

Town of Waterville Valley Recreation Department

# Summer Day Camp 2020

## Covid-19 Response Policies & Procedures Agreement



Last updated: June 8, 2020

### 2020 Schedule

- Camp will run for 6 weeks: July 6 - August 14
- Monday - Friday; 9am - 3pm
- We will accept only weekly registrations.
  - We will not offer the Camp Pass or Drop In programs.
  - We will not offer the Before Care program.

### Registration & Payment

- **Children ages 7 - 12 may enroll in camp.**
- Children must be of appropriate age for the group you are requesting registration for. We are unable to move campers to alternate camp groups.
- Campers will be registered on a first-come first-served basis.
- Campers on the waitlist will be eligible for registration in the order they were placed on the list.
- You may register online at [wvrd.recdesk.com](http://wvrd.recdesk.com) or over the phone at 603-236-4695.
- Registration will not be complete until payment is made in full.
- Existing registrations will be honored.
- Registration payments for all cancelled camp weeks and programs will be refunded in full.
- Registration packets must be completed and submitted (7) days prior to the start of the camp week you are registered for.
  - Registration packet includes: 2020 Camper Registration Form & Waiver, Special Covid-19 Agreement, Family Application Information and Covid-19 Policies & Procedures Agreement.

- There will be a \$5 late fee accrued for every 10 minutes you are late. Payment must be made before your camper is able to return to camp.

## Camp Groups & Structure

- We will run 4 groups of 8 campers with 2 counselors per group
- Groups will be:
  - **SOAR (Ages 7 & 8)**
  - **HAWK 1 (Ages 9 & 10)**
  - **HAWK 2 (Ages 9 & 10)**
  - **PEAK (Ages 11 & 12)**
- Camp groups will be assigned to a camp room for the duration of the summer.
- Campers registered for multiple weeks will remain in the same group with the same counselors for the duration of the summer.
- ***Why are there two HAWK groups?***
  - Registration trends reflected a higher demand for campers ages 9 & 10.
  - Placement of campers and group assignments will be up to WVRD Staff. Once campers have been assigned to a camp group they will remain in that group for the duration of the summer or time period they are registered for - whichever is longer.
- We will not accommodate special requests or placements for campers in the HAWK groups.

## Staff Structure & Routine

- All WVRD staff will attend a mandatory week long orientation training.
- All WVRD will pass a daily health screening before reporting to work.
- WVRD Camp Staff will work in teams of two and will be assigned to a camp group for the duration of the summer.
- WVRD Health Counselor will be on-duty for the duration of the camp day.
- WVRD Front Desk and Administrative Staff will be on-duty for the duration of the camp day.
- Designated cleaning staff will work to clean and sanitize the recreation department and other facilities used by WVRD program participants.

## Daily Health & Safety Procedures

- Day Camp participants must not have traveled into or out of New Hampshire within (2) weeks of the date they are registered to begin camp and remain in New Hampshire for the duration of their camp registration period.
- WVRD Staff will quarantine in New Hampshire for (14) days prior to the start of camp and will remain in New Hampshire for the duration of camp.
- All program participants will pass a daily health screening before checking in for camp each day.
  - Health screening will:
    - Be administered by WVRD Health Counselor.
    - Take place in the WVRD parking lot before campers exit their vehicle.
    - Include a “no-touch” temperature taken of 100.4 or less and a “NO” response to the following questions:
      - Have you been in close contact with a confirmed case of COVID-19?
      - Have you had a fever or felt feverish in the last 72 hours?
      - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
      - Are you experiencing any new muscle aches or chills?
      - Have you experienced any new change in your sense of taste or smell?
      - Have you traveled out of the State of New Hampshire?
- WVRD Health Counselor will be on-duty for the duration of the camp day.
- WVRD Cleaning Staff will be on-duty for the duration of the camp day and during all general programming.
  - Sanitation carts will be made available to camp staff and campers.
  - Community areas and sports equipment will be cleaned and sanitized between use throughout the day.
  - Stations will be cleaned and sanitized between sessions.
- Adequate hand-washing facilities will be available to campers and staff. Hand sanitizer will be available in all shared spaces.
  - Campers will be encouraged to wash their hands for 20 seconds, with warm water and soap, throughout the day.
    - Upon arrival, before and after eating, when coming indoors, after using the bathroom and any time they cough or sneeze.

- WVRD Staff will wear masks and/or gloves when in close proximity to campers in their care.
- WVRD will not require program participants to wear masks or face coverings throughout the camp day. Campers may bring a mask if they choose to.
  - WVRD staff will be mindful to implement programming that promotes respectful social distancing and programming will be focused on outdoor activities with adequate space for campers to remain distant.
  - WVRD staff will wear masks and gloves when in close proximity to the children in their care and/or when appropriate.
  - WVRD will provide campers (1) Tubies headband in lieu of a camp t-shirt.
    - Campers are encouraged to wear clean Tubies every day.
    - Camp staff will encourage campers to wear their Tubie when indoors and in close proximity to others but will not require their use.
- Contactless registration and check-in will take place outside, in front of WVRD.
  - Parents check-in using a new web-based application called *Family*, right from their vehicle.
  - A parent, guardian or designated caretaker must be present during drop-off and can be assigned using *Family*.
  - Non-essential visitors are restricted from camp. Therefore, if you will not be picking up your child, a pick up person must be designated in advance.
  - Parents are asked not to exit their vehicle during drop-off.
  - WVRD Camp Staff will greet and escort campers to their camp rooms.
- Day Camps will spend time both indoors and outside with a goal to be outdoors as much as possible.
  - WVRD Camp Staff will assign campers a locker or cubby to use for the duration of their enrollment.
  - WVRD will supply individual art supplies and sports equipment as much as and whenever possible.
  - Campers will use communal spaces such as bathrooms and hallways in pairs and under the supervision of WVRD staff.
  - WVRD camps will use a large tent on Packard Field as outdoor camp space. Camp groups will be assigned an area under the tent when multiple groups are

using the space. Outdoor stations will be held under the tent throughout the camp day.

- Camp groups may need to spend more time indoors during inclement weather.
- ***What to pack for the camp day:***
  - Camper belongings should be packed in a clearly labeled backpack that can be closed.
  - Lunches should be packed in a clearly labeled lunchbox that can be closed.
    - Pack enough food to sustain your camper for the entire day. WVRD will not provide additional snacks throughout the camp day.
    - Excess waste and food trash is strongly discouraged. Consider packing reusable containers to eliminate trash. Utensils will not be supplied.
    - Snack and lunch times will be staggered by group and will be eaten outside, with respect to social distancing, as often as possible.
    - Campers will not be permitted to share food.
  - A change of clothes for each camper, regardless of age.
  - Reusable water bottle. Campers may refill water bottles at the fountain but campers will not be permitted to drink directly from the fountain.
  - Sunscreen and Insect Repellant
    - Parents are asked to apply sunscreen and insect repellent to their child before the start of the camp day.
    - Spray sunscreen only. WVRD Camp Staff will not be permitted to assist with sunscreen application unless spray sunscreen is provided by the camper.
    - Remember that WVRD is a NO CITRUS ZONE.
  - Sneakers
  - Beach Towel
  - Bathing Suit
    - Outdoor water activities will take place in the afternoon only. Camp groups will move in shifts to bathrooms and changing facilities.
    - To maximize fun and reduce contact campers will not change from swimsuits at the end of the day.

- ***Out of respect for the safety of everyone in our programs and using our building, campers who repeatedly show up to camp without the required packed items will forfeit their program registration.***
- Weekly camp calendars will be emailed to registered program participants on the Friday prior to the start of the next camp week.
  - Calendars will show transitional gaps between scheduled stations in and around WVRD and Waterville Valley. These transitions will be used for cleaning and sanitizing. Camp staff will plan and implement structured activities during these transition times.
  - Camp groups will move throughout the building and between stations as a family group with respect to social distancing.
  - Camp groups will have no to very limited contact with other groups throughout the camp day.
  - All-camp activities will be socially distanced.
  - We will not run field trips or provide transportation to campers. The use of WV Resort open-air trolley may be considered when appropriate.
- Contactless end-of-day pickup will be conducted using the *Family App* at Packard Field between 2:45 - 3:00pm
  - Parents will drive up to the registration table and check their child out using *Family*.
  - WVRD Camp staff will bring your child to you. Parents are asked not to get out of their vehicle. Parents who choose to walk or bike to pickup their campers are expected to wear a mask and are asked to wait near the registration table, respecting social distancing.
  - A parent, guardian or approved designated caretaker must be present to physically pickup campers.
  - Trolley drop-off will not be available.

### **What Happens if There is a Suspected Case of COVID-19 ?**

1. A designated isolation room will be available and kept empty unless it is needed for an ill participant.

2. WVRD Health Counselor will supervise any ill child and keep them safe while awaiting pickup.
3. A parent, guardian or approved child caregiver will be contacted immediately and must be available to pickup ill child within 30 minutes of being notified.
4. Remaining participants will immediately move to their camp rooms with counselors and prepare to be dismissed for the remainder of the day.
5. Once campers and counselors have prepared for pickup they will move to Packard Field and remain in their designated outdoor area.
6. Parents will be contacted directly through the *Family* app to retrieve their children.
7. Once all campers have left the building, WVRD Cleaning Staff will begin to clean and sanitize the building and communal use areas.
8. WVRD will determine if camp closure is required or recommended by NH Public Health or the CDC.

## **Camper Expectations and Behavior**

- Children who are sensitive to change, not able to follow directions, seek and/or require individual support to maintain positive behavior and social interactions, have difficulty making safe choices or regularly demonstrate behavior that is not easily redirected may not be best served in our camp program this summer.
- Children who prefer not to spend a large amount of time outdoors and/or being physically active may not be best served in our camp program.
- WVRD Staff will frequently be wearing masks which could create unexpected anxiety and/or a communication barrier for some of our campers. Parents can reduce anxiety by talking with their children ahead of time.
- WVRD Staff will not be able to spend a lot of time on behavior redirection. Campers who are repeatedly asked to change a behavior and are unable to do so will be sent home.
- WVRD understands and respects the impact that Covid-19 has had on families and the children we serve. We expect that transitioning back into structured social settings may be challenging for some of our campers and we intend to approach behavior management positively. We encourage parents to speak with their children about these expectations before coming to camp.
- Campers who are physically and/or verbally aggressive with peers or staff will be sent home and may be asked to forfeit their registration.

## Important Information for Parents & Families

- We ask for patience and understanding from parents, families and all patrons of Waterville Valley Recreation Department. We have worked hard during these uncertain times to create a plan with the health and safety of our campers and staff in mind. We intend to maintain all of these new policies and procedures but accept that we are maneuvering through the unknown and reserve the right to change and/or forgo any policy or procedure if additional guidance has been received from the NH Department of Public Health or Governor, or if the health and safety of our staff and participants is jeopardized.
- Understand that while we intend to respect social distancing however and whenever possible, there may be times when this is difficult to implement and children may be in close proximity to one another.
- Please be mindful of your actions outside of camp. We ask that you consider the risk of exposure to Covid-19 in your social interactions outside of camp and the risk that that exposure poses to our staff and program participants.
- Due to staffing challenges we have no flexibility to move campers in order to be closer to family or friends that they may have in camp. This is a great opportunity to form new relationships.
- Our routine and scheduling will look very different than what you have come to know and expect. Please talk with your children about these changes and encourage them to ask our staff for guidance if they have questions.
- **DEVICE-FREE POLICY:**
  - **There are no cell phones or electronic devices permitted at WVRD Camps!** Please leave them at home! Our camps are designed to be adventurous and “offline”. Older campers who walk to and from WVRD on their own may leave phones with the Front Desk staff to be collected at the end of the camp day.



- **Reminder: Due to a severe allergy WVRD is a CITRUS FREE ZONE!**  
***This includes the following items:***
  - **Citrus Scented Bug Spray & Sunscreen**
  - **Citrus Scented Perfumes**
  - **Citrus Scented Cleaners**
  - **Citrus Fruit:** (Oranges, Lemons, Grapefruit, Limes, Tangerines, Kumquats, Mandarin, Oranges, Key Lime, Pomelo, Citron, Minneola Tangelo, Ugli, Blood Orange)

## Refund Policy

- Waterville Valley Recreation Department has been and will continue to honor Covid-19 related registration refunds ***through Wednesday, June 17, 2020.***
  - Refund requests should be submitted to: [wvrdcamps@watervillevalley.org](mailto:wvrdcamps@watervillevalley.org)
  - All refunds will come in the form of a check to your address on file.
- ***Beginning Thursday, June 18, 2020*** Waterville Valley Recreation Department will revert to our regular refund policy.
  - WVRD Summer Camp Refund Policy can be found on our website at [wvr.drecdesk.com](http://wvr.drecdesk.com) under the “About” tab.

I, \_\_\_\_\_, have read the above statements, understand and accept the requirements for participation in WVRD’s Summer Camp programs.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date