physically and emotionally safe. If issues arise, we will work with each camper to resolve them and we will contact the parents to keep them informed of the situation. If necessary, we will ask parents to pick up their camper if bullying or behavior issues are a continuous problem. Campers will be assigned a designated outdoor tent in which they will be keeping all their belongings. In case of an inclement weather, all campers will move to indoor bunks.

### Arrival and Departure Information

We are looking forward to welcoming your family to camp this summer and that process begins even before you arrive! Attendance for all campers is taken on a daily basis. For liability and safety reasons it is extremely important that we know when your child is not at camp. If you know your camper will be absent, please notify the Day Camp Office at 781-341-4424. If you need to pick your child up early, we ask that you inform the office before 12:00 pm that day.



781-341-4424 | [office@campwestwoods.com](mailto:office@campwestwoods.com) | [www.campwestwoods.com](http://www.campwestwoods.com)

## Camp Drop-off/Pick-up: What you need to know!

### MORNING DROP OFF IN UPPER LOT

- Drop off time is between 8:40 – 8:55 am for all campers
- Parents/Guardians pull into one of the two marked lanes and wait for a counselor. Children are then escorted from their vehicle by a camp counselor. Parents/Guardians wait in their cars. Campers go straight to their counselor to drop off their belongings and meet their group.
- Parents/guardians will not be allowed to accompany their campers onto campus except in emergency situations to avoid any chance of Covid-19 exposure.

### AFTERNOON PICK UP IN UPPER LOT

- Pick-up time is between 3:45 pm and 4:00 pm for all campers
- If a camper(s) is not picked up by 4:00 PM, the parents/guardians will be contacted to arrange a pickup as soon as possible and camper(s) will be moved to extended day PM (daily extended PM charges will apply)
- Parents/Guardians should pull into one of the two marked lanes and wait for a counselor to collect their Pickup Authorization Card. Children are then escorted to their vehicle by a camp counselor. Parents/Guardians wait in their cars.
- Parents will not be allowed to accompany their campers onto campus except in emergency situations to avoid any chance of Covid-19 exposure.

### Extended Camp AM Drop Off (Between 7:30 AM - 8:40 AM)

Campers are dropped off in the upper lot beginning at 7:30 am. Counselors will be there to receive and sign your child in for the day and bring them to the gym. Parents are required to wait in their cars.

### Extended Camp PM Pick Up (Between 4:00 PM - 6:00 PM)

Campers are brought to the gym for activities and pick up. Campers are picked up in the Upper Lot. Parents should pull into one of the three marked lanes and wait for a counselor to collect their Pickup Authorization card. Children are then escorted to their vehicle by a camp counselor. Parents wait in their cars.

### What is a Pickup Authorization Card?

A Pickup Authorization Card is a small green card that you will receive on the first day you bring your child to camp. It will be filled out with the child's name, age, town and group they are in. You must present this card to pick-up a child from camp. If you lose your card or forget it, a staff member will ask for a license to make sure the individual picking up is on the approved pick-up list. ***Please keep your Pickup Authorization Card with you when picking up.***

### What to Bring to Camp with You:

Mark everything your child brings to camp with his/her name in permanent ink. Placing camp supplies and personal items in a small backpack will help your child keep everything together and make it easier to find what he/she needs while he/she is at camp.

- Wear comfortable clothing that can get dirty.
- Wear athletic shoes or sandals (closed toe required to protect your child's feet while playing). Wear one pair of shoes and bring sandals for the pool area if desired.
- Pack a change of clothes, including underwear and socks, in case clothes get wet or dirty.
- Bring a towel and bathing suit EVERY DAY! You may want to add goggles if desired.
- Light jacket or sweatshirt for chilly mornings.
- Bring a raincoat on rainy days
- Broad-spectrum sunscreen, SPF 30 and bug spray. (Lower Camp counselors will apply sunscreen to your child. Middle and Upper Campers will be reminded to put sunscreen on, but will apply it themselves)
- Sun hat or baseball cap.
- Water Bottle (with name clearly written on it). We also have dedicated water stations with paper cups for each group
- Plastic bag for wet or dirty clothes.
- A pair of clean face mask (disposable or washable), this may change based on CDC / State guidelines in June 2021. Parents will be notified as more information is available

### What to leave home:

- Electronic games or devices
- Cell phones!! (Campers are not allowed to have cell phones at anytime.)
- Trading/playing cards
- Valuables– we are not responsible for lost or stolen items
- Weapons (play or real)
- Medications– all medications should be checked in with CampNurse

### Lunch

All Day Campers are required to bring their own lunch. Pack enough food, as the campers are active throughout the day and burn a lot of energy! This summer we will not be able to warm or store food in the camp office.

### Lost and Found

The camp experience is an opportunity for a child to learn responsibility for their personal items. As a family, please discuss the importance of caring for and keeping track of gear as Camp West Woods is not responsible for lost or missing items. If an item is lost, please check the Lost & Found during pick up. Every effort is made to return clearly marked items!

### Financial:

- **All balances must be paid before the start of camp (June 21st 2021).** If balances remain unpaid, your child may lose his/her spot in camp for that registered week. Any special circumstances, financial assistance or payment arrangements **MUST** be made prior to the deadline.
- If a camp week is cancelled by Camp West Woods for any reason, a refund will be issued
- If camp is cancelled due to COVID-19, a full refund will be issued
- If your child is asked to leave camp because of behavior issues, a refund will not be given
- If your child cannot attend a day that they are registered for, a refund cannot be given

### Camp Activities that your child will have the opportunity to experience:

- Swimming (Free Swim)
- Gymnastics
- Disc Golf
- Arts and Crafts
- Karate
- Cooperative Games
- Sports
- Science and STEM
- And more!

### Thank you!

Camp West Woods would like to thank you for choosing us as your summer fun provider, especially during this out-of-the-ordinary summer! We take pride in our programs and we appreciate any feedback that we receive. Please let us know if there is anything we can do to make camp the best experience possible.

**Below section will be updated based on state guidelines as they become available. We are using 2020 guidelines as a reference but this will be updated based on CDC / State guidelines prior to camp operation in June 2021!**

### COVID-19 Daily Screening and Monitoring of Children and Staff

Daily Screening: All campers and staff are required to complete the daily screening google form by 7:00 AM each morning before attending the camp. If form is not completed by 7:00 AM, entry to camp will be denied for campers and staff safety.

Below is the link for google form that you must save as a link. A separate email will also be sent with the link

<https://forms.gle/GrpzqH6KhuRAqCvL6>

All Health check responses will be recorded and maintained on file

Google forms will be used to daily screen children and parents asking the following questions. If you like a paper copy of the form, please let office know and we will provide paper copy of the form. If any of the below are yes, the child must not be allowed to enter the building. The child must return home with their parent or caregiver.

(a) Today or in the past 24 hours, have you or any household members had any of the following symptoms?

- Fever (temperature of 100.0°F or above), felt feverish, or had chills?
- Cough?
- Sore throat?
- Difficulty breathing?
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
- Fatigue? (Fatigue alone will not exclude a camper from participation)
- Headache?
- New loss of smell/taste?
- New muscle aches?
- Any other signs of illness?

(b) In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?

Close contact is defined as being within 6 feet of an individual who has tested positive for COVID-19 for more than 10 minutes while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends

B. Regular Monitoring: Staff will actively visually monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Children who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until able to leave the facility. Programs have a non-contact thermometer on site to check temperatures if a child is suspected of having a fever (temperature above 100F).

B. If a Child Becomes Symptomatic: If a child becomes symptomatic, camp will follow the protocols below:

- (1) Immediately isolate from other children and minimize exposure to staff.
- (2) Whenever possible, cover camper noses and mouths with a mask or cloth face covering.
- (3) Contact the camper's parents and have the child picked up as soon as possible.

C. If a Staff Becomes Symptomatic: If a staff member becomes symptomatic, they will cease camp care duties immediately and be removed from others until they can leave. Staff will regularly self-monitor during the day to screen for new symptoms.

D. If a Child or Staff Contracts COVID-19: Sick children or staff who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted and cleared to attend the program with a health care provider

E. Notifying Required Parties: In the event that a program experiences an exposure, programs will notify the following parties.

- (1) Employees and families about exposure but maintain confidentiality.
- (2) Local board of health if a child or staff is COVID-19 positive.

F. Self-Isolating Following Exposure or Potential Exposure: In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed.

(1) If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.

(2) If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.

(3) If a child's household member or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.

G. If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19: If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

## Hygiene and Health Practices

A. Resources and Supplies: Camp West Woods has adequate supplies to promote frequent and effective hygiene behaviors. Programs have the following materials and supplies:

(1) Handwashing facilities with foaming soap, water, hand air-dryer and disposable paper towels readily accessible to all children and staff. Posted handwashing instructions near every handwashing sink and where they can easily be seen by children and staff.

(2) Touchless Hand sanitizer with at least 60% alcohol will be utilized at times when entering buildings that are installed at entrance of each buildings

B. When to Wash Hands: Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds and should wash hands whenever the following criteria are met:

- (1) Upon entry into and exit from program space;
- (2) When coming in to the program space from outside activities;
- (3) Before and after eating;
- (4) After sneezing, coughing or nose blowing;
- (5) After toileting;
- (6) Before handling food;
- (7) After touching or cleaning surfaces that may be contaminated;
- (8) After using any shared equipment

C. Cover Coughs or Sneezes: Campers and staff should avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer