

MOSHOLU DAY CAMP

CAMP OPERATIONS HANDBOOK

SUMMER 2022

Addressing CDC and American Camp Association & NYS Dept of Health Suggested Guidelines



Building
communities
one life
at a time



CAMP AND FAMILY COMMUNICATION

This handbook should help guide parents/caregivers through a successful and safe summer. The handbook offers up to date helpful hints and tips that answer many of the questions that you may have about our policies and procedures revolving around the current pandemic.

Communication is key, and while nobody has all of the answers, we certainly want all of you to know what we are thinking. In 2020, Mosholu Day Camp was the first camp to receive a NYS permit and we operated for 8 weeks without a single case of COVID. Experts believe that an organized, structured, and monitored environment like camp is the safest place children can be this summer and we have made changes to ensure that Mosholu Day Camp is just that. We have spent a great deal of time studying the suggested guidelines and putting them in place at Mosholu. We believe that Mosholu is extremely safe. While we cannot account for cases brought into camp, we are certain that our precautions will limit any exposure to COVID-19 or any of the variants.

We have been working hard to develop ways to ensure our campers and staff members return to a safe environment. Making sure that we operate with the highest standard of safety is our number one priority. While we understand that this represents a change in program from years past, we know that these changes are in the best interest of our campers.

MOSHOLU DAY CAMP BENEFITS

- Large, Spacious Campgrounds
 - 2 Waterfronts
 - 2 Large Outdoors Pavilions
 - 2 Sports Fields
- New Activities this summer include....
- Ropes Swing, Water War Fun, Pickleball and so much more!!!!



GUIDELINES FOR OPENING CAMP

Mosholu Day Camp's priority is to provide campers an organized, safe and proper leadership in a relaxed rural setting, away from our campers' homes, while making sure that we operate with the highest standard of safety. Mosholu Day Camp's Operations Handbook prioritizes the health and well-being of our campers, staff and the families we serve as well as discuss day to day camp program & operations.

- Mosholu Day Camp encourages campers to be fully vaccinated before the start of camp.
- Parents should monitor children for cough or sore throat, headache, tiredness, runny or stuffy nose, body aches, diarrhea and vomiting and obtain a COVID test if these symptoms occur.
- Parents must notify the camp if there is a positive case of COVID.
- Camp Staffing – small groups 1:8 is ideal. They will be moving independently. Groups do not inter-mix, there will be a floating counselor for bathroom and breaks.
- Masks worn by campers and staff on bus and indoor areas– not by campers in open areas, unless social distancing is impossible. They must be worn in passive activities such as Arts & Crafts.
- Scheduling – equipment use is every other period to allow for disinfection and cleaning between usage.
- Parents play a large part in protecting everyone's safety as they must communicate symptoms and positive cases to the camp staff.

REIMAGINING A SAFER CAMP

After a successful summer in 2020 and 2021, we know that camp is potentially the safest place for children. We have increased the safety procedures and policies and will continue to minimize risks and provide campers with an amazing summer camp experience. The staff have been vaccinated and all will be tested throughout the summer to ensure that they are safe.

Mosholu Day Camp is committed to ensuring that our campers and staff members return to a safe environment, operating with the highest standard of safety.

Mosholu Day Camp

- Staff training (COVID guidelines implemented)
- Small groups – stay together every day (pod)
 - Outdoors – all the time
- Teach and reinforce handwashing
- Clean and disinfect – regularly with set schedules
 - Stay home when sick
 - Face coverings
 - Vaccinated Staff



GROUP SIZE AND SOCIAL DISTANCING

Small camp household (pod)

- A maximum of 8 campers and 1 staff in a household

Households will not mix

- Households will be required to maintain appropriate social distancing from other households
- Households will be comprised of campers of the same age group
- Households will not share bunks

No large camp gatherings

- Camp-wide Pow Wow's have been canceled
- Special event days will be restructured to accommodate social distancing among households.

Safe interaction with external staff

- All staff that work outside of the household will be required to wear proper PPE

WHAT IS A HOUSHOLD (pod)?

Campers will be organized into small self-contained groups with dedicated supervisory staff that stay together all day, every day. These groups will be comprised of campers of the same age group.

Households will social distance by not mixing or interacting with any other household during the camp day. They will remain together, like a family. Any other staff that interact with campers outside of the household, such as activity specialists or bus counselors, will wear protective equipment (PPE) according to the guidelines established by the CDC.

RAINY DAYS

The campgrounds are equipped with enough indoor spaces, so that we can conduct program. If the weather breaks, we will go back to regular camp activities including swim. Households will have their own designated cabins to retreat to in the event this does happen.



HOUSEHOLD RATIOS AND STAFFING

A household is a self-contained group of campers from the same age group and their supervisory staff that stay together all day, every day.

WHAT WILL THE SUMMER LOOK LIKE?

At the Mosholu Day Camp, for 2 to 8 weeks, campers 5-14 will continue to get the camp experience. They will learn new skills, play, build self-esteem, and make new friends. This will remain the same. Large camp-wide gatherings such as Pow Wow will meet social distancing requirements. All camp events will still occur but will be modified for camper's safety and enjoyment.

This summer, we planned to offer off-site camp trips, late night activities & overnights for an additional fee, however due to the Omnicron uptick, this has been temporarily put on hold.



CAMP PROGRAM AND ACTIVITIES

At the Mosholu Day Camp, our campers participate in an array of traditional camp activities such as instructional and recreational swimming, music, art, trips, archery, boating, dance, sports, drama and many more. A highlight at the camp is beautiful Lake Cohasset. Our 5 swim bays, deep water areas, water trampoline, slides and boating program allow the campers to cool down and enjoy the summer. Children need to socialize, exercise, and learn in order to continue along with their developmental milestones. This is the time for them to be engaged in as much outdoor activity as possible.

Safety Protocols

- Outdoor areas
- Quality Small Group Instruction
- Cleaning and sanitizing procedures
- Program supplies to be rotated between groups

ACTIVITY PERIOD CHECKLIST

- All campers and staff members wash/sanitize hands when they arrive and depart each activity period
- Cleaning and disinfection will be completed on all equipment and supplies before being used by another group
- Sports and games will limit contact as much as possible
- Commonly touches surfaces, switches, sink knobs, tables, benches or handles, etc. will be cleaned after each activity period

ACTIVITIES FOR SUMMER 2022

Activity period times fluctuate depending on the activity. They are normally 45 minutes. There will be sufficient time for campers and staff to wash/sanitize their hands.

Activity List

Arts & Crafts	Rock Climbing	Kickball
Baseball	Dance	Nature
Basketball	Drama	Soccer
Ceramics	Flag Football	Swim
Boating	Gaga	Tree Climbing
Canoes	Paddle Boards	Group Games
Volleyball	Fitness	Corcls
Peddle Boats	Ropes Course	Pottery
Pickleball	Flying Squirrel	Archery
Cooking		

CLEANING PROCEDURES

Mosholu Day Camp will increase cleaning and disinfection by our professional maintenance staff. All bathrooms will be cleaned and disinfected hourly. Other areas of camp will be cleaned and disinfected every other period in between activity usage, this includes all equipment and supplies.

Maintenance Team

- Dedicated and trained staff
- Staff are thoroughly trained and strictly supervised on cleaning protocols

Cleaning Timeliness

- Shared areas and equipment cleaned after each household
- Hygiene protocols posted in all program areas

Mandatory Handwashing

- Handwashing/sanitizing before and after all activities and before eating
- Sanitizing stations and hand washing facilities in all program areas

Sanitizing and Disinfection

- EPA approved disinfectants
- Soaps and sanitizers recommended by the CDC

SWIMMING

Mosholu Day Camp's lakefront is where the most fun in camp happens, as swim is a favorite activity. Our swim program has proven to be beneficial in teaching children to swim. Our 5 swim bays, 2 deep water areas, water trampoline and boating program allow the campers to cool down and enjoy the summer. As of now, there is no evidence that the virus can be spread to humans through the use of water during swim or play. Campers will still have instructional and recreational swim, spread out with only one group of 8 in each area.

Safety Protocols

- Daily swim
- Smaller groups in swim bay at a time
- Buddy checks
- Assigned places and spread out for social distance
- Consistent Lifeguards assigned to each household
- Boating/SUP and life jackets



TRANSPORTATION

BUSES

Transportation is the backbone of the day camp program. Campers and staff need to arrive to and from camp each day in a safe and timely manner. We have changed our procedures to be sure that this summer is even safer for all campers and staff.

Procedures

- Parents should symptom and temperature check prior to leaving the house each morning.
- Drivers and Bus Counselors will maintain all protocols for safety.
- Revised drop-off and pick-up bus stop procedures for parents
- Campers and staff will wear masks on bus
- As buses arrive to campgrounds, times will be staggered so that campers are allotted enough time to disembark without congregation.
- Parents are not permitted on the bus due to our insurance and the camper's safety.

Safety Protocols

- Campers will be assigned seats
- Efforts will be made to have campers from the same group or family sit together
- **Face Coverings/Masks**

Enhanced Cleaning and Sanitizing

- Buses will be cleaned and sanitized daily by our maintenance team mid-day
- Buses will be cleaned and sanitized each evening by company maintenance
- The bus company will more thoroughly sanitize each bus at the end of each week

PARENT PICK-UP AND DROP-OFF

This summer, parents may provide their own transportation for their camper.

Safety Protocols

Parents Remain in Vehicles

- Parents should remain in their vehicles and wear a face covering.

Handwashing/Sanitizing

- Campers will be required to wash their hands/sanitize prior to joining their household.

Designated Meeting Locations for Household

- Campers will be escorted to their households designated meeting area by leadership staff

CAMP VISITORS

Parents or other visitors will not be allowed to enter the camp beyond the parking lot to avoid any outside contact with the campers.

All parent visiting days have been put on hold for this summer.



DAILY LUNCH AND SNACK

Campers will have to bring their own lunch this year. Lunches unfortunately will not be able to be heated.

All snacks will be pre-packaged individually wrapped for quick and easy serving. Furthermore, parents who wish to send their campers with own snack, you are still welcomed to do so.

Safety Protocols

Handwashing and Sanitizing Stations

- All campers will wash/sanitize their hands before eating lunch and snack

Outdoor Lunch Seating

- There are 2 outdoor lunch pavilions and numerous picnic tables all around camp to reduce the number of campers in any area eating together.

Assigned Lunch Tables

- Assigned lunch tables for the summer will allow for adequate social-distancing between households.
- Each group will be adequately spaced from other groups with the same lunch and snack time.
- Tables will be cleaned and sanitized before and after lunch and snack daily.



ITEMS TO BRING TO CAMP

*****All items sent to camp must be clearly labeled with the camper's full name *****

All campers must bring to camp every day the following items:

- Lunch
- 2 bathing suits
- Towel
- Sunscreen
- Plastic bag for wet items
- Water shoes (for walking from bunk to the swim area and to leave at camp)
- An extra pair of underwear and shorts
- Hat
- Bookbag to hold all of the camper's items

All items will be kept in the camper bunk throughout the day



SYMPTOM MANAGEMENT PLAN

In accordance with the New York State guidelines, our plan addresses best practices based on the current recommendations of the Center for Disease Control and the American Camp Association for handling a camper or staff member with symptoms.

Camp Medical Team

- Camp Nurse
- Operations Team
- EMT
- First Aid Staff

Communication

- Follow all reporting guidelines to DOH
- Alert families and staff immediately



MEDICAL STAFF AND INFIRMARY CABIN

All interactions will be done there, outside of the cabin, unless it is an emergency situation that requires the nurse to go indoors or a staff or camper to go into isolation.

All minor injuries like bumps, bruises, scrapes that occur during the camp day will also be treated outdoors.



SYMPTOM AND TESTING MANAGEMENT PLAN

WHAT HAPPENS WHEN A CAMPER OR STAFF DEVELOPS COVID-19 LIKE SYMPTOMS WHILE AT CAMP?

1. The individual will be directed to the screening area where they will be further assessed by the nurse.
2. They will then be given an N-95 mask.
3. Parent/emergency contact will be notified and asked to come to camp and take them home.
4. The individual will be isolated until their parent/emergency contact arrives.

WHAT HAPPENS WHEN THERE IS A COVID-19 POSITIVE DIAGNOSIS?

If a camper or a staff communicates that they have a positive COVID-19 test, we will notify the proper health authorities and members of the individual's camp household immediately. All areas that the individual came into contact with, will then be deep cleaned and disinfected thoroughly. All others who the Dept of Health determine came into close contact with the individual will need to follow Dept of Health guidance pertaining to quarantine.

INDIVIDUALS CAN RETURN TO CAMP WHEN:

1. Based upon a discussion with camp leadership following current NYDOH guidance, individuals will be able to return to camp if they are not symptomatic and have followed all current guidelines. The camp receives copies of all current guidelines as they are issued.

The camp will follow the guidelines of the NYS Department of Health. If a vacation or travel involves a mandatory quarantine or specific testing, the camp will follow the specifics as advised. There will be no refunds in this occurrence. Please be aware that specific states, dates and guidelines may change at any time and we MUST follow the laws as directed by the NYS Department of Health, who is our licensing agent.

Frequently Asked Questions...

1. How can I register for Mosholu Day Camp?

— Register online at <https://www.mmcc.org/camp-registration/> or please visit our main site at MMCC, 3450 Dekalb Ave. Bronx, NY 10467. A \$500 deposit per camper is required. For any assistance, please call us at (718) 882-4000 ext. 0

—Campers enrolling in Camp Sunshine must call or email the camp office to arrange an interview.

2. If I register and learn that my child has to go to summer school, can I get a refund?

—The following is our Camp Refund Policy

- a. A \$300 refund on the \$500 deposit is available until March 31st or 3/5 of the total amount paid. There is no refund for any reason if you enrolled to Legacy or Black Friday promotion
- b. A \$250 refund on \$500 from April 1 until May 31 or ½ of total amount paid.
- c. There are no refunds for any reason after 5/31

Once camp begins there are no refunds for missed days of camp for any reason:

This includes: sick days, vacation days, COVID protocols, suspensions due to behavior

Mosholu Day Camp strongly encourages campers to be vaccinated, however will not enforce a vaccination protocol unless enforced by the New York State Department of Health. Should a camper be required to quarantine as a result of exposure, since we do encourage campers to be vaccinated, there will be no refund or credit issued. According to the New York State Department of Health, vaccinated campers do not need to be quarantined, however they will be asked to wear masks at all times.

3.- What is your masking policy at camp?

—Mosholu Day Camp strictly follows New York State Department of Health guidelines and all campers will be asked to wear masks on the bus and in any in-door areas. Staff will be asked to wear Masks at all times with the exception of the waterfront. Campers and staff who have been exposed to COVID will be asked to wear the mask based upon New York State Department of Health guidelines.

4.- What is the camp's vaccination policy?

—Mosholu Day Camp strongly encourages campers to be vaccinated for COVID, however will not enforce a vaccination protocol unless enforced by the New York State Department of Health. All staff must be vaccinated fully before camp begins. All other vaccinations such as MMR that are required by the Department of Health must be listed on the medical form.

5.- Does the camp need parents to send the camper COVID **vaccination cards**?

-----Campers that are vaccinated should include a copy of their COVID vaccination card with their medical form which is due before camp. Vaccination cards are extremely important for several reasons. If a camper is exposed to a positive COVID case, then we will be able to identify who and how long the exposed camper needs to quarantine. Another important reason deals with camp trips. Should the camper choose the trip option (assuming that guidelines allow for trips), they will have to supply a vaccination card. Only vaccinated campers will be allowed to go on the trip. If a camper gets vaccinated during the camp season, please be sure to email the camp office a copy of the card.

6. - What if my child was **exposed to** someone with COVID?

-----Mosholu Day Camp follows New York State Department of Health guidelines. If your child was Exposed and needs to be quarantined due to not being vaccinated, you must do so. Those campers who are vaccinated, and have their vaccination cards on file, may return to camp but must follow New York State Department of Health guidelines in terms of wearing a mask.

7. - What if my child was exposed to someone who has **symptoms** at camp?

----- Mosholu Day Camp will closely monitor symptoms and remove campers with symptoms from interaction. Should your child be exposed to a symptomatic child, the camp will alert you and continue to monitor your child for symptoms. Your child should get a test five days after the exposure and will be asked to wear a mask throughout the camp day both indoors and outdoors. Both vaccinated and unvaccinated campers who are exposed will be expected to follow these mask guidelines.

8. - What if my child is **demonstrating symptoms** at camp?

----- Mosholu Day Camp will closely monitor symptoms and remove campers with symptoms from interaction. These campers will be brought to the infirmary where they will be closely monitored. Should it be deemed necessary by our staff, parents will be contacted and they will have to come to camp and pick up the child.

9.- Are there any **discounts or scholarships** available?

----- Mosholu Day Camp offers several discounts...

- 1- Legacy Discount- a savings of \$300 if you register before 9/20
- 2- Super Early Bird- a savings of \$150 if you register before 2/15
- 3- Early Bird- a savings of \$100 if you register before 4/15
- 4- Sibling discounts of \$50 are available after one child is registered
- 5- Pop-up discounts are sometimes available, so watch your email
- 6- Scholarships are available if you qualify- it is based upon household income

And number of people living in the household- Tax documents are required.

10.- What if I want to **change sessions** after my child is registered?

----- While we will attempt to make changes in sessions, it is based on availability during that session. There is a \$50 fee of this service after camp begins in addition to the balance or difference in the new season price. After

June 1st, a move from a full session to half session or half session to 2-week session may only be honored based on availability and will include a service charge of \$75

11. - What if my child's doctor has not given us the **medical form** and I won't have it in time for the first day of camp?

-----According to the New York State Department of Health, no child can be on the campgrounds without a valid medical form. These forms are due to the camp office by June 20. Without a medical form, your child can not attend camp and there will be no refund or prorated costs if the medical is not submitted. The medical form must be dated, stamped and signed by a medical provider within one year of August 20.

12.- Is it possible to remove my child from camp due to **behavioral issues**?

-----The camp will make every effort to work with you and your child, we will speak with the child, send home notes, call you to discuss issues, suspend the child if the behavioral difficulties continue. In case a child is suspended from a particular day, or trip, there will be no refund. Suspensions are made in the case of extreme behavioral issues and imposed on the next day of camp regardless of childcare issues.

If the behavior continues or if the child has demonstrated a behavioral issue that endangers their own safety, or another camper's or a staff member's safety, the child will be removed from camp. Should the child be removed from camp, the agency will refund the balance of the days minus a \$150 service charge.

13.- What are the **emergency procedures** should a child get hurt or need to be seen in an emergency room?

----- The camp will attempt to call the parent first; however, we will seek medical attention immediately if we need to. The camp has a nurse and EMTs on the grounds and they will assist in making the decision to call for assistance

14.- What if there is a storm or another emergency where you need to **evacuate the camp grounds**?

----- The camp office will reach out to you via phone (robo-call), text and email. It is important that you keep the camp office apprised of any changes in contact information..

15. - What if the **bus stops** are not near my house?

----- Transportation is included in the fee. There are centralized pick- up points. We do have door-to-door pick-up service for an additional fee of \$125 a week. At the end of the bus run, all campers who have not been picked up will be returned to the Camp office and a late fee will be assessed. The late fee is \$15 from 6pm- 6:15Pm with the addition of a dollar a minute thereafter. It is important that parents have a person to contact and pick up in the event of an emergency. Please understand that while this cost adds up fast, the camp much more interested in your child getting home safely at the end of a long day.

16.- What if I am **late for the bus**?

----- The camp bus is used to transport many children. It has a specific time that it is due at the stop. The bus cannot be made to wait for late families as this impacts the entire camp and campers will not arrive at the camp on time to participate in morning activities. If you are not going to be on time to pick up your child, please text or call us so we can make arrangements for a mutually convenient time and place.

17. - Do you have the availability of childcare for those parents who need **extra time**?

----- Unfortunately because it is a long hard day, our staff needs to go home and rest as well. Those campers who use MMCC for evening drop off can be picked up until 6:00 PM, After this time, the late fee will be assessed

18.- What time will my child get picked up and how long are they on the bus?

-----Bus times are typically worked out in late January and are very tentative as they fluctuate based upon how many children are at each stop and how many children are on the bus. By mid-June bus times are sent out via email and become more official. The time on the bus varies but we make every effort to keep the time on the bus to a minimum. As far as time on the bus, it definitely depends on where your child is being picked up from. The camp is not far from Bear Mountain.

19.- What if my child brings a phone or game to camp to play on the bus but it goes missing?

-----The camp is not responsible for damage or loss of property. Cell phones and video games are not permitted at camp. Campers that bring them for use on the bus are solely responsible for them. All camp clothing and items should be clearly labeled with the camper name on it as the camp does maintain a very large lost and found.

20.- How are the groups formed?

-----Groups are formed based upon the age of the camper. Sub-groups are created based upon buses taken to camp. Exceptions can be made based upon availability and programmatic abilities.

21.- Will my child be able to experience all of the activities at camp every single day?

-----The camp has far too many activities to enjoy all in one day. Each group should be able to rotate through each activity at least one time per week. Weather as well as special events may prevent this predetermined schedule however efforts will be made to ensure that all campers enjoy all of the experiences.

22.- What if my child has an IEP in school but does not need any special services at camp?

-----Campers with an IEP or special needs must make the camp aware during the registration process. Failure to disclose this information may result in a change in or removal from the camp program. Our staff can review the IEP with you and discuss the needs of the camper and our ability to provide appropriate services.

23.- What if I owe money and can not make the payment on time?

-----Please call the camp office right away. While we do not have payment plans we will do our best to work with you if it is possible, however when the payment is expected the child will not be able to attend camp until payment is received.

24.- What if I want my child to sign themselves out and walk home on their own?

-----Mosholu Day Camp has a protocol in place to sign out each child off of the bus. In the instance that you would like your child to sign themselves out and walk home on their own it is OK as long as the child is over 12 years of age. If the child is under 12, we will allow it as long as we receive a notarized letter from the parent. If you would like your older child to sign out a younger child, one child must be 12 years of age or more and the parent must send a notarized letter saying that the older child is signing out the younger child.

25.- What should my child wear and bring to camp?

-----It is best to dress the child in a bathing suit first thing in the morning. This way they will not have to change right away. Each child should wear a tee shirt and shorts along with sneakers. They will do a lot of running around and the ground is not perfectly even so sneakers are important. To get from the bunk to the lakefront they should have some type of water shoe. They can even wear them in the water. After swim, the kids can change into another bathing suit for the afternoon swim and then to dry clothes to go home. Parents should send two towels as well. Please label everything with the child's name.

26.- Does the camp provide **breakfast, lunch and snacks** for the kids?

——At the present time Mosholu Day Camp is not providing breakfast or lunch. Parents should send a cold lunch each day, which will be refrigerated upon arrival at camp. The camp does however offer afternoon snack for the campers. If a parent wishes to send more snacks to camp it is perfectly fine. Please note that campers can not eat on the bus as this creates a dangerous situation for them. Mosholu Day Camp is NOT a peanut free environment since all dining is outdoors. Should your child have any food allergies, it is important that we are aware so we can make the appropriate accommodations.

27.- Is there **anything else** that parents should know about?

——The use of drugs or alcohol is forbidden. There are also no pets, personal equipment or weapons allowed in camp. Violation of this policy will result in the removal of the camper involved. There is no camp on July 4.