



# Camper Policies & Procedures

2022



10 Groton Road, Nashua, NH 03062 ♦ (603) 881-4815 ♦ [www.CampLovewell.com](http://www.CampLovewell.com)

Welcome to Camp Lovewell! This handbook has important information necessary to prepare for camp. Please read the entire handbook thoroughly. If you are unable to find the answers to your questions in this handbook, please call the Camp Lovewell director, Jenn Slate, at (603) 881-4815.

All information in this handbook is subject to change; The information provided in this document is 'as is' with no guarantee of accuracy or completeness. If significant edits, additions, and/or omissions are made, enrolled families will be notified in writing, which includes digital communications. It is the responsibility of the parent/guardian to read this handbook, complete the registration packet, and submit all materials promptly upon enrollment and during annual re-registration. Note that all COVID-19 policies take precedence over any conflicting policies in this standard handbook until otherwise notified.

Latest revision: 1/31/22

## Table of Contents

Camp Season 2022.....	3
Face Coverings .....	3
Camp Basics .....	3
Philosophy .....	4
Goals.....	4
Carpool.....	4
Extended Day .....	5
Late Pick-up Fees.....	5
Early Dismissals & Late Arrivals.....	5
Camper Dismissal to Non-Authorized Individual.....	6
Campus Safety and Security .....	7
Absences .....	7
Payments and Refunds .....	7
Lunches and Snacks.....	8
Health .....	8
Medications .....	8
Illness & Injury .....	9
Pool Policies.....	10
Conduct.....	11
What to Bring.....	11
What Not to Bring .....	12
A Typical Day at Camp Lovewell .....	12
Discipline .....	13
Bullying .....	14
Necessary Forms.....	15
COVID-19 Travel Policies.....	16
COVID-19 Quarantine/Isolation Policies .....	17

# Camp Season 2022

Please note that, due to COVID-19 guidance evolving and changing, certain policies and procedures at Camp Lovewell may continue to change during the 2022 season. Until further notice, we are proceeding with the same policies we implemented for the 2021 season. We will update families if/when any changes are made to our literature. **All families will be responsible for reading the latest version of the handbook prior to your child's camp experience beginning.**

 Indicates COVID-19 policies that may be subject to change as the camp season draws nearer.



## Face Coverings

- **Staff:** All day camp staff must wear face masks over their nose and mouth when indoors at day camp facilities and when outdoors and around other people in settings where 6 feet of social distancing is not able to be consistently maintained.
- **Campers**
  - **Indoors:** Campers should wear face masks at all times when within the facility and around other people.
  - **Outdoors:** Masks will be required when social distancing is not possible.
  - **Exemption:** Valid medical or developmental reason a child cannot wear a face mask, with documentation provided by a licensed medical practitioner.
- **Parents/guardians:** All adults dropping children off at day camp shall be asked to wear a cloth face covering over their nose and mouth when at the day camp facility or public spaces where other individuals are present when social distancing is not possible.

## Camp Basics

### Ages

Camp Lovewell is strictly for children 6-14 years old and entering first grade or higher.

### Schedule

**Standard Day Camp Hours:** 9:00 am-4:00 pm

**Extended Day Care:** 7:30-9:00 am and 4:00-5:30pm

*\*Available at an additional weekly cost.*

### Location & Contact Information

2<sup>nd</sup> Nature Academy Campus

10 Groton Road, Nashua, NH 03062



(603) 881-4815



[www.CampLovewell.com](http://www.CampLovewell.com)

[camplovewell@2ndnatureacademy.com](mailto:camplovewell@2ndnatureacademy.com)

### Directions

**From Route 3 N or S,** take Exit 5W toward Hollis/111-A. Main Dunstable Road will turn into Groton Road. Yudicky softball fields will be on the right; our driveway is just past the fields on the left hand side of the road.

Look for the white fence and the red horse barn. **From Hollis** take 111-A toward Nashua. The campus will be on the right, about 1.5 miles after Alpine Grove.

## Philosophy

- We are committed to fostering an appreciation for our natural world and building a sustainable community through innovative approaches to camping.
- We strive to provide a camp environment that enables children to experience a feeling of self-worth, independence, and positive self-esteem.
- We encourage campers to participate in many different activities that will challenge their mind and body, while building character and confidence.

## Goals

- Provide opportunities that stimulate the development of each camper's self-esteem.
- Help each camper appreciate his/her natural surroundings and take an active role in the stewardship of our environment.
- Provide situations for each camper to set goals and challenge him/herself while discovering his or her own skills and abilities.
- Allow each camper to experience cooperation, teamwork, and positive communication.



## Carpool

### Parents/guardians must:

- not enter the child care or academy buildings.
- not enter the camp grounds.
- follow all signs directing traffic and limiting access to restricted areas.
- not park in the carpool line.
- not get out of their cars while in the carpool line.
- not leave a car unattended in the carpool line.
- wear a mask if they must come within six feet of campers or staff.

### MORNING CARPOOL: 8:45 am - 9:00 am\*

Campers will be dropped off at the check-in tent, located at the far end of the parking lot. Please proceed down the driveway, around the traffic circle, and enter the parking lot.

- *All campers must be dropped off in the carpool line.*
- Parents and campers must wait in their cars until they are instructed by the camp greeter to pull up.



Parents/guardians are responsible for keeping their child(ren) home and communicating the reason(s) why to the camp director if displaying any COVID-19 symptoms. By bringing your child(ren) to camp, you are attesting to your child being symptom-free.

- Campers will be greeted by a staff member at their car upon arrival and signed in.
- Please be prepared to provide special instructions and hand over any medications at this time. If your child has to take medication, needs special accommodations, or you have special instructions for your child's care, please call prior to the start of their camp start date to arrange for a call with the camp director.

### AFTERNOON CARPOOL: 3:45 pm - 4:15 pm\*

At pick up, the camper will be escorted to the car and signed out. The parent/guardian is then responsible for assisting the child into the car and fastening his/her seatbelt. *If your child requires seatbelt fastening assistance or you wish to move or reorganize his/her belongings, you must first pull out of the carpool line.*

We may ask for ID on the first day or two until we are familiar with faces. Please have your ID ready at pick up. We would like the flow of pick-up to go as quickly and smoothly as possible. Please be patient. It will take a few minutes to move the car pool line along.

\* *These times are subject to change due to COVID-19 guidance.*

### **Extended Day**

*Extended day is offered at an additional weekly cost.*

### BEFORE CAMP CARE DROP OFF ONLY: 7:30 am - 9:00 am

Before camp drop-off will be at the front porch of the Academy building.

### AFTER CAMP CARE: 4:00 pm - 5:30 pm

Pick-up will occur on the front porch of the Academy building. *Please provide your child with an afternoon snack.*

Parking on the outer lane of the carpool circle (closer to the buildings) is reserved for parents/guardians with infants/toddlers in the childcare center. If you need to park, you may do so in the lot.

### **Late Pick-up Fees**

*Campers must be picked up at the time designated.*

***THIS IS STRICTLY ENFORCED!***

### For day campers not picked up by 4:00 pm carpool:

If your camper is not enrolled in extended day care for the week and is picked up later than afternoon carpool, you will be billed for the full extended care daily rate of \$20.00. Due to staffing and ratios, we cannot guarantee that your camper will be able to join the aftercare group in this scenario.

### 2<sup>nd</sup> Nature Academy campus closes promptly at 5:30 pm.

A penalty is charged for picking up children after 5:30 pm. A \$10.00 late fee is charged after 5:30 pm, followed by an additional \$1.00 per minute for every minute you are late. Repeated offenses could result in termination of camp enrollment. In the event of an emergency, please call the campus.



### **Early Dismissals & Late Arrivals**

***Under normal circumstances, we strongly discourage early dismissal requests and late drop-offs, as Camp Lovewell is an outdoor adventure camp and the campers are often a distance away in the pool, in the woods, or at the pond. During the COVID-19 pandemic, this guidance is more critical than ever as camp families will not be allowed to enter the child care building or visit the camp site.*** If there is an emergency and you must drop-off late or pick-up early, you should call ahead whenever possible. You must wait in your car in the parking

lot and call the main office upon arrival. The office personnel will try to reach the camp director to arrange for a staff member meet you at a designated meeting point.

- Please schedule all appointments for your child for after camp hours.
- If you absolutely require your child to be picked up early or dropped off late, you must provide the camp with a note with adequate advanced notice (at least two business days prior).
- *If adequate notice is not provided, then we cannot ensure your child will be ready and waiting for you upon your arrival and/or that your child will be able to join camp promptly.*
- All tardy arrival/early dismissal campers must be signed in/out at a designated meeting place.
- Parents/guardians must wear a mask if escorting their child to meet a staff member.

**Campus Security and ACA Ratio Protocols affect early dismissals/late arrivals.**

Please note that our campus is expansive and activities occur both across campus and the Dunstable Rural Land Trust. As such, a late arrival/early departure camper is subject to miss one or many activities in his/her camp day. Without advanced notice, we cannot guarantee swift escort of your child to/from camp, and they may be waiting longer than desired.

- Never leave your child unattended on campus. You will be directed to a designated meeting point where a staff member will meet you and your child.
- In order to maintain staff to camper ratios, counselors are not able to freely leave the group to escort campers to the office.
- Campers are not permitted, under any circumstances, to leave their group and proceed to the to meet unattended.
- Parents/guardians are prohibited from freely walking about campus to pick-up/drop-off their campers. Please review our Visitor Policy for more information.

**With adequate notice (a parent/guardian note provided 2+ business days prior):**

We will strive to accommodate your request with as little disruption to your child's camp day *as possible*. Your child will be brought to you at the most convenient time and may miss out on scheduled activities.

**Without adequate notice (as defined above):**

Your child will be brought to you at the closest predesignated time and will likely miss out on scheduled activities. These times are *roughly*:

- **For late arrivals, after 9:00am:**
  - 9:30 am
  - 12:45 pm
- **For early dismissals, prior to 4:00pm:**
  - 12:00 pm
  - 3:00 pm

*We cannot accommodate requested pick-ups shortly before carpool, as all camp staff is busy overseeing camp clean-up and the entire camp comes to carpool together for 4:00pm.*

## **Camper Dismissal to Non-Authorized Individual**

For your child's protection, we ask that a note be brought to camp prior to dismissing the child with anyone other than authorized individuals stated on the registration form. NO child will be allowed to leave without prior written permission. Anyone picking up a camper other than the parent/guardian must have ID ready at the time of pick up.

# Campus Safety and Security

## Driving and Parking:

- **When entering camp property, please adhere to our 10 miles per hour speed limit and parking access.**
- Please be sure to make a complete stop at the stop sign in front of the cross walk for the safety of our campers. When safe, proceed into the rotary/circle counter-clockwise; do not drive in the rotary clockwise and do not pass other cars.
- Do not park along the side of the driveway or in the circle. *Parking on the outer lane of the carpool circle (closer to the buildings) is reserved for parents/guardians with infants/toddlers in the childcare center. If you need to park, you may do so in the lot.*
- Fire and carpool lanes must be kept clear at all times.

 **Visitors: Due to COVID-19, visits will not be allowed during the camp season.**

The safety of our campers is of the utmost importance and appointments assist us in assuring strangers are not wandering on camp premises. Camp staff is trained to initiate emergency protocol when unidentified strangers are present on campus and cannot be expected to recognize unescorted camp visitors.

**Weather:** Camp is a total outdoor experience. Camp activities happen in all kinds of weather and will be modified during threatening weather (thunderstorms or extreme heat). We will utilize the school buildings in cases of severe weather. In mild, rainy weather, we will continue to be outside or in the tent. **It is very important that campers bring raincoats and boots on rainy days.**

**Camp Emergencies:** In the event of a camp emergency, we will follow our FEMA Emergency Response Plan. If there is a change of location of pick up or drop off of campers, parents/guardians will be telephoned at the day-time phone number provided, as well as emailed to the email address provided on the registration form.

*Please do not call the camp if there is an actual emergency, as we will need to keep the phone lines open for emergency procedures.*

**Vehicles at camp:** Parents/guardians may not leave their car at camp. Parent/guardian vehicles may not be used for the execution of camp programs or camp business.

## Absences

**If your child will not be attending camp, please call the night before or on the morning of camp and leave a message on the camp's voicemail at (603) 881-4815.**

It is important that you call each day they are absent. Your cooperation is very important for our attendance system. If your child is not at camp and we are not notified of their absences or tardiness, a call will be made by the Camp Director to verify absences.

## Payments and Refunds

**Payment Information:** The remaining balance for camp is due by June 1<sup>st</sup>. A \$40.00 processing fee will be charged for all returned checks.

**Refund Policy:** A non-refundable \$25 registration fee and camp tuition fee are due upon camp registration. *There is no refund or reductions for any reason once a child is registered.* No refunds are made for days that a camper is absent, regardless of reason.

## Lunches and Snacks

- All lunches and snacks are to be provided by the campers.
- **Microwaves and refrigeration are not available; please pack accordingly.**
- A reusable ice pack is recommended.
- No glass bottles, candy, or soda.

**Food Allergies:** If a camper has a food intolerance or food allergy, it is the parent/guardian's duty to inform the camp administration of any such conditions. Precautions, treatment, and an emergency plan must be included in a written document from the camper's physician provided no later than the first day of camp.

Camp Lovewell will make all reasonable attempts to keep the camper safe. Campers will be instructed to sit at the peanut-free area to avoid cross contamination. Campers are expected to wash their hands and face after eating lunch, and the staff sanitizes tables after meals and snacks.

## Health

### Required Health Forms:

- An ACA-required Health History Form must be completed for each child that is attending camp. The health history is available as a part of the registration packet.
- A signed copy of a recent physical based on an exam within 24 months of the first day of the camper's session is also required by the State of NH Youth Recreation Camp Licensing requirements.

*Campers will not be permitted to remain at camp if a completed, signed health exam/health history form is not submitted by the camper's first day of camp.*

**Immunization Exemption:** If your child is exempt from immunization, a letter must accompany the health exam/health history form stating the exemption. Immunization exemption forms are available from the Camp Director. This form must be notarized.



## Medications

- **IF YOUR CHILD MUST TAKE MEDICATION WHILE AT CAMP, YOU MAY BE ASKED TO PARK IN THE PARKING LOT AND WAIT FOR A STAFF MEMBER TO PROVIDE YOU WITH FORMS FOR PERMISSION TO ADMINISTER MEDICATION.**
- **ALL MEDICATION MUST BE SIGNED-IN, BY A PARENT/GUARDIAN, WITH A STAFF MEMBER. DO NOT ALLOW YOUR CHILD TO CARRY THEIR OWN MEDICATION TO CAMP.**
- **ALL MEDICATION MUST BE SIGNED-OUT WITH A STAFF MEMBER DURING PICK-UP. YOU MAY BE ASKED TO PARK IN THE PARKING LOT TO WAIT FOR A STAFF MEMBER TO BRING YOUR CHILD'S MEDICATION TO THE CAR.**

- If your child will be on medication while at camp, it must be provided in its original container with the camper's name and dosage clearly marked. Medication will only be distributed per label instructions unless otherwise accompanied by a doctor's note.
- Over the counter medications may be distributed to campers, per parent request and **MUST BE** supplied by the parent. A signed instruction/permission slip must be filled out. Campers may not keep any medications in their possession at camp. Asthma inhalers are the only exception to this rule.
- Medications will only be distributed by the camp's Health Supervisor, Camp Director, or other Camp Lovewell qualified staff. A medication authorization form must be completed to administer medication to your child. Forms can be obtained by calling the camp office at 603-881-4815.
- **EPI-pens (Epinephrine):** If your child requires an EPI-pen while at camp, one must be supplied by the parent with a prescription label adhered to the EPI-pen (NOT THE BOX) with the camper's name and dosage amount clearly marked. EPI-pens will be kept in the possession of the camp counselor and returned to the office at the end of each camp day.



## Illness & Injury

All COVID-19 illness policies override any conflicting standard illness policies, as outlined below or in any other Camp Lovewell literature, during the pandemic.

Camp Lovewell will continue following the CDC, AAP, and State of NH guidelines, as applicable to a program, for camper screening, assessing health, and exclusion from camp. **Parents/guardians are responsible for taking and recording daily morning temperatures prior to arrival and attesting to their child(ren) being symptom-free each day.** Each camper will be screened at the start of the camp day and have his/her temperature taken.

Anyone who meets any of the following criteria should be excluded:

- Any **new or unexplained** symptoms of COVID-19 (these individuals are asked to self-isolate\*)
- Close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days (these individuals are asked to self-isolate)
- Reports a travel-related risk factor as identified on in our Quarantine Protocol, at the beginning of this handbook

\*According to NH DHHS any individual with new or unexplained COVID-19 symptoms can return to camp when one of the following two conditions is met:

- The individual receives an approved COVID-19 test that is negative, their symptoms are improving, and they are fever-free for at least 24 hours off any fever-reducing medications.
- OR the individual has met CDC criteria for ending home isolation. This means the person must self-isolate for at least 10 days from the onset of symptoms, AND at least 3 days (72 hours) have passed where the person is without fever (off any fever reducing medications) and other symptoms are improving.

**During the COVID-19 pandemic, you must keep your camper home for at least 24 hours after being symptom free if they show any of the following symptoms:**

- The camper has a fever of 100.4 degrees or higher.
- The camper has had a fever during the past 24 hours and required medication.
- The camper has been vomiting, has diarrhea, or is complaining of nausea or stomachache.
- The camper has a rash or skin lesion, which has not been diagnosed or treated by a licensed health care

provider.

- The camper shows abnormal lethargy or fatigue.
- The camper is coughing or wheezing.
- The camper has a sore throat.

**We also require that you keep your camper home for 24 hours after being symptom free if they show any of the following symptoms or have any of the following diagnoses:**

- The camper has strep throat (must be on antibiotics for 24 hours)
- The camper has lice.
- The camper has or is suspected of having conjunctivitis.
- The camper has a diagnosed illness not related to COVID-19 and has a doctor's note indicating the diagnosis, treatment, and the doctor's recommendation for return to camp.

If your camper becomes sick with any of the above, or has suffered an injury that would exclude them from the camp program, he/she will be isolated and made as comfortable as possible until a parent/guardian can be contacted and comes to pick up the child. **Campers must be picked up within 1 ½ hours of notification.**

If the camper is sent home sick with vomiting, diarrhea, a fever, etc., he/she will NOT be able to return to the program until symptom free (without medication) for 24 hours. In the case of a contagious disease such as strep throat or conjunctivitis, campers must be on antibiotics for at least 24 hours before being readmitted to camp. Fees are not refundable when campers are sent home early and/or miss a day because of illness.

**Injuries:** If your child ever becomes injured at camp, beyond the scope of basic first aid, the parent and Camp Director will decide on the next appropriate action, keeping in mind the safety of the injured camper and the other campers and staff.

## Pool Policies

1. All swimmers must wear a bathing suit.
2. All swimmers must be swim tested at the start of each camp session. This test will determine which end of the pool the camper will be allowed to swim in.
3. If campers pass the swim test, parents will be notified.
4. If the camper is a non-swimmer, parents must provide their child with a **US Coast Guard certified life vest.**
5. All swimmers with hair that is long enough to secure back must either wear a swim cap or tightly secure hair with a proper-fitting hair elastic. Swimmers who do not have hair tightly secured will not be admitted into the pool.
6. All swimmers must use the bathroom before entering the pool.
7. If a swimmer defecates in the pool, the pool must be closed until cleaned and sanitized.
8. All swimmers must shower completely before entering the pool (body, head, hair, etc.)
9. The pool deck can be slippery when wet. Running on deck is strictly prohibited.
10. Diving is not allowed anywhere in the pool. Feet-first jumps are allowed in designated areas.
11. Rough play, pushing, pulling, splashing, etc. are not allowed.
12. Swimmers must use stairs or ladder to enter or exit the pool.
13. Food is not allowed in the pool area.
14. The pool may be closed in the event of inclement weather.

15. Pool chemicals are checked throughout the day and balanced accordingly. In the event that the pool water cannot be balanced, the pool will be closed for the day and alternative water activities will be scheduled.
16. The lifeguard is responsible for enforcing the pool rules. Any camper not adhering to pool rules will lose their pool privileges.

## Conduct

**Camper Behavior:** Camp should be a positive learning and play experience. All campers should feel accepted, acknowledged, appreciated, and included. Campers should feel safe to express themselves, take risks, act silly, try new experiences, and make new friends. In order to provide a positive camp experience for all campers, the following rules must be adhered to:

- Campers are expected to be considerate and courteous to other campers and counselors.
- Campers are expected to respect the individual needs and limitation of other campers.
- Campers are expected to be cooperative and participate in a variety of camp activities. Campers will have the opportunity to decide on some activities during their camp day.
- Campers are expected to communicate their needs, feelings, fears, and concerns with counselors.
- Campers are expected to work with others in a cooperative, team atmosphere.
- Campers are expected to solve problems and issues in a calm and effective manner using constructive verbal communication.
- Gossip, negative comments, name-calling, exclusion, verbal harassment, swearing, hitting, fighting, bullying, physical harassment, and abuse are not permitted and will not be tolerated. Campers who consistently exhibit any of these behaviors will be expelled from camp.
- Smoking, and/or use of possession of drugs or alcohol at camp, in the bus or on out-of-camp trips is not permitted. Campers who exhibit any of these behaviors will be expelled from camp.
- Cell phone or electronic devices are not permitted at camp.
- If behavior becomes a problem, parents will be asked to meet with the Camp Director to resolve the issue.

**Camper Conduct Agreement:** A camper conduct agreement is included in camp registration materials. Please read this over with your child. Both the camper and the parent must sign the form and return it at the time of registration.

## What to Bring

- **Clearly label all of your child's belongings.**
- **A backpack or Duffle Bag is required for keeping all of camper gear together.**
- Bathing Suit
- Towel
- Sunscreen & Bug Spray (for ticks & mosquitoes) - **Parents must apply a layer before the camper comes to camp and provide a bottle of each for camp.**
- Extra change of clothes including shorts/pants, t-shirt, underwear, and socks. Campers should wear old clothes as clothes may become soiled or torn due to the nature of camp activities.
- Large, reusable bottle (Drinking water will be available to refill bottle throughout the day.)

- Closed toed, well fitting-supportive shoes/sneakers (**Flip flops, sandals, crocs and clogs are NOT allowed for outdoor activities**). If children do not have adequate footwear, they will not be allowed to participate in certain activities.
- Water shoes (Keens, Tevas, etc.) are acceptable as long as they have closed toes.
- Non-swimmers must provide their own **US Coast Guard certified life-vest** to use in the pool. **Life vests that do not meet the aforementioned criteria will not be allowed in the pool or at the pond.** (Any camper who wishes to kayak and/or pond swim may use a camp-provided US Coast Guard life-vest. Life-vests are mandatory for kayaking and pond swimming.)
- Meals/Snacks: All snacks should be healthy & non-refrigerated. A reusable ice pack is recommended. Campers must provide their own of the following items each day:
  - Day campers
    - Morning snack
    - Lunch
  - After care: Afternoon snack
- ➔ Masks/face coverings
  - 1 mask to wear
  - 2-3 clean spare masks in a clean sealable baggie (e.g., Ziploc)
  - A spare baggie for dirty masks
- Raincoat and rain boots are highly recommended for rainy days. Outdoor activities will continue to take place on rainy days.

Please make sure that **everything** your camper brings to camp is labeled with his/her name. All items left behind at the end of each camp session will be discarded or donated to charity.

**Lost and Found:** Please discuss with your camper your expectations regarding care of their possessions. Any found items, unclaimed, will be given to a local charity at the end of the camp season. **If your camper comes home missing any items, please contact camp right away do not wait until the session is over.**

### What Not to Bring

- Toys & stuffed animals
- Cell phones
- Electronic games, personal stereos (CD players/ipods/MP3 players)
- Trading cards (Yu-Gi-Oh, Pokemon etc.)
- Japanese erasers or other toy collectables
- Silly Bandz, Crazy Bands, or other silicone bracelets
- Money
- Personal sports equipment, unless required for a specific, requested activity
- Pets or animals of any kind
- Weapons of any type-including knives, BB guns, fire arms and ammunition

**Camp Lovewell cannot be held responsible for items lost or damaged.**



### A Typical Day at Camp Lovewell

Each camp week (session) focuses on a wide variety of outdoor camp related activities. All of our activities

emphasize cooperation in a safe and inclusive environment. Our 'typical' camp day is structured. Each day the campers will have a recreational free swim. During the week, campers will participate in a wide variety of games, sports, archery, nature, and pond life activities, boating, team building games and activities, arts and crafts, hikes and nature walks.

When your child is registered for Camp Lovewell, we will put them into groups according to age and the grade they will be entering in the fall. Activities are planned according to your child's age and ability. While it cannot be guaranteed, we will do our best to place your child with a friend or sibling upon your request, but please keep in mind age appropriateness and ability.

Group ratios are 1 staff for every 6-10 campers, depending on the age of the campers.

### **Swimming and Kayaking**

- These activities are done under the supervision of a certified lifeguard.
- No camper will be permitted in a kayak or swim in the pond without a properly fitting regulation style PFD (personal floatation device). See *"What to Bring"* for more details.
- Kayaking is offered to campers who are 6 years and older.
- Swimmers wearing any floatation device will NOT be allowed to swim in the deep section of the pool or pond.
- Daily recreational free swim is in a pool with a certified lifeguard and watchers on deck at all times.
- All campers will be tested for their ability level and staff will determine if a camper is permitted to swim in the deep section of the pool.
- All campers will understand pool rules completely before entering the pool area, including buddy checks and pool evacuation procedures.
- In the event of inclement or cold weather, swimming and/or boating may be cancelled.
- The amount of swim time will vary week to week depending on the number of campers in attendance.

### **Archery Instruction**

- Children ages 8 and up will participate in archery.
- Occasionally archery is offered to children at age 6; However, it is not guaranteed.
- A Level 1 certified archery instructor provides archery instruction.
- Campers who do not follow all safety guidelines will have their archery privileges revoked.

### **Sports, Games, Drama, Arts & Crafts, Gardening, Hiking, and all other Activities**

- Competitive and noncompetitive sports, games, and other activities are scheduled each week.
- Campers are expected to participate in all activities.
- Good sportsmanship, teamwork, and cooperation are expected of all campers.

## **Discipline**

At Camp Lovewell, we believe that campers are responsible for their actions and need to be held accountable for their decisions. They need to know adults care enough for them to ensure that they adhere to camp rules. It is the counselor's responsibility to maintain good discipline during camp. Misbehavior will result in corrective action by counselors or referral to the camp director.

In establishing a discipline policy, it is important to focus on encouraging campers to make good choices and in being responsible for their behavior. In making these decisions, campers learn that there are natural and logical consequences for their actions. Our job as counselors and parents is to guide campers to make appropriate choices and to assist them in learning from their mistakes.

Camp Lovewell uses positive discipline methods to curb unwanted behaviors. When rules are broken repetitively, students are sent to the camp director to discuss their behavior. If the behavior is of a more severe nature, then an Incident Report Form will be sent home and further actions may be taken. Incident Report Forms MUST be signed by a parent/guardian and returned to camp.

For repeated, severe behaviors requiring greater disciplinary action, privileges may be revoked and consequences may result in suspension and/or expulsion from Camp Lovewell.

## Bullying

Camp Lovewell is committed to a safe and civil educational environment for all campers, employees, volunteers and patrons free from harassment, intimidation or bullying. Bullying is a form of abuse. It comprises repeated acts, occurring over time, that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. The power imbalance may be social power and/or physical power. The victim of bullying is sometimes referred to as a target. It typically involves subtle methods of coercion such as psychological manipulation. Bullying includes exclusion, gossip, threats, and non-verbal body language as well as physical violence.

Bullying consists of five basic types of abuse:

- Emotional
- Verbal
- Physical
- Written
- Cyber

Persons who believe they have been subjected to bullying should immediately bring a grievance to the attention of a trusted adult, counselor, assistant director, or director. Similarly, if a person has any questions as to whether certain conduct is unlawfully discriminatory, or constitutes bullying, the grievant is encouraged to speak with the camp director. Camp Lovewell will not tolerate any form of bullying by any camper, staff member, counselor, etc. If it is suspected that bullying is taking place, if founded, the following measures will be taken:

- Meeting with student and parents/guardians
- Corrective action plan

If actions are repeated, the offending student will face:

1. Suspension
2. Expulsion

## Necessary Forms

The following forms must be submitted at time of registration. No registration will be complete until all forms are received and balance is paid in full.

- Registration packet completely filled out, front and back, and signed
  - Registration form
  - Camper Conduct Agreement (Signed by parent and child)
  - Waiver, Release of Liability, & Indemnification
  - Camp Week & Payment Schedule
- Health Forms
  - Camper Health History Form
  - Copy (front and back) of insurance card
  - Physician's well-child physical form (obtained from pediatrician; dated within 24 months of camp session)
  - Current immunization records

# COVID-19 Travel Policies



As of 2/1/2022; Subject to change according to pandemic landscape and/or most current guidance



## UNVACCINATED

15



### Domestic and International Travel

- Travelers **must**:
  - get tested with a COVID-19 viral test 3-5 days after travel. Submit test results to camp.
  - self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Travelers **should** (recommended) stay home and self-quarantine for a full 5 days after travel.

## FULLY VACCINATED



### Domestic Travel

Travelers **must** self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.



### International Travel

- Travelers **must**:
- get tested with a COVID-19 viral test 3-5 days after travel. Submit test results to camp.
  - self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.



# COVID-19 Quarantine/Isolation Policies

As of 2/1/2022; Subject to change according to pandemic landscape and/or most current guidance



## MASKING

**Staff:** All day camp staff must wear face masks over their nose and mouth when indoors at day camp facilities and when outdoors and around other people in settings where 6 feet of social distancing is not able to be consistently maintained.

### Campers

- **Indoors:** Campers should wear face masks at all times when within the facility and around other people.
- **Outdoors:** Masks will be required when social distancing is not possible.
- **Exemption:** Valid medical or developmental reason a child cannot wear a face mask, with documentation provided by a licensed medical practitioner.
- **Parents/guardians:** All adults dropping children off at day camp shall be asked to wear a cloth face covering over their nose and mouth when at the day camp facility or public spaces where other individuals are present when social distancing is not possible.

## TEST-TO-STAY

Regardless of vaccination status, campers who have been exposed to COVID-19 (other than household contacts) may remain at camp if asymptomatic and are required to test on day 5.

## QUARANTINE

- **Household Contacts:** Campers exposed to COVID-19 in their household(s) must observe a minimum 5-day quarantine and test on day 5, before returning to camp on day 6 or after with a negative COVID-19 test result.
- **No Test Option:** If a family elects not to test their camper, the camper must observe a 10-day quarantine.
- **Elective Quarantine:** Families will continue to be notified of positive COVID-19 cohort cases and may elect to quarantine their camper.
- Those who have **tested positive for COVID-19 within the previous 90 days**, have fully recovered, and remain symptom-free for COVID-19 do not need to quarantine, unless they receive a positive test result or become symptomatic.

## ISOLATION

COVID-19 positive individuals must isolate for a minimum of 5 days from the onset of symptoms or, if asymptomatic, the positive test swab date. They must also be symptom-free to return after day 5.