



# **Hands-on House Summer Camp 2022**

## **Policies and Procedures**

Hands-on House Children's Museum of Lancaster

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## **Parent Communication Procedures**

If there is information to be conveyed to parents or guardians, such as early pick up due to weather, that information will be conveyed in two ways:

1. Email: all parents/guardians listed in the camper's Campbrain profile will be emailed notifying them of the time of early pick up
2. Remind: notifications will be sent through Remind, an app in which parents receive communication via text. A remind notification will be sent to all parents/guardians signed up for camp Remind updates. More information about Remind will be sent to parents and guardians before camp.

All notifications of cancellation due to weather will be sent by 8 am the morning of the cancellation. Except for severe weather, all decisions about cancellation will be made the morning of the cancellation.

## **Drop Off and Pick Up Procedures**

### **Drop Off:**

Drop off will begin every morning at 8:50 am. Campers are expected to arrive between 8:50-9:10 every morning. Drop off will be located at the "Summer Camp Drop Off and Pick Up" sign in the roundabout beside the parking lot.

Parents/guardians should follow the signs indicating where to go and pull into the roundabout area. Camp staff and volunteers will escort campers from the roundabout to the camp area. Parents or guardians who would like to talk with the Camp Director should park their car and walk up to the drop off area.

### **Pick Up:**

Pick up will start promptly at 2:00. Pick up will be at the same location as drop off and labeled with the same "Summer Camp Drop Off and Pick Up" sign. Upon drop off of the first day of camp, parents and guardians will receive a card with the Hands-on

House logo. The names of campers that are being picked up should be written on the card; the card should be placed in the window during pick up. If the adult picking up a camper does not have this card, they will be asked to show a valid ID. Only those under each child's authorized pick up list will be allowed to pick up campers.

### **Early Pick Up:**

If you would like to pick your child up early, camp staff should be informed in advance except for emergency situations. To inform camp staff of early pick up, let them know the morning of, text camp staff through Remind or email the camp director at [megan.stoltzfus@handsonhouse.org](mailto:megan.stoltzfus@handsonhouse.org). We ask that early pick up occurs no later than 1:30 pm.

### **Late Pick Up:**

All campers are expected to be picked up on time. We understand unexpected delays occur. If you expect to be more than five minutes late, text the Camp Director through Remind or call 717-569-5437. If camp staff are unable to get ahold of any adult, we assume an emergency has occurred and will contact proper authorities.

### **Absent Campers:**

Parents/guardians should inform camp staff of any planned missed days at the beginning of the week. Campers who are ill should stay home.

## **Bathroom Policy**

### **Potty Training:**

All campers are expected to be fully potty trained by the start of camp. This means that campers:

- should not wear diapers or pull-ups on a regular basis during the daytime
- should be able to change themselves in the event of an accident
- should not have regular accidents

- are able to tell camp staff when they need to use the bathroom
- are able to independently wipe themselves

Hands-on House understands that accidents happen; however, accidents are infrequent and should not be a daily or weekly occurrence. Camp staff are not permitted to assist campers in any way while they are using the bathroom. It is important that the above conditions are met so that campers can take care of their own toileting needs while at camp.

Children who have had accidents in the past six months should bring a change of clothes. In the event of an accident, a staff member will assist the camper in getting their change of clothes and take them to the bathroom but will not help the child change. If the camper does not have a change of clothes, the parent or guardian will be called by the camp director. The parent or guardian will be expected to bring a change of clothes or pick up the child.

## **Rain and Severe Weather Policy**

### **Rain Policy:**

In the event of rain, all camp activities will move to covered areas (either under tents or inside the museum). So long as there are no dangerous weather conditions, such as high winds, heavy rain, or thunderstorms, camp activities may continue outside under shelter.

### **Thunderstorm and Severe Weather Policy:**

In the event of high winds, heavy rain, thunderstorms, or other circumstances, parents/guardians may be required to pick up campers early. Parents/guardians will be notified of early pick through both email and Remind, as discussed above under the communication heading. Campers are expected to be picked up within 30

minutes of parent/guardian notification. Early pick up may be caused by, but is not limited to:

- Thunderstorms lasting more than one hour
- Tornado watch or severe thunderstorm

In the event of high winds, heavy rain, thunderstorms, or other circumstances causing outdoor activities to be unsafe, all campers will be moved inside the building. If the weather is forecasted to pass within one hour, camp will continue inside and return outside once safe. If the weather is not forecasted to pass within one hour, parents and guardians will be notified to pick up their child via Remind and email. Campers are expected to be picked up within 30 minutes of the time parents and guardians are notified.

### **Indoor Camp Plan:**

If thunderstorms or other weather causing outdoor camp activities to be unsafe are forecasted for the majority of the camp day, Hands-on House Summer Camp will move to the indoor camp plan. With this plan, camp will only run for two hours.

Campers will come at the following times:

- 4-5 year olds: 9-11:00
- 6-10 year olds: 12:00-2:00

Decisions about moving camp to the indoor camp plan will be made by 8 am the morning of camp. There will be no lunch on these days. All campers will be required to wear masks while they are inside the museum.

## **Emergency Procedures**

Hands-on House Summer Camp staff will be trained in emergency plans and procedures. In the event of a fire, medical emergency, or other emergency, campers will be relocated to the emergency meeting spot; this spot is located in the grass next to the playground and parking areas. Notification of early pick up will be sent through email and the Remind app, as is detailed in the Communication header. If an emergency occurs, camper pick up will be located at the emergency meeting spot rather than the normal pick up spot.

## **Medical Policies**

### **Mask Policy:**

Hands-on House values a safe environment for all children. Hands-on House follows CDC guidelines to maintain a healthy and safe environment and to prevent the spread of illness or COVID-19. Additionally, campers are required to follow museum mask policies. As of March 2022, masks are optional in the museum, except for Thursdays, which is a mask required day. Campers will not be required to wear masks at camp except for Thursdays, when they will be required to wear masks when inside the museum.

### **Illness:**

In order to prevent the spread of illness, children should not come to camp if they are sick or not feeling well. This includes, but is not limited to:

- Runny nose or congestion
- Cough
- Sore throat

- Fever
- Lasting headache
- Nausea
- Strep throat
- Pink eye

If a camper develops any of these symptoms, the camp director will call their parent/guardian to pick them up. Pick-up is expected within 30 minutes of the phone call.

### **First Aid:**

In the event of a minor injury that requires first aid, such as a scrape or cut, first aid will be provided by a staff member. Only staff members with first aid certifications will apply first aid. An injury report will be filled out for all injuries that occur. Upon pick up, parents/guardians will receive an Injury Information Card entailing the type of injury, action taken by camp staff, and a short description of what caused the injury.

### **Moderate Injuries:**

In the event of moderate, but not life-threatening, injuries, camp staff certified in first aid will assess the situation and apply first aid. The child's parents/guardians will be called and informed of the injury and given an Injury Information Card upon pick up. Moderate injuries include:

- Bee stings
- Head bumps/injuries
- Sprains

- Cuts or scrapes that require more than a band-aid
- Large bruises

**Medication:**

Hands-on House Camp Staff will not administer any medication to campers. If campers need medication administered during camp hours, parents should make medical arrangements for themselves or medical personnel to do so. This information should be in the camper's medical forms; parents/guardians should also be in contact with the camp director to ensure proper medical care.

The only exceptions to this are EpiPens and inhalers. For both EpiPens and inhalers, a written action plan for use must be written, given to the camp director, and reviewed by the camp director and the child's parent or guardian. On the first day of camp, the inhaler or EpiPen, along with a copy of the action plan, should be placed in a clear plastic bag labelled with the child's name. The child's parents/guardians should also inform camp staff if the bag should be returned daily or at the end of the week.

**Health Information:**

If a child has a health condition that requires specific treatment or staff awareness at camp, the child's parent or guardian should be in contact with the camp director. Hands-on House will make every effort to accommodate the child's needs within its ability. The camp director will call the parent or guardian to talk about specific directions of what the child requires. After the phone call, the camp director will email their understanding of the directions to the parent/guardian to ensure proper understanding of the child's medical needs.

**Disability Accommodation:**

Hands-on House values a safe and inclusive environment for all children and will make every effort within its ability to accommodate children with disabilities.

Parents/guardians of children with disabilities should be in contact with the camp director to entail any accommodation their child requires to have a successful experience at camp.

## **Behavior Policy**

Hands-on House values creating a safe, welcoming environment for all children. All campers are expected to treat each other and staff members with respect and kindness. All staff members are expected to set an example for campers in how they treat one another. The following section details expectations for campers and the procedures staff will take if a camper breaks a rule.

### **Camp Rules:**

All campers are required to follow the camp rules. Campers will learn these on the first day of camp and be reminded of them every morning. The camp rules are:

- Be respectful and kind to others
- Follow teacher directions
- Always stay with your group
- Use equipment and materials properly and gently
- Clean up after yourself

### **Inappropriate Behavior:**

The following behaviors will not be tolerated:

- Bullying (targeted name-calling, teasing, physical aggression, etc.)

- Inappropriate language
- Destruction or alteration of camp property
- Physical play (roughhousing, pushing, hitting, etc.)
- Disrespect towards staff

**Behavior Plan:**

If a camper breaks a camp rule or engages in inappropriate behavior outlined above, camp staff will follow the following steps:

1. Verbal redirection (up to 3 times)
  - 1<sup>st</sup> time: verbal redirection
  - 2<sup>nd</sup> time: verbal redirection with reminder of which rule they are breaking
  - 3<sup>rd</sup> time: verbal warning with warning of consequence if behavior continues
2. Sit out of activity (up to 1 minute for each year of the child's age)
3. Talk with the Camp Director about why the behavior is unacceptable
4. Phone call home to parents/guardians
5. Parents/guardians called to pick up child early

In the event of severe behavior infractions, such as bullying or harm of others, camp staff may skip steps in the behavior plan. The Camp Director and museum Executive Director may remove a camper from camp if severe behavior infractions occur or persist.

**Parent Communication:**

If steps 2 or above in the behavior plan are taken in response to behavior infractions, a Behavior Infractions Take-Home Card will be filled out by the child's group teacher and/or the camp director. The card will indicate any rules that were broken, consequences given, and a short description of what occurred. Parents/guardians will receive the card upon pick-up.