



PARENT HANDBOOK 2021

WELCOME TO *HIVE AND SUMMER STUDIO 2021*

We are excited to have your camper(s) joining us this summer, and to explore the intersections of art and nature.

PLEASE READ THROUGH THE ENTIRE HANDBOOK to be sure you and your campers understand all of our protocols and policies. We have maintained many of our COVID-19 related policies and procedures to meet state requirements and prioritize family health.

About our programs:

The hive at deCordova Sculpture Park and Museum provides an ideal atmosphere for young explorers to make connections to contemporary art, artists, nature, and ideas as well as to each other. Passionate instructors enable campers to take on challenges, solve problems, and explore visual culture and the environment. Using *the hive* as a base, campers will venture through the Museum, Sculpture Park, and natural landscape to discover how artists use artistic, scientific, and social tools to explore ideas about self, the environment, and community. Due to the outdoor and exploratory nature of the program, campers should be prepared to spend much of their time outdoors in our expansive 30 acres.

Summer Studio for Teens offers a space for teenagers to refine and expand their artistic skills as they dive into creative projects alongside accomplished teachers and artists. Whether you've previously been a hive camper or not, each individual week will bring your artistic knowledge and skills to new heights. Teens may spend two exciting 2D and 3D weeks immersed in the Museum, Sculpture Park, and sky-lit studios of deCordova.

If you have any questions or concerns, please contact us at your convenience.

Sarah Brockway, Camp Director

deCordova Museum and Sculpture Park, 51 Sandy Pond Road, Lincoln, MA 01773

hive@thetrustees.org

781.259.3604

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).
- Families and staff are required to follow Massachusetts travel restrictions and quarantine requirements as applicable.
- A Trustees Waiver and Release is required to be signed upon 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 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 the 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 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 and sanitizing 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 has 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 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 on tuition less \$35 to cover registration and credit card fees, no change fee
- April 16 – June 1: 50% refund on tuition, \$25 per week change fee
- After June 1: no refund or credit available, \$25 per week change fee

Please note that Membership fees are not refundable at any time.

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

A. 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 later than June 1.**

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. IN CASE OF ILLNESS or (non COVID-19)

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. *The hive* reserves the right to send a participant home if they are unable to partake in activities due to physical ailments or if they exhibit any symptoms of sickness.

Parents should not send children who are sick or infectious to camp. If your child is sick and will not attend camp, please call Donna Berube in the office at 781.259.3603 to let us know.

In order to attend camp, a participant must: be able to spend stretches of time both indoors and outdoors and keep up with the flow of the group. Do not send participant if they have a fever of 100°F or higher and/or vomits. Please keep the participant home until they are fever free without medication for 24 hour and/or has not vomited for 24 hours.

Please let staff know if:

- The participant has a potentially contagious rash or skin infection. Send participant to camp with proper bandages completely covering the infection.
- The participant expresses feeling unwell before or after camp. We will monitor the participant more closely after drop-off.
- The participant gets lice. Keep them home until the participant is lice-free.

4. LATE CAMPER

Please call Donna Berube in the office at 781.259.3603 to let us know your child will be late.

5. FIRST AID & INJURIES

Designated Health Supervisors are trained in first aid and CPR. They will provide on-site care in cases of basic first aid (minor scrape, etc). The camp also has a doctor on call. In the case of serious illness or injury, the Camp staff will utilize appropriate police, fire department or ambulance transportation. If this action is taken, the camper will be taken to the closest hospital. 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

At deCordova we strive to create a safe community where individual differences are valued, where students and staff can accept new challenges, and where everyone can have fun. To support our goals, it is imperative that you provide us with any information regarding physical, emotional, or behavioral needs.

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.

Students must abide by the following behavior and safety rules with the full support and assistance, where needed, of parents/guardians. DeCordova reserves the right in its sole judgment to dismiss without refund anyone whose behavior interferes with the rights and safety of themselves or others or consistently disrupts group dynamics or activities.

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

C. DISCIPLINARY ACTIONS

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

1. The Camp Staff 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 and/or Public Program and Education Manager 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, water, 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 challenges in your child's adjustment to our camp program.

D. MEETING DIVERSE NEEDS

We strive to create a welcoming and inclusive environment for everyone. As such, we do not discriminate on the basis of race, religion, gender identity, national origin, cultural heritage, political beliefs, sexual orientation, disability, or marital status.

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.

DeCordova follows these additional practices in regard to respecting and recognizing gender identities:

- Using gender pronouns requested by the camper
- Using requested names and/or nicknames requested by the camper
- Allowing for reasonable accommodations including comfortable access to restrooms and/or other organization facilities

E. 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

A. HIVE SCHEDULE & LOGISTICS

1. THE HIVE FIRST DAY

Parents/Guardians will attend check-in with their campers on Monday at 9:30AM. This ensures that your child is comfortable coming to the program and gives you an opportunity to meet the

staff. Please plan on 10-15 extra minutes for the first day after drop-off to get your child settled in.

On the first day, please park your vehicle in the main parking lot and walk to the Central Hive in the Carriage House. Staff will check you in, make sure we have all your paperwork, and direct you to your child's home hive.

Next, you will proceed to your child's home hive to check in with his/her instructor and meet fellow campers. The instructors will then give you information about your child's group, program schedule, and necessary logistics.

Parents/guardians are invited and encouraged to attend a special tour immediately following drop-off (around 9:45). See the art that inspired each week's camp theme and discuss *the hive's* objectives and activities.

IMPORTANT: After Monday morning, campers will be picked up and dropped off at their home hive each day.

2. **DROP OFF & PICK UP**

All campers are signed in and out each day by an authorized parent or guardian with an ID; hence parents **MUST** park their car and accompany their child to their hive at 9:30 am, and pick them up there at 4:30 pm. Your child will be released only to those persons listed on the pickup form, unless there is prior written consent.

We ask that you pay special attention to the 10 MPH speed limit on deCordova's roadways and in the parking lot, and drive carefully for the safety of all hive campers and public visitors to deCordova.

3. **LATE PICK UP**

If you will be late to pick-up, please call Donna in the office at 781.259.3603 as early as possible to let us know.

Parents arriving 10 minutes or more after the 4:30 pm closing time will be charged a fee of \$10. This rule is strictly enforced for the safety of all children.

4. **4 PM FRIDAY CELEBRATION & PICK UP**

Parents, family, and friends are invited to a special celebration at 4 pm on Friday when campers unveil what they have been collaborating on all week. Join us to celebrate! **Pickup on Friday starts at 4 pm at the installation site.** You will be emailed a specific location on Thursday and there will be way-finding signs onsite.

Please Note: The Friday Celebration is contingent upon COVID-19 gathering regulations.

5. **WHAT TO BRING AND WEAR**

Students should wear clothes that can get messy (with dirt or possible paint/ink stains) and comfortable, sturdy shoes for walking—no flip flops or Crocs™. We do go outside every day, so please dress appropriately.

Please wear sunscreen and insect repellent, and bring extra if you will need to re-apply. Please note: written permission is required for staff to assist in applying sunscreen or insect repellent.

6. LUNCHES/SNACKS & ALLERGIES

Campers should bring their lunch, snacks, and refillable water bottle each day. We are not able to refrigerate lunches—lunches that need to stay cold should be packed in an appropriate lunchbox.

For the safety of all participants, *the hive* is PEANUT and TREE NUT FREE. Please do not pack ANY peanut or tree nut products.

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. However, all snacks and lunches must be NUT FREE.

7. WHAT NOT TO BRING

Do not bring toys, loovies, or other precious belongings to *the hive*. These types of objects can be broken or mislaid at camp, and they can be a disruption to the collaborative community created at *the hive*.

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 may 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.

B. SUMMER STUDIO FOR TEENS LOGISTICS

1. WHAT TO WEAR

Students should wear clothes that can get messy (with dirt or possible paint/ink stains) and comfortable, sturdy shoes for walking—no flip flops or Crocs™. We do go outside every day, so please dress appropriately.

2. WHAT TO BRING

Please bring a water bottle and a **nut-free** snack. Do not bring items that may be damaged by proximity to art supplies. Cell phones and other electronics are not to be used during the program, but may be used to coordinate pick-up times, etc.

3. ARRIVAL

Summer Studio will be based out of the Carriage House, Green Studio. On the first day, please park your vehicle in the main parking lot and walk to the Carriage House. Staff will check you in and make sure we have all your paperwork.

Please Note: Parents, family, and friends are invited to a view and celebrate participants' artwork at 4 pm on Friday. This is contingent upon COVID-19 best practices during the summer.

C. PROTECTION FROM THE ELEMENTS

1. WEATHER

Campers will spend time outdoors, rain or shine. Please send your camper prepared for hot sunny days or cool rainy days. If there is thunder and lightning, all campers are moved indoors.

2. SUN AND BUGS

We request that you apply sunscreen to your child prior to arriving at camp. Please be sure to send your child to camp with additional sunscreen. If your camper needs help reapplying, please provide a note stating Hive Staff has permission to help.

Insects are a part of summer. To make your child's experience more comfortable, we request that you apply insect repellent to your child prior to arriving at camp and pack insect repellent in his/her backpack.

We are in New England and ticks are difficult to avoid. Every night, please take a few moments to check your child for ticks. An excellent time is at bath time or just before bed – especially check warm areas, such as behind the knees, underwear lines, underarms, and on the back of the neck (near hairline).

For more information about ticks and mosquitoes, please visit the Department of Public Health website at: <https://www.mass.gov/service-details/mosquitoes-and-ticks-theyre-out-in-mass>

D. EMERGENCIES

In case of an emergency, campers will be brought to Emerson Hospital, 133 Old Road to 9 Acre Corner, Concord, MA 01742, 978.369.1400, and you will be notified immediately.

IV. Appendices

Trustees Summer 2021 Camp Waiver & Release

Healthy Camp Begins at Home Information

Meningococcal Disease and Camps