



**Earthplace Summer Camp 2022
Parent Handbook**

Dear Earthplace Summer Camp Families,

At Earthplace Summer Camp we know FUN. We love the outdoors and we aren't afraid to get dirty. We offer an inclusive and supportive experience for all children. Our goal is to be immersed in nature and exploration.

We can't wait to get outside, explore, discover, laugh, reunite with old friends, and of course make some new ones. We look forward to meeting you!

Sincerely,
Ameé Borys, M.S. Ed.
Summer Camp Co-Director

Becky Newman, B.S
Summer Camp Co-Director

Overview

Summer Camp Groups

Toddlers & Preschoolers

Our summer camp programs for young children feature weekly nature-based themes. Our early childhood educators develop learning experiences based on the weekly themes.

A typical day in our program for young children includes:

- Free-Choice playtime
- Morning Meeting - social skills, music and movement, discussion of daily events
- Outdoor playtime
- Snacktime
- Indoor learning centers - theme-based learning experiences and free-choice playtime
- Lunch

School Age

Our summer camp programs for school-age children feature nature immersion and learning experiences.

A typical day in our program for school-age children includes:

- Free choice activities and games
- Morning meeting - social skills, games, discussion of daily events
- Outdoor excursions, trail walks, nature-based studies
- Lunch
- Indoor crafts, activities, games
- Outdoor playtime

CampDoc

CampDoc is our online registration portal. All of the required documentation can be easily uploaded using camp doc. Please ensure your CampDoc account is completed, at 100%, at least two weeks before your child's start date. If you have any questions or issues using CampDoc, send an email to summercamp@earthplace.org.

Summer Camp Guidelines & COVID-19 Information

As a licensed childcare, early education, and summer camp program, we are mandated to follow the guidelines set forth by the Office of Early Childhood (OEC). These guidelines can be found by reading this detailed document entitled "[Guidance for Childcare During Covid-19](#)."

Mask-Wearing

- All staff members must use face coverings at all times when indoors, masks may be removed outdoors.
- Adults must wear a mask at drop-off and pick-up
- Children over the age of three in a childcare environment, such as Earthplace Preschool and Summer Camp, are required to wear a mask while indoors
- Those with a documented medical condition(s) are not required to wear a mask

Updated Travel Policy

Please note: All policies are subject to change at any time.

Connecticut residents and travelers to Connecticut should follow travel-related guidance from the Centers for Disease Control and Prevention (CDC) and the Connecticut Department of Public Health (CT DPH). Mandates and requirements are not currently in place in Connecticut.

The Centers for Disease Control and Prevention (CDC) recommend that all individuals delay travel until they are fully vaccinated because travel increases the chance of getting and spreading COVID-19.

- **Preschool Students and Campers who are unvaccinated and who travel out of CT for a period of time greater than 24 hours must present written documentation of a negative COVID-19 test in order to return to camp after traveling.**

Health & Wellness

Sick Procedures

Sick children and staff members shall remain at home. All illnesses shall be reported to Earthplace Summer Camp by emailing summercamp@earthplace.org or calling 203-557-4400 ext.101. Please leave a message with the front desk staff or ask to speak with the Operation Manager.

If your child is exhibiting one or more of the following symptoms, your child must be evaluated by his or her physician:

- Fever (100.3° or above)
- Chills/Body Aches
- Sore Throat
- Severe Congestion with yellow or green discharge
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Gastrointestinal symptoms (diarrhea, stomachache, nausea or vomiting)

These symptoms have been identified by the CDC as possible symptoms of COVID-19.

In order for your child to return to Earthplace the following must take place:

1. Your child must be evaluated by his or her healthcare provider and can return to school with a signed note from the healthcare provider that includes the following information:
 - Diagnosis of an illness other than COVID-19
 - Date when the child is cleared to return to school, i.e. no longer infectious
 - If a COVID-19 test is ordered by the healthcare provider,
 - Must be a PCR test
 - Report of negative results must be given to Earthplace in writing before the child can return.

- Additionally, the child MUST be fever-free for 48 hours without the use of fever-reducing medications, must follow all exclusion policies, and all other symptoms have improved.
2. If your child does not see a healthcare provider, then the following must occur:
- Child MUST stay home for 10 days from when symptoms first appeared
 - Child MUST be fever-free for 48 hours without the use of fever-reducing medications, must follow all exclusion policies, and all other symptoms have improved.

We understand how difficult this time can be. Our top priority is to promote the health and safety of all our campers and staff. Thank you for helping us protect all members of our community. A prorated refund or credit will be offered to affected summer camp families.

If COVID-19 is diagnosed in a child or staff member

We will follow the practices below as directed by state and local health officials:

- Determine the date of symptom onset for the child/staff member.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the two days before symptoms began.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days (staff and other children).
- Exclude the children and staff members who are determined to have had close contact with the affected child/staff member for 10 days after the last day they had contact with the affected child/staff member.
- Fully vaccinated staff members do not have to be excluded after exposure to COVID-19.
- Fully vaccinated staff members who test positive for COVID-19 must follow the instructions of their healthcare provider.
- Prorated refund or credit will be offered to affected families.
- Families can also choose to donate the unused portion of funds to Earthplace.

Contagious Illnesses

If your child is diagnosed with a contagious illness, please alert your child's counselors or the Summer Camp Directors so that the appropriate steps may be taken to protect all campers and staff. We will keep this information confidential but will alert parents that the risk exists.

Illness-Notes to Return & Stay-Home Policies

If your child becomes ill, your child's counselor or our summer camp director will call you to pick him or her up, within 30 minutes, before further symptoms develop and other children are exposed to possible infection. **There are some health situations, such as but not limited to COVID-19 symptoms, impetigo and pink eye, which require a doctor's note for the child to return to our program.**

Exclusion & returning to camp

- **Chicken Pox (Varicella):** Until all sores have dried and crusted (usually six days)
- **Pink Eye (Conjunctivitis)*:** After three treatments with medication prescribed by a physician for this occurrence and completely asymptomatic for 24 hours. You must provide a note from the health care provider to certify that the child is not infectious.
- **COVID-19*:** 14 days
- **Diarrhea*:** Until 24 hours have passed with no diarrhea and cleared by a healthcare provider.
- **Diphtheria*:** Until two negative cultures collected 24 hours after completion of medication.
- **Difficult or rapid breathing*:** Until cleared by a healthcare provider
- **Fever 100.3 F*:** Until fever-free without fever-reducing medication for 48 hours and cleared by a healthcare provider.
- **Fungus or ringworm*:** Excluded at the end of the school day. May return when certified by a health care provider that the patient is under adequate treatment and no longer infectious.
- **Hepatitis A*:** Until one week after onset of illness, jaundice, or as directed by the health care dept. when passive immunoprophylaxis has been administered to appropriate children and staff.
- **Impetigo*:** Until 24 hours after treatment began.
- **Influenza*:** Until clinically well and cleared by a health care provider.
- **Measles:** Four days after the rash appears and the child is well.
- **Meningitis* (all forms):** Until certified by a physician as cured and not infectious.
- **Mumps:** Until nine days after onset of parotid gland swelling.
- **Pediculosis (Head Lice)*:** From the end of the day until after first treatment.
- **Pertussis (Whooping Cough):** After five days of appropriate antibiotic therapy.
- **Poison Ivy, Oak, Sumac:** No exclusion.
- **Poliomyelitis*:** Ten days from the onset and certified as not infectious by a physician.
- **Rash*:** Until diagnosed by a physician plus certification that the patient is under adequate treatment or is not infectious.
- **Rubella (German Measles):** Until six days after onset of rash.
- **Scabies*:** Until certified by healthcare provider that adequate treatment has been given to prevent transmission.
- **Strep Throat or other strep infections:** Until 24 hours after initial antibiotic therapy and cessation of fever without fever suppressant medications for 24 hours.
- **Tuberculosis (active)*:** Until the healthcare provider states the child is on appropriate therapy and can attend childcare.

* These illnesses require a doctor's note in order for your child to come back to school.

[For our full Health & Wellness policy please see our website.](#)

Social Distancing & Group Size

Please see the Earthplace Summer Camp guidelines for social distancing below:

- Each summer camp group will be isolated from the other groups.
- Earthplace may operate at a maximum daily capacity of 131 children total.
- See the breakdown below:
 - The Nest: up to 8 children
 - Chickadees: up to 16 children, split into two groups
 - Blue Jays: up to 19 children
 - Barn Owls: up to 18 children
 - Meadowlarks: up to 20 children
 - Hawks: up to 20 children entering grades 1 & 2
 - Eagles: up to 20 children entering grades 3 & 4
 - Trekkers: up to 12 children entering grades 5-8

Drop-Off Procedures & Health Inspection

- Drop-off will take place at the following locations:
 - The Nest: 8:00 am, exterior classroom door
 - Chickadees: 9:00 am exterior classroom door
 - Full-time Chickadees: 8:00 am exterior classroom door
 - Full-time Orioles: 8:00 am exterior classroom door
 - Blue Jays: 9:00 am exterior classroom door
 - Barn Owls: 9:00 am exterior classroom door
 - Meadowlarks: 9:00 am exterior classroom door
 - Hawks: 9:00 am exterior auditorium door
 - Eagles: 9:00 am exterior auditorium door
 - Trekkers: 9:00 am exterior auditorium door

COVID-19 Health Check:

Upon arrival, your child's camp group leader will make a visual inspection of the child for signs of illness. Please notify your child's group leader if he or she is exhibiting any of the symptoms below. These symptoms have been identified by the CDC as possible symptoms of COVID-19.

- Fever (100.3° or above)
- Chills/Body Aches
- Sore Throat
- Severe Congestion with yellow or green discharge
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Gastrointestinal symptoms (diarrhea, stomachache, nausea or vomiting)

Parents are required to keep children home if they have any of these symptoms and also to consult with their healthcare provider. If the healthcare provider does not suspect COVID-19, then an alternative diagnosis must be documented and the child must be cleared in writing

before he or she can return to Earthplace. See full policy below under Health and Wellness.

- Staff or children who have a temperature of 100.3 degrees fahrenheit or higher are not permitted into the program until fever-free without fever-reducing medication for 48 hours and cleared by a healthcare provider.

Pick-Up Procedures

- Please wear a mask and keep a distance of at least 6 feet from other parents at pick-up time.
- Pick-up will take place at the end of your child's camp day at the following location:
 - The Nest: 6:00 pm nest playground or in case of rain, exterior classroom door
 - Chickadees: 1:00 pm exterior classroom door
 - Full-time Chickadees: 6:00 pm exterior classroom door
 - Full-time Orioles: 6:00 pm exterior classroom door
 - Blue Jays: 3:00 pm exterior classroom door
 - Barn Owls: 3:00 pm exterior classroom door
 - Meadowlarks: 3:00 pm exterior classroom door
 - Hawks: 3:00 pm exterior auditorium door
 - Eagles: 3:00 pm exterior auditorium door
 - Trekkers: 4:00 pm exterior auditorium door

Alternate Care & Supervision Forms

Pick-up Authorizations

- Please limit the number of people who drop-off and pick-up your child. Preferably only one person will perform this task in order to reduce contact.
- A child may be picked up by his or her parents or by other adults authorized as listed as Emergency Contacts in your child's CampDoc account.
- In an emergency, you may call the office and authorize a pick-up over the phone. We will then update their account for you and alert your child's lead counselor.

Children With Special Needs

If your child has special health or developmental needs, please contact the Director of Early Childhood Education, Ameer Borys at a.borys@earthplace.org to create an individualized care plan for your child. Our goal is for every child to have the best experience possible while at Earthplace Summer Camp.

Daily Preparations

Communication

Important Summer Camp information is shared with families via phone or email. To stay up to date on everything happening at Summer Camp be sure that Earthplace has your correct email address and phone number, and that your child's CampDoc account is completely up to date.

If you have any questions concerning your child or the policies of Earthplace, please speak with your child's lead counselor. You may also call the Director of Early Childhood Education at 203-557-4400 ext.101 and ask for Ameer.

Always feel free to contact us with any questions you may have. We assure you that your phone calls will be returned as soon as possible.

Clothes & Shoes

Yes, sneakers and socks. No, sandals or crocs.

We want your children to have a fun, safe summer. We will be outside on the trails every day. Choose clothes for your child with this in mind. Sneakers worn with socks are the safest footwear for our program. Your child may also like to bring a hat and water shoes, such as Keens, for use outdoors.

Extra Clothing

Expect your child to get dirty and wet at Earthplace Summer Camp.

Please send in an extra outfit and towel in a clear zip-lock bag labeled with your child's name and camp group. It will remain with us for use as needed, and it will be returned at the end of your child's session(s). Children in pull-ups or diapers should bring a supply of them, with wipes. Our diapering procedure is posted in all bathrooms.

Rain Gear

Campers will continue outdoor activities during rainy days. Please send campers with appropriate raincoats and boots. Campers may arrive at camp with umbrellas, but umbrellas may not remain at camp. Please take umbrellas home and bring them back at dismissal time.

Items from Home

Toys or electronics from home are not permitted at summer camp. Earthplace is not responsible for any lost or stolen items.

Lunch & Snack

Please send your child to camp with a daily snack and bag lunch packed in a separate bag that is labeled with your child's name. Please include an ice pack. **Peanut, tree-nut, and sesame products are not permitted at Earthplace.** Snacks must follow the same restrictions as lunch but must be non perishable.

Reusable Water Bottles

Children in all groups must bring a reusable water bottle labeled with their name. Water bottles will be kept in the child's cubby. When outdoors, the child must carry his or her own water bottle. Earthplace is not responsible for lost or stolen items.

Weekly Themes for Infant/Toddler & Preschool Groups

June 13-17	Space
June 22-24	Meadow
June 27-July 1	Dinosaurs

July 5-8	Pond
July 11-15	Desert
July 18-22	Forest
July 25-29	Jungle
August 1-5	Stream
August 8-12	Rotten Log
August 15-19	Long Island Sound

Field Trips (Trekks only)

Permission slips for field trips will be emailed to each family and must be signed and returned by pick-up time on Monday. Field trip details and instructions will accompany the permission slip. Field trip departure times cannot be changed to accommodate late arriving campers. Campers are scheduled to return to camp by the regular dismissal time. Campers will be transported in one of two Earthplace minivans. **Campers and staff members are required to wear a mask while riding in the van.**

Heat & Ventilation-Related Concerns

Each group's schedule alternates between indoor and outdoor activities throughout the day to take advantage of our air-conditioned facility and our 62-acre campus.

Indoor air quality and ventilation are of great concern during the COVID-19 pandemic. In the fall of 2020 Earthplace completed an upgrade of the buildings ventilation equipment, installing filters to add Bipolar Ionization technology to the existing fresh air handling systems. This dramatically reduces sub-micron particles in the air including pathogens and viral particles, further helping to keep all campers and staff safe.

Enhanced Cleaning Procedures

Earthplace, a licensed and accredited preschool, and summer camp program, is held to the highest standards of safety and cleanliness for all classroom and public spaces. Our program spaces are sanitized, and disinfected daily in accordance with the state Office of Early Childhood (OEC), the Centers for Disease Control and Prevention (CDC), the National Association for the Education of Young Children (NAEYC), and the American Association of Pediatrics (AAP) [guidelines](#).

Parking Lot Safety/Speed Limit 5 mph

Traffic safety is a priority on Earthplace grounds. Please follow the instructions of those who direct traffic in the parking lot **Speed limit of 5 mph into and out of our parking lot must be observed.** Additionally, there is no parking or idling in the fire lane loop in front of the building. Children must be accompanied by an adult at all times. Please do not leave children unattended in or around vehicles. These rules and procedures are for the protection and safety of your children.

Pets

We would like to remind everyone that **no dogs or pets of any kind** are allowed on the grounds.

Refund Policy

Please register carefully. We will not issue refunds, however, you are able to purchase insurance through CampDoc when you register and we encourage you to do so.

In the event we must close due to causes beyond our reasonable control, including but not limited to: power outages, fire, pandemics, epidemics, or government action, refunds will not be issued.

In the event we must close due to causes beyond our reasonable control, including but not limited to: power outages, fire, pandemics, epidemics, or government action, refunds will not be issued.

Please note: If your child or an immediate family member has a confirmed and documented case of COVID-19 your child should not come to camp and a refund will be given, provided the appropriate documentation is submitted.

Severe Weather Dismissal or Closure

In the event of severe weather it may become necessary to close our program or dismiss the campers early. Parents will be notified by phone and by email. The information will also be posted on our website and on News Channel 12. *In the event we must close due to causes beyond our reasonable control, including but not limited to: power outages, fire, pandemics, epidemics, or government action, refunds will not be issued.*

Health Assessment Record

A valid Health Assessment Record is required for each child who is registered for our Summer Camp program. Your child's Health Assessment Record is valid for 13 months from the date of exam.

- Please make sure that the dates of the physical and the immunizations are all noted.
- Please keep a copy of your child's completed Health Assessment Record for your records.

Medication Policy & Forms

At camp, we administer only medicines that aid in life-saving situations. These include EpiPens, Benadryl, and inhalers. If your child has allergies that would require these medications, you must complete and submit all applicable forms in the Health Profile section of your child's CampDoc account, two weeks prior to your child's first week of camp. It is very important that all forms be submitted prior to your child's session start date so that we can be sure they are filled out correctly. **Your child will not be allowed to join his or her group until all medications and forms are in place.**

For Summer Camp, we ask that you bring two of each medicine, one for our nurse and one for your child's lead counselor. In each group, there is an individual who has been trained to administer EpiPens, Benadryl, and inhalers. Prior to your child's session, please bring in the medication listed on your previously submitted forms. All medications should be unopened and sealed with the appropriately calibrated utensil for dispensing. All medications must be picked up within a week of the end of your child's last session or they will be destroyed by the nurse. The nurse will be available Monday-Friday, 9:00 am-3:00 pm to collect medications.

First Aid

If your child requires first aid while at summer camp, parents will be notified and will receive an injury report detailing how the injury occurred, how the injury was treated and by whom. In most cases, this will be the Summer Camp Nurse.

Environmental Allergies, Food Allergies, & Food Intolerances

We will be in touch with all parents who have indicated that their children have environmental allergies, food allergies, or food intolerances. Please review the medical form your doctor fills out to be sure that **all allergies** are listed. Although all lead counselors have been informed of the children who have allergies, please remind them on your child's first day with us.

Peanut, Tree-Nut, & Sesame Seed Allergies

No nuts or nut butter, such as peanut butter or almond butter, are allowed for lunch or snacks. Sesame seeds and tahini products are also banned from camp. This includes trail mixes and other prepared items that include nuts. Suggested nut butter alternatives include soy butter and sunflower seed butter. Please label carefully.

Sunscreens & Insect Repellents

We ask that any lotions, repellents, sunscreens, lip balms, etc., be applied by parents at home. Please note that insect repellents should be applied sparingly and to clothes rather than to skin and never to the face. Counselors may apply parent-provided sunscreen to campers that have sunscreen application authorizations in their CampDoc account.

Tick Procedure

Please Do a Daily Tick Check

If a child has a tick on him or herself that has not embedded itself, we will brush it off. If it is embedded, our nurse will remove it, save it and give it to you should you choose to have it tested. We recommend that you do a daily tick check when your child comes home.

Visitors & Building Reopening

Birds of Prey Exhibit and Animal Hall:

- Rules and expectations: Masks required for all visitors ages 3 and up
- Hours of public operation: 9am-5 pm
- Hours reserved for summer camp and preschool: 9 am-10 am (M-F)
- Weekdays: Access via lobby/front door; public restrooms closed

- Weekends: Access via lobby/front door; public restrooms open

Natureplace and Indoor Restrooms on Lobby Level:

- Rules and expectations: Masks required for all visitors ages 3 and up
- Weekdays: Open to the general public 9am-5pm. Open to program participants and pre-approved partner organizations with the approval of the department head
- Weekends: Open to the public between the hours Saturday 9am-5pm & Sunday 11 am-5 pm. Access via lobby/front door.