



2022 Camp RAD Operating Handbook and COVID-19 Safety Plan

Our summer camp program will follow the Centers for Disease Control and Prevention (CDC), state and local health guidelines to ensure the safety of our campers and staff. ****This document is evolving and subject to change****

Daily Health Screening During Camp

- All children and staff (with the guidance of his/her parent or guardian) are required to complete a daily health check at home before drop off. If your child has a fever of 100.4 or higher, he/she will not be able to attend that day.
- If your child is not feeling well the day/night before camp, please do not send them to camp. (Siblings should also stay home and be monitored) Please do not send your child if you have given them fever reducing medicine. Please notify Camp RAD of your child's symptoms and to discuss a plan moving forward for resubmissions to camp.
- Campers must be fever-free without the use of fever reducing medication for a period of 24-hours before returning.
- Please be aware of COVID-19 symptoms such as cough, shortness of breath, chills, headache, vomiting, diarrhea, sore throat, body aches, or loss of taste/smell.
 - Travel Restriction- Camp RAD will follow current County and State restrictions regarding travel.
 - Staff will monitor health by doing visual health check of your child throughout the day.
 - A medical isolation (quarantine) space will be established by any child/staff that is feeling ill and in the process of being picked up. Parents is required to arrange pick up with 30 minutes of being contacted if his/her child is not feeling well.

Hand Washing and Health Protocols

- At the beginning of camp, we will teach campers:
 - How and when to effectively wash and sanitize hands;
 - Upon Arrival; Before eating food; Before and after activities; After touching frequently touched surfaces; After using the bathroom; After using common items such (sport equipment/craft supplies), After coughing/sneezing.
 - How to practice physical distance in various settings. (indoor, outdoor, transitions activities, etc.)
 - Groups will be limited to an average of 12-18 campers, depending on age.

Face Masks

- Masks will be optional. Parents, campers, instructors, and staff will have the opportunity to choose if they wish to wear a mask regardless of vaccination status. Camp RAD will follow Bucks County Department of Health and CDC guidelines as COVID-19 protocols are ever changing.
- Masks should be identified by the camper's name. Please provide clean masks in his/her camp bag daily if you would like them to wear them indoors/outdoors.

Cleaning/Sanitizing

- Camp RAD will implement sanitation procedures throughout the day, disinfecting high volume surfaces and bathrooms regularly throughout the day.
- All equipment and craft supplies will be wiped down immediately after use.
- Changing areas and locker rooms will be cleaned and disinfected daily.
- Camp RAD will use products that meet EPA disinfection protocols.
- Hand sanitizing stations will be available around camp.

COVID-19 Suspected Case

- The child's parents will be notified immediately and will be required to pick up their child and siblings with 30 minutes of notification. We gladly ask that parents who are unavailable for sudden pick up; make arrangements with authorized release to your emergency contacts. This camper will be masked/brought to a separate quarantine location.
 - Your child must be tested for COVID-19 and parent must report test results back to Camp RAD. If the diagnosis is COVID-19, your child and siblings must remain home until medically cleared in accordance with Bucks County Department of Health.
- If a camper/staff is diagnosed with COVID-19, we will notify the families of all other children in that cohort. The camper/sibling will need to stay home until medically cleared in accordance with Bucks County Department of Health guidelines. We will maintain the confidentiality of any affected campers.



- We may consider asking an exposed “group” or “close contact” to remain home until confirmation of a diagnosis can be made, and if positive, remain home until the “group/close contact” is determined cleared of infectious risk or transmission.
- If a camper is sent home because of COVID-19 diagnosis (either that child’s own diagnosis or the diagnosis of another child in his/her group), Camp RAD will credit your account for the 2023 season for any days of camp missed.
- If your camper is sent home for any non-COVID illness or injury, there will be no reimbursement, credit, or make up for days missed.
- We will follow Bucks County and Pennsylvania guidelines regarding how long a camper or staff member must remain out of camp after being diagnosed with COVID-19. We will follow Bucks County and Pennsylvania directions regarding how long contact traced individuals must remain out of camp.

Packed Snack and Lunch Requirements

- You will provide a snack and lunch daily for your child. We will have special treat days with pre-packaged popsicles/water ice, ice cream and soft pretzels. (If your child has an allergy to any of these products, you can send in a treat that particular day.)
- All lunches should be LABELED.
- Lunches should be packed with disposable utensils. We will put Tupperware back into your child’s bag.
- Please provide a separate LABELED snack for regular day and aftercare. If your child needs more than one snack, you can store them inside his/her bag.
- PEANUT FREE: We are peanut free at Camp RAD.
 - If you send a sandwich with Almond Butter, Sunflower Butter, WOW or a substitute filler that looks like peanut butter, please label your sandwich.
 - Please remember not to send peanut products; trail Mix, granola bars, candy, cookies, etc.
- Lunches and snacks will be refrigerated upon arrival.
- A microwave is available to heat up your child’s lunch. Please stick a label on the item to let us know how long to heat up.

Personal Item Requirements

- Campers are not permitted to use personal cell phones, cameras, or any electronic devices at camp.
- All personal items (goggles, masks, swim suits, towels, and camp shirts); should be taken home daily and washed after each camp day.
- Please label your child’s camp shirt, camp bag, lunch bag, snack, towel, sunblock, etc.

Required Medical Form

- Camp RAD requires up to date immunization records on file. Camp RAD also requires an up-to-date wellness visit on file. (Our Pennsylvania Health Assessment form is located on our website.) Please send your child’s medical forms to info@camprad.net All medical forms were due on May 15th, 2022.
- If your child has an allergy or medical condition, please fill out our Allergy/Medical Condition form before 6/13/2022.
- If your child is high risk for complications related to COVID-19; we encourage you to take additional precautionary measures including consulting your healthcare provider.

Medical Procedures:

- Staff will perform minor first aide to your child. You will be notified of an incident at pick up or called by staff to discuss. We will write a report for you daily. If more significant illness or injury occurs, parents will be contacted immediately and emergency personal called if necessary. We will not administer any medication unless you have provided written consent or permission over the phone.
- Your child may not have any medication in his/her possession while in our care. All medication must be given to a staff member and accompanied by a note and signature to dispense.
- Staff will assess your child throughout the day for any COVID-19 symptoms. We will separate your child from the camp if showing any symptoms. We will contact you to pick up your child.
- We will have a certified nurse helping this summer with COVID-19 symptoms/situations. Christine’s contact information is provided. You will need to speak with Christine and discuss what procedures to follow.

Changing Schedules:

- Refunds of camp fees are not provided after May 15th for any reason, including, without limitations: absences, suspensions, dismissals, and withdrawals. Schedules are FINAL for the 2022 season.
- All unpaid fees shall be due and payable in the amounts and at the times designated in the contract.
- For extended illness, credits will be on a per day basis beginning after the 3rd day of absence. A letter from a physician is required for a refund. Credit will be applied to your child’s 2023 camp season.



- Absences from Camp RAD will be monitored. (Please email, text or call your child out when he/she is not coming for a scheduled day.)
- Please notify Camp RAD with timely, accurate, and honest information if your family is exposed to a person with COVID-19 or if someone in your family has become ill/symptomatic.

Pick Up/Drop Off procedures

- **Before Care: Starts at 7:30am-8:45am.** Please park your car in the main parking lot and walk to the LEFT of the white main VE building. Camp RAD's Office is located on the hill as you walk down the path. You will sign in your child every morning. A staff member will then take them to our Before Care activity area.
 - RAINY DAY PROCEDURE (Before Care)
 - You may drive down the gravel driveway (located to the left of long driveway as you enter facility) and pull into the smaller parking spots by the picnic grove/stage.
 - We will open the gate at 7:25am. Please be patient. Your child's safety and health are our top priorities. You will walk them into the brick building and a staff member will sign them in.
 - If your child shows signs of being sick or has a temperature of 100.4 F, your child will not be able to attend that day. Please check in with the Camp RAD office or email Kelly.
 - Please let the staff know any information you want to pass along for your child. (Change of pick up time, staying for after care, left something at camp, someone else is picking up, etc.) NOTES ARE NICE.
- **Regular Day Carline Drop Off: (MAIN PARKING LOT)**
 - Junior Camp (Pink, Orange, Purple, Teal, Kiwi, Yellow, Coral)
 - Drop off time is 8:45am to 9:00am. (If you have a sibling in Senior Camp, it is okay to drop off at the earlier time)
 - Senior Camp (Kelly Green, Red, Gray, Blue)
 - Drop off time is 9:00am to 9:15am. (Please don't come earlier than 9am. We need to stagger arrival)
 - Please proceed to the main parking lot. There will be a carline forming for drop off. You will follow the staff/signs to the directed drop off area.
 - Please be patient. Your child's safety and health are our top priorities. When it is your turn in line to drop off:
 - Please remain in your car.
 - Our staff will get your child out of the car. (Placing them on the right side of the car is very helpful)
 - Please let the staff know any information you want to pass along for your child. (Change of pick-up time, staying for after care, left something at camp, someone else is picking up, etc.) NOTES ARE NICE.
- **Regular Day Carline Pick Up:**
 - Junior Camp (Pink, Orange, Purple, Teal, Kiwi, Yellow, Coral)
 - Pick up time is 3:10pm-3:30pm (If you have an older camper, he/she will be ready for pick up at this time)
 - Senior Camp (Kelly Green, Red, Gray, Blue)
 - Pick up time is 3:30pm-3:45pm
 - Please proceed to the main parking lot. You will follow the staff/signs to the directed pick-up area.
 - Please be patient. Your child's safety is our top priority. When it is your turn in line to pick up:
 - Please remain in your car. Please have your car tag showing on your dashboard or visor.
 - We will bring your child to the car.
- **After Care: 3:30pm-5:30pm.** Please park your car in the main parking lot and walk to the LEFT of the white main VE building. Camp RAD's Office is located on the hill as you walk down the path. You will sign out your child every afternoon. A staff member will have he/she come up to the office/back patio pick up area.
 - RAINY DAY PROCEDURE (After Care)
 - You may drive down the gravel driveway (located to the left of long driveway as you enter facility) and pull into the smaller parking spots by the picnic grove/stage. We will bring your child to the car.

**If a parent/guardian will be arriving outside of the designated hours, please call the Camp RAD office or stop at the office to drop off or pick up your child.

Pool Procedures:

- We will be at the pool from 9:30am to 1pm daily; Monday to Friday. Your child will get a daily schedule and you will see his/her designated time. (VE Members will not be in pool area during this time.)
- Bathrooms, changing areas, tables and areas that campers touch frequently will be disinfected routinely before, during and after we leave the pool area.
- Swim vests are required for campers who cannot swim. They will remain at camp as long as you are enrolled. We do not recommend taking them home daily/week. (Puddle Jumper Brand is recommended) PLEASE LABEL.



- Your child will be tested to go into to our deep end of the pool (4FT-10FT). He/she will have to tread water for 60 seconds. Then swim from the wall to the rope and back without looking like they are in distress or need help. If the lifeguard passes your child, they will be wearing a deep end band daily.
- We will follow all of Bucks County Department Outdoor Pool Operation Policies under The VE Club Management.

Rainy Day Procedures:

- Before Care: Please proceed down the gravel driveway, pull past the stage area and park to the left. You can walk your child into the brick building and we will sign them in.
- Regular Carline Drop Off/Pick Up: Please proceed to the main parking lot and enter the carline drop off area. We will perform the same drop off procedure as a normal day. Your child will go into the main building.
- After Care: Please proceed down the gravel driveway, pull past the stage area and park to the left. Our staff will bring your child to your car.

Things to bring to camp daily:

- Please send your child in wearing his/her camp t-shirt. We provide one with enrollment and you can purchase additional shirts for \$10 each. Please label his/her shirt.
- Please send your child in his/her bathing suit (under their clothes) and pack a pair of underwear/shorts to change in to after swim. This will help with less kids in the changing area. We recommend 2-piece bathing suits for girls) If they don't like to wear his/her bathing suit into camp, please send a bathing suit with them daily.
- Please sunblock your child before arriving to camp daily.
- Please send a labeled bottle of sunscreen for each camper to keep in their bag. You can also provide us with a face stick. Staff will apply sunscreen throughout the day. (Spray is preferred)
- Please provide a plastic bag daily for child's wet clothes.
- Please send your child in sneakers. You may put sandals/flip flops/slides in his/her bag for the pool.
- Please send your child with a labeled towel.
- Please send a labeled water bottle in with your child daily. (Does not have to be large) We have water coolers and ice to fill them throughout the day.
- Bags: Please provide them with a bag that is easy to carry to and from the pool.
- Lunch Bags: Please write his/her name on their lunch bag. If you send Tupperware, please label it so it can be washed and returned. NO PEANUT PRODUCTS: We are peanut free!
- Snack Bags: Please send your child with a regular day snack and after care snack if they are attending. Please write his/her name on the bag/product.

BEHAVIOR AGREEMENT

We will follow regular behavior policies. Bad behavior will not be tolerated. Please talk to your child about his/her behavior and the importance to follow the rules. In these stressful and uncertain times, we will not tolerate inappropriate behavior. For the safety of all other campers and counselors, any campers that cannot follow these safety rules will be dismissed immediately. We will call you and ask you to come pick up your child, should their behavior warrant such.

Camper must:

- Stay with assigned group at all times.
- Be responsible for their own actions.
- Never hit, push, shove, bump or be rude to others.
- Respect others in what you say and do.
- Listen to Camp RAD Staff and follow directions.
- Use appropriate language.
- Keep hands to oneself and maintain self-control.
- Take care of own belongings.
- Use equipment and supplies in a safe and appropriate manner.
- Teasing and bullying are not tolerated and children should report these incidents immediately to his/her counselor.
- Communicate properly; no foul language/gestures/harsh words.



DISCIPLINE PROCEDURES

For the benefit of all participants, there may be situations that require some form of disciplinary action taken by Camp RAD. While most of this discipline is minor (sit out of an activity), it is possible that additional discipline may be warranted. In these cases, campers may be suspended from the program for a period of one day or more. If problem(s) continue, campers may be expelled from the program and forfeit all payments for the season.

If a camper interferes with the proper and/or safe function of the program, we will notify the parents of the situation and ask for the parents' help in resolving the problem. In many instances, making the parent aware of the situation will correct any problems.

We will not tolerate vandalism, fighting, foul language, bullying or troublesome and unsafe behavior. Additionally, any campers found to be abusing others personal property or rummaging through other's belongings will be suspended and/or expelled from the program. No weapons of any kind are allowed in the program.

All disciplinary actions will be recorded on our Disciplinary Report form. Parents or Guardians are responsible for paying for any damages or repairs caused by participants.

Steps for Disciplinary Action:

In an effort to better acquaint the participants and parents of our discipline procedures, Camp RAD is providing our policy for dealing with disciplinary concerns during our camp program. On the first day of the program our leaders will establish site rules. We review these rules with all campers and ask them to acknowledge that they understand our rules and boundaries. We stress to each of our leaders to be fair to all parties involved, listen to all sides, make the discipline fit the offense, and do not pre-determine an individual's guilt based on previous behavior or other circumstances.

Disciplinary actions will be taken in this order...

Step 1: Verbal Warning

- Staff will inform the camper that behavior was not appropriate and redirect them to our behavioral agreement.

Step 2: Time-Out

- Staff will make the child aware that he/she have crossed a defined boundary, have them acknowledge their wrong-doing; explain why they need to sit out of an activity for a brief period of time. He/She will be given time to self-calm or alternative activity until ready to return to scheduled activities with their group.

Step 3: Discipline Report Sent Home / Parental Notification

- If the behavior persists, our Senior Counselor will report the child to the Supervisor/Director and a discipline report will be recorded. The Supervisor/Director then notifies the parents that a discipline report is being sent home. A parent needs to sign the form and return it to the Supervisor/Director that same day or the next day. The Supervisor/Director also copies the signed form.

Step 4: Parental Meeting / Behavior Contract

- If the behavior persists, the Director will contact the parents. The parents are asked to meet with the Supervisor, Senior Counselor and Director. Meetings will be scheduled during regular operation hours. Behavior issues will be discussed, resolutions will be determined, and a behavior contract will be created and signed by the child, parent, and Director.

Step 5: Program Suspension / Expulsion

- If the behavior persists, Camp RAD reserves the right to suspend the child for a period or to expel the child pending severity. If a child is expelled all fees paid are forfeited. Camp RAD reserves the right to skip steps should the situation warrant.

Kelly Degorski (Owner/Camp Director) 215-601-1771 (call or text) Email: info@CampRAD.net

Camp RAD (Office) 215-572-0469 (Call or text)

Camp RAD COVID-19 Nurse Christine Cataldi 215-485-0105 Email: CampRADnurse@gmail.com

Camp RAD Location: 130 Davisville Road, Warminster, PA 18974 (Property of The Vereinigung Erzgebirge Club- VE Club)