

January 5, 2022

Dear PRYC Summer Camp Families,

Summer Camp is fast approaching and we are gearing up for a great time!

**COMMUNICATION FOLDER and FAMILY SIGNS** Each child will receive a folder for communication. This will be used for parents to send notes and payments to camp. Place in the folder and within your child's backpack. You will find within this folder a family car sign.

Please pick up your communication Folder and Family Car Signs from the PRYC vestibule during any of the following dates/times. A camper cannot attend camp without this car sign.

**PICK UP TIMES: June 6<sup>th</sup>-10<sup>th</sup> 8:30AM-7:30PM**

**COVID 19 RESPONSE** Our number one priority is to do everything in our power to keep the PRYC clean and disinfected as well as follow the CDC guidelines established. We have put together a document of steps that we are taking here and is available at the PRYC front desk.

**DROP OFF** will take place as a car line. Refer to the diagram which will be placed within your child's communication folder. Pull in side lot forming two lines. Once you get to the merge point, please take turns to the drop off station. Do not let kids out of the car until it's your turn. We will move fast as we cannot back up onto Community Center Drive. If you pull up and the cars are backed up to the end of the lot, please swing into the Extra Waiting Space Area, noted on map, and wait there until the line opens up. Please have your **family sign** displayed in the car so we know your family name and can mark attendance quickly and easily. Once your child is out of the car, proceed to exit. **Drop off will be on a rolling schedule from 8:55AM-9:15AM.**

**PICK UP** will take place as a car line! Refer to the diagram. Pull in side lot forming two lines. Once you get to the merge point, please take turns to the drop off station. We will move fast as we cannot back up onto Community Center Drive. If you pull up and the cars are backed up to the end of the lot, please swing into the Extra Waiting Space Area, noted on map, and wait there until the line opens up. Please have your **family sign** displayed in the car so we know your family name and can quickly retrieve your child. Once your child is in the car, proceed to exit. If you need to buckle your child, there is a Buckle Spot Area. **Pick up will be on a rolling schedule from 3:45-4:05PM.**

**LATE ARRIVALS** do occur from time to time. Please try to be on time during the rolling drop off time. If you are arriving late, please park in the upper lot, noted on the map, and come inside to register your child at the front desk. Parents please wear a mask.

**EARLY DISMISSALS** please send a note with your child if you need to pick up before **3:15PM. There will be NO DISMISSALS between 3:15PM-3:40PM** unless it is an absolute emergency or special circumstance. We need to focus our time on wrapping up camp and preparing for car line dismissal. If you are picking up for dismissal, please park in the upper lot, noted on the map, and come inside to sign out your child at the front desk. Parents please wear a mask and have ID ready. We will have your child waiting in the lobby 5 minutes before the scheduled pick up time written on the note.

**RELEASE OF CHILD** Children will only be released to a person occupying a vehicle with the **family sign** displayed. Anyone without this sign will be asked to move to the Buckle Spot in order for staff to make appropriate phone calls/id checks etc. If someone without a family sign will be picking up your child, please send a note in to camp with your child so that we can be ready to ask that driver for ID. If you have a last minute different pick up person, please call the front desk to explain the situation as well as name of pick up person, make of car and have that person have ID ready, this will help to ensure your child's safety. We cannot release a child to anyone who is not listed on the pickup list without these above actions.

**PARENTS** coming into the lobby for early dismissals are to remain in the lobby at all times please.

**BACKPACKS** are going to be a must this year. Please pack a back pack for each child. *Inside will be a lunch, snack, communication folder, sunscreen, water bottle and sweatshirt/change of clothes if needed.* This will be an easy way for counselors to keep campers belongings in one spot. Check backpacks for any art projects that come home as well. Campers can bring books to read but please no devices including watches that speak/call out.

**MASKS** All counselors and PRYC staff MUST wear masks while inside the PRYC. (no gym or outside as we can distance) We can watch for all latest county/state rules on this. Stay tuned.

**SCREENING AT HOME AND AT PRYC** We are requiring all families to please do a temperature check prior to leaving the house DAILY. Do not send your child to camp if a temperature is at 100 degrees or greater. If for any reason, the PRYC feels that your child may be sick or not feeling well, we will call you to pick up your child. We will also have the ability to do a temperature check via no touch thermometer or ear thermometer if we feel a camper is running a temperature.

**CLEANING** The PRYC is working with CleanNet and has been for years. CleanNet is required to clean/sterilize according to CDC guidelines! We are grateful for this support every day. You can be assured when your children come into the PRYC, it is clean! In addition to nightly cleaning, the camper will use hand sanitizer or handwashing prior to entering their Hub Classroom every single time. Counselors will sterilize main tables before lunch, after lunch, and at the end of the day as part of their daily routine. They will also be cleaning any areas that they see fit as part of their daily protocol. The playground main bars will be disinfected between groups and main surface areas in the lobby as well as door handles will be disinfected throughout the day. Please know that many of these practices have been in place for years and are standard here at the PRYC.

**SICK CHILD:** A child who is running a fever or ill must not return to the PRYC unless cleared by the family pediatrician. For everyone's safety, this is a simple rule that if we all follow we will prevent the spread of germs. 24 hours after the last fever, or symptom is the general rule, speak to your pediatrician! If a child becomes ill at camp, we have designated a sick child room where a child will be taken until the parent can pick up. The hub classroom will then be thoroughly disinfected.

**CAMPER SUPPORT AREA FOR DROP OFF:** This area is located in front of the playground. We will offer support there to any new camper who is struggling with a camp experience or getting out of the car due to separation. We cannot physically take a child out of the car, but with our support and yours, we can make a positive transition here.

**FOOD/WATER:** Lunches and a snack should be packed daily. We cannot refrigerate so please pack a cold pack if necessary. No microwave use. WE ARE A NUT/PEANUT FREE BUILDING. No sharing of food/drinks. Water fountains will be prohibited. Please pack a water bottle. Counselors will be able to refill water bottles for the campers.

**BUMPS and ICEPACKS:** The entire camp experience is focused on playing games, crafting, sports and having fun! With that fun, there will sometimes be a bump or scrape! No matter how much we follow our safety plans...accidents can happen. Either way, we have plenty of band aids and ice packs. We will send home an injury report or call you if for any reason your child was injured and required attention beyond the simple "a band aid will fix it" scenario. If your child is complaining of headaches, stomach aches and other medical issues, we will assess and call home. Sometimes, a simple talk with a counselor will take away jitters and away that stomach ache will go!

### **ABSENCES/SICK POLICY**

Please call the PRYC at 724-443-3796 if your child will be absent from camp or if you need to get a message to your child. If you know in advance that your child will be absent during certain days of camp that he/she is already signed up for, please let a front desk staff member know. Please keep your child home when sick. Using your best judgement will help everyone stay healthy this summer!

### **REFUND POLICY**

Each family will receive **one credit/change use**. If your child is absent call the office to let us know on the day of the absence at 724-443-3796. We will issue a **one time** credit for a future use. Due to continued absences and cancellations this policy is firm. We need to staff counselors accordingly. **No refunds for no shows as we held the spot for your child.**

### **EXPECTATIONS:**

#### **Camper Behavior**

The PRYC has a positive reinforcement program implemented into our curriculum. Each counselor reinforces good manners and appropriate behavior. Campers are required to be respectful of their peers, counselors, parents and other PRYC staff members. See Code of Conduct.

#### **Positive Approach**

Our intent is to work as a team with the parents or guardian for the best care of each child. A teamwork approach is the only way to correct repeated inappropriate behavior.

1. When a child is unable to follow instructions or cooperate within the program even after he/she has been given warnings/positive plan by the counselor. Lisa Finn will call the parent to discuss the situation and devise a plan to hopefully keep the child within the program. If all attempts have been made and no resolve is working, the child will not be able to return to the program.

#### **Code of Conduct**

Students are expected to maintain themselves in a manner that is respectful to themselves, fellow campers, and the PRYC.

Action steps are listed: No swearing, disrespect, verbal/physical abuse, breaking general program rules, inappropriate language /body actions, and destruction of property or violence.

1. One and Two Verbal Warnings.
2. Third Verbal Warning, and Discussion with Parent.
3. Suspension/Removal from Program or Session.

Please Note: The Executive Director and Business Coordinator have authority to immediately call for removal of any child from the program based on cause and without following the Action Steps.

## **MEDICINE**

Prescription and non-prescription medication will only be administered with daily written consent from the parent/guardian. Medication **MUST** be in the original container. All Epi Pens and Daily Emergency aids can be housed behind the front desk for the duration of the program.

## **Emergency Procedures**

In case of severe emergency or accident, we will:

1. Administer first aid.
2. Call emergency medical services if needed.
3. Contact parents/guardians and child's doctor if necessary.
4. Bumps and Bruises happen! A counselor will discuss any concerns at pick up or via a phone call.

**BREAKFAST:** Often, campers will complain that they are starving at 9:30AM! Please feed your camper something in the morning or pack an extra snack!

**POPSICLES:** The PRYC will give out popsicles! Our campers look forward to it so if you prefer your camper to not have a popsicle, or there is an allergy, simply let us know that in the communication folder.

**GRADE GROUP HUB CLASSROOMS:** Our campers will be in hub classrooms separated by grades 1/2, 3/4, 5/6. Campers will remain with their hub group throughout the day moving between the hub classroom, two gym spaces, playground, field and ball field. Class size is limited. During our morning camp meetings, we will encourage an "arms out and circle around" social distancing maneuver to remind campers to keep personal space. The PRYC may separate hub groups further and make smaller hub groups based on registrations.

**MOVIE DAYS:** Movie days will be held within the hub classrooms and not within a large group setting as done in previous years and will take place one per week per grade group!

**WATER DAYS:** We hope to bring the slip and slide back this year! We will determine that later on!

**PAYMENTS:** Send payments weekly in your child's communication folder. Checks made payable to PRYC. You may also call the PRYC front desk between the hours of 10-2 Monday-Friday at 724-443-3796. **Payments are due no later than the Wednesday before the desired camp week.** Remember, you are only paying for what you use in this camp. Come one week, all the weeks or a few days!

**TEAMWORK:** Our summer camp motto has always been Friendship, Kindness, and Fun. I would like to add to that TEAMWORK. We will all work together to do the temp checks, get through those car lines, pack the lunches and snacks, and do all the things that will make this summer AMAZING for our kids. We know our campers are going to have a TON of energy. We can do this all together and are very excited!

### **CHECK LIST**

- PICK UP FOLDER FROM PRYC TIMES ABOVE
- LUNCH
- SNACK
- LARGE WATER BOTTLE
- SUNSCREEN
- TOWEL
- FAMILY SIGN IN CAR ON DISPLAY
- TAKE TEMP BEFORE LEAVING HOUSE >100.4 STAY HOME
- COMMUNICATION FOLDER WITH ANY NOTES TO STAFF
- PAY BY WEDNESDAY SEND IN FOLDER OR CALL 724-443-3796 BETWEEN THE HOURS OF 10AM-2PM