



SUMMERQUEST at the Crane Estate

PARENT HANDBOOK 2021

WELCOME TO SUMMERQUEST 2021

We are excited to have your camper(s) joining us this summer. We look forward to being outside enjoying everything the Crane Estate has to offer together. We have maintained many of our COVID-19 related policies and procedures to meet state requirements and prioritize family health.

PLEASE READ THROUGH THE ENTIRE PACKET and be sure you and your camper(s) understand and agree to follow all of our protocols and policies.

If you have any questions or concerns, please don't hesitate to be in touch.

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I. COVID-19 RELATED HEALTH & SAFETY

This new section in our handbook is to both assure you that we are closely following government requirements for running a licensed camp and to be sure that families agree as to the important role everyone plays in making camp as healthy as possible. Please know that we will do all that we can to keep campers and staff safe and happy.

PLEASE NOTE: *These procedures are based on guidelines for summer 2020 and will be updated as additional guidance and requirements are received from the CDC and state and local officials for summer 2021.*

Guidelines

Our COVID-19 protocols and procedures follow the necessary requirements and the Lowest Risk and Best Practices protocols from the following:

- [CDC's Guidelines for Youth and Summer Programs](#)
- [American Camp Association Field Guide for Camps on Implementation of CDC Guidelines](#)
- [Massachusetts Minimum Requirements for Child Care and Youth Serving Programs](#)

Licensing inspection by the local Board of Health is required before camp opens and will follow any additional guidelines determined by the town.

Mutual Agreements

We expect that all staff, campers, and camp families commit to the safety and health of their own and other camp families and to the camp and property staff as they prepare for camp this summer:

- The Trustees complete COVID Health & Safety Plan is available on our camp website or by request.
- We ask that families consider their children's ability to comply with all social distancing and hygiene protocols as established by the camps.
- We request staff and campers with underlying health conditions consult with their doctor about their decision to attend camp.
- We request that staff and families do not attend camp if they or anyone in their household exhibits any symptoms of COVID-19.
- Families and staff are requested to prescreen their health status and be conscious of the safety of their social and public activities in the 14 days leading up to camp and during camp itself. (See PreScreening Form and Healthy Camp Begins at Home doc in Appendix)
- A Trustees Waiver and Release is required to be signed at the time of registration.

Structural Changes

In the mutual interests of camp staff, campers, and families, we have made the following changes to the organization of camp:

- Creating smaller groups of children, who will stay with each other and their counselor(s) for the entire week and apart from other groups.
- Grouping siblings together where practical to minimize the mixing of households across camp.
- Modifying the drop-off and pick-up process and location to maintain self-contained groups.
- Adjusting activities to accommodate social distancing and health recommendations.
- Eliminating large group activities such as whole camp gatherings and family showcases.
- Securing activity spaces and bathrooms exclusive to camp.

Camp & Family Health Procedures

Our COVID-19 protocols follow government mandated guidelines, and are therefore not negotiable:

- Social distancing among all campers and staff to operate camp programs.
- Requiring camp staff to wear masks.
- Requiring campers to wear masks when social distancing is not possible. Campers will not wear masks when it is unsafe to do so such as when swimming, eating, or during strenuous physical activity.
- Increasing hand washing and sanitizing upon arrival, between activities, before and after bathroom use, before eating, and other times as necessary.
- Sanitizing camp bathrooms regularly and making these bathrooms available only to campers and camp staff.
- Limiting the use of shared equipment and tools.
- Screening all campers and staff at the entrance to camp each day through visual checks and inquiries into camper and family health.
- Instituting a special staff training with a health care professional.
- Eliminating shared food or meals.
- Sending home and quarantining all campers who have symptoms of COVID-19 or have been in contact with others who have symptoms.

COVID-19 Exposure & Illness Procedures

- Campers and staff are asked to stay home if they feel sick or have been exposed to someone with COVID-19 symptoms or have tested positive.
- If a camper or staff has symptoms of COVID-19 or tests positive, we will promptly:
 - Isolate person, if still at camp, and send home immediately
 - Immediately notify families and staff who have had *close contact* (defined as within 6 feet for at least 10 minutes) with that group while maintaining camper confidentiality
 - All campers and staff who have come into close contact with the infected individual will be quarantined for 14 days.
 - All campers and staff who have come into *proximate contact* (defined as being in the same enclosed environment but greater than 6 feet from a person) will be asked to self-monitor for symptoms for 14 days.
 - All facilities will be deep cleaned and sanitized
- If a camper or staff tests positive or thinks they had COVID-19, they will not be allowed to return to camp until they have consulted with a health care provider and met the following criteria:
 - 3 days with no fever without fever-reducing medicine
 - **and** all symptoms have improved
 - **and** it has been 10 days since symptoms first appeared
- We are required to report positive test cases to the local Board of Health for contact tracing purposes.
- Back up Camp Director, Camp Educators, and on-site Health Care Supervisor trained in First Aid and CPR are available in the event of possible transmission or illness.
- Prorated refunds for missed days at camp will be issued if absence is due to COVID-19 illness, symptoms, or exposure.

II. GENERAL INFORMATION

REFUND POLICY

Our 2021 refund policy provides risk-free selection of all your desired camp weeks during the first three months of registration. We ask you to commit fully by April 15 so that we can free up spots for other campers in the event that your summer plans change.

- January 15 – April 15: 100% refund less \$35 to cover registration and credit card fees, no change fee
- April 16 – June 1: 50% refund, \$25 per week change fee
- After June 1: no refund or credit available, \$25 per week change fee

Refunds are not given for participant dismissal, failure to attend, absence, or sick days that are not COVID related. Pro-rated refunds will be issued for days that camp is not able to open due to COVID-19 regulations.

BUDDY REQUESTS

We do the best we can to honor buddy requests but have had to rearrange the typical way we group campers due to the current health situation. Both parties must initiate a buddy request.

FINANCIAL ASSISTANCE

The Trustees is committed to providing environmental experiences for youth regardless of income status. Financial Assistance Applications are available on our camp website or by request. We will accommodate as many families as our funding allows.

LICENSING & ACCREDITATION

Our camp must comply with regulations of the Massachusetts Department of Public Health and is inspected and licensed each year by the local Board of Health. Parents have the right to request and review the following policies: background check, health care, discipline policies, and grievance procedures.

III. GENERAL HEALTH, SAFETY & DISCIPLINE INFORMATION

ADDITIONAL HEALTH & SAFETY INFORMATION

In addition to the COVID-19 specific health and safety requirements above, our camp license is based on the following protocols to keep all campers safe and happy. Our on-site Health Care Supervisors are certified in Adult and Child CPR and First Aid as well as trained in COVID-19 signs and protocols.

1. **IMMUNIZATION** All health and medical information must be completed during the online registration process. In addition, we require a record of immunization and a proof of physical within 18 months of camp, signed by your child's physician. **The immunization record and proof of physical are due no less than 2 weeks prior to the start of the camp session.**
2. **MEDICATION** We are required to follow strict protocols in the administration of prescription medication. Medication must be provided in the original container with the original prescription instructions attached. Non-prescription medication must be accompanied by a note from the parent and physician. All medication must be given to the Camp Director and will be locked up during the day. Medications will be dispensed by the Health Supervisor only.
3. **SICK CAMPER** Our staff is trained to handle minor illnesses. In the event that a child becomes sick during camp hours, the parent/emergency contact will be notified and asked to pick up the child. Parents should not send children who are sick or infectious to camp. If your child is sick and will not attend camp, please call the Camp Director to let us know.
4. **LATE CAMPER** Please call the Camp Director to let us know your child will be late.
5. **INJURED CAMPER** We have a local doctor on call and staff members are trained in emergency care and first aid. In the case of serious illness or injury, the Camp staff will utilize appropriate police, fire department or ambulance transportation and your camper will be taken to Beverly Hospital, 85 Herrick St. (978-922-3000). Parents will be notified immediately in all cases.
6. **LOST CAMPER** The camp staff is trained in lost camper procedures. In the very unlikely event that your child goes missing, all available staff will follow a predetermined protocol to locate your child. Our staff is instructed to never leave a child alone. We will not release your child into the care of another adult who is not a medical professional without your written authorization.

B. BEHAVIOR AND DISCIPLINE

The Trustees strives to connect with children at camp by creating a nurturing, safe, fun environment. Campers are introduced to the basic rules of behavior on the first day and are invited to create some guidelines of their own to create a positive and enjoyable time at camp.

If you know that your child is challenged by staying socially distant from friends or caregivers, wearing a mask, or proper hygiene, please provide us with the tools and language that you use to assist in the situation.

Basic rules of behavior include, but are not limited to:

- Stay with the group
- Follow directions
- Listen to others
- Use appropriate language
- Refrain from rough or violent actions
- Respect fellow campers and staff alike
- Treat all living things with respect

DISCIPLINARY ACTIONS

If a situation should arise in which a child is unable to follow the above rules, or the group is unable to function normally due to behavioral problems, or a camper displays inappropriate behavior that jeopardizes the health and safety of an individual or the camp as a whole, we will take the following steps:

1. The Camp Educator will verbally remind the child of proper behavior and seek to resolve whatever issue is causing the behavior in the first place.
2. The Camp Director will meet with the child to review the incident(s) and review the camp's rules and expectations.
3. If the behavior is especially egregious, the Camp Director will contact the parents and review the documented incidents. At this point, the camp reserves the right to remove the child from the program or seek an alternative solution, as the situation allows.

Corporal punishment, including spanking, is prohibited. No camper will be subjected to cruel or severe punishment, humiliation or verbal abuse. No camper shall be denied food or shelter as punishment. No child shall be punished for wetting, soiling or not using the toilet.

If the Camp staff feels that a child is not adjusting to camp life, we reserve the right to withdraw the child from camp after consultation with and consideration from the parents. Any fees paid in advance will be refunded on a pro-rated basis. Please feel free to contact the Camp Director regarding any problems in your child's adjustment to our camp program.

MEETING DIVERSE NEEDS

We welcome campers of all abilities and backgrounds. To give your child the best possible experience at camp please provide us with the tools necessary by informing us of any and all special considerations prior to your child's first day of camp. This includes information on allergies, accessibility concerns, behavioral, psychological, or emotional conditions or other special needs. Details of any Individualized Education Plans

(IEP) or Behavior Plans used with your child at school can often be helpful. The information you provide will be shared only with the camp staff who will have direct contact with your child. While we will make every effort to accommodate all considerations, it is not possible for us to offer 1:1 attention. If your child requires an aide at school or other assistance, he or she must be accompanied by them at camp. At least two weeks advance notice of the need for an aide is required. Aides must follow all camp staff protocols. Please inquire as early as possible.

BULLYING PREVENTION POLICY

During the first day of the camp program we discuss all the stated rules of camp. We repeatedly stress the importance of treating each other with respect. We discourage behavior that is aggressive, purposely embarrassing, physically or emotionally abusive. We train staff to be observant of signs that a child is in distress and to report any incidents to the camp director. We encourage campers to share with staff any acts of bullying towards them or another camper. We also ask that if a parent notices any indication that bullying has occurred that they report it to our camp director immediately so that it can be addressed. If behavior is deemed to be disrespectful to another camper, it will result in a disciplinary course as stated in our discipline policy. Parents of all campers involved will be contacted.

IV. PLANNING FOR CAMP

CAMP SCHEDULE

All campers will arrive at 9AM and be picked up at 4PM (Periwinkles are picked up at 12 Noon).

Note that Before and After Care are not available this summer.

Our days will be spent all around the various environments and landscapes of The Crane Estate. We will explore together, discover new things about our natural surroundings, enjoy daily beach time and engage in collaborative and creative activities, games, and crafts.

Unfortunately, due to the necessary restrictions to keep our campers, staff, and community safe this summer, we will be missing out on some of our camper favorite activities and we want to be sure that you are aware of these changes before camp to avoid disappointment:

- NO KAYAKING – because our standard schedule requires transporting campers in our van, which does not allow for safe distancing, we will not be able to offer kayaking as a daily option this summer. Instead, we are offering one special Week on the Water session where campers will be based at the boat dock and will be on the water daily. The other option for kayak lovers is to join one of two weeks where we are offering a special “kayak quester” option to start two mornings with kayaking.
- NO BOAT TRIPS – because we cannot keep social distance on our pontoon boat and are not able to risk exposing our captain to so many people, we will not be able to offer boat trips to Choate Island this year.
- NO HOUSE TOURS – because the great house is closed due to COVID-19, we will not be able to offer camper tours inside the house. We will still use the landscape, sculpture, and outdoor aspects of the house.

ARRIVAL, SCREENING, AND DEPARTURE

The week before camp begins for your family, you will receive specific instructions on where your group will be dropped off and picked up, preferably by the same parent/guardian each day. You will also receive

details about the required daily screening protocol so that everyone in the family is prepared. Parents and campers are required to wear masks for drop off and pick up.

We will be using a car-line drop-off and pick-up system in two different locations based on camper group. Parents are asked to follow all posted signs and instructions, and to remain inside your car at all times. If your child is new to SummerQuest, on the Monday of their first camp session only, ONE parent may accompany their camper up to the vegetable garden after checking in to meet their camp educator briefly.

WHAT TO BRING

We want your child to be prepared – but not over-burdened! Please remember to send, in a **comfortable** backpack:

- A refillable water bottle
- Two snacks and lunch (we do not have refrigeration or heating capabilities for lunches)
Periwinkles only need two small snacks, no lunch.
- Sunscreen (spray-on is preferable to lotion)
- Bug repellent (spray-on is preferable to lotion)
- **Two clean face masks each day** to have one as a backup. Face masks will be required when social distancing is not possible.
- Hand sanitizer in a small container. There will be sanitizing stations around the camp facilities, but please send your child with enough for each day to use around meals, on the trails, etc.

Shoulder bags, duffle bags, rolling suitcase, etc. are not functional for use on nature trails, please make sure your child has a comfortable backpack that is not too heavy for walking distances.

WHAT TO WEAR

Please dress your child in clothes appropriate for the outdoor environment and prepared for all kinds of activities and weather - check the weather forecast daily.

- Wear sneakers or other comfortable closed-toe shoes, and boots on rainy days as needed.
- Pack a sweatshirt and/or raincoat on cool, wet, or windy days.
- Please send along a hat for sun protection.
- Label everything!

PROTECTION FROM THE ELEMENTS

Please apply sunscreen and bug spray before camp each day. Staff will remind campers to reapply sunscreen and bug repellent throughout the day. If campers need assistance in reapplying sunscreen and bug spray, staff will do so following safe health guidelines. Younger campers should practice applying their own sunscreen and bug spray before camp so that they are prepared for this task. Staff will also remind campers to do tick checks, but it is still important to conduct a tick check at home each evening.

LUNCHES/SNACKS & ALLERGIES

All campers should arrive each day with their food in an insulated bag/box, and a refillable water bottle. We cannot heat or cool food. We follow a carry in/carry out procedure, therefore all wrappers, bags, peels, and cores will return home in your child's lunch box.

Please alert us if your child has peanut, nut, shellfish, or any other type of food allergy. Per camp regulations, we do not allow campers to share food. While we are not a nut free camp, please limit peanut, nut, and shellfish products as much as possible.

WHAT NOT TO BRING

Electronic devices, such as cell phones, game consoles, and music players, are prohibited. If you feel compelled to send your child to camp with a cell phone, please let him or her know that it is not to be used at camp. If we find children using their devices during camp, our camp staff will hold onto the device for the rest of the day. This summer, campers are also not allowed to bring other toys, tools, or money to eliminate the potential for sharing. Camp staff cannot be responsible for these items should they be brought to camp.

IV. Appendices

Trustees Summer 2021 Camp Waiver & Release

Healthy Camp Begins at Home Information

Meningococcal Disease and Camps