



# PARENT HANDBOOK

SUMMER 2021







# WELCOME

## Summer 2021

Welcome to Summer at Sacred Heart! We are so excited that your family has decided to spend the summer with us. Our vision for this year is simple—have the best summer ever!

As we begin the 2021 season, we would like to welcome all of our new summer families, and would also like to extend a wonderful welcome back to each of our returning campers and families.

By sending your child to summer camp, you are providing them with an experience that will have a lasting impact. Camp is a place where your child will have the opportunity to learn new skills, gain a sense of independence, grow in confidence, enjoy the outdoors and just be a kid!

Now more than ever, we believe that kids have a deep need to connect in a safe environment that allows them the opportunity to play, learn and grow. We're ready to turn our attention outdoors and look forward to campers being able to count on the friendly face of a counselor every morning. In order to achieve our 2021 goals, we thank all families, campers and staff for their efforts in creating a safe and positive camp environment.

This Parent Handbook has been created as a reference guide for all things camp. It contains important information and policies about our summer program, so it is important that all parents and campers are aware of its contents. Please take the time to review the entire handbook prior to the start of camp. If you have any questions please reach out me using the contact information below.

This summer is ours to make something incredible, and we can't wait to start building together.

Very truly,

Lauren Vidak  
Summer at Sacred Heart Director  
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# DROP-OFF & PICK UP PROCEDURES

## Camp Drop-Off

Camp drop-off is between 8:40 and 9:00 a.m. at the East Circle doors.

On your child's first day of camp, please accompany them to the check in desk to ensure that all the necessary information is on file.

Drop-off is conducted curbside. Parents must complete a daily health screening for their child prior to dropping them off. At drop-off a staff member will take your child's temperature and verify your health screening, after which your child may exit the vehicle. Camp staff will help direct campers to their home base room each morning so they can get ready for the day!

Due to COVID-19 restrictions, parents or other guests will not be allowed in the building.

## Camp Pick Up

Camp dismissal is from 3:00-3:20 p.m. at the East Circle doors.

Dismissal will take place curbside; please pull your car up as far as possible to keep the line moving!

Campers may only go home with persons listed on their approved pick up form. Please have identification ready at pick up, especially at the start of the summer as staff learns names and faces! If you would like to add people to your approved pick up list, a written and signed note must be submitted to the Camp Director.

If you need to pick up your child early from camp, please notify the Camp Director via email so that special accommodations can be made.

## Academy of the Sacred Heart Entrances and Parking



Squirrel Road

Wattles Road

Kensington Road

## Extended Day Drop-Off and Pick Up

If you are dropping off your child before 8:40 a.m. or picking up after 3:20 p.m., curbside services will not be available.

In the morning, please walk your child to the East Circle door and ring the bell to complete screening with our staff. Our staff will then escort campers to Extended Day.

In the afternoon, please ring the bell at the East Circle door and let our staff know who you are picking up. Your child will be escorted to the doors to meet you, or you will be instructed to meet them on the playground!

Extended Care starts at 7:00 a.m. and ends at 6:00 p.m. Monday through Friday. After 6:00 p.m., a \$50 late fee will be assessed. After 6:15 p.m., a \$5 late fee for every 5 minutes or portion thereof will be added.



# HEALTH & SAFETY

Our top priority at camp is creating a safe environment for all campers to explore and grow. All counselors have First Aid and CPR training and first aid kits are readily available at all times during the day. If needed, emergency services are always close to our camp activities.

No child can start camp until we have a complete Health Profile including:

- Health History Form
- Immunization Records
- Emergency Contact Info
- Insurance and Healthcare Provider

This information should be logged online through your child's CampDoc account. This information is required by LARA and must be updated annually, so even if your child has attended camp in the past, you will still need to confirm and re-submit the information.

## MEDICATIONS

If any medications (inhalers, prescription, over the counter, etc.) need to be dispensed during camp hours, you must:

1. Fill out the Authorization to Dispense Medication Form for each medication and each child. This form can be obtained by contacting the Camp Director, or by visiting our website at [ashmi.org/summer](http://ashmi.org/summer).
2. Bring the medication(s) in their original container (with enough medication to last the entire time your child will be at camp) AND the completed form (one for each medication) and give directly to the Camp Director or Camp Staff at check-in. Campers cannot take their first dose of a new medication at camp. Under no circumstances should medication(s) be given to campers to pass along to a staff member or for the camper to self-medicate.
3. If your camper can self-administer their medication (such as an inhaler or epi-pen), please denote on the form and include a note from your camper's doctor indicating that your child has the authority to self-administer. However, the medication still must be given to Camp Staff to be stored safely during the day.

## IN THE EVENT OF AN ACCIDENT

- If the accident is minor, simple first aid treatment will be applied to the injury and you will be notified at the time of accident, or when you pick up your camper.
- If the accident is more severe, we will call you immediately. If you cannot be reached right away, we will call your emergency contact and will arrange to have your child taken home or to the hospital if that is advisable.
- If your child is seriously injured or becomes severely ill, they will be treated based on First Aid/CPR protocols, including calling EMS if necessary. If medical treatment is needed, the camper's Health History form will be pulled to show that treatment is authorized. If a camper is transferred to the hospital, a camp staff member will go with them and stay until a parent or guardian arrives at the hospital.



# COVID-19 AT A GLANCE

Summer at Sacred Heart will continue to follow all local, State, and Federal COVID-19 guidance. Academy of the Sacred Heart also reserves the right to enact its own COVID-19 policies in an effort to provide a safe environment for its campers and staff. Any changes to current policies will be communicated to families as soon as possible.

**Masks** will continue to be required for all campers while indoors. Masks can be taken off for eating, drinking, sleeping, or when outside and able to properly social distance.

**Screening** will take place daily for all campers and staff. Individuals who have a temperature greater than 100.4 or who are otherwise unable to pass screening will not be allowed inside.

**Cleaning** will continue with enhanced protocols daily and staff will be trained appropriately.

**Good hygiene** practices will be enforced, including frequent hand washing and reminders not to share materials.

**Cohorts** will be maintained throughout the summer to try and minimize the risk of germ spread. If your child is in before or after camp care services, please be aware that they will encounter members of other cohorts and therefore have a slightly higher risk of germ spread or quarantine if a positive case is identified.



## IF YOUR CHILD BECOMES ILL AT CAMP

If your child becomes ill at camp, you will be called and asked to make arrangements for them to be picked up as soon as possible (within the hour). If you cannot be reached right away, we will call your emergency contact and will arrange for your child to be taken home or to the hospital. Campers who are ill will be required to wait in the isolation room until accommodations are made for them to be picked up from camp.

Return to camp will depend on symptoms as related to our COVID-19 and Exclusion Due to Illness policies. A return to camp plan will be communicated to you promptly by camp staff.

While COVID-19 is the main illness on everyone's minds right now, please keep in mind that signs of illness may include rash, irritation, general infection or signs of head lice. Sick campers who do not display signs of COVID-19 will still be expected to adhere to our Exclusion Due to Illness policies.

## SYMPTOMS

If a camper is experiencing one high risk or two or more low risk symptoms, a negative COVID-19 PCR test will be required to return to camp. If you choose not to have your child tested, they will be excluded from camp until 10 days have passed since symptom onset AND at least 24 hours fever free without the use of medication AND symptoms have improved.

### High Risk Symptoms

- New cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

### Low Risk Symptoms

- Fever (over 100.4)
- Chills
- Muscle aches
- Headache
- Sore throat
- Fatigue
- Diarrhea
- Nausea
- Vomiting
- Congestion or runny nose

A camper experiencing only (1) fever, vomiting, or diarrhea will still be excluded from camp until free of symptoms for 24 hours. However, if only experiencing one symptom, they will not be required to be tested for COVID-19.

If someone in the household is experiencing symptoms or waiting for test results, the camper will not be permitted to attend camp until a negative test is provided.

# DAY AT A GLANCE

Sample Daily Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM	Announcements				
9:20 AM	Arts & Crafts	Sports	OLS/Nature	Cabin Activity	Arts & Crafts
10:15 AM	Snack				
10:30 AM	Tennis	OLS/Nature	Soccer	Arts & Crafts	Cabin Activity
11:30 AM	Lunch				
12:10 PM	Rest Hour				
1:00 PM	Outdoor Living Skills (OLS)/Nature	Cabin Activity	Arts & Crafts	Sports	OLS/Nature
2:00 PM	Cabin Activity	Arts & Crafts	Cabin Activity	OLS/Nature	Basketball
3:00 PM	Dismissal				

## Tutoring & Music Lessons

Tutoring and music lesson services are available over the course of the summer for enrolled campers. These activities will be scheduled individually based on instructor availability.

Tutoring and music lessons typically take place after 3:00 p.m. when camp activities have ended for the day. Occasionally, we will schedule tutoring or music lessons during rest hour. Tutoring and music lessons may not be scheduled during regular camp activities or meals.

## Photos

Pictures will be taken periodically through the course of camp and uploaded to a Google Drive that only camp parents are able to view. On occasion, pictures of camp activities will be uploaded on our website and social media platforms.

If you do not want your child's photo to be used, you must opt out and complete a request to withhold form prior to the start of camp. To obtain a copy of this form please email the Camp Director.

## OUR STAFF

Each year we put great effort into selecting a team of extraordinary camp staff. Our summer team is hired on the basis of experience, education, ability to relate to children, awareness of responsibility, and recreational skills. Camp staff is comprised of individuals who share a desire to make a profound impact on a child's life. All staff participate in training, team building and program development to ensure they are aware of the policies and values of Summer at Sacred Heart. Training continues throughout the summer to make sure that the changing needs of campers are able to be met by every staff member.

**Activity Specialists** are seasonal staff with experience and expertise in the subject they are leading and have diverse backgrounds in sports and fitness, arts and crafts, and outdoor education and nature. Activity Specialists implement and plan engaging activities during camp that are tailored to the developmental goals of each age group and are tons of fun!

**Camp Counselors** come from all walks of life with the common goal to make a difference! Camp Counselors are active members of their community through service or volunteer projects and have a history of mentoring and leadership, in addition to working with children in some capacity. All camp staff are Red Cross Certified in CPR and First Aid.

All of these important players on the summer camp team are supported by the year-round Academy of the Sacred Heart staff, which includes members of our leadership, administrative, custodial, and maintenance teams.



## HELPFUL HINTS

- Write your camper's name on everything they bring to camp.
- On water play days, pack a towel for your camper to use to dry off.
- Make sure any swimsuits you pack are clean and dry.
- Pack additional clothes in a plastic bag. If your camper needs the change of clothes, the wet or soiled items will be sent home in that plastic bag.
- Check the weather forecast the night before and help your camper pick a weather appropriate outfit for the day.
- Check out our Facebook and Instagram pages for updates and pictures!



# CAMPER CODE OF CONDUCT

Summer at Sacred Heart is committed to providing campers the chance to learn and grow in an atmosphere of wise freedom. We strive to promote independence, self-confidence, social skills and environmental awareness in each camper. In order to maintain a positive and safe environment, our campers are expected to follow this code of conduct.

## 1. Be respectful by...

- Treating others how I would like to be treated
- Listening to others thoughts and opinions
- Not participating in any bullying, harassment, name calling, teasing or exclusion of others
- Respecting other campers' belongings and all camp equipment and supplies

## 2. Be safe by...

- Following all rules and regulations provided by counselors, and encouraging others to do the same
- Refraining from deliberately causing bodily harm. Fighting, pushing, hitting, kicking and biting are not acceptable behaviors and will not be tolerated

## 3. Be responsible by...

- Informing camp staff of challenges with another camper, activity, or situation. If staff isn't aware, they may not be able to help solve the problem
- Wearing appropriate shoes and clothing to camp every day
- Leaving any phones or electronic devices at home or in a backpack
- Accepting personal responsibility for my actions

## 4. Be positive by...

- Communicating appropriately which excludes foul language, gestures, mean words, or slurs
- Showing support for all campers, activities, and staff
- Having fun, learning, making new friends, trying new things
- Staying with my group

As a member of camp I understand that camp is meant to be a positive experience for everyone, and if my behavior is deemed to be outside the code of conduct and/or unmanageable, any of the following may be a result:

- Verbal counseling and discussion with camp staff
- Taking a break from scheduled activities to get back in control of my body or emotions
- Parent or Guardian notification of behavior
- Parent/Guardian conference
- Suspension or dismissal from camp



# BEHAVIOR MANAGEMENT POLICIES

We strongly believe that camp should be an exciting, safe and stress-free community for children to explore the outdoors, develop skills, build confidence, and make lasting friendships. Campers play a key role in creating this environment, and are expected to behave in a way that upholds these goals.

Summer at Sacred Heart staff are trained in a variety of behavior management techniques and encourage behavior that is consistent with the Academy of the Sacred Heart values of caring, respect, honesty and responsibility. In instances of inappropriate behavior by a camper, staff may engage in any of the following behavior management techniques: redirection, guidance, temporary removal from an activity, and meeting with the Camp Director.

Aggressive or repeated behavior issues will be documented and communicated to parents on a daily basis by camp staff. The Camp Director will determine cases in which the camper must be picked up early or is suspended from camp due to behavior.

**Typical Behaviors** are words or actions that are not an immediate threat or danger to an individual or group. Examples include not listening, mildly unkind words, or disrupting an activity. Interventions begin with a conversation between the camper and a staff member.

**Aggressive Behaviors** are words or actions that are an immediate threat or danger to an individual or group. Examples include:

- Physical violence
- Verbally abusive language
- Taking away from the enjoyment of the group
- Bullying
- Endangering the health and safety of children and staff
- Theft or damage of private property
- Running away from camp
- Possession of any weapons, illegal substances or medications
- Leaving the site without permission
- Requiring consistent one-on-one care due to unacceptable behavior choices



These behaviors will result in a meeting with the Camp Director, a phone call to the camper's guardian, a collaborative behavior plan and possible suspension or removal from camp. If your child is involved in an incident with others, staff will not disclose the personal names of other children to other parents. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from group care offered by Summer at Sacred Heart, or whose presence is detrimental to the group, may be discharged from the program. Summer at Sacred Heart can provide professional referrals to other programs which may be better suited to meet your child's needs.

## ADDITIONAL POLICIES

**Absences:** We ask that you notify us if your child will be absent from camp. Please email or leave a voicemail for the Camp Director before 9:00 a.m. on the day your child will be absent. Contact information is found on page 2. Please note that the Camp Director is often away from their desk, so be sure to leave a voicemail or dial the main line to speak to another administrator.

**Communication:** Email is the primary form of communication used by Summer at Sacred Heart. Please make sure your CampDoc profile has the correct email address on file, and that CampDoc and Academy of the Sacred Heart emails are not sent to your spam folder.

**Non-Discrimination:** Academy of the Sacred Heart does not discriminate on the basis of race, color, national or ethnic origin, age, sex, religion, disability, height, weight, genetic information, marital status, partisan consideration, or any other class protected by State or Federal law in the administration of its educational policies, employment practices, admission policies, scholarship loan or tuition assistance programs, and athletic and other school-administered programs.



## LOST & FOUND

Each summer we collect many lost items, so please do not send your camper with anything of great value (monetary or sentimental). Labeling all items with your camper's first and last name is the best way to help lost items make their way back to their owner. A Lost & Found basket will be located in the East Door vestibule; parents may check there or communicate with camp staff regarding lost items. Any items not collected within one week of the last day of camp will be donated.

## MEALS

Camp fees include lunch and snack provided daily by caterer Chartwells. Parents may access the Chartwells app or website for complete nutrition and allergy information. Campers who are enrolled in half day camps will not attend lunch. Please note that if you opt out of meal services, there will be no adjustment made to your registration fee.

A typical lunch includes a protein, starch, vegetable, dessert and juice. While we encourage campers to try new things, "picky eater" sandwich options will be available daily.

Campers who are not interested in utilizing the lunch service may bring their own non-perishable packed lunch. Refrigeration and microwaves are not available.

Chartwells makes note of any allergies or dietary restrictions logged in a camper's CampDoc profile. If you would like to discuss your child's meal needs further, please contact the Camp Director at least 2 weeks prior to the start of camp.





# CAMP CHECKLIST

- ☐ **Backpack:** A great place to store sunscreen, water bottles, hats, extra clothes, etc.
- ☐ **Sunscreen:** Make sure your child has sunscreen on prior to dropping them off at camp, and pack extra for reapplication throughout the day (spray recommended). Please be aware that, per licensing requirements, staff may not assist in the application of sunscreen, or apply sunscreen to a child that has not been provided by a parent or guardian.
- ☐ **Bug Spray:** Please pack bug spray for prolonged trips to the woods.
- ☐ **Water Bottle:** All campers must bring a water bottle to camp; drinking from fountains is not permitted due to COVID-19.
- ☐ **Sun Hat or Baseball Cap:** We recommend the extra coverage from the sun, especially for campers who burn easily!
- ☐ **Jacket or Sweatshirt:** On chilly or rainy mornings be sure to send your camper with a light jacket or rain coat.
- ☐ **Comfortable Clothes:** Make sure campers dress each day in clothes they feel comfortable being active in, and are able to get dirty.
- ☐ **Sneakers:** All campers need protective shoes that will not blister. We recommended socks and sneakers for a comfortable camp experience. Flip flops are not appropriate camp footwear.
- ☐ **Extra Clothes:** Please provide a change of clothes, including socks and underwear, in the event that clothing is soiled. Please pack extra clothes in a plastic bag.
- ☐ **Extra Masks:** Please pack 2-3 extra masks in a Ziploc bag.
- ☐ **Book:** During rest hour, some campers like to read a book from home.

## WHAT SHOULD MY CHILD LEAVE AT HOME?

- Money
- Electronics (phones, mp3 players, games, etc.)
- Weapons or pocket knives
- Toys
- Anything of value

We are not responsible for lost, stolen, or broken items. Please leave any items that are not conducive to a camp setting at home.

## WATER PLAY!

On Thursdays campers will have time for outdoor water play filled with water balloons, sprinklers, slip n' slides and tons of laughs! On Thursdays, please be sure to send your camper with a dry bathing suit, towel and bag for wet suits. Goggles, water shoes and swim caps can be worn based on camper preference.

Camp staff will assist with changing as needed, always respecting each camper's right to privacy.

Water play does not take place during Special Interest camp weeks.



## ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

I acknowledge that I have received and read a copy of the Summer at Sacred Heart 2021 Parent Handbook. I understand that the handbook is intended to serve as a guide for Summer at Sacred Heart's policies and procedures for summer camp.

I have read and agree to the information herein and understand that it describes the responsibilities of both campers and parents/guardians.

*Please bring a copy of this acknowledgment to check in on your child's first day of camp.*

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Parent/Guardian Signature

Date

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Parent/Guardian Printed Name

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Child(ren)'s Name(s)