



2020 Summer Programs Parent Manual



Welcome to Brownell Talbot! We are so glad you have decided to trust your children to us. Your child's health and safety are our number one priority.

All of us at Brownell Talbot are committed to our school's mission: **Every student. Every mind. Every heart. Known. Inspired. Challenged.** We have incorporated this individual commitment to our summer programs. We are committed to helping our campers develop self confidence while fostering friendships and future readiness in a fun, safe, and welcoming environment. Our goal is to enrich the lives of all of our campers by providing opportunities that will challenge and push them to continue their quest for lifelong learning. In this unprecedented time, we take this commitment further by being committed to the health and safety of your child. We are following all CDC recommended guidelines and have updated our health and safety protocols.

Our highly experienced staff includes many certified teachers and specialists in their fields. All staff members undergo extensive background and security checks. Our staff is committed to providing your child a safe and nurturing environment. We hope that at the end of the summer, your child has memories that stay with them for a lifetime.

Thank you so much for choosing to spend your summer with us!

Jenn Sherer
Camp Director
402.556.3772, ext. 1023

COVID-19 (Novel Coronavirus) Policy

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

ALL CHILDREN, STAFF, FAMILIES, AND HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING INTO THE BUILDING.

Sick Children and Staff Must Remain Home

We request that you, or any household member, have any of the following systems, please remain out that day and notify Brownell Talbot.

- Fever of 100.4 or higher, now or in the preceding 72 hours.
- Cough.
- Sore throat.
- Muscle aches.
- Difficulty breathing.

Consistent with our COVID-19 policy, the household will be required to remain out of the school 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 a Child or Staff Member Becomes Sick at School

If an employee or child becomes sick at Brownell Talbot, they will be immediately separated from the well children and staff until they can be sent home. Children will be sent to the Infirmary located upstairs in the main building. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within one hour of notification. Until then, rest assured your child will be kept comfortable, and we will continue to observe them for symptoms.

Sick children and staff should not return to work until they have met the criteria to discontinue home isolation.

In the Event of a CONFIRMED COVID-19 Case

If a child or staff member becomes sick and is a CONFIRMED COVID-19 case, we will follow CDC guidelines:

- Close off all the areas used by the person who is sick.
- Open outside doors and windows to allow for increased air circulations in the area.
- Wait up to 24 hours or as long as possible before the space is disinfected. This is to allow respiratory droplets to settle prior to cleaning.
- Clean and disinfect all areas used by the person who is sick, classrooms, offices, bathrooms, and common areas.

- Please note, to protect our campers' confidentiality, Brownell Talbot will provide the local health department with those that have possible exposure. If necessary, the health department will notify those individuals, not Brownell Talbot.

Brownell Talbot's Summary of Enhanced Protocols

We are continuing to monitor updates from the CDC and DHS on a regular basis. Additional changes to processes and protocols will be made with the most recent CDC guidance. We are and will continue to follow all increased recommendations and social distancing guidelines.

Please note the following enhanced protocols:

- Daily health check for staff and children before coming into the school.
- Nonessential visitors are not allowed in the school.
- Drop off and pick up occurs outside the school in a central location.
- Small classrooms with social distancing practiced. (ages 3-4 1:10, age 5 and over 1:15).
- Frequent handwashing in school and classrooms.
- Cloth face coverings worn by staff and children.
- Frequent cleaning and disinfecting all high touch surfaces, toys, sleep mats, and laundered items.
- Outdoor time limited to one group at a time with back-to-back use of the play area and gym limited.
- Staggered activity schedules.

Daily Routine

Drop Off - 8:55 am

We ask that all children arrive through our lower circle off Happy Hollow Blvd. **PLEASE DO NOT GET OUT OF THE CAR** or allow campers to walk unaccompanied through traffic or parking lots. Staff will be on duty at 8:55 am to meet campers and accompany them from their car.

Please note, we will be following all CDC guidelines to ensure the safety of you and your family.

- All children and staff are screened upon arrival for fever and signs of illness. Persons who have a fever or other signs of illness will not be admitted to the building.
- Students and staff will wear masks/facial coverings when inside the building.
- All children will be in classrooms with working sinks. Children will wash their hands with soap and water upon entering the building/classroom.

If you need to bring your child prior to 8:55 am, please sign up for Morning Care. Campers in need of morning care may be dropped off at the dining hall door as early as 7:30 am. Space is limited for this. Please register early so that your space is reserved.

Pick Up - 3:30 pm

Camper pick up will be in the same parking lot as drop off. Campers will exit the playground door. A staff member will escort your child to your car. Again, for social distancing reasons, kindly remain in your car. If your child needs to stay after 3:30 pm, please sign them up for After

Care. Campers not picked up by 3:40 pm will automatically be enrolled in After Care, at the drop-in rate of \$20.00 for that day.

Special Pick Up

If your child is to be picked up by anyone other than the designated parent/guardian, a notification must be given to the camp director. This will be strictly enforced. These individuals will need a photo ID prior to your child being released.

Special Circumstances

If you must drop off or pick up your camper during the camp day, please make special accommodations with the camp director in advance by contacting Brownell Talbot's director of extended care and summer programs, Jenn Sherer, who serves as camp director. You may email jenn.sherer@brownell.edu or call 402.556.3772.

Absence

If your child will be absent from camp, please contact Camp Director Jenn Sherer 402.556.3772 or jenn.sherer@brownell.edu.

Morning & Afternoon Care

For parents balancing hectic schedules, we offer morning and afternoon care on a limited basis.

Morning Care:

- Morning Care hours are from 7:30 am to 9:00 am
- Parents/guardians will walk their child to the dining hall door where a staff member will meet you and assist you with screening and signing your child in for camp. We ask that you be patient and wait your turn in the designated space if a family is ahead of you. We are adhering to all social distancing recommendations.
- Campers will be walked to their camp's location by camp staff.

Afternoon Care:

- Afternoon Care hours are from 3:30 pm to 5:30 pm.
- Parents are asked to call: 402.556.3772 when they are in our parking lot. A staff member will bring your child out to your car.
- A late fee of \$5.00 per minute will be accrued if your child remains at Brownell Talbot after 5:30 pm.

Field Trips

All field trips are included with camp registration. We explore local attractions and businesses that keep kids interested and engaged. Please note, campers should NOT bring additional money. We ask that all campers wear their camp T-shirt on field trip days so they can be easily identified as part of our group.

Please note, if your camper arrives late on a field trip day, we cannot guarantee their participation in the field trip. Campers who miss the bus will spend the day with other camper groups still at Brownell Talbot.

Bus/Van Behavioral Rules - Yellow School Buses

1. The driver will not leave until EVERYONE is seated. There is no kicking, biting, hitting, throwing, or rough housing.
2. The number of children transported in each bus/van will depend upon social distancing and the number of appropriate restraints.
3. Eating or drinking in the bus/van is not permitted.
4. Voices need to be kept at a comfortable level. No screaming or yelling is allowed; however, singing is encouraged.

What to Bring

Campers should bring the following with them each day:

Backpack

Packed with everything your child needs for the day. Remember to include an extra set of clothes.

Water Bottle

Please label with your child's name in permanent marker.

Lunch

If staying for the day, please make sure to pack your lunch! We ask that you avoid items that need to be microwaved. Lunches will be refrigerated. Please make sure lunches include your child's first and last name on the outside of the lunch bag. Brownell Talbot is a nut-free campus.

What Not to Bring to Camp

Electronics

We strive to provide a program free of video games, cell phones, audio players, toys, and distractions. Please DO NOT allow your child to bring these items with them to camp. These items tend to get lost or misplaced when brought to camp.

Money

Additional money is not needed and should not be sent. Snacks are provided to campers.

Lost & Found

Brownell Talbot does not assume responsibility, beyond reasonable care, for the personal property of campers. Children are responsible for their own items. PLEASE LABEL all items with your child's first and last name. If an item is lost, report it at once. Every effort will be made to return lost items if they have been labeled.

Misplaced items will be gathered each day. Unclaimed or unlabeled items left or found will be placed in a Lost & Found box and will be located outside the camp director's office. Any items left at the end of the summer will be donated.

Clothing and Attire

Campers will play outside, complete art projects, and participate in fun and sometimes messy activities. We suggest your child be dressed in play clothes that are allowed to get messy. Campers must wear tennis shoes. Please do not send your child in flip flops or sandals. Flip flops may only be worn when campers are at our pool.

Field Trip Attire & Camp Shirts

Camp T-shirts must be worn on field trips. This ensures that each child is identified as part of our group. All campers will receive one FREE camp T-shirt during the first session he/she attends. Additional shirts, if available, can be purchased for \$10.00. If no field trip is scheduled, we encourage you to wear camp shirts on Fridays.

Lunch and Snacks

Brownell Talbot College Preparatory School is a NUT-FREE ZONE, please refrain from bringing any food that contains tree nuts or peanuts.

Lunch

Brownell Talbot does not provide campers lunch. If your camper is staying for lunch, please send your child with a healthy lunch clearly marked with their first and last name. We ask that you pack food that does not need to be heated as there is no microwave available. All lunches will be refrigerated. Please send your child with a reusable water bottle.

Snacks

Healthy snacks will be provided. If your child has any particular food allergies, please let us know. We will try to accommodate all allergies, but in some situations, we reserve the right to ask parents/guardians to provide appropriate snacks for their child with allergies.

Health Policies

The completion of the Camp Discovery Children's Record is mandatory. This form must be returned to BT before your child's first date of attendance. Children will not be permitted to attend without a completed health form on file. The health and safety of our campers is our number one priority. Parents will be notified immediately, if a camper shows signs of:

- Fever over 100.4 degrees.
- Vomiting or diarrhea.
- Contagious disease.
- Accident requiring medical attention.

- Draining sores or burns.
- A rash, until diagnosed and determined to be non-contagious.

If a parent or guardian cannot be reached, the individuals designated as emergency contacts will be called. Children must be symptom-free for 24 hours if vomiting, diarrhea, or a fever persists.

Please note, our employees will not administer prescribed or non-prescribed medication except for those students identified as having special needs such as those needing an EPI-PEN.

First aid and emergency kits are located and maintained in the camp director's office.

Unfortunately, there are no provisions at camp to provide constant nursing care and supervision. Parents/guardians are to immediately pick up their child if the child is ill. If the child has any of the above symptoms, we ask that you keep them at home until they have seen a doctor. Children with a fever are required to stay home for 24 hours after the fever breaks or until they are no longer contagious. If your child will not be at camp, please notify the camp director before 9:00 am. The camp director can be reached at 402.556.3772, ext 1023.

Injury

Should your child become injured at Brownell Talbot, prompt care will be given. Routine scratches and bruises receive common first aid. If a more serious injury should occur, the parent/guardian or emergency contact will be notified immediately.

Sunscreen Policy

Campers may spend time outdoors and are exposed to the sun. All campers should bring their own bottle of sunscreen, clearly labeled with their name. Due to allergies, we cannot give campers sunscreen from another child or staff member. Camp staff are permitted to help children apply sunscreen; however, we encourage you to teach your child how to apply their own. Staff will assist and supervise children in reapplying sunscreen to exposed skin prior to outdoor activities. For children that require more frequent application of sunscreen, parents must provide written instructions on how often their child is to apply their sunscreen.

Staff will make every effort to watch children for sunburn, but cannot be responsible for children who do not have sunscreen, have a fair complexion, or forget to apply sunscreen. We recommend that you:

- Apply a layer of sunscreen to children before they arrive at camp.
- Providing children with enough sunscreen (in a sealed container) to take with them for applications later in the day.

Swimming

Recreational Free Swim

In some cases, campers may have an opportunity for free, recreational swimming in our indoor aquatic complex. This will always be supervised swimming. We will never force a child to get into the water, but we do expect all campers to change into a swimsuit when we go to the pool.

General Safety Procedures

Safety is the number one priority while at the swimming pool. Campers will always be supervised in the water. While at the aquatic area, campers must remain within eyesight of staff at all times. Campers are expected to follow all pool rules while in the pool area. Campers will not be permitted to leave the aquatic complex with anyone other than camp staff. This ensures that all children are accounted for and keeps consistency within our camping policies and procedures.

Discipline Procedures

In order to ensure safety to all campers and staff, Brownell Talbot's Camp Discovery will follow the below discipline policy. To facilitate a safe, secure, fun environment for all participants attending Brownell Talbot activities the following policy has been implemented. This policy is not intended to be activated for minor "misbehaving" infractions. On a daily basis, we will work with children who are having a "bad day." Those types of behaviors, where neither malice nor destructive outcomes were intended will continue to be addressed at the supervisor/child level. Redirection and, in some situations, loss of choice activity will continue to be the discipline implemented.

The **CAMP DISCIPLINE POLICY** will be activated when:

- The number of minor infractions has been excessive.
- The behavior constitutes a violation against other children or adults, including unwelcome intentional touching or grabbing of another child, explicit and offensive verbal remarks (either sexual in nature or general taunting), name calling, vulgar or identifiable unacceptable language, or other verbal or physical conduct in violation of Brownell Talbot's Code of Conduct.
- The behavior constitutes a violation against Brownell Talbot's or other children's property.
- The behavior constitutes a safety issue either for the child themselves, other children, or staff. In the event this policy is activated for any child, written documentation will be kept by the camp director of all applicable dates, decisions and agreements (including a plan of action if needed.)

Camp Discovery's **FORMAL DISCIPLINE POLICY** includes:

1. The first serious offense that is significant in nature to bring to the attention of the camp director, will result in a private discussion between the camp director and the child. The child will also be removed from their choice of activity for the day. The parent will be notified of the negative behavior and will be advised that if the same or related behavior is

repeated, a parent conference will be required. The director will notify Brownell Talbot management.

2. If the behavior continues, the child will again be removed from the group activities and the parents will be notified of the need for a parent/child/director conference before the child can return to the program.
3. If the behavior still continues, a parent conference will again be required, (either with or without the child at the parent's discretion). The child may be suspended from the program for a period of time up to three days (at camp director's discretion). The child will then be allowed to continue in the program only after the camp director and parent have prepared and agreed upon a plan of achieving acceptable behavior in the child.
4. If, after all of these steps, the behavior continues, the child will only be allowed to continue in the program if a professional counselor is involved (at the parent's expense) in modifying the negative behavior. At this point, the professional will be asked to recommend a time frame for compliance based on the situation. If a professional is not brought in, or the time frame set forth is expended, the child will be expelled from the program with a date for re-entry set by the camp director. Under extreme circumstances or in situations when that child or other children's safety is at risk, the camp director has the authority to ask a child to leave the program without following the above procedures.

Suspension and Termination of Camper

Safety and respect are considered key to the success of our program. Children who violate camp policies in these areas are subject to suspension or termination from the camp. Parents/guardians will be communicated with before it reaches this level.

Grievance Policy

Any family or child who does not feel they have been given due process is asked to adhere to the following guidelines:

- The child and/or parent/guardian should first speak with the camp leader of the class/activity involved. Most issues should be resolved at this level.
- If the explanation provided by the camp leader is not satisfactory for the child and/or parent/guardian, they should then meet with the camp director.

Please note, under extreme circumstances and/or situations when a child or other children's safety is a risk, the camp director, with agreement from the Head of School, Dr. Kristi Gibbs, has the authority to ask a child to leave the program.

Questions or Concerns

Please address questions and concerns to Camp Director Jenn Sherer at jenn.sherer@brownell.edu or 402.556.3772.