

# 2020 ACTION DAY CAMP PARENT MANUAL



The City of Bonney Lake-Sumner/Bonney Lake School District Recreation Department

**Email Address:** [recreation@ci.bonney-lake.wa.us](mailto:recreation@ci.bonney-lake.wa.us)

**Office Location:** 15206 Daffodil St. Ct. E Sumner 98390

## OUR GOAL

Our goal is to provide a safe and fun summer camp program for children in grades K through 5. We are dedicated to providing your child with meaningful camp experiences and are very proud of the program we offer. Weekly themes have been developed to guide your child through a week of fun, interesting, and informative activities. We encourage socially positive habits and attitudes through active participation. To make these goals a reality, City of Bonney Lake-Sumner/Bonney Lake School District Recreation Department will employ qualified staff members who love working with children and will be a positive influence in their lives. All staff are First Aid and CPR certified and have completed a background check.

## DAY CAMP PROGRAM ADMINISTRATION

Alex Latham, Day Camp Coordinator

[lathama@ci.bonney-lake.wa.us](mailto:lathama@ci.bonney-lake.wa.us)

Office (253) 891-6500

Fax (253) 891-6515

## SUMMER CAMP LOCATIONS

Camp for children who have completed grades K - 3 will be held at Daffodil Valley Elementary School. Camp for children who have completed grades 4-5 will be held at Robert Miller Gym. All siblings will be placed at Robert Miller Gym location. All participants must have completed Kindergarten. We do not allow children who are entering 7th grade into the program.

**Grades K-3** (2019-20 school year)

Daffodil Valley Elementary

1509 Valley Avenue

Sumner, WA 98390

**Grades 4-5, all siblings** (2019-20 school year)

Robert Miller Gymnasium

15206 Daffodil St. Ct. E.

Sumner, WA 98390

## INTRODUCTION, WELCOME & COVID-19 RESPONSE

This summer's camp will have a different feel. Social and physical distancing will change traditional camp activities. The health and wellness of our campers and our staff will be in the forefront of our minds. We will utilize and update guidance provided by the State of Washington and the Tacoma Pierce County Health Department throughout camp. We are ready to learn and evolve as the summer progresses.

We recognize that families are approaching Covid-19 response with different levels of concern. We hope to find a proper balance where everyone has a great camp experience while following the constantly evolving guidance.

We will use the outdoors as much as possible and as safe to do so. We will provide opportunities for fun, educational games, arts and crafts, science experiments, and 30 minutes of daily reading time to replace some of our regular activities we aren't able to provide due to social distancing guidelines.

## **COVID-19 SITE SUPERVISOR**

A site-specific Covid-19 Supervisor will be designated to monitor the health of employees and campers and enforce the Covid-19 safety plans. Alex Latham and Laura Zerr will serve as Covid-19 site supervisors.

## **MANDATORY FACE COVERINGS**

Facemasks will be required for all staff. Social distancing (six feet) protocols will be implemented. Campers will be required to wear facemasks indoors. They may remove them outdoors as long as social distancing is implemented and they are being physically active.

## **SOCIAL DISTANCING/CAMP SIZE PROVISIONS**

Each site will host no more than 32 campers that will be divided into groups of no more than 8 with 1-2 staff per group. Groups will be formed by grade, however siblings will be grouped together in the same group throughout the summer (at Robert Miller location). All groups will stay together throughout all weeks of camp. Outside spaces will be divided into designated areas for each group when all groups are outside at the same time. Social distancing guidelines of six feet of separation (one zebra length) will be maintained as much as possible. Camp sites are Daffodil Valley Elementary gymnasium and Robert Miller gym.

## **SHARED USE POLICIES**

Health guidance recommends limiting the sharing of equipment of any kind. Activities will be modified to meet this requirement. Each camper will be provided a container of craft supplies for their own daily use.

## **CLEANING AND DISINFECTING PROCEDURES**

High touch surfaces will be sanitized regularly throughout the day by camp staff. At a minimum, sanitation will happen following check-in, after trips to the restrooms, before and after lunch and snacks, and whenever shared equipment is used. Cleaning products will meet standards established by the CDC and Tacoma/Pierce County Health Department. All areas used by the camp, including gyms and restrooms, will receive a deep cleaning following the conclusion of each day of camp.

## **DROP-OFF/PICK-UP**

An outdoor designated drive-up drop-off and pick-up area will be utilized. A map will be provided to parents at the time of registration. Staff will greet families at the drive up. A health screening will be performed prior to check-in (including an infra-red temperature screening). Direct point of contact with parents will be limited as much as possible. Parents will provide their name to check-in staff. Staff will also note the time and initial each entry into the sign-in log. A "runner" will escort children into their site. Parents and staff need to wear a face mask at pick-up/drop-off.

Authorized pick-up parents/guardians will be issued a pick-up key card after showing proper photo ID. This will streamline pick-up. The card will provide a pick-up phone number to call and list the parent name and the child's name and which group they are in. Staff will radio the site and a "runner" will escort the child out to the drive-up pick-up area.

## **HEALTH ASSESSMENTS**

During daily drop-off, parents will be required to verify that their child does not have any concerning symptoms and/or has not had known exposure to someone with a confirmed case of Covid-19. The following questions will be asked daily as recommended by Washington State Department of Health.

Does your child have any of the following symptoms?

1. Cough
2. Shortness of breath
3. Fever of 100.0 or higher or a sense they are having a fever
4. Sore throat
5. Chills
6. New loss of taste or smell
7. Muscle or body aches

8. Nausea, vomiting or diarrhea
9. Congestion or runny nose (not related to allergies)
10. Unusual fatigue
11. Does anyone in your household have any of the above symptoms?
12. Has your child been in contact with anyone with a suspected or confirmed case of Covid-19?
13. Has your child had any medication to reduce fever before coming to camp this morning?

#### **CAMPER/STAFF COMMUNICATION PROTOCOLS FOR ILLNESS RELATED TO COVID-19**

When campers or staff show symptoms while at camp, we will communicate via email and at check-out with families.

If a child or staff member develops signs of Covid-19, we will separate them from others, with supervision of 6 feet until the sick person is able to leave. While waiting to leave, the individual with symptoms should wear a face covering (if tolerated). After that person has left, the areas the person was in will be aired out, cleaned and disinfected.

The person with symptoms should follow the “DOH Guidance for what to do if you have Covid-19 symptoms and have not been around anyone diagnosed with Covid-19”. Please inform the office immediately if you are diagnosed with Covid-19.

If a staff member or child tests positive for Covid-19, all members of the infected person’s group in the program are considered a close contact and should quarantine for 14 days. Please refer to [“What to do if you were potentially exposed to someone with confirmed coronavirus disease Covid-19”](#).

#### **RETURNING AFTER SUSPECTED SIGNS OF COVID-19**

A staff member or child who had signs of suspected or confirmed Covid-19 can return to the program when:

1. At least 3 days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement of respiratory signs like cough and shortness of breath.
2. At least 10 days have passed since the first signs showed up.

## **CAMP OVERVIEW**

### **LATE PICK UP**

There will be a late charge of \$10 plus a dollar per minute as of 5:31PM. At 6:00PM, police will be notified if no contact has been made to our department. **Fees are per child.** Late fee payments are due at the time of pick up. Every 2 late pick-ups results in a write up. Four write-ups results in your child's expulsion from the program.

### **LUNCH**

The Sumner-Bonney Lake School District will be providing free summer lunches through August 21<sup>st</sup>. Please let staff know at time of registration if you wish to participate in the free summer lunch program so we can arrange for a lunch to be made for your child each day. Lunches should be clearly labeled with the camper's name. Please note: there will be no access to a refrigerator or microwave. Children must bring a sack lunch daily. Grub Hub, UberEats, Pizza delivery, etc. are not allowed.

### **SNACKS**

Due to allergy concerns, we no longer provide snacks. Please send an afternoon snack for your child.

### **REPORTING ABSENCES**

Please notify the City of Bonney Lake Recreation Department at (253) 891-6500 prior to 8:00 AM if your child is ill.

### **MOVIES**

Movies will be shown throughout the summer with ratings of G or PG. These movies will be closely related to the weekly theme as possible.

### **WHAT TO BRING AND WEAR**

To ensure your camper's safety, please send them in active play clothing and shoes each day.

Children **MUST** wear non marking tennis shoes. No open toed or heeled shoes, flip flops or sandals. Some activities may get messy so please dress your camper with that in mind. Please send an extra change of clothes each day.

### **PLEASE PROVIDE THE FOLLOWING:**

- Please send at least one face mask labeled with child's name on it each day.
- Please send a bag or backpack with the camper's name on it to hold camp belongings each day.
- Participants should bring extra clothes suitable for a change in weather (jacket, shorts, sweatshirt, etc.).
- Please be sure to apply sunscreen to your child each day **before** camp. If necessary, please send a spray type sunscreen to camp. Our staff is not permitted to apply sunscreen.
- Please mark all personal items with the child's name for easy identification. Items left at camp will be placed in 'Lost and Found' at the end of each week. Unclaimed items are donated to charity at the end of summer.
- Please bring a water bottle each day labeled with the camper's name.
- On water days, campers should bring a swimsuit, towel, sunscreen (if applicable) and a bag for wet items.

### **WHAT NOT TO BRING:**

- Please do not allow your child to bring toys, electronics, cell phones and/or valuables. Our facility and staff will not be held responsible for items that become lost, broken, or stolen.
- Toy weapons and guns are not permitted.

### **CONTAGIOUS DISEASE**

Parents are to inform a Day Camp Director **IMMEDIATELY** if their child contracts a contagious condition, infection or parasite (including, but not limited to; ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious condition may not return to camp until the danger of infecting others is over. A doctor's note will be required for the child to return to camp. **Please see Covid-19 information section regarding reporting symptoms, diagnosis or contact.**

## **ILLNESS AND MEDICATION INFORMATION**

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) cannot attend camp. This includes, but is not limited to children with the following symptom of illness:

- Fever over 100 degrees
- Sore Throat
- Active Rash
- Discharging Eyes
- Nausea, Diarrhea
- Stomach Pain
- Lice

If campers become ill during camp, a parent/guardian will be notified and asked to pick up their camper. Parents should establish an alternate plan for their camper if they are unable to pick up a sick child. Please make sure that the contact information for you and other emergency contacts on file are current.

## **ADMINISTRATION OF MEDICATION**

Summer Day Camp staff is permitted to administer Epi-Pen and Inhaler medication ONLY with the authorization of a parent/guardian and physician. A Physicians order for medication will need to be provided at the time of registration (this is the same form required by your child's school. You can request a photo copy from school or request a copy from your physician). Medication must be in the original container with a medication and dosage notation including expiration date.

**Our staff is not permitted to apply sunscreen to campers.** Parents/guardians are responsible for applying sunscreen prior to the start of each camp day. It is also recommended that you provide your camper with his/her own spray bottle to apply during the day.

## **INJURIES**

Our staff will treat all minor injuries, and parents will be notified at the time of pick-up. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately. Procedures will be followed based on the information included in your *Registration* and *Liability Release* form.

**Emergency Procedures** - In case of serious illness or injury, the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport by ambulance to nearest hospital (if necessary)
5. File accident/incident report
6. Follow up phone call to parent.

## **TOILET TRAINED**

All children participating in camp must be toilet trained. We do not change diapers or Pull-Ups. If an accident occurs, children must be able to change their clothes without adult assistance if a change of clothes has been provided. Otherwise, parent or guardian will need to come immediately to change camper.

## **DISCIPLINE POLICY**

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that preside over our facilities, programs, staff, and the behavior of each child. **The following procedures will be used when handling discipline situations of Action Day Camp participants:**

### **First Incident:**

A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.

1. If the situation continues, a time-out will be issued. The child will be asked to sit out from the group for a designated amount of time not to exceed 10 minutes.

2. The child will resume play when the behavior is corrected.
3. A parent/guardian will be notified of the situation when they arrive to pick up their child.
4. A written warning will be issued and discussed with the camper and parent. After reviewing a disciplinary situation thoroughly, the Summer Action Day Camp staff will make all on site decisions. These decisions will be reviewed by the program coordinator and additional determinations or sanctions may occur.

**Second Incident:**

1. One-day suspension from the program.
2. The incident will be documented on a Behavior Write Up and discussed with the camper and parent. The counselor will sign and date.
3. The steps outlined above will again be followed.
4. A parent/guardian will be notified of the situation when they arrive to pick-up their child.

**Third Incident:**

1. A parent/guardian will be contacted and asked to pick-up their child immediately
2. The child will be expelled from the program for five days (one week).

**Fourth and FINAL:**

1. A parent/guardian will be contacted and asked to pick-up their child immediately.
2. We reserve the right to dismiss a child IMMEDIATELY if we experience extreme discipline problems. Such problems may include, but are not limited to, fighting, spitting, physical violence towards campers or other staff, bringing weapons to camp, physically abusing or verbally threatening others, and putting themselves, other campers, or staff members in an unsafe situation. It is important to maintain the safety and cleanliness of the building. If your child damages any part of the building (i.e. puts holes in the wall, uproots trees, breaks windows, etc.), the Sumner/Bonney Lake School District reserves the right to bill parents/guardians for repair costs.
3. The fourth and final write up results in expulsion from the program for the remainder of the summer.

**If expelled: No refund will be given for deposits or prepaid weeks.**

Copies of behavior write ups may be provided to parent/guardian the following business day upon written request.

**Parental Note:**

Due to the group format of our program, we are unable to provide one on one care for any child with the exception of injuries, immediate disciplinary issues or certain personal care needs. Parents/guardians of children who require specialized one on one attention are encouraged to find an alternative program that fits their specific needs. Camp can get very loud/noisy with 30+ campers inside the building. Please consider this if your child has difficulty processing sensory triggers. The Recreation Department reserves the right to permanently excuse a child from our program at any time for behavioral reasons. To assist us, parents will need to take responsibility of helping to reinforce good behavior expectations. And the importance of following directions provided by camp staff.

## REGISTRATION

Summer Camp registration will open **July 25, 2020**. Drive-up registration hours are Saturday, July 25 from 7:30 AM to 10:00 AM or until camp fills up (very limited spots available). The Recreation Office is still closed to the public. **All payments must be made in person on July 25<sup>th</sup> or via phone to the City of Bonney Lake Recreation Office (253) 891-6500**. We accept Visa and MasterCard. Registration is on a first-come, first-served basis, depending on space availability. Initial registration will be for all four weeks of camp. Beginning July 29<sup>th</sup> registration will open for single weeks of camp if space is available. It is the responsibility of the parent/guardian to keep their child's file updated with current information. The following items for summer camp must be completed and turned in at the time of registration.

Your registration is not complete until the following items are submitted:

1. Registration Form (flyer)
2. Tuition and/or Deposit(s)
3. Liability Waiver Form
4. Covid-19 Liability Waiver Form
5. Health Care Plan and Doctor's Orders for inhaler or Epi-Pen (if applicable)

## CAMP HOURS

Action Day Camp organized activities run Monday through Friday from 9:00 AM – 4:00 PM. Drop-off hours are 7:00 – 9:00 AM and pick-up hours are 4:00 PM – 5:30 PM. Activities during these times will consist of several stations; group games, individual play, movies, arts & crafts, etc. During the hours of 9:00 AM – 4:00 PM, campers will take part in organized activities based on weekly themes and projects consisting of arts & crafts, recreation and physical fitness games, science and nature, and other exciting events.

## WEEKLY DEPOSITS

Payment for weeks 1 and 2 will be due with your registration. Deposits can be made for weeks 3 and 4. A \$60 deposit per child, per week is required to save a spot. Deposits are **non-refundable** and **non-transferable**. You cannot transfer one week's deposit to another for any reason. Deposits are applied to your weekly camp fees. Day camp participants will be required to fill out paperwork prior to paying a fee or putting down a deposit. Once the paperwork is completely filled out and approved, you may make payments via phone. **\*Double check your summer vacation plans before deposits are made!\***

## PAYMENT DEADLINES

Payments must be made by 12:00 PM on Monday, **TWO WEEKS PRIOR** to the week of enrollment. (Example: Week 3 payment is due August 3rd) If there is a remaining balance on Monday after 12:00 PM, your spot will be forfeited to the next person on the waiting list. *All payments must be made over the phone (with the exception of in person registration on July 25<sup>th</sup> in the form of cash, check, Visa or MasterCard)*. Please make checks payable to "City of Bonney Lake Recreation". We do not accept split payments.

## WEEKLY CAMP FEES

Action Day Camp is \$160 per week. We do not offer partial weeks.

## LATE FEES

There is a \$35 late fee for any payments made after 12:00 PM on Monday, **TWO WEEKS PRIOR** to the week of enrollment if space is still available.

## REFUNDS

Refund requests will only be accepted with a minimum two-week WRITTEN notice (less the \$60 deposit and a \$15 processing fee). There will **not** be a discount or a refund for days missed. Deposits are not refundable.

PARENT MANUAL ACKNOWLEDGEMENT

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

By signing below, I acknowledge that I have read and understand the contents of the 2020 Action Day Camp Parent Manual.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_