



Parks & Recreation 2020 Summer Camp Parent Handbook



Quick Overview

We are excited to be able to offer summer camp even with all the changes going on around us and restrictions being put in place. That being said, there will be changes made to keep the participants safe from possible COVID-19 exposures. Summer camp 2020 is going to look and feel different than the camps of the past but we are planning a summer of fun activities and we appreciate your involvement.

Registration

Age requirements

All participants are required to meet the camp's age requirements by the first day of the week they are enrolled. Example: If a child turns six on Wednesday they cannot participate in camp until the following week

Camp Week

Camp has a minimum of 3 day requirement. Rates are \$30 per day and discounted for longer term registration.

Waiting List

If a camp is full prior to your registration, you can add your name to a waitlist at no charge. EMPD staff will contact you if a spot becomes available. At that point, if you choose to register the camp fee will be due in full.

Summer Camp Refund Policy

Please be aware that the following refund policy applies to ALL SUMMER CAMPS

Partial Refunds

Refunds for summer camps requested by the close of business 10 days prior to, and not including the first day of camp, will be subject to an administrative fee of \$5 for each weekly camp registration.

No Refund

No refunds will be issued for requests received less than 10 business days prior to, and not including the first day of the camp week.

Operating Days & Hours for Summer Camp

Monday – Friday 7:30am – 5:30pm

Late Fees

To avoid late fees please pick up your child on time. A late fee of \$5 per child per day for each 15 minute increment will be charged if participants are picked up after the end of their camp day. Late fees can be paid by calling the office at 509.884.8015.

Example: Camp ends at 5:30pm. Late fees will be added as follows:

5:31 – 5:40pm = \$5 late fee per child per day

5:41 – 5:50pm = \$10 late fee per child per day

5:51 – 6:00pm = \$15 late fee per child per day

New Camp Structure

Camp Size and Structure

- Camp will be broken into groups of 8 participants
- The groups will remain static throughout the entirety of the camp session; that is no mixing of participants or staff between groups. Staff will only be substituted when critically necessary, as in the case of illness or absence. All reasonable efforts will be made to keep each group static throughout the camp session.
- All staff members are required to wear face masks at all times.

Healthy Hygiene Practices

- The EMPD shall display posters on preventing the spread of COVID-19, including handwashing, social distancing, and wearing a mask. Posters about proper handwashing will be placed near sinks.
- Staff shall teach, model and reinforce the recommended methods for preventing the spread of COVID-19 including handwashing, face coverings, and social distancing.
- The EMPD shall maintain an adequate supply of cleaning supplies. Staff shall routinely clean, sanitize and disinfect surfaces and objects that are frequently touched throughout the day. Each camp day will consist of multiple breaks to wash hands, disinfect surfaces and other hygiene related cleaning.
- Hand Sanitizer shall be available at the building entrance and in each camp group room; staff shall supervise campers to prevent misuse/ingestion.
- All campers are required to bring their own water bottle and lunch.
- After the end of each camp day, the entire facility, including restrooms, will be cleaned, disinfected and sanitized
- The EMPD shall provide masks for EMPD staff only. Unless medical condition prevents it, staff are required to wear masks indoors and out except when eating or drinking or in outdoor settings where they are able to regularly stay at least 6 feet away from others.
- Participants and Staff will be given the option of using masks they provide for themselves. All self provided masks must meet the most recent CDC Washington State Department of Health standards for COVID-19.
- Participants under 12 should only wear masks when supervised by staff to make sure it is worn properly and safely.

Social Distancing

- Staff shall teach and model social distancing, creating space and avoiding touching in an age appropriate manner.
- Staff will use a group messaging app to communicate group movement throughout facilities to ensure groups are not in the hall ways at the same time.
- Room set-up, games and activities will be structured to ensure social distancing of at least six feet.

Parent/Guardian Drop-Off & Pick-Up

- Parents will not be allowed in the building. Pick-up and drop-off will be done outside the facility.
- The EMPD will set up a hand hygiene station at the entrance of the facility. This station will be supplied with hand sanitizer for the participants before they enter the building.

- Pens will be provided on a single use system (spare containers for used and unused pens) for sign in and sign out. Parents are encouraged to bring their own pen for these procedures.
- Only pre-authorized persons may pick-up participants from camp. Children will not be released to unauthorized persons.
- If a parent, legal guardian, or authorized individual arrives at a camp facility in an incapacitated condition (i.e. alcohol, drugs, etc.) for pick-up of a child, EMPD Staff, in their sole discretion may determine not to release the child to the incapacitated individual. EMPD staff will offer options regarding transportation of their child. Options include calling the other parent on the emergency contact list. If an agreement cannot be reached with the incapacitated individual further actions will be advised.

Limit Sharing

- Each participant will be given their supplies for the week (arts, crafts and other projects) in a bag with their name on it and they will store this bag onsite for the week.
- Campers are NOT allowed to share their supplies
- All campers are required to bring their own water bottles and lunches.
- Absolutely no sharing of water bottles or trading food
- All decks of cards will be laminated and cleaned at the end of each day.

Staff Training

- All Staff shall be trained on the new protocols and procedures for COVID-19
- Training will be done in person in small groups and with virtual videos and zoom meetings prior to the start of summer camp.
- EMPD Camp Staff Handbook will be supplemented with new COVID-19 protocols and procedures

Monitoring Staff and Campers for Signs and Symptoms

- Staff shall communicate with parents/guardians the importance of keeping a camper home if sick
- Staff shall be screened every day for signs and symptoms of COVID-19
- Campers will be health screened every morning upon arrival and parents will fill out a health screening questionnaire for their child
- Staff will check and record each participants temperature daily
- In case a participant or staff member displays symptoms during the camp day, a separate isolation area will be identified at the camp location where the camper/staff can stay until the parent/guardian arrives (camper) or until safe transport home can be arranged (staff).
- If a camper or staff has been isolated, staff or authorized janitorial service shall clean and disinfect the entire area after the camper/staff leaves.
- Back-up staff who are trained and able to step in to assist for the remainder of the session will be available if required
- A participant or staff may not return to camp until the CDC criteria for discontinuing home isolation have been met (e.g. 72 hours without a fever, two negative test, 10 days have passed since first symptoms)

Contact Tracing

- Staff shall maintain a daily log of the members of the group
- Parents/Legal Guardians should immediately notify the EMPD if their child tests positive for COVID-19
- Staff shall not disclose the identity of the infected individual; Staff may only state that an individual has tested positive.
- EMPD staff will cooperate with the Chelan Douglas County Health District in any contact tracing investigation, including providing any information permissible by law.
- Any information provided to Chelan Douglas County Health District is used only by public health professionals and is confidential. It will not be shared.

Medication

Campers may bring medications to camp. They are responsible for holding onto and administering their own medication, including Epinephrine Auto-injectors (EA-I). If your child has a prescription for an EA-I, please contact the EMPD office at 509.884.8015 prior to camp.

Accidents/Emergency

Safety is our primary concern in all EMPD Programs. In the event of a medical event, EMPD staff will either call 911 or contact the parent/legal guardian listed in contacts, depending on an assessment of the severity of the situation and per the COVID guidelines included in this handbook. If the parent or legal guardian is unable to be reached, EMPD staff will call the emergency contact(s). If EMPD staff is unable to reach a parent, legal guardian or emergency contact, 911 will be called to provide medical attention as necessary.

If it is deemed a serious medical event and professional medical care is required, 911 will be contacted first, followed by contacting the parent/legal guardian. It is important that the EMPD has the most up to date information on file to be able to reach you and/or your emergency contacts. Please notify the EMPD right away if there are changes or updates to phone numbers and/or addresses.

The EMPD does not incur the cost of medical treatment. All costs will be the sole responsibility of the parent or legal guardian.

Communication

Communication with Camp Staff

Communication with EMPD camp staff should be done via phone 509.423.5583 or email cbrown@eastmontparks.com & mgwinn@eastmontparks.com. No in person conversations will occur unless prior coordination with Camp Supervisor.

Contacting your Child at Camp

Please do not call the EMPD asking to speak to your child unless it is an emergency. If your child needs to contact you for any reason while at camp, EMPD staff will assist them in doing so. Please do not have your child bring anything other than the necessary clothing, medicine or food.

What to Bring to Camp

During this unprecedented time please do not send your child with anything other than necessary clothing, medicine or food. Please make sure that they have a clean, appropriate face mask daily. Participants are not required to wear masks all day, but we will need kids to wear masks when social distancing is harder to achieve.

Food & Drink

- A daily sack lunch, snack and drink: There is no refrigerator or microwave for participants to use.
- Bring a water bottle: We play outside a lot. There are drinking fountains at each facility, EMPD does not provide cups.

Hand Sanitizer

Each participant is encouraged to bring their own hand sanitizer to use throughout the day in addition to hourly hand washing and sanitizing that is part of the camp day. Campers are not to share hand sanitizer brought from home.

Sunscreen & Sun Protection

EMPD staff are not permitted to apply sunscreen on the participants. Send appropriate SPF sunscreen for your child. Please apply sunscreen generously before and provide your child with a hat, sunglasses or clothing needed for sun protection.

Swim Gear

With pools being closed in most cities we will not be traveling to offsite pools. The Eastmont Aquatic Center is currently shut down while pool regulations are being sorted through. We are unsure at this time when the YMCA will be permitted to open up for swimming. When there is a date, EMPD will notify parents of the pool protocols.

Camp Site Details

General Information

This camp is for children ages 6 - 11. Your child can expect a full week games, creative activities and active play.

Site Location

Eastmont Community Center
230 N. Georgia Ave., East Wenatchee, WA 98802
(Check-In/Out outside the door of the facility)

Things to Remember

- Camp hours are 7:30a – 5:30p. Additional fees will apply for late pick up.
- Summers are hot; water bottles and sun protection are a MUST.
- We DO NOT have extra food onsite, pack a lunch.
- We are just as disappointed with the structure change as everyone else, but we believe that these opportunities are still important for the kids.



COVID-19 Health Screening
Parent/Legal Guardian Affirmation

I, _____, as the parent or legal guardian of

_____ hereby affirm that my child is not currently experiencing
nor has, in the past 48 hours, experienced COVID-19 symptom(s):

Fever (temperature of 100.4 degrees F or higher)

Cough

Shortness of Breath or Difficulty Breathing

Sore Throat

Chills

Muscle Pain

Loss of Taste or Smell

I understand that if while in today's program my child experiences any of these symptoms, City Staff will isolate my child and contact me for pick-up within one hour. I further understand that my child may not return to a EMPD facility or participate in an EMPD program until they are symptom free for at least 72 hours.

Parent or Legal Guardian

Date