



**Westtown School
Camp Information**



Table of Contents

Mission Statement:	3
Camp Goals	3
Camp Values	3
Statement of Inclusivity and Non-Discrimination	3
General Camp Information	4
Camp Dates 2021	5
General Hours of Operation	5
The Essentials	5
Allergy Policy	7
Medication	7
First Aid	8
Lost and Found	8
Lunch and Snack	8
Birthdays	8
Weather Events	8
Sunscreen and Bug Repellant	8
Ticks	9
Water	9
Child Abuse and Neglect Reporting	9
Camp Culture	10
Challenge by Choice	10
Camp Activities	10
Activity Eligibility	11
Discipline Policy	11
Parent Communication	11
Sharing Summer Fun	12
Mitigation Policies and Procedures	12
Face Coverings	12
Daily Health Screening and Symptom Monitoring	13
Quarantine/Isolation	13
Physical Distancing on Campus	14
Cohorts	15
Illness during the camp day	15
Testing	15
Contact Tracing	16
Group Information	16
Bumblebees	16
Butterflies	16
Dragonflies	17
Foxes	17
Cardinals	18
American Camp Association Accreditation	18

Mission Statement

Westtown Summer Camp strives to maintain a safe, inclusive, and nurturing environment in which children are encouraged to grow through fun, creative, and social activities.

Camp Goals

- Campers will form positive relationships with peers and counselors.
- Campers will be able to try new activities and learn new skills.
- Campers will feel safe at camp.
- Counselors will form positive relationships with co-workers and campers.
- Counselors will experience growth.
- Staff will create a safe atmosphere by minimizing risks and promoting safe practices.

Camp Values

Our values help guide our action as a staff and as campers. Understanding these values allows us to support common goals, set behavior expectations, and gives us a shared language to frame our successes and missteps. Every week we ask our campers to be CRISP, and at the end of the week we ask them to give us examples of how they or others were being CRISP.

C- Challenge Yourself

R - Be Respectful

I - Include Everyone

S - Be Safe

P - Be Positive

Statement of Inclusivity and Non-Discrimination

Guided by the Quaker belief that there is that of God in all persons, Westtown School Summer Camp is a community of individuals who value, and are themselves strengthened by, the rich diversity of its members. We seek to prepare campers for living and leading in a diverse and complex world. As a community, we aspire to inclusivity and respect. To these ends, we welcome qualified campers, counselors, and staff of any race, color, national or ethnic origin, citizenship status, religion, ancestry, sex, gender, gender identity and expression, sexual orientation, age, disability, genetic information, military or veteran status, family structure including marital or parental status, and socioeconomic status. Westtown Summer Camp does not discriminate against individuals on the basis of these characteristics in any of its policies, procedures, or practices relating to admission, access to activities or programs, hiring, or other employment-related decisions.

At camp we will be continuing our Anti-Bias Anti-Racism (ABAR) work with staff and campers. We know that our campers will grow and challenge themselves best if they feel emotionally safe in an inclusive environment.

General Camp Information

Due to the ongoing nature of changing guidelines, we may need to make changes to these policies to reflect the current guidance from local authorities and the Westtown COVID Team.

For the duration of the COVID-19 pandemic, Westtown School Summer Camp will adopt policies, protocols, and community expectations necessary to maintain the health and safety of our community and ensure continuity of learning, growth, and community. From time to time, this handbook will therefore be supplemented by additional policies which will either be stated through revisions to this Handbook, or otherwise clearly communicated and published for the community. Given the changing nature of information about COVID-19, such supplemental policies are subject to change and revision for the duration of the pandemic. Community members are responsible for reading, understanding, and adhering to any such supplementary policies. Supplemental pandemic policies will be noted by italics in this handbook.

Administrative Staff: Laura Dimery and Nicole Davidson

The Summer Camp Office is located in the Athletic Center Field House, ground floor, first office on the right, past the swimming pool lobby.

SUMMER CAMP OFFICE

610-399-7569

summer@westtown.edu

WESTTOWN SCHOOL FRONT OFFICE

610-399-0123

AUXILIARY PROGRAM DIRECTOR

610-399-7871

CAMPUS SECURITY

610-399-7555

Camp Dates 2021

Session 1: June 21 - July 2

Session 2: July 6 - 16*

Session 3: July 19 - 30

Specialty Week: August 2 - 6

*Westtown School Summer Camp will be closed Monday, July 5.

General Hours of Operation

9:00 a.m. - 4:00 p.m. Monday - Friday

The Essentials

Make sure campers always have:

- Water bottle (one will be provided to each camper on the first day)
- Sunscreen (applied in the morning before camp) and campers should bring sunscreen for afternoon application. No spray sunscreen, please.
- Close-toed shoes
- Shoes that can get wet and muddy
- Any medication the camper may need (please see below for instructions)
- Bathing suit and towel
- Extra set of clothes
- *Military or camouflage clothing, face coverings, and gear are not permitted, as to align with the Quaker testimony of peace.*

Masks

- A multiple layer mask or double masks on their face when they arrive
- One extra mask for water play: quick dry, neoprene, or water resistant
- One extra multiple layer mask for the camp day
- Gaiters that are single layer and/or thin enough to let light through are not permitted.

Please do not bring:

- Spray sunscreen
- Aerosol bug spray
- Toys from home

Westtown Lead Counselors will have organic Deet-free bug spray. If you would like to send your own, please make sure it is labeled and handed to your camper's Lead Counselor.

Electronic devices

Westtown School Summer Camps are device free. We expect that campers do not bring any devices of any type (digital or analog) to camp. Children using devices will be asked to check them in with the camp administrative staff at the beginning of their day. Devices will be returned to parents at the end of the camp day.

-

Check-in and Check-out

When dropping off or picking up campers, parents are asked to stay in their cars. Families may enter by the East Entrance (GPS: 960 Shady Grove Way), and pick up and drop off campers at the Lower School or the Belfry, depending on the group.

Morning check-in (GPS: 960 Shady Grove Way) is from 8:50-9:10 a.m. at the Belfry for Bumblebees and Butterflies and at the Lower School for all other campers.

Half-day afternoon check-in is between 11:30 and 11:45 a.m. at the Belfry for Bumblebees and Butterflies (GPS: 960 Shady Grove Way) or the South entrance (GPS: 999 Westtown Road) at the traffic circle at the playground for all other groups.

Half-day morning check-out is between 12:45 and 1:00 p.m.. All campers may be picked up at the Oak Lane South entrance (GPS: 999 Westtown Road) at the traffic circle by the playground.

Afternoon check-out is at 4:00 p.m. at original drop off locations (GPS: 960 Shady Grove Way).

Please call the Summer Camp Office (610-399-7569) if you plan on having someone pick your child up who is not already on your authorized pick-up list.

Please call the Summer Camp Office before 9:00 a.m. if your child will be absent or significantly late.

Allergy Guidelines

Westtown's detailed [Food Allergy Guidelines](#) are available on the camp website. All families are urged to read the Guidelines in full. The Guidelines describe the camp's training commitments regarding food allergy education, strategies to identify students with life-threatening food allergies, measures designed to avoid food allergic reactions, protocols concerning awareness of typical symptoms, and implementation of medications

and other emergency procedures. Because management of food allergies is a partnership, the Guidelines also identify certain responsibilities for Westtown parents/guardians, campers, and staff.

Although Westtown is committed to best efforts for safety's sake when it comes to food allergies, **our kitchen is not an allergen-free facility** and we are not able to guarantee that a child will not be exposed to a food allergen while on campus or involved in a school activity. While we maintain safe allergen practices in the Westtown kitchen at all times, including review of food ingredients and labels of all food items, caution in food preparation to avoid cross-contamination, communication through menu signage, a "Peanut/Tree Nut Allergy Aware" snack program in all three divisions and a "Shellfish Allergy Aware" program in Lower School, **our kitchen is not an allergen-free facility**. Our kitchen facility contains peanuts, tree nuts, wheat products, dairy products, eggs, fish, shellfish, and soy. Furthermore, parents/guardians/visitors are always welcome at Westtown, and children themselves are unpredictable. In the event of exposure or reaction, we maintain protocols regarding information, supply, and use of emergency medications as well as other safety measures.

Students with allergies and their parents/guardians are required to read the Food Allergy Guidelines in full and must also notify Westtown of the student's medical diagnosis and prescribed medical treatments for severe allergies by (1) completing the Allergy Plan, (2) supplying the Health Center with emergency medication and other information as may be required, and (3) taking responsibility for effective communication within the family and with Westtown faculty and staff. The responsibility for selecting safe foods must remain with the student and their parent/guardian(s).

Medication

Medications are best taken at home before or after camp. Our camp does not have a full-time nurse and camp counselors cannot administer medication. If your child requires medication during the camp day, you must complete the medical information form on your CampBrain account and complete the medication form, giving your child permission to administer medication. The medication must be in the original prescription bottle with all of the proper instructions from the doctor. Medication must be given to Summer Camp administrative staff to hold in a secure location while your child is at camp. Children may NOT self-administer medication at camp unless there is a plan submitted and signed by both the parent and the child's physician. Medications that cannot be administered by the camper, must be taken at home, unless they are emergency medications, such as an EpiPen.

First Aid

Westtown School Summer Camp senior staff are First Aid and CPR certified. Westtown School security officers are trained EMTs and are on campus at all times while camp is in session.

Lost and Found

Please email us at summer@westtown.edu for lost and found items. Lost-and-found boxes will also be available for campers. Lost items will not be mailed home.

Lunch and Snack

Lunch is provided every day and is prepared by our in-house kitchen staff. Please make sure you have completed the CampBrain section on food restrictions/allergies (online medical forms) if your child has food restrictions, allergies, or sensitivities. We can accommodate a wide array of dietary restrictions. We also provide a healthy snack in the mornings and afternoons. *Lunch will be served in individual recyclable containers. Snacks will be individually wrapped or in pre-packaged containers.*

Birthdays

We celebrate birthdays with a variety of activities depending on the grade level. While almost everyone loves a cupcake, we celebrate birthdays without food of any kind.

Weather Events

In case of a severe weather event or emergency, Westtown has an automated Severe Weather Alert system to help ensure a safe time frame to seek shelter. In the events of severe weather, we may need to cancel camp for that day.

Sunscreen and Bug Repellant

Each family is responsible for sending their camper with sunscreen on their skin and bringing their own sunscreen for a second administration. Camp staff will assist campers as needed in applying sunscreen. Westtown Lead Counselors have organic DEET-free bug spray to be used as needed. If you would like to send your own bug spray, please make sure it is in a non-aerosol form, labeled with your child's name, and handed to your camper's Lead Counselor.

Ticks

While ticks have become more prevalent, proper awareness and prevention can greatly mitigate adverse outcomes for everyone who ventures into nature. Staff are trained to check for ticks after returning from forest activities, as well as before and after swim

sessions. If an attached tick is found, it will be carefully removed by a senior staff member. We will make every effort to keep it for you in case you would like to have it tested. It is also recommended that parents perform a daily tick check at home, and encourage campers to be active participants too.

Water

Please send your child to camp with a refillable water bottle every day. Westtown will provide one color-coded Nalgene for every camper on their first day of camp. Our staff will monitor water breaks, including mandatory water breaks based on the heat index.

Child Abuse and Neglect Reporting

Our camp is committed to the highest standards of care for its students, which includes protecting campers from inappropriate or hurtful actions by adults responsible for their care. In accordance with Pennsylvania law, Westtown personnel (including all employees as well as independent contractors who have direct contact with children) are required to make a report to the Pennsylvania Department of Human Services (DHS) ChildLine when they have reasonable cause to suspect that a child or student under the age of eighteen (18) is a victim of abuse, including, but not limited to, sexual abuse or exploitation. The responsibility to report rests both on the camp and on camp employees. The law is clear that a first-hand report from the affected child is not required in order for the reporting obligation to arise, and mandatory reporters are discouraged from undertaking investigations to determine the credibility of a report. We ask that families understand that the camp and its employees are sometimes required to make a report to DHS.

Camp Culture

Challenge by Choice

While children are encouraged to participate in a wide variety of activities and to try new things, all activities are “challenge by choice.” Children may elect to not participate in activities with which they are not comfortable.

Camp Activities

Campers will cycle through the following activities throughout each week:

Hiking - All ages: Campers will be able to hike and explore our 600 acres. While hiking, campers may encounter creeks or small bodies of water. Please make sure campers have shoes that can get wet or dirty.

Farming - All ages: Learn about what it takes to grow food, tend to plants, and harvest food.

Canoeing - All ages: Campers will learn a progression of techniques throughout each age group resulting in them being able to confidently and safely get in a canoe from the dock, paddle and turn the canoe, dock, and safely get out of the canoe.

Ropes Course (High and Low) - All ages: Campers will practice challenge by choice and team-building skills in a supervised setting on both low and high elements. Safety harness and helmets will be provided and safe spotting techniques will be taught by our Level 2 instructors.

Recreational Swim and Water Play - All ages: Campers are tested at the beginning of every session on their swimming ability and will either receive a Red Band (shallow end only with a PFD), Yellow Band (Shallow end only with no PFD) or Green Band (open to anywhere in the pool).

Creative Time - All ages: Campers will participate in nature-based art projects which may involve short hikes to gather materials. All paint is washable.

Organic Farming - All ages: Campers will learn the basics of planting, caring for, and harvesting vegetables in our mini farm. They will learn about pollination and how important bees are to the Earth's well-being.

Fishing - All ages: Campers will be given instruction on how to bait hooks, use rods and reels, and the ethics of catch and release fishing. Protective eyewear will be provided.

Sports - All ages. May include tennis, dance, basketball, baseball, or general field games.

Turkish Metalsmithing - Rising 4th graders and older: Taught by Westtown alumni Martin Moon '09, campers will learn the ancient techniques of Turkish metalsmithing. Whether it is working on a small medallion with initials chiseled into it or a larger plate with traditional Turkish designs, campers can tailor the program to their skill and ability.

Archery - Rising 4th graders and older: With our archery-certified instructors, campers will learn the safety and rules to archery before even stepping on the range. Once the camper shows that they are able to follow and know all of the commands, they will have the opportunity to shoot arrows at targets.

Activity Eligibility:

All campers will have access to all activities with exception of Metalsmithing and Archery. Campers in rising 4th grade and up will have access to the metalsmithing shop and archery range.

Discipline Policy

Westtown strives to provide a safe and healthy atmosphere in which all participants are given a chance to grow. When campers exhibit behaviors deemed detrimental to the health and well-being of other campers or staff, steps will be taken to rectify the behavior. These steps include: conversations between Lead Counselors, camp administrators, and parents; the creation of behavior modification plans; and/or, if necessary, dismissal.

Parent Communication

Phone call home: Lead Counselors will use this method of communication to inform parents of daily happenings at camp such as, a conflict that arose between campers, a minor injury, daily schedules, and/or reminders for the following day.

The Program Director will use a phone call home to inform parents of any incident that requires immediate parental attention.

Email home: The Program Director will use this method of communication every Friday to communicate information about the following week of camp. Please also use this form of communication if you have any billing or weekly schedule change questions. Email will also be used for official documentation and/or if a family member can not be reached by phone.

All individual forms of communication to parents will be documented in the Health Center application of Campbrain as well as in an incident report form. We cannot accept handwritten notes. All documentation and forms need to be submitted through Campbrain.

Sharing Summer Fun

Photo and video highlights of events and weekly videos will be posted on our [Facebook](#) and [Instagram pages](#), so follow us!

Mitigation Policies and Procedures

At camp, we understand that summer is a time for travel and socializing with friends. Please report any higher risk travel and/or activities (multiple households indoors, travel out of state, etc.) to Nicole Davidson or Laura Dimery. We will make every attempt to make sure your camp session is possible with the recommended quarantine or testing after any higher risk activity.

The following are the current measures that will be implemented at camp. As we progress through the summer, these protocols will be subject to change based upon state and Center for Disease Control recommendations.

Face Coverings

Masks will be required of all parents, staff, and campers while on campus. If your child will not wear a mask or you do not want your child to wear a mask, please let us know and we will refund your camp payments. Masks are not optional.

Types of face coverings:

- Reusable cloth masks or disposable surgical or medical masks are acceptable. All masks must cover your face from the bridge of your nose to under your chin. Masks should be secure enough to stay in place with no gaps around the edges. Masks may not include valves.
- If your child does not wear a mask at school or at home, please practice masking at home BEFORE camp. If the mask slides off the nose, it does not fit. A new mask will be required. Campers who arrive with ill fitting masks will be given a mask to wear for that day and the family notified to replace the mask.
- Generally, three masks each day should be enough. Some students only need one mask for an entire day. If your child chews their mask, please send at least 4 masks each day.

- Face shields may be worn on top of masks for extra protection. Face shields must be made of sturdy, clear, waterproof plastic. There should be no gap between the plastic and the wearer's forehead, and the plastic must reach the ears and extend slightly below the chin.
- Reusable cloth masks must be regularly washed. Face shields must be regularly wiped down. Face coverings may not be shared between cleanings. When removing your face covering, keep it on your person or in a personal bag or backpack; do not place it on a shared surface.

Daily Health Screening and Symptom Monitoring

Westtown will require daily symptom and exposure screening of community members using Ruvna Health. The screening includes a temperature check with a thermometer and a full reporting of symptoms. If the student/employee is symptom free, Ruvna will display a QR code that is unique to the person and the day. All campers and staff who are not cleared by Ruvna Health are required to stay home until further screening can occur (see also Quarantine policy).

Prior to leaving home each morning, a parent or guardian must complete the health screening on Ruvna Health (including at-home temperature check with a thermometer). We ask that families complete the health screenings at home to help keep the drop-off process as smooth as possible.

- If a camper's symptoms or other factors result in no QR code, the student must stay home.
- Campers arriving by car will not be allowed to exit their car until a camp employee scans the QR code and admits the camper.
- If the family has not completed the screening, the family will need to return home in order to do so, including taking the child's temperature with a thermometer.

Quarantine/Isolation

Westtown Summer Camps needs you to partner with us in open and honest communication about illness, close contact, exposure, and positive COVID diagnosis.

Following Infection or Exposure Isolation following known infection: Camp requires community members to isolate if they have a confirmed infection. If a community member tests positive for COVID-19:

- Campers, their families, and employees may not come to campus, or if they learn of the positive test while on campus, must depart immediately. They must stay home for at least 10 days after symptom onset for confirmed cases, 14 days for suspected cases, and for at least 24 hours after all symptoms have subsided, including being fever free without fever-reducing medications. If current public health guidance shifts to a longer isolation period, camp will extend beyond ten days for isolation.

Quarantine following exposure, symptoms, or other signs of possible infection:

Campers and staff with a close contact to a COVID positive individual will be required to quarantine off campus for at least 14 days. Please see guidance from the Health Department and note we are NOT using the alternative 7 or 10 days quarantines. Quarantines of up to 24 days may be required- if a person who is positive is not isolated in a household.

The school requires community members to quarantine or produce a negative viral/diagnostic test if there is a possibility that they may have been infected. If a community member experiences symptoms or has been exposed to someone with COVID-19:

- Campers, their families, and employees may not come to campus, or if they experience symptoms while on campus, must depart immediately (see “Symptom Monitoring”). They must stay home for at least 10 days after symptom onset for confirmed cases, 14 days for suspected cases, and for at least 24 hours after all symptoms have subsided, including being fever free without fever-reducing medications. If the camper and all members of their household test negative for COVID-19 the camper/employee may return to campus.

Physical Distancing on Campus

At camp, activities will be held in locations that allow six feet of physical distancing to the maximum extent feasible. Maintaining six feet at all times will be challenging for many campers, and will not always be possible in some of our spaces. Extra care will be taken to maximize the distance between individuals in the following situations:

- When face coverings are removed for swimming, eating, or drinking;
- When a meeting or interaction is expected to last longer than 15 minutes.

Cohorts

Campers will move through most of the day in cohorts, either by named group (Cardinals, Butterflies, etc.) or in even smaller groups, and will generally remain in zones within buildings, and outside, to minimize potential contacts between individuals. There may be exceptions when critical parts of our program and operations cannot accommodate small cohorts.

Illness During the Camp Day

During the day, we will be attentive to the possibility that symptoms may emerge, and will follow these protocols:

- If a camper becomes symptomatic while on campus, their parent/guardian will be notified and asked to bring the camper home promptly. It is essential that campers' families designate at least one contact who can pick up the student quickly in a medical emergency. Until the camper can be picked up, they will be isolated.
- If a camper is not picked up quickly, the family may be contacted to create a plan before the camper may return to campus.
- Please note that allergies, asthma and common colds can all present the same symptoms as COVID-19. Please keep your child home when they are exhibiting any COVID-like symptoms.
- Campers who arrive at camp ill or become ill will be sent home. We understand that not every illness is COVID. However, in a global pandemic, we will always err on the side of caution.
- Any camper sent home for symptoms will be asked to return after 10 days or after a negative COVID test has been submitted by email to the camp administration.

Testing

Westtown Summer Camp will decide on how to use COVID testing as a tool to keep our camp community safe. With the recent approval of over-the-counter COVID tests, please note a family may be asked to have their camper be tested before camp begins or during a camp session in order to continue camp.

Contact Tracing

Contact tracing will be completed by cohort. If a member of a cohort tests positive for COVID-19, please expect the entire cohort to be quarantined for 14 days. Camp has no plan to use the 10 or 7 day quarantine "alternatives" as both the CDC and Health Department state that the 14 day quarantine is safest.

Vaccination

Please let us know, in writing, if your child will be vaccinated for COVID-19 before camp.

Group Information

Bumblebees

(Pre-K and Kindergarten)

Drop Off GPS: 960 Shady Grove Way

- Quiet Time for Bumblebees: The lower floor of the Belfry has been remodeled to provide a quiet place for rest or indoor play. If you want your child to rest, please send them with a labeled blanket/sleeping bag and small pillow from home. These can stay at camp during the weeks your child is enrolled.
- Please bring a clear ziplock bag, or other clear sealed bag, clearly labeled with a change of clothes that will stay at the Belfry for the two-week session. In the car line, the camp staff will let you know if we used the spare clothing, so that you can remove the bag and replace the spare clothing for the next day.

Butterflies

(First Grade)

Drop off GPS: 960 Shady Grove Way

- Campers should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp everyday. We also recommend that campers wear a bathing suit UNDER their clothing. You never know when you are going to have a waterplay opportunity at camp! Please also pack a towel and a change of clothes in your camper's bag.

Dragonflies

(Second Grade)

Drop off GPS: 960 Shady Grove Way

- Campers should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp everyday. We also recommend that campers wear a bathing suit UNDER their clothing. You never know when you are going to have a waterplay opportunity at camp! Please also pack a towel and a change of clothes

in your camper's bag.

Foxes

(Third Grade)

Drop off GPS: 960 Shady Grove Way

- Campers should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp everyday. We also recommend that campers wear a bathing suit UNDER their clothing. You never know when you are going to have a waterplay opportunity at camp! Please also pack a towel and a change of clothes in your camper's bag.

Turtles

(Fourth Grade)

Drop off GPS: 960 Shady Grove Way

- Campers should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp everyday. We also recommend that campers wear a bathing suit UNDER their clothing. You never know when you are going to have a waterplay opportunity at camp! Please also pack a towel and a change of clothes in your camper's bag.

Hedgehogs

(Fifth grade)

Drop off GPS: 960 Shady Grove Way

- Campers should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp everyday. We also recommend that campers wear a bathing suit UNDER their clothing. You never know when you are going to have a waterplay opportunity at camp! Please also pack a towel and a change of clothes in your camper's bag.

Cardinals

(6th and 7th Grade)

Drop off GPS: 960 Shady Grove Way

- Campers should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp everyday. We also recommend that campers wear a bathing suit UNDER their clothing. You never know when you are going to have a waterplay opportunity at camp! Please also pack a towel and a change of clothes

in your camper's bag.

C.I.T.s

(8th and 9th Grade)

Drop of GPS: 960 Shady Grove Way

CIT Coordinator: Corey Fletcher

- C.I.T.s should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp everyday. Please also bring a bathing suit and towel everyday.

American Camp Association Accreditation

ACA accreditation is awarded only to programs that meet the rigorous national standards of excellence in the overarching categories: Aquatics, Food Service, Transportation, Health and Wellness, Operational Management, Human Resources, Trip/Travel, Program Design and Activities

