

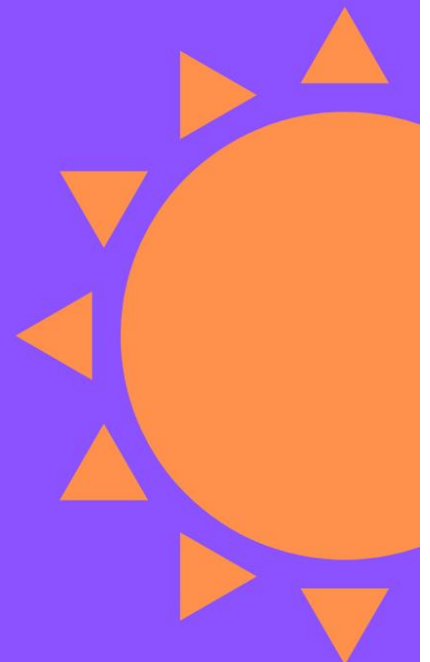


**Holiday Hill**  
day camp

**June 29  
to  
August 21**

# SUMMER CAMP '20

**Guidelines For A Fun, Healthy, & Safe Summer**



**43 Candee Road Prospect, CT 06712**

## Message from the Director:

Holiday Hill Day Camp is committed to providing a safe and enjoyable summer for our campers and staff. It was vital to me that we open for the 2020 camp season as I know how much our camp families along with staff are depending on us. Amy, Elijah, and I talk about our HHDC families and we are looking forward to seeing you next month.

This document serves as our procedural guide to the 2020 camp season. The purpose of this document is to provide you the requirements we will adhere to based on the *Coronavirus Memo #18, Youth Camp Guidance*. In this document you will find our response to COVID-19 and the guidelines given by the Office of Early Childhood. We will strictly monitor all guidelines to ensure safety for all family members of HHDC. The memo can be found online at:

<https://www.ctoec.org/news/covid-19-memo-18-youth-camp-guidance/>

We respect your decision to do what is best for your family. During these uncertain times, we can tell you that our goal is to have a safe and fun summer. HHDC is a very special place and the guidelines will not change the heart and soul of our camp. As you read through our response, please let us know if we can answer any of your questions. Communication is of the uttermost importance to me, and I encourage you to please contact me any time.

Regards,

Mike, Amy, and Elijah



***Message from Nurse:***

Hello Holiday Hill Day Camp!

My name is Michelle and I will be working as the 2020 Health Director at camp! While this is my first season with Holiday Hill Day Camp, I have worked as a nurse in a residential camp setting for over 5 years. I am very excited and am looking forward to seeing all of our campers!

As we are all experiencing, COVID-19 has changed all aspects of our daily lives. It will also change the way we hold camp but not the fun you and/or your children will have. We will be instituting policies and procedures to keep all of our campers safe in accordance with CDC guidelines.

Holiday Hill is fully committed to keeping each and every person safe through social distancing, consistent and frequent cleaning practices. We are also increasing the amount of hand washing stations and hand washing time will be built into transitions our groups make throughout camp.

While these past few months have proven to be difficult on everyone, I am very hopeful that we can make some lasting and good memories this summer!

I am truly looking forward to seeing all of you really soon!

Michelle D. Kaplin BSN, RN



### ***Schedule of Operation***

Camp will begin Monday, June 29th and run for 8 weeks through Friday August 21st . The camp day is from 9:00am to 4:00pm. Extended hours will be from 8:00 a.m. to 5:00 p.m.

### ***Transportation***

Due to the restrictive guidelines from the State, we are unable to provide transportation for the 2020 camp season. In lieu of this, we will be extending the camp day from 8:00 a.m. to 5:00 p.m. to help families commuting to and from work. Parents can sign up for the early drop off and late pick-up through the registration process. If you have already registered, please sign in to your account and select the extended hours.

### ***Pick-up & Drop-off***

All campers will have a temperature check upon arrival. Drop off and pick up procedures will be directed by security while on the camp site. Holiday Hill Day Camp will provide identification cards for your vehicle included in the camper welcome packet. Please carry your driver's license with you, as we may need to verify upon pickup depending on the circumstances. More details will be provided prior to the start of camp.

### ***PPE Requirements***

Camp employees are required to wear face masks at all times while in the workplace as directed unless they meet the criteria indicated in the Executive Order below.

Campers will be encouraged but are not required to wear masks.

*Executive Order 7BB does not require the use of face masks by:*

- 1. Anyone for whom doing so would be contrary to his or her health or safety because of a medical condition*
- 2. A child in a child care setting; anyone under the age of 2 years, or an older child if the parent, guardian or person responsible for the child is unable to place the mask safely on the child's face.*

### ***Camp Physicals***

Camp physicals dated within the last 3 years are acceptable and should be given to the nurse prior to the first day of camp.

According to the 5/18/2020 guidance, the following licensing waiver applies:

*Health and immunization records on file prior to the declared state of emergency for children enrolled in youth camps which expire during the declared state of emergency are acceptable. Health and immunization records for children that have been attending a legally*

*operating child care program or school that has been temporarily closed due to COVID 19 virus are not required provided the parent attests in writing that the child is up-to-date with physical examination and immunizations and provides information regarding any disabilities and/or special health care needs*

### **Medication**

If your camper needs to take medication (either over-the-counter or prescription) during the camp day, our Camp Nurse or certified personnel can dispense medication only if the following requirements are met:

- ★ The medication is in its original container with the child's name on the prescription.
- ★ A physician has filled out and signed an ADMINISTRATION OF MEDICATION FORM. This form must also be signed by the parent and must be on file in our Camp Office. Click [here](#) for the medication form.
- ★ The medication has not yet expired.

It is the parent's responsibility to provide all medications and authorizations for their child. If both of these are not provided, Holiday Hill Day Camp cannot be held responsible for, or guarantee, the health/safety of your child while at camp.

If we have received an Administration of Medication form, and your child's medication is for a potentially life threatening condition (example: asthma, diabetes, food or bee allergy), the medication must be present on the first day of your campers season. **Your child cannot be at camp without the medication present.**

### **Isolation area**

There will be a dedicated isolation area in the health center for sick campers.

### **Clean Team**

Holiday Hill Day Camp will have a "clean team" to disinfect over the course of the camp day as well as after the campers leave. We are committed to keeping our facility safe from our campers and staff.

### **Groups**

Group size will have a maximum capacity of 10 campers with a counselor. Campers within the same group do not have to adhere to social distancing. Campers may not mingle with other groups outside of their own. Appropriate social distancing is required and will be followed throughout the day. Once groups are established on Monday, there will be no flexibility in changing groups. We will do our best to group your child based on your preferences.

### ***Staffing***

We are hiring additional staff to meet the demands of the guidelines put forth by the OEC. No groups will exceed 10 campers, and we will maintain a staff to camper ratio of 1 to 3 for the summer.

### ***Operational Changes***

Changing rooms and bathrooms will be cleaned after each use. Please do not bring water bottles. Water will be poured for campers during the day at all water stations. There will be time built into the schedule to allow the cleaning team to effectively clean activity areas.

### ***Refund Policy and Final Payment***

Deadline for full refunds and final payment will be Monday, June 1st. After June 1st, deposits will not be refunded for cancellations. The final payment will be due on Sunday, June 14th.

### ***Family Visits and Camp Tours***

For the safety of all campers and staff, visitors are not allowed which includes parents and family members. Camp tours will be conducted for prospective families during non-working hours.

### ***CIT Program***

We will continue to offer the CIT (Counselor in Training) Program for our 14 and 15 year old campers. CIT's will be assigned to a group and will remain in their assignment for the entire week, no exceptions. We ask that if a CIT knows they will be missing a day that the CIT Director is notified in advance so we can plan accordingly. We will continue to allow CIT's one period a day of common time with other CITs. During that common time ALL CITs will be social distancing during the activity. CITs will have 1 period a day of common time and will be allowed to swim during their group's swim time.

### ***Aquatics Program***

Unfortunately, there were no guidelines released about the pools. This document will be updated as soon as we receive the information.

### ***Horseback Program***

We will continue to run our Horseback for our campers. It is an additional fee of \$105 a week for three 40 minute lessons. All equipment will be cleaned after each use.

### ***Food and snack***

We will continue to provide nutritious breakfast and lunch for the campers daily. We will not be offering our salad bar this year, but campers will have the option of a fruit cup or pre-made salad to accompany their lunch daily. An afternoon snack will also be offered to the campers daily.

### ***Activities***

We are committed to opening as many activities as we can in a safe manner. Activities that will not be offered are: Go-Karts, Lego Cabin, and Big Toy (playscape).

### ***Field Trips***

All field trips will be canceled due to transportation restrictions.

### ***Special Events Calendar***

Our special events calendar will be altered as we will not be able to provide certain activities. Family Day, Overnight, and Family Night will not be offered this camp season.

### ***Camp Tuition***

To ensure the safety of our camp and campers, we are adhering to the same tuition rates. Extended hours are at no additional cost this summer. Our new guidelines require the hiring of additional staff to facilitate activities that were once assumed by our campers, i.e., accessing our water stations. The costs of PPE, cleaning crews, medical staff, and cleaning disinfectants are additional necessities to operate a safe camp.