

2020 TTCC
SUMMER PROGRAM



PARENT-CAMPER
HANDBOOK

2020 TAPPLY-THOMPSON COMMUNITY CENTER PARENT/CAMPER HANDBOOK – COVID-19 STYLE

We would like to welcome you and your child to the Tapply-Thompson Community Center's Summer Camp program. There are a number of modifications that have been made for camp this year due to the COVID-19 pandemic. We will be following all guidelines for Day Camps from the State of NH. Please read the information outlined in this handbook and we hope it will answer most of the questions you might have. There are forms that need to be filled out and returned to the Camp Director or TTCC office right away. Thanks for your assistance.

LOCATIONS for camp & sign in/out – some changes this year:

Project PLAY:

Sign in & Sign out are at Kelley Park. We will have staggered drop-off and pick-up times by last name. You will receive information on your drop off and pick up times prior to the start of camp.

In the event of rain drop-off and pick-up will be on the front porch of the TTCC building.

PLAY Camp is held at Kelley Park and the TTCC

Project STREAMS:

Sign in & Sign out held at Kelley Park by NMMS Parking lot. We will have staggered drop-off and pick-up times by last name. You will receive information on your drop off and pick up times prior to the start of camp.

In the event of rain drop-off will be at the Bristol Historic Town Hall at 45 Summer Street and pick-up will be on the front porch of the building. Parking is available at the New Town Hall or Bristol Elementary School on School Street.

STREAMS Camp is held at Kelley Park and the Historic Town Hall

Project KNOTS:

Sign in & Sign out is held at the Slim Baker Area at the end of New Chester Mountain Road off of High Street. The road dead ends at the parking lot. We will have staggered drop-off and pick-up times by last name. You will receive information on your drop off and pick up times prior to the start of camp. In the event of rain you will need to walk to the lodge from the parking lot and sign-out will be on the front porch.

KNOTS Camp is held at the Slim Baker Area

ALL CAMPS DROP OFF INFO – PLEASE READ CAREFULLY

- **STAGGERED DROP-OFF TIMES WILL BE ASSIGNED FROM 8:45-8:55 AM; 8:55-9:05 AM; 9:05-9:15 AM.**
- **STAGGERED PICK-UP TIMES WILL BE ASSIGNED FROM 3:45-3:55; 3:55 – 4:05; 4:05-4:15 PM.**

When dropping off we ask that you do the following:

- **Maintain 6' between you and other people.**
- **Wear a mask during drop-off & pick-up**
- **Campers must wear a mask during drop-off as we will be taking their temperature with a 'no touch' thermometer when they check-in.**
- You will be asked a series of questions each morning that include:
 1. Does your camper have any symptoms of COVID-19 or fever of 100.4 degrees F or higher?
 2. Have they had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days?
 3. Have they traveled in the past 14 days either:
 - a. Internationally
 - b. By cruise ship, or
 - c. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.)

In the event that the answer to any questions is 'yes' or if your child has a fever of 100.4 or higher they will be required to go home. They will be unable to return to camp until cleared by a Doctor with a note provided. The protocol will be the same if they should develop any potential symptoms while at camp.

TELEPHONE:

Tapplly-Thompson Community Center Office – 744-2713.

FEDERAL TAX ID#: 02-0245830

STAFF

We are very proud of our Summer Program Staff – they have tremendous energy, a love of kids, and an understanding of the responsibility of taking care of your children. All staff goes through an application process, interview, background check (18 & up) and are certified in First Aid & CPR. Your child's counselor will become a very important person in your camper's life while they are with us. Let them know if there are things that you think will be helpful while having your child in their group.

CAMP INFO

ALL Camps run for 8 weeks from Monday, June 29th – Friday, August 21st from 9 am – 4 pm.

POLICIES AND PROCEDURES:

PAYMENT OF FEES:

1. **For the safety of our campers and staff we are hoping to limit the amount of people that enter the building other than staff and campers. If at all possible please make payments on-line or by calling the office with your payment information. Checks may also be mailed.** Please do not give these fees to the camp staff. Only payments made through the office or by mail will be guaranteed. ***If you are paying in cash please follow all social distancing requirements and wear a mask while in the building.***
2. **We accept cash, checks (payable to TTCC) & cards.**
3. The fee for each week must be paid before the week starts unless prior arrangements have been made.

ATTENDANCE:

If your child is ill or unable to attend camp, please notify the camp staff or call the TTCC office at 744-2713.

If your child will not be able to attend a week for which s/he is registered, you must contact the TTCC office. If cancellation is made one week before session starts, you will receive a full refund. **If cancellation is made after the session starts, no refund will be given.**

If your child misses multiple days of camp and the TTCC office has not been notified, your child may lose their spot in camp to make room for a child on the waiting list.

SIGN IN / SIGN OUT PROCEDURE:

In the morning and afternoon, two designated counselors will sign in & sign out ALL of the campers.

1. Be sure campers are dropped off no earlier than their designated drop-off time
2. Parents must sign their child in and out each day with the designated staff member.
3. Parents must inform us with a written note when someone not on the pick-up list will be picking up their child. If we do not have a written note we will not release your child to this person. We may request identification for non-parents.
4. For the safety of all campers, parents must park their cars and accompany campers to the sign-in place in the morning, and sign-out campers at the end of the day with the counselors.

PICK UP PERSONS:

Parents provide the names of any, and all persons that may be picking their child up from camp at the end of the day when they register. These names will be kept with the counselors for sign in and sign out times, and counselors will not be authorized to release your child to anyone except those persons listed. Contact the TTCC to update your list as needed.

WHAT YOUR CHILD SHOULD BRING TO CAMP:

1. **Daily lunch & snacks** – Campers should bring a daily lunch **including snacks** and a water bottle. No glass containers will be allowed at camp. There is no refrigeration available. **Breakfast & lunch will be provided if needed but arrangements must be made prior to the start of camp – just let Dan know at ttcc@metrocast.net as we have to pre-order this year. Menu can be found on TTCC website under summer camps.**

2. **ALL CAMPER BELONGINGS MUST BE MARKED WITH CAMPERS NAME!** This includes water bottles, lunch boxes, towels, sweatshirts, bathing suits, masks, etc.
3. **Bathing suit and towel** – Campers must bring swim gear to camp each day, as we will have swimming or water games most days. Campers are expected to supply and apply their own sunscreen. Staff will remind them to do so. Please apply sunscreen to your child prior to their arrival at camp.
4. **Footwear** – Your child’s feet will be safest if sneakers are worn at all times. Campers may bring flip flops, sandals, crocs, flip flops, etc that may be worn for water games or at the beach.
5. **Extra clothing / rain gear** – Camp goes rain or shine, hot or cold, please provide your child with any rain gear, sweatshirts, or change of clothes you see necessary.
6. **Other important items** – Water bottle, sunscreen, bug spray. **If your child has an allergy to sunscreen or bug spray please let us know immediately and add it to their medical form.** All campers need to provide their own sunscreen. Only spray sunscreen can be applied by the staff.
7. **Lifejacket:** If your child cannot swim please provide a USCG lifejacket.

WHAT YOUR CHILD SHOULD NOT BRING TO CAMP:

1. Money – your child will not need money at any time during camp.
2. Campers are not allowed to have cell phones at camp. The staff will carry cell phones in case of emergency.
3. Please do not allow your camper to bring personal toys to camp as they may get lost/stolen/broken and this can be distracting from our pre-planned camp day activities.
4. Electronic devices are not allowed.
5. Anything that could be construed as a weapon.
6. Candy, gum, energy drinks or glass bottles.
7. Other – any other objects you are unsure of, please ask camp staff.

ALLERGIES & OTHER MEDICATIONS:

1. Counselors are not permitted to dispense medication of any kind. Only the Camp Director will be allowed to dispense medicine. If your child needs to take medication please do the following:
 - a. All medication should be in a secured container labeled with your child’s name, the name of the medication, & a signed note with instruction on the dosage amount and the time or times to be given.
 - b. All medication will be placed in the same location in your child’s backpack each day.
 - c. Your registration form must list the medication(s) required by your child.
2. The TTCC is fully aware that some allergies can be life-threatening. The staff will take every precaution to ensure the health & safety of each camper but the risk of accidental exposure to food allergen is present. We believe that it is critical that the camp staff, parents and campers work together to minimize this risk. Items such as epi-pens or inhalers must be sent to camp with your camper. If you prefer we can keep the one you provide on-site in the first aid kit.
 - a. **Parent Responsibility** – It is the responsibility of the parent or guardian to educate and review often with the camper the self-management of his or her food allergy. Your child should know:
 - i. Safe and unsafe foods
 - ii. Strategies for avoiding exposure to unsafe foods
 - iii. Symptoms of allergic reactions
 - iv. How and when to tell an adult about a possible allergic response

- v. How to read a food label
- vi. How to use an epinephrine auto-injector (such as EpiPen)

b. Camper Responsibility

- i. Do not trade food with other campers
- ii. Do not eat anything with unknown ingredients
- iii. Read every label and check with a counselor
- iv. Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected
- v. Tell an adult if a reaction seems to be starting, even if there is no visible appearance of allergic response
- vi. DO NOT go off alone if symptoms are beginning

c. Camp Responsibility

- i. Review the registration forms for listed allergies submitted by parents
- ii. In the event of a life-threatening allergic reaction will contact the emergency response personnel.
- iii. Carry communication devices (cell phone/radio) along with any emergency medications and authorizations

INJURY/ACCIDENT REPORTS

If a child sustains an injury while at camp the attending staff member will fill out an Accident Report following the administration of first aid to the camper. This form must be signed by the parent at the end of that same day whenever possible.

FREE BREAKFAST & LUNCH:

Breakfast will be served daily when your child arrives at camp. This year we will need to know what days your child will be taking breakfast prior to the start of camp.

Lunch will be served between 11:30 am – 12:30 pm at each of the camp sites. This year we will need to know what days your child will be taking lunch prior to the start of camp.

ALL KIDS MUST BRING EXTRA SNACKS! Whether they are having the lunch we provide or bringing their own, all campers must have extra snacks for snack time as TTCC does not provide snack.

MASKS

- All campers are required to bring a mask to camp each day. Masks should be kept in a PAPER BAG with camper's name on it.
- Campers are not required to wear masks at camp unless social distancing cannot be maintained and under the following circumstances:
 - Campers will be required to wear a mask during check-in while they have their temperature taken for their safety as well as the safety of the staff.
 - Masks will be worn when close contact is unavoidable such as the administering of first aid or direct instruction between counselor and camper.
 - Masks will be worn during the bus ride to Wellington State Park and back to camp.
- The Center will have masks available in case a camper doesn't bring one. There will be a charge of \$5 if we provide a mask.

We have listed below a highlight of the guidelines that will be followed at camp this summer:

General Guidelines to be followed due to COVID-19

- All staff will have their temperatures taken and have the same questions as campers prior to the start of camp each day.
- Staff will wear masks when social distancing is not possible.
- Bathrooms will be sanitized between each use.
- Frequent hand washing will be done throughout the day. We will have hand sanitization stations at each camp readily available. At a minimum hand washing or sanitizing will be done when children arrive at camp; before and after meals; before and after using the bathroom; before and after coming into contact with any other person; after sneezing, coughing or nose blowing; after using shared equipment; before going home.
- There will be gentle reminders to campers to avoid touching their maintain the 6; distancing and to try not to touch their eyes, nose and mouth with unwashed hands.
- There will be absolutely no sharing of food or utensils.
- All areas will be cleaned and disinfected throughout the day and prior to any other groups using shared spaces. All buildings will be cleaned & disinfected nightly.
- The TTCC and Slim Baker Lodge will be used exclusively for day camp programs only. The Historic Town Hall will be used primarily for TTCC camps but may be used sporadically for town events and if/when that happens will be thoroughly cleaned and disinfected prior to TTCC use.

What will camp look like daily?

- Campers will be assigned to two counselors with 8 campers. Each counselor group will have a designated 'home base' both inside and outside where they will meet. They will spend as much time outside as possible and only use the indoor space as needed due to weather, heat, etc. All camper gear will be stored at their 'home base'. Each inside area will have four 6' tables to accommodate 2 campers at each table to maintain social distancing.
- Each group will be assigned their own 'equipment' to use that includes items for outdoor games, arts & crafts, etc.
- There will be activity blocks in the mornings and afternoons with four separate areas used. When outside more than one group may do an activity together while they maintain proper distancing.
- Each camper will be supplied with a 'swim noodle' that will take the place of their hands during games or activities if needed.
- Each camp will have one full day at Wellington State Park each week. They will be transported in their counselor groups by bus with the first group to the park being the first group to return. Seating on the bus will be staggered to allow for social distancing. The bus will be sanitized between runs.
- There will be increased water games held at Kelley Park to allow for the kids to cool off and have fun without going to the beach each day.
- All counselor groups will be issued a two way radio for communication between groups, directors and the TTCC Office.

What if someone gets sick?

- Each camp will have an 'isolation area' that will allow for the person that is sick to be separated from the rest of the camp.
- They will be required to stay at home until we have a note from their Doctor clearing them to return to camp.
- All areas used by the person will be closed off for at least 24 hours and until cleaning and disinfecting can take place.
- Local and State Health officials will be notified of a potential case.
- Parents of campers who may have had close contact with the person will be notified and asked to have their camper 'quarantine' and follow directions from our state health department.
 - What is quarantine?
 - Stay home until 14 days after your last exposure.
 - Check your temperature twice a day and watch for symptoms of COVID-19.
 - If possible, stay away from people who are at higher risk for getting sick from COVID-19.

There is a lot of information contained in this manual. We are working hard to make sure that we keep your camper safe this summer. We also understand that you may have additional questions after reviewing this. Please don't hesitate to reach out to Les or Dan at any time.

We are truly all in this together and we look forward to having your child(ren) with us this summer!!

If you have any questions on this program, feel free to stop by the TTCC office or give us a call at 744-2713. Thanks!