



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PRINCETON FAMILY YMCA SUMMER CAMP

PARENT/GUARDIAN HANDBOOK  
SUMMER 2020



## PRINCETON FAMILY YMCA MISSION STATEMENT

The Princeton Family YMCA is a charitable, not-for-profit community organization dedicated to enriching the spirit, mind and body and improving the quality of life. We create and deliver values-based programs that draw their inspiration from our Judeo-Christian heritage. We serve people of all ages, races and creeds, with an emphasis on families and youth.

## THE Y'S CAUSE

At the Y, strengthening community is our cause. We believe that positive, lasting personal and social change can only come about when we all work together to invest in our kids, our health, and our neighbors.

That is why we focus our work in three areas:

- Youth Development – nurturing the potential of every child and teen.
- Healthy Living – improving the nation's health and well-being.
- Social Responsibility – giving back and providing support to our neighbors.

## THE Y'S BELIEFS

We believe that when we devote our full strength to the Y's mission and cause, work in partnership with others, and build on our history of innovation, we can address the most pressing issues of our time unlike any other organization. We believe all people have potential. We believe active and connected families make for active and connected communities. We believe in a holistic approach to development, promoting healthy spirit, mind, and body. We believe that in a diverse world, we are stronger when we are inclusive and our doors are open to all. We believe in honoring our mission, living our cause, acting in accordance with our values, and placing the greater good above self.

## DIVERSITY & INCLUSION

Our Commitment to Inclusion: The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect and responsibility—they guide everything we do.

## FOUR CORE VALUES

The Four Core Values were introduced by the YMCA of the USA in the mid 1990's. These assets were put in place in order to teach children the difference between right and wrong. We stress the high importance of these values everyday in all of our camps.

**Honesty:** Being honest, dependable & loyal.

**Respect:** Living the Golden Rule, accepting others, showing courtesy and manners.

**Responsibility:** Being accountable, doing one's best.

**Caring:** Being kind, compassionate & understanding, showing love and charity to others.

## CAMP PROGRAM GOALS

The Princeton Family YMCA Camp Program is designed to allow your child the chance to become an integral part of a small group of children as they learn new skills, develop lasting friendships, and pursue the YMCA mission of healthy spirit, mind, and body. In particular, YMCA Summer Camps strive:

- To provide an emotionally and physically safe environment.
- To help children build and develop feelings of self worth and appreciation of other people, through the Christian values of Caring, Respect, Honesty, & Responsibility
- To allow children to experience activities in nature, contributing to constructive and enjoyable use of leisure time throughout life.
- To establish behavior guidelines and discipline acceptable to all campers and staff.
- To help children learn and develop physical fitness and team cooperation through exposure to various sports and games.
- To provide a forum for the exploration of creativity and imagination through participation in arts, crafts, and cultural activities.

## FINANCIAL ASSISTANCE

Our programs and services are available to everyone regardless of ability to pay. The Princeton Family YMCA financial assistance program uses a scale designed to meet financial needs of most families. People of all ages, backgrounds, abilities and incomes need assistance at different times in their lives; anyone can apply for Financial Assistance. If we can serve your family in this way please complete the Financial Assistance Application available online at [princetonymca.org](http://princetonymca.org) or stop at the front desk. We recommend you apply early for day camp assistance.

## **AMERICAN CAMPING ASSOCIATION (ACA) ACCREDITATION**

The Princeton Family YMCA Camps are all ACA Accredited Programs. ACA-Accredited® camps meet up to 300 standards for health, safety, and program quality. The American Camping Association is a community of camp professionals who, for nearly 100 years, have joined together to share our knowledge and experience and to ensure the quality of camp programs. As a leading authority in child development, ACA works to preserve, promote, and improve the camp experience.

Our YMCA is committed to helping our members and all camps provide:

- A commitment to a safe and nurturing environment
- Caring, competent adult role models
- Healthy, developmentally-appropriate experiences
- Service to the community and the natural world
- Opportunities for leadership and personal growth
- Discovery, experiential education, and learning
- Excellence and continuous self-improvement

For more information visit [ACAamps.org](http://ACAamps.org)

## **MEMBERSHIP AT THE YMCA**

The Princeton Family YMCA is a membership based organization. A membership is mandatory from the time registration is completed and throughout the duration the child attends camp. There are three different membership options you can choose from.

## **ENROLLMENT ELIGIBILITY**

All camp activities are deemed age appropriate and safe for each group. We ask that each child be able to be self-sufficient. Self-sufficient is defined as: campers are able to eat on their own, use the restroom, and change independently. Assistance may be provided if needed under certain circumstances. The Princeton Family YMCA Day Camp only accepts children entering 1<sup>st</sup> Grade through 6<sup>th</sup> Grade.

## **ENROLLMENT AND REGISTRATION**

2020 Camp registration begins in June 15<sup>th</sup>. We will have a maximum registration this year that we may not be able to accommodate every family's request. Registration will close Friday, July 3<sup>rd</sup> for the entire summer season. Priority registration will be given to those who will be able to attend camp throughout the entire summer. If space exists, we may be able to accommodate more requests AFTER July 3<sup>rd</sup>.

## **PAYMENT POLICY**

A non-refundable deposit of \$50 is required for each week of camp you wish to register. Remaining fees are to be paid in full through automatic draft via credit/debit, or EFT on file. If you wish not to participate in automatic draft, payment is due the same date as the funds schedule below. You may also pay all of your camp fees up front if you wish. If you register for a week after the due date, payment is due in full at time of registration.

## **2020 BILLING DATES**

Week 1 – due June 29

Week 2 – due July 6

Week 3 – due July 13

Week 4 – due July 20

Week 5 – due July 27

Week 6 – due August 3

Week 7 – due August 10

Week 8 – due August 17

Week 9 – due August 24

## **CREDIT, REFUNDS, NON-SUFFICIENT CHECKS**

The Princeton Family YMCA will refund payment, less the \$50 deposit, if cancellation is made within 7 days of the camp week beginning. No refunds will be given after this point. In case of illness or health related incidents, refund requests should be submitted accompanied by a doctor's note. All refunds are subject to Camp Director's approval only and are never guaranteed. In the case that a child is removed from camp by the Camp Director, there will be NO refund or camp fees returned for the period in concern. The YMCA will assess a \$35 fee on all returned checks/insufficient funds. Please remember no refunds or credits will be given for absences due to family trips, holidays, vacations, disasters, family emergencies, last minute changes etc. Weeks will only be prorated if camp is going to be closed.

## **PARENT/GUARDIAN RESPONSIBILITIES**

The Princeton Family YMCA recognizes that parents/guardians are the most important people in a child's life. We believe parents/guardians are #1 in importance; they are also #1 in the ability to influence and motivate their children. We welcome your advice, participation and support. If you have an issue, concern or question please speak with the Camp Director.

We ask that you help us and uphold these basic responsibilities:

- You are responsible for your child upon arrival to

camp until he/she has been signed in and acknowledged by a staff member. Your child may not be signed in before 7:30am.

- All campers must be signed in/out each day by an adult (at least 18 years of age). Campers will only be released to persons listed on the registration form. To ensure safety, all adults must show valid photo I.D. when picking up children.
- Review the camp "Code of Conduct" and other camp policies and rules with your child.
- Updated personal information: Providing updated information to the Y is the responsibility of the parent/guardian and must be made immediately at the time of any change.
- Daily conversation with your camper regarding their day goes a long way!

### **EXTENDED CARE**

Pre-Camp (7:30am-9:30am) and Post-Camp (4:00pm-6:00pm) are all included in your camp fee. You may drop off your child any time between 7:30am-9:30am and pick up any time between 4pm-6pm. We are flexible for the working family.

### **DAILY SCHEDULE**

(Subject to change at any time)

7:30am - 9:30am: Drop off at Tents  
9:30am - 9:50am: Camp Community  
10:00am - 12:10am: Morning Activities  
12:15am - 1:00pm: Lunch  
12:05pm - 12:35pm: Free Time on Playground  
1:00pm - 3:10pm: Afternoon Activities  
3:15pm - 3:45pm: Director led All Camp Activity  
3:45pm - 4:00pm: Handwash and Snack  
4:00pm - 6:00pm: Pick Up at Tents

### **CAMP GROUPS AND RATIOS**

Campers will be divided into grade appropriate groups as listed below.

Entering 1<sup>st</sup> - 1:8 ratio

Entering 2<sup>nd</sup> - 1:8 ratio

Entering 3<sup>rd</sup> - 1:8 ratio

Entering 4<sup>th</sup> - 1:8 ratio

Entering 5<sup>th</sup> - 1:10 ratio

Entering 6<sup>th</sup>/7<sup>th</sup> - 1:10 ratio

Campers will rotate among daily activities, held both indoor and outdoor, as small groups.

Groups / Pods / Grade are not to exceed 20 campers. To the best of our ability, there will be 4 counselors assigned to each group. Counselors will not rotate among groups throughout a given week and will stick with their "pod" throughout the entire summer.

Groups / Pods / Grades will not comingle with others. If there is a need to operate camp indoors due to inclement weather, groups will be kept separate from each other but may co-exist in a shared space (ie gymnasium corners).

### **ABSENTEEISM**

Campers are to be signed in by 9:30am each morning. If your child will be absent from camp please email the Camp Director to inform them of the absence. Since camper attendance relies on parents/guardians dropping children off at camp, camp personnel will not attempt to contact parents/guardians or emergency contacts if a child is not signed in by 9:30am.

### **SUMMER CAMP STAFF**

The Summer Camp Program operates under direct supervision of various Full-Time YMCA Professional Directors. These professional staff members are responsible for the entire camp operation, including but not limited to the supervision of children and counselors, program planning and implementation, communication and parent/guardian relations.

Most of our camp counselors are college students with sports, recreation, or education backgrounds. 80% of our camp staff members must be over the age of 18. All counselors have cleared mandatory background checks as well as national sex offender checks, are certified in CPR, AED, First-Aid, Child Abuse Prevention, Sexual Harassment, and Blood borne Pathogens. They have had a successful experience working with children, have been trained by YMCA Directors and are looking forward to getting to know your family.

### **BABYSITTING**

YMCA staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the YMCA toward YMCA staff if a violation is discovered. PLEASE DO NOT ASK STAFF TO BABYSIT!

### **SUNSCREEN**

Please apply sunscreen to your child prior to sending them to camp. By requiring families to apply sunscreen prior to camp, campers can avoid the possibility of morning sunburn. We encourage campers to bring their own sunscreen daily. Campers will be reminded to re-apply sunscreen throughout the day and especially in the afternoon.

## RELEASE OF CHILDREN

Our camp must have a policy concerning the release of children to authorized individuals. Please CLEARLY indicate and discuss with us if you have any concerns or special needs, and have in writing your plans for your child's departure from the YMCA.

Children are allowed to be signed out only by individuals authorized by the children's guardian on the registration forms who are 18 years or older. If there are any additions or changes to these names, please inform the Camp Director in writing or via email. By law, we cannot release any child unless we have authorization from a parent/guardian.

If a non-custodial parent/guardian has been denied access, or granted limited access, to a child by a court order, please provide documentation to that effect, maintain a copy on file, and we will comply with terms of the court order.

No child will be released to any person(s) who appears to be physically or emotionally impaired, to the extent that in the judgment of the Camp Director, the child would be placed at risk of harm if released to such an individual. This includes individuals who may seem to be intoxicated or under the influence of narcotics. In such a situation, the Camp Director will attempt to contact the child's other parent/guardian or authorized pick-up individuals. It is important to always list two backups other than the parent/guardians. If we are unable to make an alternate arrangement, the Camp Director will call the New Jersey 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

In the event a child is left one hour past 6:00pm with no contact from a parent/guardian, the following procedure will be followed:

- The child will remain supervised at all times
- The Camp Director will call the appropriate local Police Department to have someone go to the child's home.
- If no contact has been made from parents/guardians or emergency contacts, the police will take the child to the appropriate police station. If the police are unable to provide appropriate care, the camp shall call the 24-hour State Central Registry Hotline to seek assistance in caring for the child.

## LATE PICK UP POLICY

Late pick-up fees will be charged for each child picked up after 6:00pm. Late fees are charged at a rate of \$15 per 5 minutes beginning at 6:01pm automatically the following morning. Chronic late pick-ups will be grounds for dismissal.

## WHAT TO SEND WITH YOUR CHILD

Campers should wear comfortable, closed-toe athletic shoes (no crocs) to camp each day. Sandals are not permitted. Also dress camper(s) in appropriate summer "play clothes." Daily arts and crafts and outdoor activities may cause children to get messy!

Send your child with the following labeled items daily:

- Backpack
- Lunch (note: we do not offer refrigeration)
- Sunscreen
- Swimsuit and towel (if swimming allowed)
- **Face Mask** and Hat
- Reusable water bottle

At the beginning of the day, all belongings will be placed under their respected tent and kept there throughout the day. As a suggestion, please pack nonperishable food items or place an ice pack in the lunch box.

The following items are NOT permitted at camp:

- Alcohol and Drugs
- Fast Food or Soda
- Candy (including chocolate) or gum
- Toys/Electronics (Tablet, iPad, Switch, PSP etc.)
- Personal Sports Equipment
- Trading cards (i.e. Pokémon)
- Personal Animals and Pets
- Weapons of any kind

If found, these items will be kept in the possession of the Camp Director until a parent/guardian picks them up.

## LUNCH AND SNACKS

The YMCA will provide campers with a healthy afternoon snack at 4pm daily. This snack is not a meal. Our typical snacks include: granola bars, fruit, healthy chips, crackers, etc. An occasional dessert may be served as a special treat.

Please send your child with a packed lunch each day. **Do not send food that needs to be refrigerated or heated.** Avoid sending perishable food unless precautions are taken (ice pack, frozen drinks).

Please try not to send campers with milk, pudding, or yogurt, especially on hot summer days. Extra fruit and water are recommended in hot weather.

A water bottle is also required daily. Water coolers/fountains will always be available to campers. To cut down on our carbon foot print, the YMCA will not provide cups. **Please send your camper with a LABELED WATER BOTTLE daily.**

The Princeton Family YMCA is NOT a Nut-Free Camp. We are a **Nut Aware** camp. Please make sure you speak with camp staff as well as indicate it on your child's registration form if your child has special dietary concerns.

Campers will be required to wash and sanitize their hands before and after meal/snack time with warm water and soap for 20 seconds.

## **BEHAVIOR AND DISCIPLINE**

It is the goal of our YMCA to provide a healthy, safe and secure environment for all participants. Children attending camp are expected to exhibit Character Counts values, follow basic behavior guidelines and to interact appropriately in a group setting. Please remember that you are your child's biggest role model. Discipline is viewed by our staff as a teaching opportunity. Our goal is to teach children the kind of self-control that results in appropriate, cooperative behavior. Redirection is the first logical step to behavior management. Should a problem persist, natural consequences and removal from an activity will be used as a form of discipline. In the event that chronic behavior problems develop, incidents will be documented and communicated to the parent/guardian.

The following behaviors are unacceptable and may result in the immediate suspension of a child for the remainder of the current day, an extend time period or expulsion from camp:

- Endangering or threatening to endanger the health and safety of others, self, children, staff or volunteers.
- Stealing or damaging YMCA, host site, or personal property.
- Leaving the program or boundaries as set by staff without permission.
- Continuous disruption of the program
- Refusal to follow the behavior guidelines of the program.

- Using profanity, vulgarity or obscenities
- Acting in a lewd manner

While the fore mentioned is the general outline of our behavior procedures, the YMCA reserves the right to ask parents/guardians to find alternative arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to the fore mentioned behaviors.

Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firearms, knives, explosives or any other weapon.

At no time will swearing, abusive language or physical violence be allowed by children, staff, volunteers or parents/guardians.

## **BULLYING POLICY**

As defined by the New Jersey Coalition for Bullying Awareness and Prevention, "Bullying is an act or threat that is unprovoked, repeated, aggressive, intended to cause fear, distress, harm, may be physical, verbal, or psychological in nature or combination, and may be bias/prejudice. Acts of bullying may include name calling, slurs, epithets, put-downs, taunts, teasing, bodily harm, hitting, kicking, tripping, shoving, taking or damaging personal property, saying/writing inappropriate things, starting rumors, public humiliation, deliberate exclusion and coerced actions." (New Jersey Coalition for Bullying Awareness & Prevention)

Any camper observed bullying another camper or campers will have their parents/guardians notified along with the camper or campers being bullied. If the problem persists, the YMCA may remove the camper who has committed the act or acts of bullying from camp.

## **EMERGENCY/NATURAL DISASTER PLAN**

In the event a natural disaster occurs, our goal is to keep children safe and calm. The Camp Director will determine the safest plan of action. Camp staff will always keep the camper's emergency information with them at all times. Our designated area of safety for Camp in the event we need to evacuate a facility is the grass fields. Our designated area of safety, in the event we need to take cover indoors, is the YMCA gymnasium. In the event we need to evacuate the entire YMCA area, campers will be housed at either

the Princeton Baptist Church or the Pannell Learning Center.

You may want to consider making arrangements with a friend or relative who works or lives close to the YMCA to pick up your child in case of a disaster. Their names must be included on the emergency contact list. Remember, making plans prior to emergencies can expedite the safe release of your child. Camp closure due to a natural disaster is at the discretion of the Camp Director, or the Chief Executive Director. If questionable situations arise, please call the Princeton Family YMCA at 609-497-9622. If an immediate closure of Camp is deemed appropriate, the Princeton Family YMCA will contact parents/guardians immediately via phone, email, as well as post further information on our website at [princetonymca.org](http://princetonymca.org).

### **LOST AND FOUND**

The Princeton Family YMCA assumes no responsibility for lost or stolen items. Please label all belongings with permanent marker. If something is misplaced, check the camps lost and found area. Please leave all toys and games at home. Unclaimed items will be discarded at the end of the camp season.

### **PHOTO RELEASE**

The Princeton Family YMCA may take photos, videos or sound recordings of your children in our programs. We often use them for crafts, projects, or posted online. The Princeton Family YMCA reserves the right, and if granted permission by the parent/guardian as indicated in the registration packet, to photograph or film all campers while they are participating in any camp activity. The Princeton Family YMCA may also use said pictures and video files for any form of advertising or promotion, at no compensation to the family, as deemed appropriate as well as publish them on the YMCA website for publicity purposes.

### **CHILDREN WITH SPECIAL NEEDS**

The Princeton Family YMCA will make every attempt to accept children with special needs into our programs and make a reasonable effort to accommodate the child without fundamentally altering the program. The Princeton Family YMCA provides group care and is not able to provide personal assistants for children with special needs. Please speak with the Camp Director upon registration to discuss the needs of your child. If your child requires a one on one aid as part of their IEP during the school year, we will ask that you

provide an aid for your child to be eligible to participate in our summer camp program.

### **COMMUNICATION**

COMMUNICATION IS THE KEY TO SUCCESS! We have a variety of ways to keep you informed about what is happening at camp.

Announcement sheets will be available for pick up each Tuesday afternoon at pick up.

Please keep up to date on announcements (field trip information, themed day information, weekly updates, and fun surprises etc) by getting them right on your phone. You may also get announcements on your phone using the REMIND App.

REMIND APP: Please sign up for our Remind App to get the latest news and updates regarding camp. <https://www.remind.com/join/pfycamp2020>

- If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to the following link: [rmd.at/pfycamp2020](http://rmd.at/pfycamp2020) Follow the instructions to sign up for Remind. You will be prompted to download the mobile app.
- If you don't have a smartphone or want to download the application, get text notifications. Text the message @pfycamp2020 to the number 81010. If you're having trouble with 81010, try texting @pfycamp20 to (410) 691-3958.
- Don't have a mobile phone? Go to [rmd.at/pfycamp2020](http://rmd.at/pfycamp2020) on a desktop computer to sign up for email notifications.

# HEALTH AND SAFETY

A Registration Packet must be completed in full for each camper in order to participate in any camp program.

Safety is our primary concern. We strongly enforce safety rules for all campers. We believe in the positive reinforcement approach and work very hard with campers to teach safety at all times. All Camp staff members are CPR, AED, and First-Aid Certified and asked to only give care within the scope of their training. If your child is injured or ill at camp, we will take whatever steps are necessary to provide appropriate care. These steps may include but are not limited to:

- Attempting to contact parents/guardians.
- Attempting to contact persons named as emergency contacts.
- Summoning 911/emergency care
- Assigning a counselor or a designated person to go with the child to the hospital or medical facilities, if a child is sent.

Please remember that children will never be transported by any Princeton Family YMCA employee. Special needs, allergies, or behavioral concerns should be reported to the Camp Director prior to the start date at camp so that adequate and appropriate preparation and care can be provided for each camper.

We kindly ask all parents/guardians to take your's and your child's temperature every morning prior to coming into care and please remain home if your child has a fever or is feeling unwell (cough, aches, sore throat, stomachache, etc.); do not send your child into care if he or she has a fever. Families will receive a temperature and health check at drop-off, led by Y staff.

Again, if your child is unwell, please remain home. Do not provide your child with fever reducing medication prior to entering into care so as to pass the daily health check; as this places our program and community at risk, families who complete this practice will be released from the program immediately.

If your child is exposed to someone who has a known or suspected case of COVID-19 (that could be a family member, friend, neighbor, etc.) do not send your child into care.

If your child has obvious symptoms of COVID-19, do not bring your child into care.

If your child has a confirmed case of COVID-19, do not bring your child into care.

## HEALTH SCREENING AT ENTRY

The health supervisor will screen both campers and staff members for fever or signs of COVID-19 illness prior to being permitted to enter the facility or participate in camp programming. Face coverings are required for all parents/guardians, campers, and staff members during drop off/pick up.

Symptoms related to COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

It is required that all staff and campers have their temperature taken upon entry each day using a Hands Free Thermometer. The parent/guardian must be present when taking the temperature of the child. Temperature may not exceed 100.4F. If a temperature reads above 100.4F, then we will wait 5 minutes and try again. If the temperature again reads above a 100.4F, then your child will be denied entry.

Staff, campers or parents/guardians who respond affirmatively when asked about the following shall not be admitted to the camp:

- Have medications been used to lower the child's temperature?
- Have you or anyone in your household had a fever in the past 24 hours; temperature over 100.4?
- Have you or anyone in your household been in contact or cared for a person with a lab confirmed case of COVID-19 in the past 14 days?

The Princeton Family YMCA staff reserves the right to decline entry for any child and/or parent/guardian who looks and/or sounds unwell.

**Parent Responsibility:** Health professionals cannot stress enough the importance that parents are

responsible in regard to keeping themselves, their children, and hence other children and staff, safe this summer.

If a case of Covid-19 emerges within your family, please let us know ASAP as well. We will be given guidelines by our local board of health in regards to quarantine periods that may result.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

*Per the CDC: Face coverings should be worn by staff and campers (particularly older campers) as feasible and are most essential in times when physical distancing is difficult. Face coverings may be challenging for campers (especially younger campers) to wear in all-day settings such as camp.*

### **GLOVES**

Staff are required to wear additional PPE such as gloves when assisting children with self-care needs (first aid, etc.). Staff are also required to wear gloves when serving food. Staff are not required to wear gloves while participating in regular camp activities.

### **FACE COVERINGS**

While face coverings are generally recommended when social distancing cannot be maintained, the assigned group (staff and campers) are not required to wear face coverings WITHIN their group. Face coverings are required when separate camp groups are unable to social distance with each other.

- All families are required to send a mask for their child to wear if/when needed. For children who do not have a mask with them, the Y has masks in stock.
- The Princeton Family YMCA will design activities that promote social distancing separate from other groups, but when this is difficult, Y staff will ask children to apply their masks.
- The Princeton Family YMCA respects all families and their individual health choices during COVID-19. We will support all families who want their child to wear a mask throughout the entire day at camp, and Y staff will support the child in the practice of wearing the mask. Our programs and curriculum will continue to be based upon YMCA core values of caring, honesty, respect and responsibility.
- Kindness and inclusion will also be a significant theme in our return to care.

Per the New Jersey DOH FAQ's, staff are not required to wear face coverings when supervising their

assigned groups. Staff are required to wear face coverings when social distancing of 6 feet cannot be maintained outside of their assigned group and when staff is engaged with individuals not in their assigned group. Staff will be required to have their mask covering their nose and mouth OR hanging around their neck so masks can be placed on quickly.

Face coverings are not recommended for staff or campers when (1) doing so would inhibit the individual's health, (2) the individual is in extreme heat outdoors, (3) the individual is in the water or (4) when interacting within their assigned camp group.

### **CLEANING & DISINFECTING & SANITATION**

The Princeton Family YMCA will ensure increased sanitation and disinfection of high-volume surfaces such as doorknobs, tables and bathrooms. Toys or materials that are difficult to sanitize will not be used. There will be no clutter or anything of abundance.

Supplies will be wiped down after camper use. High touch areas will be cleaned and disinfected/sanitized every hour by a Health and Safety Champion and/or before and after access such as meals, activities, art projects, etc.

Before, during and after each day of camp, YMCA staff will clean and disinfect areas that are used by the camp program to help minimize the risk of spread. Staff will be required to sanitize areas before and after use including equipment and furniture, as well as outdoor playground equipment.

Hospital grade EPA approved disinfecting solution or an equivalent such as bleach/water solution will be used to sanitize equipment and surfaces.

If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.

### **HAND WASHING & HYGIENE**

The Princeton Family YMCA will provide adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels, minimum 60% alcohol-based hand sanitizers, and lined trash cans.

- Children and staff are to avoid touching their eyes, nose or mouth as much as possible especially with unwashed hands.

- The Princeton Family YMCA will ensure frequent hand washing with warm soap and water for 20 seconds.
- If soap and warm water are not available, staff will assist a child in applying an alcohol-based hand sanitizer with a minimum 60% alcohol.
- Staff supervision will be provided to children to ensure they are practicing effective handwashing.
- When possible, children and staff should cover coughs or sneezes with a tissue, then throw the tissue in the trash. Children and/or staff should wash
- their hands with soap and water for at least 20 seconds after blowing their nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains a minimum 60% alcohol.

### **PHYSICAL & SOCIAL DISTANCING**

Though complete physical distancing is difficult to achieve in a camp environment, the Princeton Family YMCA is committed to implementing protocols and strategies to minimize chances of COVID-19 transmission.

These will include, but are not limited to:

- Non-essential visitors will not be permitted.
- Throughout the day, "family groups" are not to exceed 20 campers.
- Groups will maintain the same to prevent commingling to help reduce the risk of any potential exposures.
- Indoor social distancing between groups will be maintained by utilizing large rooms such as a gymnasium and multi-purpose spaces.
- Large rooms can be divided into two using a barrier to ensure spacing between groups.
- Games and activities that require close physical contact should be avoided as best as possible.
- Counselors will create activities that encourage social distancing whenever possible and when this is not possible staff reserve the right to ask children to wear masks.
- Rainy day policies are designed specifically to promote social distancing between groups.

The Princeton Family YMCA has made a significant capital investment in the purchase of tents for each group; children will remain outside and socially distanced underneath the tents as long as the inclement weather DOES NOT include thunder and/or lightning. In times of thunder and/or lightning, all

children will immediately move inside and masks will be applied as campers move inside.

While inside, children will remain within their groups, and spread out amongst our gymnasium, studios and empty spaces.

### **RESPONSE TO SYMPTOMS OF COVID-19:**

If your child is exposed to someone who has a known or suspected case of COVID-19 (that could be a family member, friend, neighbor, etc.) do not send your child to camp. If your child has obvious symptoms of COVID-19, do not bring your child to camp. If your child has a confirmed case of COVID-19, do not bring your child to camp.

If a child is sent home sick, the Princeton Family YMCA will consult with our local health department if COVID-19 is suspected.

YMCA staff and children in the group would be considered close contacts of a case and may be required to quarantine in their homes for 14 days per order and guidance of the local health department. Parents/Guardians/Families will be notified via email, information sheet, and/or website if a case is suspected or confirmed.

Other groups with the camp may continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to. If suspected or confirmed cases occur in multiple groups with the camp, then all camp operations will need to be suspended.

Credits and/or refunds will be granted for days missed due to COVID-19.

For the health and safety of all, any staff or child showing a fever of over 100.4F or higher will not gain access into our program. If a fever develops during camp, the staff or child will be excluded from participating in the program and the parent/guardian will be asked to immediately pick up their child.

Additional symptoms that will prompt exclusion from the program include persistent cough and/or shortness of breath. \*\*Also see Health Screening section above\*\*

If a member of the household is known to have COVID-19, we ask that those children not attend

care for 14 days after the last day they were in close contact with the sick person.

If symptoms arrive after the child checks into the program, staff will immediately separate the child, and arrange for him/her to be picked up immediately. The child will be masked and isolated and a trained medical staff will stay with the child.

Note: Failure to answer a call from the Y and/or pick-up of the child immediately, will result in a warning followed by termination from the program (second offense). Please ensure the Y has the most accurate parent/guardian contact (immediate contact) and/or emergency contact information (second contact).

While home, if symptoms persist or worsen, families should call their health care provider for further guidance.

**If an individual is diagnosed with COVID-19 based on symptoms and not a positive COVID-19 test, AND they had a fever, they may return to care after meeting all of the following conditions:**

- Three (3) days after the fever ends
- There is an improvement in their initial symptoms (e.g. cough, shortness of breath)
- If the individual is diagnosed with COVID-19 based on symptoms and not a positive COVID-19 test

**If an individual is diagnosed with a test confirmed case COVID-19, they must remain out of the facility. They may return to camp after meeting all of the following conditions:**

- They must no longer have a fever (without the use of medicine that reduces fevers)
- There is an improvement in their initial symptoms (e.g. cough, shortness of breath)
- They receive two negative tests in a row, 24 hours apart.

If an individual believes they had close contact with someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person.

When Y staff discover that an individual has contracted COVID-19, and has been in any of our facilities/program in the past 14 days, the following steps will occur:

- Y staff and families will immediately report suspected and/or confirmed cases to the our local Department of Health.
- The Princeton Family YMCA will receive instructions from our Local Department of Health which may include leading an interview with the individual/s.
- The Princeton Family YMCA will contact any staff/members/participants/families that may have come in contact with the individual to let them know that they have come in close contact with someone who has COVID-19; identity is not shared.
- Those participating within the same group and/or area of the person who contracted COVID-19 can return to the Y under what our Department of Health refers to as a "modified quarantine." This means for a minimum of 14 days, the impacted group continues the daily temperature and health check and is closely monitored for symptoms, adheres to no commingling, and immediately communicates any related symptoms to the COVID Coordinator.
- The Y will provide a credit and/or refund to any family who has been impacted by COVID-19 whether within or outside of our program.

## **CONTACT TRACING**

Staff should help camp administration in identifying close contacts of positive COVID-19 cases. This should be done in conjunction with the Local Health Department.

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus.

A contact tracing team from the local health department or the NJDOH calls anyone who has tested positive for COVID-19. They ask the patient questions about their activities within a certain timeframe – to help identify anyone they have had close contact. (Close contact means being closer than 6 feet apart for more than 10 minutes while the person was infectious.) Those contacts might include family members, caregivers, co-workers or health care providers.

Individuals who have recently had a close contact with a person with COVID-19 should stay home and monitor their health.

## **COMMUNICABLE DISEASES & GENERAL ILLNESS**

If your child is ill and will not attend the Summer Camp Program, please contact the Camp Director via email by 9:00am to inform us of any illness and absence. If your child becomes ill while at camp, a parent/guardian will be contacted and asked to pick up their child immediately. The child will be isolated, within sight and hearing of staff, until the parent/guardian arrives.

Camp Staff has the authority to ask a parent/guardian to remove their child from the program if that child appears ill or their health is judged to be detrimental to the other children and staff. Parent/guardians or emergency contacts are required to pick up the child within one hour of being contacted.

A child may be sent home or may not be admitted into care at the center for the following situations:

- Minimum temperature of 100.4 degrees. Note: Children need to be fever free (without fever reducing medication) for 24 hours prior to returning to care.
- A behavior change making the child unable to participate; for example sluggish, sleepy and/or inconsolable.
- Vomiting 2 or more times while at camp. May return 24 hours after vomiting has stopped.
- Bronchitis (which is an upper respiratory infection with severe coughing and mucous). May return as per direction of doctor's note.
- Severe cold with fever, coughing, sneezing, and nose drainage. May return when symptoms are gone or with the direction of a doctor's note.
- Whooping Cough. May return as per direction of doctor's note.
- Rashes that have oozing/open wound. May return after the rash has disappeared or as per direction of doctor's note.
- Impetigo. May not return until treated and as per direction of doctor's note.
- Scabies. May not return until treated and as per direction of doctor's note.
- Ringworm. Red circular patches on skin and heads. Must consult a physician and may not return for 24 hours and as per direction of doctor's note.
- Chicken Pox. May not return until pox have healed and as per direction of doctor's note.
- Measles. May not return for at least five days, rash has disappeared, and with direction of doctor's note.

- Mumps. May return after fever and swelling are gone and with the direction of a doctor's note.
- Head lice. May return once the child has been treated. Staff will check the child before readmitting.

Children receiving antibiotics may return after 24 hours of medication or at the direction of a doctor's note. The Department of Health requires whenever there is an illness that is infectious or contagious that we notify all families.

## **ISOLATION AREA / HEALTH STATION**

A designated isolation area will be used for children who develop symptoms during the day and are waiting to be picked up by a parent/guardian. The isolation area will be away from other children. Children should be kept comfortable while staff remain physically distant. The child will be masked and staff will stay with the child until they are picked up by a parent/guardian. Staff monitoring this area when a child is sick, will be required to wear appropriate PPE. The isolation area will be cleaned and disinfected/sanitized after the child leaves.

## **MEDICATION**

A Medication Authorization Form must be completed and signed by the parent/guardian in order for any medication to be administered. Medication must be brought to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. Children are NOT allowed to dose medication themselves - all medicine (prescriptions or nonprescription drugs) must be given to the Camp Director. Children requiring EPIPENS must turn in all medication and inform them us any special instructions.

## **INJURIES**

Injuries will be treated as needed: washing, applying bandage(s) or ice packs. Parents/guardians will be notified upon pick up, and given a report explaining the details. Parents/guardians will be contacted immediately in the case of more serious injuries, in which further medical attention is required/needed.

## **PROGRAM CONCERNS OR QUESTIONS**

The YMCA encourages constant communication between parents/guardians, staff and children to assure everyone's needs are being met. If you should ever have a problem, concern or question, we encourage you to speak to the Summer Camp staff.

Should they not be able to meet your needs, please contact the Camp Director. It is through your input that we are better able to meet the needs of the community and enhance the quality of our programs.

**THANK YOU!**

We are happy that you have selected the Princeton Family YMCA Summer Camp Program for your child. We offer days filled with happiness, wonderful activities and educational fun. We thank you for sharing your family with us