



## Parent Handbook Lime Hollow Summer Camp 2020

### Mission Statement

*To provide year-round environmental education and recreation opportunities through the utilization and protection of the natural and cultural attributes of the Lime Hollow area*

### Welcome to Summer Camp 2020

We are pleased that you and your child have chosen to be a part of our Summer Adventure Day Camp! We look forward to seeing familiar faces and to making new friends. There is going to be a lot of changes this summer, but we strive to provide all campers with a fun, enriching, and educational experience in the natural world.

### Keeping our Community Safe During COVID-19

At Lime Hollow Summer Camp, we want to allow children to enjoy nature, their friends, and outside activities as safely possible. This summer we are putting in place the best practices in safety protocols and sanitization recommendations from the CDC, New York State's "Reopening Child Care and Day Camp Program Guidelines", and the American Campers Association (ACA).

To protect our community during this pandemic, we ask that families who participate in summer camp use the utmost caution in their decision making around engaging in risky activities during non-camp time. We ask that families who are engaging in organized sports teams choose to forego summer camp, in order to limit the risk of cross exposure of COVID-19. We ask the same of families who attend our summer camps as we do of our staff members who will be your children's mentors; please follow the proper New York State guidelines for social distancing during your non-camp time in order to keep our community safe during camp time. [Reopening New York](#)

Monitoring our own health is one step in taking care of our community. Our expectation is that families participating in Lime Hollow Summer Camp will monitor their own temperature for 14 days before camp and do self-screening for the presence of symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) **Families should also abstain from camp if within the past two weeks, they have traveled nationally or internationally, or if they have been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.**

The American Campers Association has identified these steps as preventative of disease; early identification of ill persons, staying home while ill, cough and hand hygiene etiquette, and encouraging

the use of hand sanitizers. In addition to these safeguards we will establish small group sizes, limit mixing of these groups, and eliminate large gatherings for the 2020 camp season.

Parents of higher-risk campers should consult their child's medical provider to assess their risk and determine if attendance is acceptable.

Lime Hollow will be monitoring the virus numbers in Cortland County and will keep parents up to date on COVID-19 as it relates to summer camp. If the decision to dismiss or end camp early is made, we will communicate these plans as soon as possible.

### Mixed Age Groups Structure

In order to provide the safest summer camp experience possible, and maximize children's ability to play and enjoy nature and each other, Lime Hollow Summer Camp will be placing campers from Junior and Master Naturalist together into mixed-age groups, and keeping siblings together, excluding knee high campers. The group and their mentor will be outdoors, in nature, and will not have contact with other groups, or unmasked staff members. Groups will have their own hand washing stations in their daily forest locations. Shared facilities will be minimized and sanitized as often as necessary.

### Health & Hygiene and Extra Safety Precautions

- Increased cleaning and disinfecting protocols throughout each day will be in place.
- Hand and respiratory hygiene and social distancing instruction will be added to discussion in camp orientation, and reinforced throughout the week.
- Campers, staff and parents will be screened upon arrival for any observable illness and confirm temperature reading below 100.4 degrees. Any camper or staff member whose health screening is not acceptable will not be permitted to come to camp and refunds will be given.
- Important Note: Young children/campers (i.e., those that are not yet in kindergarten) do not need to wear face coverings when they are in child care or day camp program facility or area. Older children/campers are encouraged but not required to wear face coverings as feasible.

Staff are required to wear a face mask/covering at all times. Campers should come to camp with masks to wear. They are not required to wear a face mask/covering at all times once within their small group but are encouraged to when feasible (i.e. drop off and pick up).

### **When should I keep my child home during the week? You should keep your child at home if:**

- Your child has a fever. Fever reducing medication may not be used when determining a child's health. Campers must be fever-free for 72 hours (3 days) before returning to camp, per the recommendations of the CDC.
- Your child is experiencing recognizable symptoms of COVID-19, including a fever, dry cough, shortness of breath, or difficulty breathing.
- Your child has been exposed to someone who has had COVID-19 (by testing or medical diagnosis) within the past 14 days.
- Your child has had sustained contact (within 6 feet for 15 minutes or more) with a person showing symptoms of COVID-19 within the previous 14 days.
- Your family has traveled from somewhere outside the United States in less than 14 days.
- Your child is under a 14-day self-quarantine/self-monitoring guidance for any reason.

***Returning to a program after suspected signs of COVID-19. A staff member, child, or youth who had signs of suspected or confirmed COVID-19 can return to the program when:***

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

#### **In the Event of a Possible Exposure**

If a camper develops any symptoms while at camp, they must remain in a designated quarantine area either in our Bird Room (Visitor Center) or Sunroom (Education Center). A staff member will remain with the camper until arrangements can be made for immediate pick up.

Lime Hollow will immediately inform parents about any potential contact their children may have had with suspected or confirmed cases of COVID-19, or any other communicable disease. We will immediately inform parents if your child is experiencing any symptoms during their camp day. In the case of a confirmed COVID-19 case, we will work in partnership with the Cortland County Health Department to facilitate contact tracing. All families who have children attending camp that week will be notified of the case, but the camper's identity will not be shared.

## **Preparing for Camp**

#### **How to Dress for Camp**

Your child will need to be dressed for the weather every day. Campers will be outside all day, every day (except in severe weather). Flip-flops, Crocs, and ballet flats are not appropriate footwear for summer camp. Campers will be hiking every day and must wear socks and sturdy shoes. Some summer days are cool in the morning and layers that can be removed are helpful when it warms throughout the day. If it is raining, please dress your child in raincoat, rain pants and rain boots. If their rain gear is already at camp in the extra clothes, they can put it on at camp. Please let us know if you are having trouble finding rain gear for your child. On hot days, campers will likely engage in water play (not swimming), and a bathing suit can be worn under clothes or changed into from the extra clothes bag. Clothes that can get wet are fine, too. All clothing worn to summer camp should be clothing that can get wet, muddy, grass-stained, pockets filled with rocks, torn, paint stained, and wrecked in ways only children can think of.

#### **What to Send to Camp With Your Child**

Each child will be carrying their own backpack containing everything they need for a day in the forest. It is important that they have a pack that is the right size and is very comfortable. Backpacks with a chest strap keep the pack from sliding off the child's shoulders.

**Everything that belongs to your child should have their name on it with a permanent marker.** These items go inside the backpack every day:

- Water bottle with enough water for the whole day (2 bottles are preferred if your child can carry them).

- A lunch and snacks. Lunches should be packed with a cold pack, or consist of items that do not need refrigeration. All packaging and uneaten food will return home with the camper for recycling and disposal. Re-closable containers are recommended for items such as yogurt.
- Bug spray for reapplication
- Sunscreen for reapplication
- A mask or face covering and a spare
- A small container of hand sanitizer

The extra clothes bag will stay at the 'home base' where it can be accessed as needed. If items are used from the extra clothes bag, your child's mentor will text you to send replacements. Everything that belongs to your child should have their name on it. These items go inside a durable bag, visibly labeled with your child's name:

- A complete change of clothing
- A fleece or light jacket
- An extra pair of shoes or rain boots
- Rain coat, rain pants
- Sun/rain hat
- A bathing suit

#### What Not to Send to Camp With Your Child

- Toys, cards, personal items
- No hammocks this year

## What to expect

### Drop-Off Procedure for [Mixed Aged Groups & Wanderers](#)

**Drop-off Screening is from 8:45-9:30 AM.**

Prior to your week of camp, you will receive an email containing:

- 1) The link for the required Daily Health Screening.
- 2) The drop-off location for the mixed-age group your child will belong to.

Before every day of camp, you must complete the Google forms Daily Health Screening by 8:30 AM.

Drive to your chosen drop-off location, park, and put on your hazard blinkers to indicate that you are ready for a staff member to come to your car to complete the health screening with an infrared temperature check and some health questions. Please do not exit your car until you are screened. Once the health screen is complete parents/guardians will walk their child to their group's drop off location.

**If you miss the morning screening, your child will not be admitted to camp for the day, as we cannot accommodate late screenings.**

Everyone in the car (except children under the age of two) must wear a mask during drop-off. We strongly recommend that parents/grandparents, guardians remain in the car during the health screening, unless your child needs extra support feeling comfortable during this transition period. Once the health screen is complete parents/guardians will walk their child to their group's drop off location.

Please apply sunscreen and bug spray at home in order to limit your time in the parking lot. Maintain physical distancing from other parents and campers.

#### Pick-Up Procedure for [Mixed Aged Groups & Wanderers](#)

Everyone in the car (except children under the age of two) must wear a mask during pick-up.

Please arrive for pick-up at 3:45 – 4:15 PM at the same location as drop-off. After parking, put your hazard blinkers on to indicate you are here for pick-up. Your child will be brought to you from their group.

#### Drop-Off Procedure for [Knee-Highs Only](#)

**Drop-off Screening is from 9:30-10:00 AM.**

Prior to your week of camp, you will receive an email containing the link for the required Daily Health Screening

Before every day of camp, you must complete the Google forms Daily Health Screening by 9:00AM.

Your drop off location will remain at the Visitor Center and will not change by the week. Drive to the Visitor Center parking lot on Mclean Road, park, and put on your hazard blinkers to indicate that you are ready for a staff member to come to your car to complete the health screening with an infrared temperature check and some health questions. Everyone in the car (except children under the age of two) must wear a mask during drop-off. After you are screened, you can exit the car with your camper and report to the Visitor Center's porch.

Please apply sunscreen and bug spray at home in order to limit your time in the parking lot. Maintain physical distancing from other parents and campers.

**If you miss the morning screening your child will not be admitted to camp for the day, as we cannot accommodate late screenings.**

#### Pick-Up Procedure for [Knee-Highs Only](#)

Everyone from the car (except children under the age of two) must wear a mask during pick-up.

Please arrive for pick-up at 3:00 – 3:30 PM at the same location as drop-off. After parking, you can meet your child on the Visitor Center porch. Please remember to wear a mask and practice social distancing when possible.

#### Emergency Pick-Up Procedure for all Camps

Please notify Rachel at [info@limehollow.org](mailto:info@limehollow.org) of any days when your child will need to be picked up early during their camp week. Early pick-ups are disruptive to the group's ability to hike out into nature and often cause the whole group to return to home base early. Please try to schedule appointments during non-camp times whenever possible. We will do our best to accommodate your schedule when an early pick-up cannot be avoided. In the case of an emergency call 607-662-4632 to arrange for a rapid pick-up.

#### Early/After Care

There is no early or after care this year. Please coordinate your schedule to drop off and pick up between the designated time frames.

## Locations

Please pay attention to designated locations. Please don't assume that just because you signed up for the Junior Naturalist camp that your location is automatically Camp Gustafson located at 3277 Gracie Road.

Possible locations include the following, but not limited to:

1. 338 Mclean Road, Cortland, NY 13045 (Visitor Center Parking Lot)
2. 3277 Gracie Road, Cortland, NY 13045 (Camp Gustafson Parking Lot)
3. 3220 Gracie Road, Cortland, NY 13045 (Chicago Bog Parking Lot)
4. 3118 Gracie Road, Cortland, NY 13045 (Gracie 26 Parking Lot)
5. 3075 Gracie Road, Cortland, NY 13045 (Tunison Upper Parking Lot)
6. 348 McLean Road, Cortland, NY 13045 (McLean Road Parking Lot near the Tompkins-Cortland County Line on the far western edge of Lime Hollow property)

See the attached map to help locate locations. When in doubt, please give us a call at 607-662-4632.

## Additional Safety Policies & Plans

### Behavior Policy

When a negative behavior occurs in the camp, mentors will seek to resolve it directly with the child, in the moment. For persistent issues, it is important that parents and mentors work together so the child can have happy and healthy relationships at camp. Lime Hollow Summer Camp mentors will open a dialog with parents to work together on cultivating positive behavior. Every effort will be made to work with children and parents to provide a pathway to success. If a determination is made that we cannot provide the support a child needs, or a child's behavior endangers others, a child may be excluded from the program.

### Emergency Plan

In the event of lightning storms, mentors will bring campers to a safe structure until conditions are no longer unsafe. Weather is monitored by staff in the Visitor Center who are in constant contact with mentors. Mentors also monitor weather through apps on their cell phones.

In the event of severe weather, mentors bring students to the Education Building or the Visitor Center. In the case of a tornado warning, mentors move campers to the identified safe rooms in either location. Parents are notified as soon as safely possible.

The safe evacuation of children is Lime Hollow's first priority. In the event of a fire emergency while in the Education Building, every room has a primary and secondary egress. Mentors will follow these routes and will lead campers to the predetermined safe destination, the Old Sawmill Pavilion at 3277 Gracie Road. Children will never be left unsupervised. In the event of an emergency, parents are notified with a phone call or text.

If the Old Sawmill Pavilion is not a safe option then we will proceed to our secondary relocation which is our Visitor Center located at 338 McLean Road.

If an emergency prevents parents from picking up children at the normal pick up time, our mentors will remain with the children and play quiet activities to help entertain the children and distract them from

getting nervous about their parents being late. Children will be encouraged to participate in story time, journaling, or a small craft project. Lime Hollow also has extra food on site if we need to feed our campers.

### Tick Checks

Tick checks will be performed as a group during the morning and afternoon at camp. Campers are taught to notice and identify ticks on themselves and others. Parents are expected to perform a thorough tick check at home, and to check all the areas we cannot. All embedded ticks will be removed immediately by Lime Hollow personnel and parents will be notified at pick-up.

Adopting a routine of tick awareness, being smartly dressed, using repellent and doing complete tick checks on a regular basis is our best defense against tick borne illnesses. At Lime Hollow, we have a three-tiered tick defense system.

Tier 1: The Camper. At Lime Hollow, our mentors educate our campers about ticks. We even teach them about “social grooming” and checking themselves and their friends.

Tier 2: The Mentor. Our mentors are trained and knowledgeable about identifying and removing embedded ticks. Mentors will conduct multiple tick checks throughout the day.

Tier 3: Parents and Guardians. Because there are areas that our mentors cannot see, it’s imperative that parents and/or guardians perform daily tick checks at home.

Please see the additional healthy and safety sheet for more information about other risks at Lime Hollow.

## Admin

### Refunds

Our refund policy is going to be flexible this year due to Covid-19. If you have placed a deposit, but we are not able to accommodate you, or the changes we have implemented make camp unworkable for you, we will fully refund your camp deposit. Please keep us informed on changes so we can offer a spot to a camper on our waiting list.

### Payments

Weekly payments will be due each week by Friday.

This year, payments will **not** be accepted during drop off and pick ups with mentors. Parents are able to do the following:

- Checks can be made out to Lime Hollow and addressed to Lime Hollow Nature Center, 338 McLean Road, Cortland, NY 13045.
- Call 607-662-4632 to do a phone payment.
- Go to the payment page on our website, [www.limehollow.org](http://www.limehollow.org)
- Go to the Visitor Center and drop off payment.

## Photos

Throughout the summer camp staff may take photos of camp activities. These photos may be used for future marketing purposes in program brochures, website, Facebook and additional promotional uses as Lime Hollow deems necessary. Those with concerns, please contact us.

## Medication

If your child needs any medication (prescription or non prescription) while at camp, you will need to complete a Medication Authorization form filled out by a physician. Please try to submit your medical authorization form prior to the first day of camp. Please inform us of any concerns or special needs of your child at the beginning of the week or update us as needs arise during the week. Medication can be handed off to their group mentor.

## Illness Tolerance

Given the uncertainties regarding the COVID-19 pandemic, we will have a low tolerance for any type of illness at camp this summer. *We **will** send your camper home* for stomach aches, headaches, coughs, fevers, etc.

## Responsibilities of the Health Department

- To review and approve the required written camp plans for compliance.
- To inspect camps twice yearly to assure that
  - All physical facilities are properly operated and maintained, and adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To issue a permit to operate when the required plans and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and required plans. When requested, please contact Cortland County Health Department, Environmental Health at 607-753-5035.

Thank you for registering your child(ren) in our 2020 Summer Adventure Day Camp Program. If you have any questions or concerns, please feel free to contact us at 607.662.4632 or via email at [info@limehollow.org](mailto:info@limehollow.org).



## Lime Hollow Summer Camp Check List

Let us help you prepare for camp!

### Admin

- Completed registration form with health records and a copy of immunizations is sent in.
- Medication authorization form for prescription and non-prescription medication, completed by physician, is sent in.
  
- Payment will not be collected at camp check ins so please plan accordingly. Please pay by Friday of camp.**

### Logistics and Equipment

- Weather-appropriate outdoor clothing and footwear (rain coat, boots, warm clothes, closed toe shoes for better protection and suitable for stream walks).**
- A change of clothing (especially socks and pants).
- Extra shoes (old sneakers or other shoes that can get wet).
- Sunscreen, mosquito & tick spray for reapply
- Note: Please apply before you arrive at camp to help ease drop off.
- Bring drink(s), two snacks and a lunch Monday-Friday **with an ice pack or a lunch that doesn't need to be refrigerated.** Sorry, there will be no pizza Fridays this year.
- Campers will be bringing home all non-compostable trash as part of our "Carry in, Carry out" policy. We encourage campers to generate little or no garbage with their food items.
- Small backpack that will fit all their extra equipment, water bottles and their lunch with room to spare.

### Safety Items Required

- Small bottle/container of hand sanitizer
- 2 water bottles
- Face covering plus a spare

### Day of Camp

- Digital health screening check in
- Apply sunscreen and bug spray prior to arriving at camp



## Medication Authorization Form

(Prescription or Non-Prescription Medicines)

Please dispense the following medication during camp hours to:

\_\_\_\_\_

(Name of Camper)

Name of Medication:

\_\_\_\_\_

Dosage, Time:

\_\_\_\_\_

Reason for Medication/Diagnosis:

\_\_\_\_\_

\_\_\_\_\_

Side Effects/Reactions?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Physician's Signature:

\_\_\_\_\_