Dear Summer Day Camp Families:

Welcome to the revised 2020 Summer Day Camp with Carlisle Parks and Recreation! We are delighted to serve you this summer and are sure your children will enjoy the activities we have planned. The well-being of our campers, families and staff is our highest priority. It is Carlisle Parks and Recreation’s intent to put our best efforts into limiting exposure to Covid-19 and maintaining everyone’s health and safety. Based on recommendations and guidance from the CDC and the Pennsylvania Recreation and Park Society’s Reopening Guidelines, a comprehensive COVID-19 Health & Safety Plan has been created (Appendix 1).

Each day your children will need to wear sneakers, comfortable play clothes, bring refillable water bottle, packed lunch/snacks (that do not require refrigeration). Please apply sunscreen/sun protection to your children daily. A lot of our time will be spent outdoors; please dress your child accordingly. Please label all personal items with your child’s name.

**CAMP HOURS:** Camp runs from 8:00am to 3:00pm.
Drop-off time: 8:00am - 8:30am
*Please be sure that your child arrives by 9:00am because activities are planned for the day.*

Pick-up time: 2:30pm - 3:00pm
* Pick up may be any time before 3:00pm.

**CAMP LOCATION:** Camp will be held at Shaffer Cabin (1649 Spring Rd, Carlisle) for the first two weeks. The location will change to the Stuart Community Center (415 Franklin Street) on July 20, 2020.

Please fully read the Parent Handbook, including COVID-19 Health & Safety Plan (Appendix 1) and complete the Emergency Information Form (Appendix 2) and return this form 2 weeks prior to your child’s first week of camp.

These forms and all camp information is also available on the website: [https://www.carlislepa.org/parks___recreation/summer_day_camp.php](https://www.carlislepa.org/parks___recreation/summer_day_camp.php)

If you have any questions as you are reading through the handbook, please do not hesitate to contact me. We look forward to a fun and memorable summer with your children!

Sincerely,

Kelsey
Kelsey Najdek
Recreation Assistant / Summer Day Camp Director
C: 717-906-8284 W: 717-240-6953
Email: knajdek@carlislepa.org
CAMP HIGHLIGHTS
Carlisle Parks and Recreation’s Summer Day Camp is designed for children ages 5 through 14. This full-day camp is packed with fun weekly themed games and crafts, sports and other challenges. Campers will make amazing friendships, great memories, and have positive role models. Summer Day Camp runs 7 weeks, Monday - Friday, July 6 - August 21. Drop-off children starting at 8:00am and pick-up by 3:00pm.

CAMP STRUCTURE
Carlisle Parks and Recreation’s Summer Day Camp is a traditional camp style with a wide variety of activities and opportunity for campers to try new activities.

In order for your child to succeed in our camp, he/she must be able to:
✓ Follow directions
✓ Use bathroom independently
✓ Keep pace with the group on walking field trips (up to 2 miles round trip)

SUPPORT STAFF
If your child requires one-on-one assistance for certain activities, we ask that an aide attends camp with your child. If your child requires an aide (TSS/BSC) during the school year, please contact knajdek@carlislepa.org to discuss an aide attending camp with your child. ID and background clearances required.

REGISTRATION
✓ Sign up for one week, multiple weeks, or all 7 weeks
✓ Registration is required at least one week in advance (Monday of the week prior)
✓ Registration closes Friday @ 12:00pm of week prior

CANCELLATIONS/ REFUND POLICY
✓ Flexible refund policy in effect during the COVID-19 pandemic.
✓ If you enroll in a week and it no longer works, you may transfer to another week.
✓ A $10 late fee will apply if registering after Monday of the week prior.

COMMUNICATION/PARENT INVOLVEMENT
Staff has access to their personal cell phones if parents need to be contacted. If a parent needs to reach their child or camp staff for any reason, please contact the Recreation Assistant at 717-906-8284.

Carlisle Parks and Recreation believes that parents and caregivers must work together to create a stable and effective environment for all children. We recognizes that effective partnerships are characterized by clearly defined responsibilities, open communication, understanding, mutual respect and a common goal of always doing what is best for the child.

Carlisle Parks and Recreation asks that all families notify the Recreation Assistant immediately of any issues or concerns.
STAFFING
Summer Day Camp is managed by a qualified staff, which consists of (1) Head Leader, and a minimum of (4) Leaders per the group. All members of the camp staff are qualified and trained to provide quality care during our summer camp program. All staff have completed strict clearances.

The Summer Day Camp program and staff are supervised by the Recreation Assistant, under the Director of Parks and Recreation.

DROP-OFF & PICK-UP PROCESS
In the interest of safety for all campers, parents are asked to escort their children to and from the assigned drop-off and pick-up location to sign their children in and out of camp.

DROP-OFF: A camp staff person will be available between 8:00am and 8:30am to greet your family as you sign in your children in at the table outside the facility. Children and parents part ways outside. Children may enter the facility with the leader and put belongings inside.

- Adults and campers should wear masks or cloth coverings and maintain social distance.
- Parents/guardians are strongly recommended to take their child’s temperature before attending camp. Staff will have a thermometer at the drop-off location if needed.
- Parents/guardians will be asked a series of health screening questions.
  1. Does the child, or someone in their household, have any of these symptoms: fever (100.4 or above), cough, difficulty breathing, body aches, new loss of taste or smell, sore throat, nausea, vomiting or diarrhea?
  2. Has anyone in the household had a positive test for COVID-19 in the last 14 days?
  3. Has anyone in the household been exposed to someone with COVID-19 within the last 14 days?

Please be sure that everyone with permission to pick up your child is listed on your Emergency Information Form. Submit a signed written note to the Recreation Assistant if someone who is picking up is not listed. Children may not be dropped off prior to 8:00am and must be picked up no later than 3:00pm. Continued late pick-up may result in dismissal from the camp program without refund. Also, children become anxious when they are not picked up at a regular time. If you are running late, text the Recreation Assistant to relay the information.

PICK-UP: A camp staff person will be available between 2:30pm and 3:00pm to sign out your camper.

- Staff will have the camper come outside for dismissal.
- Adults and campers should wear masks or cloth coverings and maintain social distance.

ABSENCES
Please notify the Recreation Assistant if your child will be absent by Text 717-906-8284. If your child is absent due to an illness, please refer to the illness policy and consult with your physician before returning to camp. NOTE: There will be no fee reduction or reimbursement for absences.
CAMP RULES & REGULATIONS

Your child should wear comfortable play clothing and sneakers each day. A jacket or sweatshirt is recommended on cool days. Children can get dirty or wet at camp; please dress them accordingly or pack a change of clothes!

- Children are responsible for bringing their own lunch and refillable water bottle every day. It is recommended that lunch be packed in an insulated lunch bag, as refrigeration is not available. Bags should be clearly marked with your camper’s name.
- Children are responsible for helping to keep the facilities clean. They are expected to clean up after snacks, lunch, and crafts.
- Children are expected to use playground structures and equipment as they were intended. Rules for use will be explained at the beginning of camp. Children may be prohibited from using the structure or equipment if a problem persists.
- Camp staff will be monitoring bathroom breaks, as well as supervising bathroom facilities, from the doorway to the restroom. All campers need to be able to use the restrooms unassisted. If a child becomes sick or injured, camp staff will offer assistance.
- Backpacks are encouraged at camp. We recommend valuable items be left at home, however you are permitted to send electronics, such as handheld video games and ipads with your child to camp if you desire. The use of electronics is at the discretion of the leaders to use during specified times.

*Please make sure all items are clearly labeled with your child’s name. Carlisle Parks and Recreation staff are not responsible for lost, stolen or damaged property.

The following list of items is prohibited at camp:
- Pocket knives or any type of weapon
- Toy guns

**If a child brings a prohibited item to camp, the item will be confiscated and returned to his/her parent at the end of the day. These items are prohibited in order to eliminate any disruption or safety concerns that may arise from their use.

SUNSCREEN POLICY

Please apply sunscreen to your child daily. You may send sunscreen to camp with your child; however, staff members are not permitted to apply lotion sunscreen to your child. Staff can apply spray sunscreen and will remind the children to re-apply sunscreen to themselves throughout the day.

BEHAVIOR /DISCIPLINE POLICY

Appropriate behavior is expected of all participants during the summer camp program. Respectful interactions between program participants and staff are essential to having a successful program experience. Harassment, bullying, fighting, inappropriate behavior/language and continual disregard for camp policies and procedures will not be tolerated. Retaliation is also prohibited. Camp staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. If positive outcomes cannot be achieved, or if a camper exhibits continuous disruptive behavior, Carlisle Parks and Recreation reserves the right to suspend or dismiss any camper whose behavior interferes with his/her safety, the rights or safety of others, or with the smooth functioning of the group/activity. At the dismissal, no refund for that week will be given.
Ladder of Discipline:
1. Simple Request to stop or change behavior
2. Redirect the child away from the problem situation to another activity
3. Time Out Away from other children
4. Written Discipline Report to share with parent/guardian
5. Following a written discipline report, if the camper continues to display inappropriate behavior, there will be a Mandatory Conference between the child’s parent/guardian and Recreation Assistant/ Parks and Recreation Director.
6. The next step is a Two-Day Suspension from Summer Day Camp.
7. Finally, the child may be Expelled from Summer Day Camp.

Staff will review guidelines and encourage child to think about what he/she did, what his/her action meant and to avoid difficult uncooperative behavior in the future. Appropriate consequences for problem behavior will be given at this time. Depending upon the severity of the situation, steps of the ladder may be skipped, or the child may be expelled immediately.

Parent Involvement with Discipline:
Staff will communicate disciplinary actions with parent/guardians. In the event that a child experiences repetitive behavioral difficulties, the parent will receive a discipline report highlighting the behaviors observed and the procedures used thus far to correct the situation. We encourage parents to communicate at this time with both staff and child so that the problem can be resolved. Regarding behavior issues/discipline – contact the Recreation Assistant directly.

ILLNESS POLICY
*Please refer to the COVID-19 Health & Safety Plan (Appendix 1) for health and safety protocol.

- If your child is sick, DO NOT BRING HIM/HER TO CAMP.
- If your child becomes ill while at camp, the parent will be called to come and pick-up the child. In the event that a parent cannot be reached, an individual on the Emergency Information Form (Appendix 2) will be notified.
- It is the parent/guardian’s responsibility to keep emergency contact information up to date.

**Illness includes, but is not limited to, one or more of the following:**
- Fever of 100 ° F or higher
- Vomiting
- Diarrhea
- Rash with fever
- Strep Throat
- Head Lice
- Chickenpox
- Pink Eye

*Children who have been sick may return when:*
- They are free of fever, vomiting and diarrhea for 24 hours without the use of fever reducing medicine
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to our program may be required.
MEDICATION POLICY
It is extremely important that we have all necessary medical information concerning your child. Per American Camp Association (ACA) standards, campers are not permitted to have over-the-counter (OTC) medicines in their possession. OTC medicines will not be provided by staff. Epi-pens and inhalers are allowed, but must be clearly marked with the child’s name and must be kept in the child’s backpack at all times. **No camp staff is permitted to administer medication.**

HOLD HARMLESS STATEMENT
By voluntarily enrolling in any activity offered by Carlisle Parks and Recreation, each individual agrees:

...I shall defend, hold harmless and indemnify the Borough of Carlisle against all expenses, liabilities and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity (including but not limited to the organization, its members, participants, and other third persons) arising out of any activity whatsoever conducted on or around the premises to which this agreement pertains. Carlisle Parks and Recreation has my permission to interview / photograph / videotape / film me and/or my child for use in Carlisle Parks and Recreation publications, photographic or electronic images, and print media including advertising and articles in local newspapers and other related media.

PHOTO RELEASE
Carlisle Parks and Recreation will be taking pictures/videos at Summer Day Camp. By signing the hold harmless statement, you are allowing permission of photography/videos taken while at camp. If you do not wish for your children to be photographed, please write that on your Emergency Information Form (Appendix 2).
APPENDIX 1- COVID-19 HEALTH & SAFETY PLAN

APPENDIX 2- EMERGENCY INFORMATION FORM
The well-being of our campers, families and staff is our highest priority. It is Carlisle Parks and Recreation’s intent to put our best efforts into limiting exposure to Covid-19 and maintaining everyone’s health and safety. Based on recommendations and guidance from the CDC and the Pennsylvania Recreation and Park Society’s Reopening Guidelines, a comprehensive Health and Safety Plan has been created with specific details outlined below. This plan is subject to change as new information becomes available.

HEALTH & SAFETY PROTOCOL

- **MASKS/ FACE COVERINGS**
  - Staff will wear masks/cloth face coverings when feasible.
  - Campers must bring a mask/cloth face covering with them.
  - Campers should wear masks when indoors in close quarters for extended periods of time, but DO NOT need to wear masks when outside.
  - Campers with underlying health conditions are not required to wear a mask.

- **HAND WASHING/SANITIZING**
  - All staff and campers must wash hands or use hand sanitizer:
    - When entering and exiting the facility.
    - Before eating lunch, after handling supplies/equipment, blowing their nose, coughing, sneezing, or using the restroom.
  - Campers will wash their hands often with soap and water for at least 20 seconds.
  - Hand sanitizer stations will be placed throughout the building to supplement handwashing.

- **SOCIAL DISTANCING**
  - It is recommended to stay at least 6 feet from other people, when possible.
  - We will encourage social distancing through increased spacing, small group size, and staggered scheduling, whenever feasible.
  - At lunchtime, we will utilize socially distanced assigned seating. Campers are to bring their own lunches and refillable water bottles.

- **SHARED EQUIPMENT/ SUPPLIES**
  - We will discourage sharing of items that are difficult to clean or disinfect.
  - We will attempt to keep each camper’s belongings separated. Campers are encouraged to bring their own school supplies for crafts and activities to minimize sharing of materials.

- **GROUP SIZES**
  - If possible, groups will include the same campers and staff each day.
  - We will limit interaction between groups when possible.
HEALTH & SAFETY PROTOCOL - continued

- **WHEN TO STAY HOME:** We require any camper or staff who is sick, is coming from a household where someone has symptoms of COVID-19, or has been exposed to COVID-19 in the last 14 days, to stay home to ensure the safety of others.

- **DAILY CLEANING**
  - Staff members will routinely clean and disinfect high contact surfaces, equipment, and supplies.
  - A professional cleaning company will clean the facility daily.

- **STAFF TRAINING**
  - All Carlisle Parks and Recreation staff will be trained on health and safety protocols.

**DROP-OFF/ PICK-UP PROCESS**

- **DROP-OFF PROCESS:**
  - Parents/Guardians are to accompany their campers to the front entrance of the facility (Front door of Shaffer Cabin or Stuart Community Center).
  - Adults and campers should wear masks or cloth coverings and maintain social distance.
  - Parents/guardians will be asked a series of health screening questions.
    1. Does the child, or someone in their household, have any of these symptoms: fever (100.4 or above), cough, difficulty breathing, body aches, new loss of taste or smell, sore throat, nausea, vomiting or diarrhea?
    2. Has anyone in the household had a positive test for COVID-19 in the last 14 days?
    3. Has anyone in the household been exposed to someone with COVID-19 within the last 14 days?
  - Parents/guardians should not enter the facility.

- **PICK-UP PROCESS:**
  - Parents/guardians will pick up their campers at the front entrance of the facility (Front door of Shaffer Cabin or Stuart Community Center).
  - Adults and campers should wear masks or cloth coverings and maintain social distance.
  - Staff will have the camper come to the front entrance for dismissal.
  - Parents/guardians should not enter the facility.
  - Staff will record who is picking up the camper/and the time to reduce contact with shared objects.
SYMPTOMATIC & CONFIRMED CASES

SYMPTOMATIC CASE RESPONSE:

- If a camper or staff member becomes ill or begins to show symptoms of Covid-19 while at camp, the following protocol is in place:
  - A camper’s parent/guardian will be contacted. The camper or staff member will be quarantined in an isolation room (Summer Day Camp- Meeting room @SCC).
  - Staff will maintain visual supervision until they depart. They should leave the facility as soon as possible.
  - Staff will clean and disinfect all areas used by the sick person.
  - Staff will open outside doors and windows to increase air circulation in the areas, if possible.

- Any suspected case or exposure to COVID-19 MUST be reported to the Camp Director immediately.

- RETURN TO CAMP: Campers or staff may return to camp when symptoms have improved, fever is gone for 3 days (72 hours) without the use of fever-reducing medication and ten days have passed since exposure or the symptoms first appeared.

CONFIRMED CASE RESPONSE:

- Any positive case of COVID-19 or exposure to a positive case, MUST be reported to the Camp Director immediately by the parent/guardian.

- If a confirmed case of COVID-19 is discovered, specifically in a camper or staff member, the following actions will take place:
  - Staff will notify the Borough of Carlisle’s Health and Emergency Coordinator and a proper course of action will be determined.
  - All campers and staff at a particular site of exposure will be sent home.
  - After a 24 hour wait time, the site will be professionally cleaned and disinfected.
  - Staff will inform parents/guardians of participants based on the level of exposure.

- RETURN TO CAMP: Campers or staff who know or suspect they had COVID-19, and experienced symptoms, may return to camp when symptoms have improved, fever is gone for 3 days (72 hours) without the use of fever-reducing medication and ten days have passed since the symptoms first appeared.

  Campers or staff who test positive for COVID-19, but experienced no symptoms, may return to camp after 10 days.
APPENDIX 2 - EMERGENCY INFORMATION FORM

GENERAL INFO

CAMPER'S NAME: _________________________ , _________________________ NICKNAME: _____________

LAST FIRST

ADDRESS: __________________________ APT #: ________ CITY/STATE/ZIP: _______________________

AGE: _________ BIRTHDATE: ____/_____/_____ GENDER: __________

GRADE ENTERING: _________ SCHOOL ATTENDED: ___________________________

PARENT/GUARDIAN INFO

1. PARENT/GUARDIAN'S NAME: _________________________ , _________________________

LAST FIRST RELATION TO CHILD

PHONE #: _________________________ EMAIL ADDRESS: ___________________________

2. PARENT/GUARDIAN'S NAME: _________________________ , _________________________

LAST FIRST RELATION TO CHILD

PHONE #: _________________________ EMAIL ADDRESS: ___________________________

IN CASE OF AN EMERGENCY - WHO SHOULD WE CONTACT?

☐ PARENT/GUARDIAN #1 ☐ PARENT/GUARDIAN #2 ☐ OTHER: ___________________________

NAME / RELATION TO CHILD / PHONE #

SUBSTITUTE PICK UP PERSONS _________________________ , _________________________ , _________________________

*MUST PROVIDE A NOTE ON DAY SUB WILL BE PICKING UP

My child has permission to walk TO _____ and/or FROM _____ camp. Check and Initial: _____

MEDICAL INFO

HEALTH CARE NEEDS/CONCERNS: ___________________________________________________________

TYPES OF MEDICATION TAKEN FOR HEALTH CARE NEEDS: ___________________________________

KNOWN ALLERGIES/SYMPTOMS/TREATMENT: ______________________________________________

BEHAVIOR/DISCIPLINE

BEHAVIORAL ISSUES: _________________________________________________________________

MOST EFFECTIVE FORMS OF BEHAVIOR MANAGEMENT AT HOME: _________________________

OTHER

HELPFUL INFO YOU WANT US TO KNOW ABOUT YOUR CHILD: ________________________________

____________________________________________________________________________________

____________________________________________________________________________________
SUNSCREEN POLICY:
It is the parent’s responsibility to apply sunscreen before sending your child to camp. Staff members are not permitted to apply lotion sunscreen to your child, only spray sunscreen. Parents may send sunscreen and we will remind the children to re-apply throughout the day.
Initial: _____

BEHAVIOR/DISCIPLINE POLICY:
Harassment, bullying, fighting, inappropriate behavior/language and continual disregard for camp policies and procedures will not be tolerated. Retaliation is also prohibited.
Initial: _____

ILLNESS POLICY:
If your child is sick, DO NOT BRING HIM/HER TO CAMP. If your child becomes ill while at camp, the parent will be called to come and pick up the child. In the event that a parent cannot be reached, an individual on the Emergency Contact Form will be notified.
Initial: _____

MEDICATION POLICY:
Campers are not permitted to have over-the-counter (OTC) medicines in their possession. Staff will not provide OTC medicines. Epi-pens and inhalers are allowed, but must be clearly marked with the child's name and must be kept in the child's backpack at all times. No camp staff is permitted to administer medication.
Initial: _____

HOLD HARMLESS STATEMENT:
...I shall defend, hold harmless and indemnify the Borough of Carlisle against all expenses, liabilities and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity (including but not limited to the organization, its members, participants, spectators, officials and other third persons) arising out of any activity what-so-ever conducted on or around the premises to which this agreement pertains and the Carlisle Parks and Recreation has my permission to interview / photograph / videotape / film me and/or my child for use in Carlisle parks and Recreation publications, photographic or electronic images, and print media including advertising and news articles in the local newspapers and other related media.
Initial: _____

PHOTO RELEASE:
I hereby give my permission for my child’s picture to be used by the Carlisle Parks and Recreation Department for publication, video, or promotional materials.
Initial: _____

2020 PARENT HANDBOOK:
I have thoroughly read the 2020 Parent Handbook and agree to the rules and regulations.

________________________________________                        ____________
SIGNATURE OF PARENT/GUARDIAN                                                             DATE