



Parent Handbook Lime Hollow Adventure Day Camp 2021

(June 4, 2021)

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 Adventure Day Camp 2021

We are pleased that you and your child have chosen to be a part of our 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 camp season, 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 *"Interim Guidance on Child Care, Day Care, Day Camp, and Overnight Camp Programs During the Covid-19 Public Health Emergency"*.

To protect our community during this pandemic, we ask that families who participate in our camps use the utmost caution in their decision making around engaging in risky activities during non-camp time. We ask the same of families who attend our 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.

<https://ocfs.ny.gov/main/news/2021/COVID19-2021May24-Child-Care-Daycamps-Guidelines.pdf>

Monitoring our own health is one step in taking care of our community. Our expectation is that families participating in Lime Hollow camp will monitor their own temperature for 10 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 internationally and have yet to finish the protocols for returning to New York State, 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 Camp 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 2021 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 camp. If the decision to dismiss or end camp early is made, we will communicate these plans as soon as possible.

Group Structure

Here are the latest modifications we have made to our day camps to ensure best practices for camper and staff safety this summer.

- Campers will be divided into small groups. Campers will be placed into groups based on their selected camps and will remain in these groups for the whole week. Lime Hollow will collect COVID-19 vaccination information when applicable. Campers will not be placed into groups based on their vaccination status.
- Camp groups will not interact with other groups at any time unless they are paired with a buddy group. A buddy group is a group that gives mutual support to the group when needed and may interact to play games.
- When specific activities or inclement weather require a camp to be indoors, each group will have a designated space just for them. When inside everyone will need to use a face covering.

Health & Hygiene, Extra Safety Precautions

- All mentors and campers are required to bring a mask to camp and follow our face covering policy. Mentors will provide campers with mask breaks as needed.
- Increased cleaning and disinfecting protocols throughout each day are in place.
- Hand and respiratory hygiene, and social distancing instruction will be added for discussion prior to camp, reinforced at the start of camp and supervised during camp.
- If a camper develops any symptoms while at camp, they must remain in a designated quarantine area until arrangements can be made for them to be picked up.

Health Screening Process

- Pre-camp screening
 - Each camper parent will be emailed a pre-camp screening form to assure the following:
 1. The camper and immediate family are not exhibiting symptoms of COVID-19.
 2. The camper has not been exposed to an individual with COVID-19 Virus.
 3. The camper has not traveled outside of the country (based on New York State's travel guidelines).
 - If someone has been exposed to COVID-19: We will allow asymptomatic staff and children to attend a program as long as Lime Hollow has documentation stating they are fully vaccinated or have recovered from COVID-19 in the last 3 months and have not been placed in quarantine.

Daily Health Screening

- Upon arrival campers and their guardians will be screened based on the same criteria found in the pre-camp screening questionnaire.
- Each camper will have their temperature taken upon arrival. Any camper with a temperature of 100 degrees or higher will not be allowed to attend camp.

Any camper or staff member that is showing symptoms of COVID-19 or has been deemed by the health department a close contact of someone who has COVID-19 will not be allowed to attend camp until they are cleared by a health professional. These measures have been put in place to protect the health and safety of our community. We thank you for your patience and understanding.

For the most up to date information on the symptoms of COVID-19 follow this link

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Face Covering Policy

For the summer of 2021, Lime Hollow will have a mixed community of vaccinated and unvaccinated children. Lime Hollow will not separate campers into groups based on their vaccination status. Lime Hollow is adopting a universal mask policy for all campers involved regardless of vaccination status. Lime Hollow is working within NYS guidelines and adopting a 'Mask at the Ready' policy that works for all involved. While we understand that we are operating mostly outside, we still encourage campers age 2 and older to wear a face mask at certain times while at Lime Hollow.

Campers can always request mask breaks at any time during the day if needed.

When is a face covering required?

- When in an enclosed building/structure or overhang.
- When campers/CITs/staff are closer than 6 feet for extended periods of time
- During the initial health screening in the morning (both camper and parents)
- At the beginning /end of the day and in transition around high traffic areas.

When is a face covering not needed?

- When campers and staff are eating, drinking or sleeping.
- When children are outside, and safely kept at least six feet away from others.
- If certain camps are 100% vaccinated (i.e. Voyager or wanderers).
- If a child has a documented medical condition, special health care need or developmental need that makes mask wearing unsafe or if mask wearing conflicts with their developmental or special education needs. Parents must provide us with documentation from a doctor.

When should I keep my child home during the week?

You should keep your child at home if:

- Your child is experiencing recognizable symptoms of COVID-19, including:
 - 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.
 - A cough
 - Shortness of breath or difficulty breathing
 - Runny nose or congestion
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Unusual fatigue
- Your child has been exposed to someone who has had COVID-19 (by testing or medical diagnosis) within the past 10 days.
- Your family has traveled from somewhere outside the United States within less than 10 days and has yet to complete state protocols for returning to New York.
- Your child is under a 10-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.**

Or

Parents will need to supply Lime Hollow with a negative COVID-19 test result.

NYS DOH Pre-k to Grade 12 Toolkit

https://coronavirus.health.ny.gov/system/files/documents/2021/02/nysdoh_prekgr12_toolkit_update-020121.pdf

Lime Hollow believes that this toolkit is very clear and thorough when dealing with campers or staff who have symptoms or test positive for COVID-19, however we felt that there needed to be more clarity when it came to campers and mentors who are deemed close contacts by the health department. Please read the following updated *Return to Program Protocols for Close Contacts* found below.

Updated Return to Program Protocols for Close Contacts:

If a child or mentor is deemed a **close contact** by the health department, they can return to the forest preschool program based on health department recommendations. The family will need to provide paperwork from the health department that explains how long their child must quarantine from the last known exposure. If the family cannot provide the paperwork then the child or mentor will need to quarantine for 10 days starting from the **last known exposure** (See examples 1 & 2 below). A negative test result does not allow the preschooler to "test out" of the quarantine.

EXAMPLE 1: If the contact was someone from child's or mentor's immediate family/residence who tested positive, then the child/mentor must quarantine from the final date of the end of their family member's quarantine.

EXAMPLE 2: If the contact was from someone outside the immediate family/residence then the child/mentor would quarantine for 10 days from the last time they had contact with the person who tested positive.

Definition of Close Contact (CDC): Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

[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 Education Director's office (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 confirmed cases of COVID-19, or any other communicable disease. We will immediately inform parents if their 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 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, rain hat or hood, and rain boots. If their rain gear is already at camp in their extra clothes bag, 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
- Plastic zip-lock bag to keep clean masks dry
- 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 inform 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 (summer camp only)

Special Gear for Winter Camp

- Winter Boots
- Wool or synthetic blend socks (no cotton please)
- Extra pair of socks
- Good water/snow proof mittens (preferred over gloves because they are better at keeping hands warm)
- Snow hat/beanie
- Multiple layers (please no cotton)
 - base layer (top and bottom)
 - t-shirt/long sleeve shirt
 - mid layer (fleece or thin sweater)
- Winter jacket (waterproof/windproof)

- Snow pants
- A change of clothing (especially socks and mittens).

What Not to Send to Camp With Your Child

- Toys, cards, personal items

What to expect

Drop-Off Procedure

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

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

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

You must complete the Google forms Daily Health Screening by 8:30 AM Monday Morning

Drop-Off and Pick-Up Procedures

Drop-off Procedure

1. Drop-off Screening is from 8:45-9:30 AM.
2. Parents will drive to their assigned parking lots (Camp Gus, Camp McLean, or remote site). In fair weather, parents and campers can leave their vehicle and walk to your designated screening location for an infrared temperature check and health questions. A staff member will be present to sign your camper in and direct you to their group location. During this time, please maintain 6 feet distance from other families and campers.
 - a. Camp Gus: A designated tent will be set up for check-in near the parking lot.
 - b. Camp McLean: The Pavilion across the bridge.
 - c. Remote Site: A designated tent will be set up for check-in near the parking lot.
3. We ask that you please arrive promptly during the allotted drop off time. If you know in advance that your camper will be arriving, late contact our Business Manager, Rachel Busch, to arrange a time to meet with your camper's group.
4. Everyone taking part in the health screening (except children under the age of two) must wear a mask during drop-off. Once all occupants are screened and cleared campers can join their group for the day.
5. Parents will apply sunscreen and bug spray at home in order to limit their time in the parking lot. Parents will maintain a 6 ft distance from other parents and campers.
6. During times when the weather forces us to start inside the procedures will change as follows:

a. Camp McLean: Screening will be the same as above, but will take place on the visitor center porch. Once screening is complete, campers can then enter the building.

b. Camp Gus: A health screener will come to your car to do an infrared temperature check and ask some health questions. All family members in the vehicle must wear a mask (excluding children under 2 years of age). Once the screening is complete the screener will direct you where to bring your child for camp.

c. Remote Site: Campers will be dropped off at Camp Gus. Parents and/or guardians will be notified through email with further instructions.

Pick-Up Procedure

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

2. Parents will arrive for pick-up at 3:45 – 4:15 PM at the same location as drop-off. As long as families wear masks and keep with strict social distancing, families can exit the car and walk to their campers group area to pick up their camper.

3. If campers are inside during pick up time due to unsafe weather conditions use the following procedures:

a. Camp McLean: Parents may walk up to the visitor center porch as long as they are wearing a mask and keep 6 foot distance from other families. A staff member will be present to help you locate your child.

b. Camp Gus: We will have someone present to help shuttle kids from the Education Center to the parking lot. Please do not enter the education building. This may take some time, so we thank you for your patience.

Emergency Pick-Up Procedure for all Camps

Please notify Rachel at 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.

Counselors in Training (CIT)

Lime Hollow is planning for an onsite orientation.

CIT Orientation Day will be **Wednesday June 23rd, 6-7:30PM** at the

Education Center at 3277 Gracie Road (ask if you need directions). The group will gather in the pavilion then move their way to the amphitheater. During training, CITs will learn about daily expectations.

There will be a basic first aid class included in that training session with a Red Cross certified instructor.

CIT's Schedule is 8:30AM-4:30PM. They will follow above guidance on pick up/drop off only they can be checked in as early as 8:30AM. **If they have siblings attending camp, we can make arrangements to let them be dropped off early as well.**

Voyager

Notes about this year's trip:

1. If Lime Hollow must cancel the program for any reason to include low enrollment and high incident of COVID-19 with our community, your deposit will be fully refunded.
2. Unlike in the past, our current transportation plan relies on parents making drop off and pick up arrangements up at SUNY Cortland Raquette Lake facility.
3. Given the nature of this back country experience, we are asking all participants to show proof of a negative COVID-19 test within 72 hours or provide proof of COVID-19 vaccination upon drop off.
4. Swim Test. Prior to the trip, you'll need to submit a written document certifying your child's swimming ability. Certifying agents cannot be parents. Certifying agents can be employees at your local Y's, swim coaches or from other swimming establishments.

More information on specific details will follow.

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. Lime Hollow will send out an email the Wednesday before camp stating your child's camp location. Please don't assume a location based on your child's age.

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. 3118 Gracie Road, Cortland, NY 13045 (Gracie 26 Parking Lot)

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

If you are cancelling, our refund policy is as follows:

- 1.) 1 month or more prior to the program starting date; you are entitled to a full refund.
- 2.) 7-14 days prior to the program starting date; you are entitled to a cancellation fee of \$50.
- 3.) Fewer than 7 days prior to the program starting date; you will receive no refund.

We understand that at times campers may not be able to attend due to unforeseen hardships. Lime Hollow reserves the right to work with family situations differently and waive a cancellation fee if we see fit.

Parents are eligible for a refund for all summer camp programs if:

- 1: Lime Hollow cancels or reschedules any summer program due to the COVID-19 pandemic.
- 2: Families are impacted by COVID-19 (caring for family members, illness or suspected exposure to COVID-19) and have to cancel their registration. Documentation will be required.

Payments

Weekly payments will be due each week by Friday.

This year, payments will **not** be accepted during drop off and pickups 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/donate
- Payments can be collected at the Visitor Center.

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.

Immunizations

In accordance with NYS Office of Children and Family Services (OCFS) guidelines and NYS DOH Subpart 7-2 of the New York State Sanitary Code, Lime Hollow will maintain immunization records for all Forest Preschoolers and Summer Campers which includes dates for all immunizations against diphtheria, haemophilus influenza type b, hepatitis b, measles, mumps, rubella, poliomyelitis,

tetanus and varicella (chickenpox). The record must be kept on file for every camper and updated annually. Lime Hollow will also maintain current, complete immunization records for all camp staff.

Please note this does not include the COVID-19 vaccine at this time.

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. **If your child has a medically condition that could cause some of these symptoms, please send in a note from the doctor explaining possible symptoms.**

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 2021 Summer Adventure Day Camp Program. Lime Hollow will adhere to CDC and NY Department of Health guidelines and current COVID-19 cases in our community in order to keep our campers and staff safe. Given the fluid COVID-19 environment, we anticipate there could be reevaluations of our plans. We will keep you updated on further changes.

If you have any questions or concerns, please feel free to contact us at 607.662.4632 or via email at info@limehollow.org.



Lime Hollow 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

- A change of clothing (especially socks and pants).
- 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



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:
