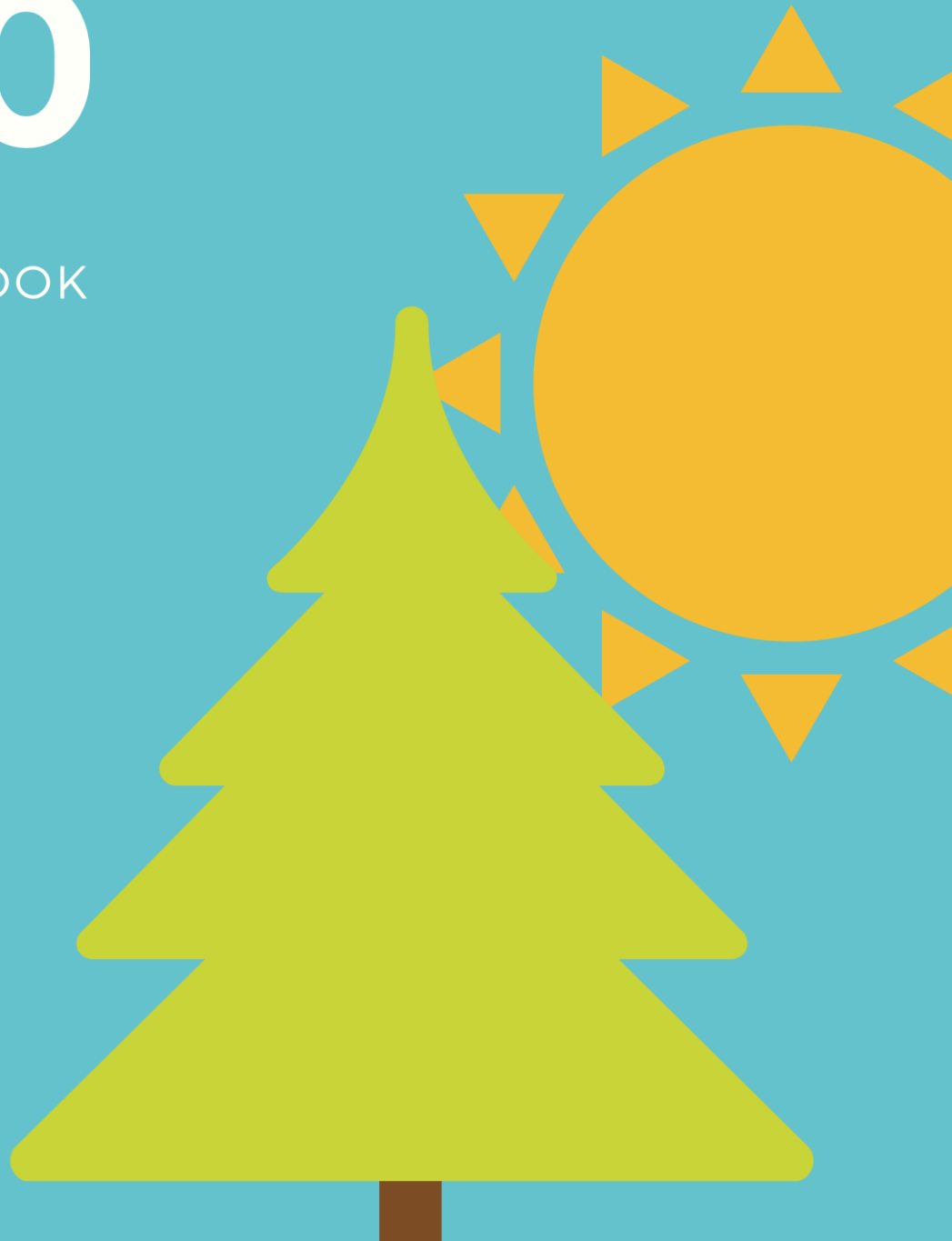


HILTON-PARMA PARKS & RECREATION

# SUMMER CAMP 2020

PARENT HANDBOOK



## Hilton Parma Recreation Summer Camp Contact Details

Hilton-Parma Recreation Department  
59 Henry Street  
Hilton, NY 14468  
392-9030  
[www.hprecreation.org](http://www.hprecreation.org) (HPREC WEBSITE)  
[www.facebook.com/hprecreation](https://www.facebook.com/hprecreation)

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Director of Parks and Recreation  
[tvenniro@parmany.org](mailto:tvenniro@parmany.org)  
392-9030

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Summer Camp Coordinator  
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392-9030

This summer camp handbook includes, but is not limited to, Hilton-Parma Recreation's program goals, program information, emergency information and code of conduct.

### About Hilton Parma Recreation Summer Camp

Our program is in session Monday – Friday, for six weeks. Camp runs from July 6, 2020 – August 14, 2020. Camp remains open rain or shine. If there is inclement weather we will keep the campers inside. We are certified by Monroe County Health Department, and have strict guidelines to follow for the safety of your children. Sherry and Dustin work full-time in the Recreation Office and have over 25 years of summer camp experience in various municipalities/settings.

#### Goals

- 1) Make sure that everyone is safe and having fun!
- 2) Exceed parents' expectations
- 3) Create memories
- 4) Do the little things
- 5) Create smiles - A smile is infectious 😊
- 6) Conduct operations professionally

### What and Why Camp?

Summer Camp offers a wide range of activities and experiences as well as a social connection to new friendships. The kids will stay active in a safe setting as our sites are certified with the Monroe County Health Department. We will have CPR & First Aid certified counselors and maintain a staff ratio of approximately no less than 1:10 depending on the age group. Come join our staff this summer for games, crafts, athletics, field trips, socialization, new friendships and much more fun!

**Please note that the COVID – 19 rules and procedures will take precedent over our regular rules and procedures and all are subject to change.**

**Other Camp Information**

**Grade Groups**

Summer camp is open to children who are entering kindergarten through 9<sup>th</sup> grade. Our program is split into four grade appropriate groups: youth entering grades K-1, 2-3, 4-5 and 6-9. Each camp site has their own Site Director and counselors.

**Health and Immunization Records & Medications**

Upon registration, you will be required to submit immunization records. In addition, a participant medical information form is prompted in the registration process before you get to the payment cart.

Our Health Director will review all health information for each child attending camp. If your child is in need of medication during camp hours, it is to be self-administered with supervision from the Site Director. All medications should be given to the site Director in a Ziploc bag. It should be clearly labeled with a doctor’s note and specific instructions for administering. The medication should stay at camp during the weeks your child is attending and cannot go to and from daily. All medications will be locked in a medical kit. Please make sure to specify all details on your child’s medical information upon arrival at camp. No exceptions!

**Camp Hours & Locations**

**Hours of Operation**

Regular camp runs from 8:30 a.m. – 3:30 p.m. Monday, July 6th – Friday, August 14th.

**Summer Camp Locations**

- K-1 Camp: Village Community Center
- 2-3 Camp: Village Community Center
- 4-5 Camp: VFW Lodge
- 6-9 Camp: VFW Lodge

**BEAR Locations - Not offered in 2020 due to COVID-19**

- K-1 Camp:
- 2-3 Camp:
- 4-5 Camp:
- 6-9 Camp:

**VFW Lodge**

550 Peck Road  
Hilton, NY 14468

**Quest Elementary School**

225 West Avenue  
Hilton, NY 14468

**Village Community Center**

59 Henry Street  
Hilton, NY 14468

**Location Instructions for drop-off and pick-up will be communicated sometime after registration.**

**Sign In/Sign Out**

Children must be signed in and out each day, although parents will not be allowed in the site rooms. Children may not be picked up by anyone other than the authorized pickups listed on their account. If someone other than those listed on your account is picking up your child please let the site Director know beforehand or call the Recreation office. **Our staff will be checking parent/guardian identifications when picking up your child. Please have your ID ready to show our staff. Anyone picking up children is required to wear a face mask.**

**Summer Camp Schedule**

**Week 1: July 6 – 10**

**Week 4: July 27 – 31**

**Week 2: July 13 – 17**

**Week 5: August 3 – 7**

**Week 3: July 20 – 24**

**Week 6: August 10 – 14**

**Camp Costs**

**Full Summer 6-Week Cost:**

\$725 resident/district all six weeks discount

\$125 resident/district one week option

**Field Trips/Visits**

There will be no field trips taken this year due to current COVID-19 restrictions and guidelines.

**Camper Preparation**

**What to wear**

Each child must wear **sneakers!!!** Dress comfortable in shorts, t-shirts, tank top and/or sweatpants. **SANDALS ARE NOT PERMITTED DUE TO SAFETY.** In addition, it's good to have a backpack with extra clothes daily.

**Lunch and Snack**

Send your child to camp each day with a bag lunch and a few additional snacks for throughout the day. There is no refrigeration provided; please make sure your child's lunch is labeled with their name. Send your child to camp with a reusable water bottle each day. Please note that take-out or Instacart orders of a child's lunch **WILL NOT** be accepted.

## Procedures

### **Registration**

You MUST pre-register for summer camp. Registration is completed at [www.hprecreation.org](http://www.hprecreation.org).

### **2020 Registration and Refund Information due to COVID-19**

Registration is for Parma residents and for those in the Hilton School District only. Using our pre-registration list and a lottery system based on pre-registration order, you will be contacted regarding open registration. **Once you are registered, it is expected that you and your child(ren) are with the program for its entirety in order for us to limit exposure of participants. For this reason, refunds may NOT be granted once the program begins unless it is cancelled for some unforeseen reasons.**

### **Illness & Absences**

Please do not bring your child to camp if they are ill or are running a fever. If your child becomes ill during the day, the Site Director will call you to make arrangements to pick up your child as soon as possible.

In addition, if you know your child will be absent, please call our office and we will make sure the Site Director is made aware.

### **Visitors**

Due to the popularity of our summer camp program and COVID-19 guidelines, no visitors related to any camper will be permitted on the premises during camp hours.

### **Lost & Found**

Each site will have its own lost and found box and each year we have many items left behind at the end of the year. Please also remember to label all of your child's items. Ask your Site Director for help with the location of this box.

### **Cell Phone/Electronics**

Camp is generally a cell phone and electronic free zone. If cell phones come to camp they must remain in your child's backpack during the day and HP-Rec is not responsible for the loss or damage of any personal item. If a camper is continually reminded to put their cell phone away, staff may take the phone until the end of the day. There may be some electronic allowances in 2020 due to COVID-19 and this time will be specified by the Site Director.

### **Swimming**

There will be no swimming this year due to current COVID-19 restrictions and guidelines.

## Behavior Management Plan

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age-appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff will use time outs for behavior issues. **If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.**

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between the Director and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

The Summer Camp Program Discipline Management Policy is designed to assist the Summer Camp Program staff in creating an atmosphere that is safe and fun for all participants. The Hilton-Parma Recreation Department reserves the right to remove an unruly or disruptive participant from the program as well as limit participation as deemed necessary. Each situation will be handled on an individualized basis. The normal procedure will consist of:

1. Verbal Warning to Child
2. Yellow Light "Think About It" Sheet
3. Red Light "Disciplinary Report" Sheet

Excessive negative behaviors may result in **one or all** of the following consequences:

1. Parent conference with Summer Camp Coordinator and/or Recreation Director
2. Loss of privileges (e.g. participation in favorite activity, special event)
3. Suspension from the program (length TBD by the Recreation Department)
4. Immediate pick-up by parent
5. Immediate termination from Summer Camp

**GROUND FOR IMMEDIATE DISMISSAL FROM PROGRAM:**

1. Physical violence is not tolerated in this program. Any child whose behavior endangers the safety of themselves or others will be immediately removed from the program.
2. Any child who runs away from the staff will be removed from the program for the remainder of the program. In an extreme case, if staff cannot convince a child to return, the police may be called to assist. Staff are not permitted to leave the site.
3. Any child who abuses staff physically or verbally will be removed.
4. Any action staff deems unsafe to other children, staff, or the program itself may result in removal from the program.

It is expected that all children, staff, and parents respect each other and the summer camp site. We need to work together to ensure the safety and well-being of each other.

## Parent Code of Conduct

Parents are expected to follow the program rules and encourage their children to follow the program rules. Parents are expected to treat the staff with respect. All program and/or staff issues, comments or concerns should be directed to the Summer Camp Coordinators or Recreation Director. A child whose parents(s) verbally abuse staff will be removed from the program. This includes bullying, yelling, screaming and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who appears out of control.

It is expected that all children, staff, and parents respect each other and the summer camp site. We need to work together to ensure the safety and well-being of each other.

*Thank you for choosing Hilton Parma Recreation Summer Camp! If you have any questions regarding summer camp, please feel free to call the Recreation Office at 392-9030.*

## COVID-19 Guidelines and Policies

As we navigate the coronavirus and its impact on our programming, please note that many of our services will include capacity limits and safety modifications. These limits and modifications can be found within each specific program page on our website at [www.hprecreation.org](http://www.hprecreation.org). Details are subject to change at any time. It is our goal to make every possible and reasonable attempt to offer programs and services while maintaining public safety conditions.

Please review the following information regarding COVID-19 guidelines and policies:

The novel coronavirus, Coronavirus/COVID-19, has been declared a worldwide pandemic by the World Health Organization (WHO). Coronavirus/COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. The WHO, The Center for Disease Control (CDC), and additional Federal, New York State and local health agencies recommend social distancing and proper hygiene to prevent the spread of Coronavirus/COVID-19. Contracting Coronavirus/COVID-19 can lead to severe illness, personal injury, permanent disability, and death. The Town of Parma Parks and Recreation Department and staff undertake every effort to keep our facilities clean and disinfected and have created new protocols and preventative measures to reduce the spread of Coronavirus/COVID-19; however as with any public facility, the Town cannot guarantee that you, adult family members or your minor child(ren) will not be exposed to, or 100% safe from, airborne illnesses such as Coronavirus/COVID-19 or colds and flu while using Town of Parma facilities or participating in its programs.

Due to the spread of the Covid-19 virus, the Town of Parma will be following the recommendations of the World Health Organization (WHO), the Center for Disease Control (CDC), the Executive Order from New York State's Office of the Governor and the NYS/Monroe County Departments of Health to limit and slow the spread of this virus.

These recommendations include: (1) Maintaining a social distance of at least 6 feet; (2) limiting group sizes; (3) limiting contact with people who are sick; (4) covering mouth and nose when sneezing or coughing; (5) cleaning and disinfecting frequently touched objects and surfaces; (6) avoiding touching others, including shaking hands, fist bumps or hugging; (7) limiting shared use items; (8) frequently washing hands with soap and water; and (9) voluntarily wearing cloth face masks.

Due to these recommendations and our sincere desire to limit and slow the spread of the virus, the following functional requirements for all programs are in effect. By participating you agree to comply with the requirements below and understand and accept the consequences of your participation.

All participants acknowledge and agree to the following:

- Maintain a safe social distance of a minimum of six (6) feet from staff, other participants and members of the general public when reasonably possible.
- Perform all personal care including, but not limited to toileting, feeding and changing of clothing without assistance of Town staff, volunteers or other participants.
- Self-administer medications needed during programs to include, but not limited to placing medication in mouth, applying medicated patch, utilizing a rescue inhaler or utilizing an Epinephrine injection for anaphylaxis reactions without assistance of Town staff, volunteers or other participants.
- Practice positive hygiene related to handwashing and personal cleanliness including the ability to wash hands with soap and water and dry hands after washing without assistance of Town staff, volunteers or other participants.
- Self-Manage behaviors and reactions to a variety of situations that may elicit various emotional responses without the physical intervention of Town staff, volunteers or other participants.
- Understand that some Town staff, volunteers or other participants may wear face masks that cover the lower portion of the individual's face

Functional criteria and eligibility standards will be applied to all Park and Recreation programs until the recommendations related to COVID-19 have been removed or reduced. If a participant is registered for a program and the participant does not have the ability to follow the functional criteria and eligibility standards, the participant will be removed from the program.

## **Specific COVID-19 Protocols**

### **2020 General COVID-19 Features to Know**

- Each camp space will consist of up to 15 campers to limit exposure to other children.
- Camp will be offered for youth entering grades K-1, 2-3, 4-6 and 7-9.
- Each camp space will be assigned two counselors who will be overseen by a Site Director.
- Each camper may be asked to provide a personal supply kit to include items such as pencils, crayons, dice, etc. This list will be emailed.
- There will be no field trips or swimming.
- There will be no before and after care option. Camp hours will be 8:30 a.m. – 3:30 p.m.
- The use of select electronic devices may be permitted at times.
- Staff will wear masks when within 6' of all campers, parents and others they encounter.
- Increased cleansing and sanitizing practices will be implemented.
- Daily health assessment screenings of campers and staff will be administered upon entry each day.
- Town/District Residents will only be permitted into the program.
- Requests for desired locations or to be placed at a site space with other campers will be accepted, but may not be accommodated, due to guidelines and limited space.
- Parents must wear a mask for drop off and pick up.



### **Attendance related to Illness**

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures:

If your child is not feeling well, is running a fever, we ask that you communicate this and keep the child home.

Your child must remain out of the program if any member of your household has (or has been in close contact with anyone who has):

- A suspected or confirmed case of COVID-19 (for example – close contact at work, religious service, social gathering) and may return when;
  - At least 14 days have passed since any household member first experienced symptoms; and
  - Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); and
  - The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.

Please note, depending on the circumstances we may require you to obtain medical clearance before return to the program.

**HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the site.

**CLOSE CONTACT:** is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

**FOR MEDICAL PROFESSIONALS:** If contact occurs while wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), that contact will NOT be considered close contact for purposes of this policy.

### **Health Check and Screening:**

All staff and children must conduct a daily health check before coming to the program. The screening will consist of a no-touch temperature check and questionnaire upon arrival.

Should you or any household member have any of the following symptoms, we ask you to remain out that day and notify the Program Coordinators.

- Fever of 100.4 F or higher, now or in the preceding 72 hours, cough, sore throat, muscle aches, difficulty breathing

The household will be required to remain out of the program for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. The physician's note must not be from a family member.

If child becomes sick during camp hours, exclusion from the program is sometimes necessary to reduce the transmission of illness. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1 hour of notification. Until then, your child will be kept comfortable in an isolation zone and will continue to be observed for symptoms.

\*Please review CDC Guidelines for children with asthma and immune deficiency disorders.

## **Hygiene**

Campers will be required to perform hand hygiene upon arrival at the program. All sites will have hand sanitizer for use. Campers will be required to wash hands before and after participating in activities. We ask that parents not allow their children to bring unapproved items to camp for sanitation purposes; such as show and tell items.

Our regular health and hygiene practices provide some of the best defenses against the spread of most contagious illnesses. In addition to regular and thorough cleaning of rooms, surfaces, supplies and games, we teach children good hand-washing practices and ensure that children and staff take important precautions against the spread of germs.

You can work with your children to practice some of these same steps at home:

- Wash your hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based (60-95%) hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, or cough into your elbow. Immediately place any used tissues in the trash.
- Clean and disinfect frequently touched personal objects and surfaces, such as program equipment, vehicles, counters, computer keyboards, phones, doorknobs and light switches.

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks.
- Before and after eating or handling food.
- Before and after administering medication or medical ointment.
- After using the toilet or helping a child use the bathroom.
- After coming in contact with bodily fluid.
- After playing each indoor/outdoor activity.
- After handling garbage.

Our staff will:

- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing.
- Wash hands after assisting children with handwashing.

## **Cleaning and Disinfecting**

Sites will undergo thorough cleaning on a daily basis to best mitigate any forms of potential contamination. The following procedures will be followed:

- Staff will also clean routinely during a camp day as needed.
- Staff will follow schedule for ongoing cleaning and sanitizing.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks and chairs.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective.
- Custodian will clean site daily in addition to ongoing cleanings.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

- Toys that cannot be cleaned and sanitized will not be provided at camp.
- Equipment will be disinfected after every use.
- Tables/seats will be assigned but cleaned daily.
- Thermometers will be disinfected after use by one individual.
- Water fountains may not be operational so you must bring your own water bottle.

**Pick-up/Drop-off**

Parents will be required to wear a mask and will not be allowed inside sites for pick-up/drop-off to limit exposure and potential contamination. Parents may be asked to drop-off/pick-up during an approved drop-off/pick-up time. Parents will only be allowed inside the main facility in case of an emergency.

**COVID-19 Camper Rules**

- Follow 6’ social distancing guidelines; staff will be consistently reminding them.
- Hand sanitize prior to entering building and follow guidelines for use during the day.
- Wash hands following staff guidelines, after restroom, before meals and returning from playing.
- No sharing of games or supplies.
- If camper doesn’t feel well, let staff know.
- No play items can be brought from home other than one electronic item.
- Bring own lunch, snacks, towels and bathing suits for water day, sunscreen and drinks.
- No hand shaking, high fives, etc. of any kind.
- Follow instructions at drop off on getting temperatures taken.
- Keep up with your water bottle and supplies.
- Sit at assigned areas throughout the day.
- Listening to staff is always important, but this summer it is imperative for the safety of yourself and others.

**PARENT INFORMATION AND POLICY HANDBOOK ACKNOWLEDGEMENT**

**This acknowledgement will be completed during online registration.**

By signing this document, you confirm that you have read over the program information and policy handbook yourself and reviewed its content with your child; and furthermore understand its contents in its entirety. You and your child(ren) agree to abide by the program and department rules, policies and regulations.

CHILD’S NAME: \_\_\_\_\_  
(PRINT)

PARENT/GUARDIAN NAME: \_\_\_\_\_  
(PRINT)

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_