Dear Earthplace Summer Camp Families,

**Summer is a great time for nature exploration and discovery at Earthplace!**

At Earthplace Summer Camp, we know FUN! We welcome campers of all abilities from ages 2-15. All enjoy an unspoiled, natural setting—on the trails, by the pond, in the fields, or under the shade of our pine grove. Our goal is to be immersed in nature and exploration!

Our staff is trained to ensure a safe and fun summer filled with adventure, friendships, and plenty of fresh air. With engaged staff and a ton of rotating nature-based activities, each week is sure to be a new and exciting experience for even the most frequent camper. We can't wait to get outside, explore, discover, laugh, reunite with old friends, and of course make some new ones too. We look forward to meeting you soon!

Sincerely,

Amanda Ciardi, M.S. Ed.
Preschool & Summer Camp Director
Overview

Summer Camp Groups

**Toddlers & Preschoolers**
Our summer camp programs for young children feature weekly nature-based themes, around which our early childhood educators develop play and learning experiences. Please note that toddlers and preschoolers must already have turned the age appropriate to their camp group prior to their first day of camp. This is a state-mandated regulation and we cannot make any exceptions.

A typical day in our program for toddlers and preschoolers includes:

- Indoor free-choice play, crafts, and theme-based learning centers
- Morning Meeting - social skills, music and movement, discussion of daily schedule
- Outdoor exploration and play
- Animal encounters
- Snack and lunch time

**School Age**
Our summer camp programs for school-age children feature a variety of immersive learning experiences and engaging nature exploration.

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

- Indoor free-choice activities, crafts, and games
- Morning meeting - social skills, group activities, discussion of daily schedule
- Outdoor excursions, trail walks, nature-based studies
- Outdoor free-choice play and exploration
- Snack and lunch time

**CampDoc**
CampDoc is our online registration portal. All required documentation can be easily uploaded using the CampDoc website. Please ensure your child's 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 please email summercamp@earthplace.org.

**Group Size**
Please see the guidelines below:
- Earthplace may operate at a maximum daily capacity of 131 children total. See the group breakdown below:
  - Chickadees: up to 8 children 2 years old
  - Meadowlarks: up to 18 3 years old
  - Blue Jays: up to 19 children 4 years old
  - Barn Owls: up to 18 children 5 years old
  - 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 through 8
**Drop-Off Procedures**

- Drop-off will take place at the following locations:
  - Chickadees: 9:00 am exterior classroom door
  - Meadowlarks: 9:00 am exterior classroom door
  - Blue Jays: 9:00 am exterior classroom door
  - Barn Owls: 9:00 am exterior classroom door
  - Hawks: 9:00 am exterior auditorium door
  - Eagles: 9:00 am exterior auditorium door
  - Trekkers: 9:00 am benches by the main entrance door

**Health Check**

Upon arrival, your child’s lead camp counselor will make a visual inspection of your child for signs of illness. Some of the symptoms that would indicate to us that a child could be contagious or does not feel well enough to remain at camp would be:

- Fever 100.3 degrees or higher
- Diarrhea
- Vomiting
- Sore throat
- Severe and persistent cough
- Difficulty breathing
- Unexplained rash or sores
- Loss of taste or smell
- Lethargy or extreme fatigue

Parents are required to keep children home when they have any of these symptoms and also must 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. Please see the attached full Health and Wellness Policies for more information about health-related exclusion.

**Pick-Up Procedures**

- Pick-up will take place at the end of your child’s camp day at the following location:
  - Chickadees: 1:00 pm exterior classroom door
  - Meadowlarks: 3:00 pm exterior classroom door
  - Blue Jays: Picnic Grove left side of the building 3:00 pm
  - Barn Owls: Clearing at the beginning of Newman Woodward Trail 3:00 pm
  - Hawks: exterior auditorium door 3:00 pm
  - Eagles: exterior auditorium door 3:00 pm
  - Trekkers: benches by the main entrance door 4:00pm

**Pick-Up Authorizations**

- A child may be picked up by their parents or by other adults authorized in your child’s CampDoc account. If an individual will be picking up your child for the first time, please be sure they bring a photo I.D. for your child’s lead counselor to verify.
- In an emergency, you may call the office and authorize an alternate pick-up over the phone. We will then update their account for you and alert your child’s lead counselor.
Inclusion of Children With Special Needs
Earthplace has a long history of including children with special education and special healthcare needs in all of our programs.

At Earthplace, children with special needs are included in all programs. The key to a successful experience is transparent communication with families. During the registration process and prior to your child's summer camp start date, please schedule a meeting with our Summer Camp team so that we can plan for a successful camp experience (summercamp@earthplace.org).

Please note: If your child has an IEP or 504 plan that includes a 1:1 aide, then a 1:1 aide must be provided for your child at the family's expense.

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.

Severe Weather Dismissal or Closure
In the event of severe weather it may become necessary to close our programs or dismiss the campers early, in which case 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.

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 Earthplace at 203-557-4400 and ask for one of our Summer Camp Co-Directors, Amanda Ciardi or Becky Newman.

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 a variety of terrains every day. Please choose clothes for your child with this in mind. Sneakers worn with socks are the safest footwear for our program. Your child may also bring a hat 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)

**Diapering**

On your child’s first day of camp, children in pull-ups or diapers should bring a pack, along with wipes and diaper cream if needed, to be kept in the classroom for the duration of their time at Earthplace Summer Camp. If diaper cream is sent, be sure to fill out the appropriate Non-Prescription Topical Medication Authorization in your child’s CampDoc profile.

**Rain Gear**

Campers will continue outdoor activities during rainy days. Please send campers with appropriate raincoats and boots, but note that umbrellas are not permitted to remain at camp. If you choose to use an umbrella during drop-off, please take it home and bring it back at dismissal time.

**Items from Home**

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

**Sunscreens & Insect Repellents**

We ask that any lotions, repellents, sunscreens, lip balms, etc., be applied by parents prior to arriving at camp each day. 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 and/or insect repellents to campers that have the appropriate Non-Prescription Topical Medication Authorizations completed in their CampDoc profile.

**Reusable Water Bottles**

Children in all groups must bring a reusable water bottle labeled with their name to camp each day. Water bottles will be kept accessible to the children at all times. When outdoors, the child must carry their own water bottle.

**Lunch & Snack**

Please send your child to camp each day with 2 snacks and a lunch, packed in separate bags that are both labeled with your child’s name. For campers in the Chickadee camp group only one snack is required. Snacks must be nonperishable and lunches must be in an insulated bag with an ice pack. Peanut and tree-nut products of any kind are not permitted at Earthplace. This includes trail mixes and other prepared items that include
nursing, such as peanut butter, almond butter, and Nutella. Suggested popular nut butter alternatives include sunflower seed butter, soy butter, and oat butter. If you send in a nut butter alternative, please label it so our camp counselors can verify that it is safe to serve

**Environmental Allergies, Food Allergies, & Food Intolerances**
The Earthplace Summer Camp team will be in contact with all parents who have indicated that their children have environmental allergies, food allergies, or food intolerances. Please review the medical forms that your doctor fills out to be sure that all allergies are listed. Although all lead counselors will be informed of the children in their group who have allergies, please remind them on your child’s first day of camp.

**Medication Policy & Forms**
At Earthplace Summer Camp, we only administer medications that aid in life-saving situations. These include EpiPens, Benadryl, and inhalers. If your child has allergies or asthma that would require these medications, you must complete and submit all applicable forms in the Health Profile section of your child’s CampDoc profile, at least two weeks prior to your child’s first day of camp. Your child will not be allowed to join their group until all medications and forms are in place.

For camp, we ask that you bring two of each required medicine, one for our nurse and one for your child’s lead counselor. In each camp group, there is at least one individual who has been trained in medication administration. Prior to your child’s first day of camp, please bring in the medications listed on your previously submitted forms. All medications must be unopened and sealed with the appropriate utensil for dispensing. Prescription medications must also have an official pharmacy containing your child’s name, the appropriate dosage, and the medication’s expiration date. All medications will be sent home at the end of your child’s last session.

**Health Assessment Record**
A valid Health Assessment Record is required for all children attending Earthplace Summer Camp. 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.

**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 or trained lead counselor.

**Tick Procedure**
**Please Do a Daily Tick Check**
If a child has a tick 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.

**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 has been of great concern throughout the COVID-19 pandemic. In the fall of 2020, Earthplace completed an upgrade of the building’s 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.

### Weekly Themes for Toddler & Preschool Groups

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### Field Trips (Trekkers group 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 campers arriving late. Campers are scheduled to return to camp by the regular dismissal time. Campers will be transported in one of two Earthplace minivans.
Earthplace Summer Camp 2023
Health & Wellness Policies

Earthplace Summer Camp staff members are knowledgeable about the signs and symptoms of childhood illnesses, and they are responsible for the initial observation of each child upon arrival and continued observation throughout the day. If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in the preschool office, where new individuals will not be exposed, and is supervised by a familiar caregiver. We will immediately attempt to notify the parent or legal guardian when a child has any sign or symptom that requires exclusion from the program. If the parent or legal guardian cannot be reached within 15 minutes, then the authorized emergency contacts will be notified to pick up the child. **We expect a designated adult listed to pick up the child within 30 minutes of our phone call.**

**Symptoms requiring immediate exclusion from the program:**
- Fever 100.3 degrees or higher
- Diarrhea
- Vomiting
- Sore throat
- Severe and persistent cough
- Difficulty breathing
- Unexplained rash or sores
- Loss of taste or smell
- Lethargy or extreme fatigue

**Staying Home Until Well Policy**
Children who have had a fever of 100.3 degrees or higher must remain home until they have been fever-free without the use of fever-reducing medication after one full day at home, and have been cleared by a healthcare provider with a note sent in to Earthplace Summer Camp. (Example: your child is sent home on Monday with a fever. They must remain home the duration of Monday, as well as Tuesday, and be fever-free without the use of fever-reducing medication before returning to camp on Wednesday at the earliest.)

If your child is vomiting or has diarrhea, defined by the American Academy of Pediatrics as an illness in which an individual develops more watery or more frequent stools than is typical for that person, the the child must remain at home until their symptoms have subsided for at least 24 hours after one full day at home, but they do not need to be cleared by a healthcare provider. (Example: your child is sent home on Monday after vomiting. They must remain home the duration of Monday, as well as Tuesday, and have not vomited for at least 24 hours before returning to camp on Wednesday at the earliest.)
Many other contagious illnesses also require a child to be excluded from Earthplace Summer Camp and be cleared, in writing, by a doctor before returning.

The following list details the exclusion period and return policy for children with a contagious illness or condition, based on recommendations from the American Academy of Pediatrics.

All exclusion and return guidelines are subject to change.

- *Chickenpox (Varicella):* Until all sores have dried and crusted (usually six days)
- *Conjunctivitis:* after three treatments with medication prescribed by a physician for this occurrence and completely asymptomatic for 24 hours
- *Diarrhea:* Until 24 hours have passed with no diarrhea and the child has spent at least one full day at home
- *Diphtheria:* Until two negative cultures collected 24 hours after completion of medication
- *Difficult or rapid breathing:* Until cleared by health care provider in writing
- *Fever 100.3° F:* Until fever-free without fever-reducing medication after one full day at home and cleared by a healthcare provider
- *Fungus or ringworm:* When certified by health care provider that 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 department when passive immunoprophylaxis has been administered to appropriate children and staff
- *Impetigo:* Until 24 hours after treatment began
- *Influenza:* Minimum five day exclusion from the program and the child must be evaluated by their primary care physician and cleared by a healthcare provider
- *Measles:* Four days after rash appears and 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):* After first treatment
- *Pertussis (Whooping Cough):* After five days of appropriate antibiotic therapy, requires physician evaluation
● *Poison Ivy, Oak, Sumac: No Exclusion*

● *Poliomyelitis: Ten days from onset and certified as not infectious by physician*

● *Rash: Until diagnosed by a physician plus certification that patient is under adequate treatment or is not infectious*

● *Rubella (German Measles): Until six days after onset of rash*

● *Scabies: Until certified by a health care 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 a healthcare provider states that the child is on appropriate therapy and can attend child care.*

● Vomiting: Until 24 hours have passed with no vomiting and the child has spent at least one full day at home

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

If your child does not see a healthcare provider after exhibiting symptoms for which our policies require it, then the child must stay home for 5 days from when symptoms first appeared and be fever-free with any and all other symptoms improved significantly before returning to Earthplace Summer Camp on day 6.

**Missing Camp**

Please email your child's lead counselor and the Earthplace Summer Camp Team at summercamp@earthplace.org when your child will not be coming to camp, letting us know the reason for your child's absence. We are then able to share information about possible exposures while always maintaining confidentiality.

**Exposure to a contagious illness**

When your child has been exposed to a contagious disease at Earthplace Summer Camp we will send an email to let you know the name of the disease and its signs and symptoms, mode of transmission, period of communicability, and control measures that are being implemented at school and that families should implement at home.

**COVID-19**

Please see the attached COVID-19 Action Plan.