

Shimko Sports Academy LLC

Camp Policy & Procedures

- All camp drop-offs and pick-ups will be done via “rolling drop-off/pick-up” car lines. Parents will receive specific instructions for their child related to when/where this will take place for their specific camp. Parents must remain in their cars. Staff will come to the car and then escort the camper to their appropriate group. Parents and visitors will not be allowed into camp and must remain in their cars for all drop-off and pick-ups.
- DOH has stated that ratios for camps serving children ages 5-17 be 1 adult counselor, 1 counselor and 20 children. Camps serving children ages 2.5 to 4 years will be 1 adult counselor, 1 counselor and 10 children. Please note that we will continue to follow the American Camp Association’s (ACA) ratio mandates as they are our accrediting body. ACA ratios are as follows: campers ages 5 and under require 1 adult counselor to every 6 campers, campers ages 6-9 require 1 adult counselor to every 8 campers, campers ages 10 and older require 1 adult counselor to every 10 campers.
- Campers will be limited to their camp family group and will have limited (if any interaction) with other camp/family groups.
- Staff will be assigned to and remain with one group.
- Staff floaters will similarly be assigned with one group as needed on a daily basis.
- We are employing enhanced cleaning procedures, including multiple sanitizing stations, frequent cleanings of often used surfaces (door knobs, tables, equipment). Frequent hand washing is already standard operating practice.

STAFF & CAMPER TRAINING

- The Shimko Soccer Academy (SSA) camp team will train staff on the basic principles of emergency first aid, blood borne pathogens, infection control, hand washing practices, personal protective equipment (PPE) and COVID-19 signs and symptoms. Please refer to training agenda sign offs for attendance logs.
- The SSA camp team will also train staff for general sanitation regarding public health sanitation and safety.
- The health directors will receive training on COVID-19 symptoms and the current guidance documents from the New Jersey Department of Health Communicable Disease Service.

- The SSA's policy and training regarding personal protective equipment (PPE) was created using the information from the CDC.
- The SSA's camp staff will inform campers on safe practices while attending camp.

SCREENING & ADMITTANCE

- Staff have received training on the screening and admittance of persons. Staff will use the screening form that will be used at screening points prior to entry.
- Persons that have a fever of 100.4° or above or other signs of COVID-19 illness will not be admitted to camp.
- The SSA has encouraged parents and staff to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Daily health surveillance screening for campers/staff will be conducted and results documented when signs and symptoms of illness are observed using screening form. We will isolate and remove any campers or staff if symptoms are related to COVID-19 and other communicable diseases. We will follow current Communicable Disease Service guidance for illness reporting based on the CDC guidelines.

INFECTION CONTROL STRATEGIES

The SSA has implemented the following prevention and mitigation techniques communicated to staff, parents, and campers COVID-19 safety measures including:

- Staying home when ill.
- Proper hand hygiene and respiratory etiquette.
- Wearing face coverings when indoors or when social distancing cannot be practiced.
- Avoiding touching your face as much as possible
- Reporting illnesses and symptoms to the camp Health Director or other healthcare personnel at the camp immediately.
- Face coverings are encouraged to be worn by campers and are most essential in times when physical distancing is difficult to maintain. It is understood that face coverings may be challenging to campers (especially younger campers) to wear in all-day settings such as camp.
- Handwash and hand sanitizers stations will be provided in numerous areas around the camp.

- Implementing enhanced cleaning and disinfection procedures using EPA approved disinfectants and following CDC guidance.
- Discouraging sharing of items that are difficult to clean, sanitize, or disinfect.
- Instituting infection control procedures for areas around the camp, including entrances, dining areas, restrooms, and other areas prone to congregation
- Banning any non-essential visitors, volunteers, and activities involving external groups or organizations
- Limiting any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
- Visitors shall be required to wear cloth face coverings while visiting the youth camp unless doing so would inhibit the individual’s health. If a visitor refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the individual by the business at the point of entry, the youth camp must decline to allow them to enter.
- Avoiding group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Limit group size to the extent possible.
- Only allow car line drop-offs so that we avoid large groups
- Avoiding activities and events such as field trips and special performances.
- If we become aware that an individual tests positive for COVID-19, we will immediately notify the Department of Health-Youth Camp Project and local health officials.

Emergency Care/Injury Reports

In the event of an accidental injury, we will make an immediate attempt to reach the parent. If we cannot reach the parent we will telephone the emergency contact person listed on the child’s First Aid and Emergency Medical Care Authorization and Consent Form. If we are unable to reach the parent through the emergency contact person, we will call the child’s physician. If the doctor is not available, we will call the paramedics or an ambulance.

If necessary, we will arrange for medical transport to an emergency hospital. Until arrival of a parent, the physician, and ambulance or paramedics, the camp director or assistant camp director will be in charge and make all decisions concerning the care of the child.

The parent is expected to assume responsibility for any expenses in the above situation. The YWCA camp will maintain a parent’s signed consent form agreeing to this provision.

The camp’s Health Care Policy will be posted at the sign-in table at the drop-off areas and near the phones at camp. Upon request, a full Health Care Policy will be available to parents.

Emergency Plan/Natural Disaster Evacuation

EmergencyPlan / Natural Disaster Evacuation procedures are practiced the first day of each session at camp. Children's emergency forms and attendance sheets are kept with the staff at all times. Parents are asked to update the staff with any changes in emergency information in writing. The complete evacuation plan can be found in the SSA Health Care Policy.

PROTOCOLS FOR FACILITY & BUILDINGS MANAGEMENT

Ventilation:

- We will ensure that our indoor facilities have adequate ventilation, including operational heating, ventilation and air conditioning ("HVAC") systems where appropriate.
- Filters for A/C units will be maintained and changed according to manufacturer recommendations
- Signs will be placed delineating 6 feet for social distancing, frequent handwashing.

Policy and procedures for cleaning and disinfection will include:

- Close shared spaces will be cleaned and disinfected between uses
- Routine daily cleaning or as much as possible of common surfaces such as playgrounds with shared playground equipment (staggered use) and rooms (ex: countertops, restrooms, etc.)
- Cleaning of shared objects
- Ensuring that an adequate supply of cleaning supplies is maintained
- Staff will follow standard operating procedure for deep cleaning that follows CDC guidelines for reopening a camp closed due to the identification of positive case(s) as recommended by CDC

Behavior Management

SSA campers are encouraged to be independent, self-directed, and responsible for their own behavior. Rules for camp will be clearly posted in view of all children and visitors. The children are made aware of these rules daily and are expected to follow them. Children who have difficulty remembering these rules are reminded of them once or twice. Other techniques used are positive reinforcement for appropriate behavior, distraction, and redirection. If the difficulty continues, the child will be asked to remove herself/himself from the activity until she/he and the senior counselor feel she/he can handle

herself/himself more appropriately. This time should be no longer than 1 minute per year of child's age. Upon re-entering the group, the child will be asked why she/he was removed from the group and how to rectify the problem, and will be made to follow through on behavior modifications. The child will be assisted, if necessary, to get re-involved in the activity. If the child continues to disrupt the group, she/he will be brought to the camp director.

Children are not deprived of food because of behavior problems. Corporal punishment (e.g. spanking) is not allowed. Verbal abuse, humiliation and/or severe punishment also will not be tolerated. Children will not be punished for soiling or wetting themselves.

If a child's behavior continually requires one-on-one attention and poses a safety concern (hitting, kicking, throwing objects, continually leaving staff-supervised area) for themselves or other children, the following actions will be taken:

1. The child will be removed from the group and brought to the camp director;
2. The director or a counselor will fill out an incident report stating the problem and the actions that need to take place in order for the child to remain in care. Parents will be notified by phone or at the time of pick-up. Parents will be required to sign the report and make any desired comments;
3. If the director is unable to redirect/calm the child, a parent will be called and be required to pick up within the hour;
4. After three incident reports, a meeting will be scheduled with the director, counselor(s), and parents to discuss whether the child can safely remain in care. Please see the Termination/Suspension policy.

Suspension & Termination SSA reserves the right to dismiss or suspend any child enrolled at any time for the following reasons:

- The health and safety of the child or other children at the camp cannot be assured; • The child's developmental needs are not being met at camp;
- Parents are not following the camp policies; this includes non-payment;
- Cases involving suspected child abuse by an adult, including camp staff, may result in a temporary or permanent alternate placement.

Parent Involvement Overview/Responsibilities

Please pack your campers bathing suit to camp in the morning and bring a change of clothes (labeled using a permanent marker) in a backpack.

Your child will also need sunscreen, a towel, and extra clothes for the weather.

Please mark your child's name on all items brought to camp!

There will occasionally be lost and found items for you to check through at your pick-up location.

Parent Conference and Evaluations

The camp director shall make the camp staff available for individual conferences with parents at the parents' request. Parent conferences will also be held if a child has received three incident reports due to inappropriate behavior.

At the end of your child's camp experience, camper/parent evaluations are conducted to ensure program quality. Feedback is always welcome. Parents have the right to review background checks, health care policies, disciplinary policies, and grievance procedures upon request.

Abuse & Neglect Policy

<https://ywcacm.org/wp-content/uploads/2021/04/2021-Summer-Camp-Handbook-COVID.pdf>

Abuse and Neglect Policy All child care workers in the Commonwealth of Massachusetts are "mandated reporters" of known or suspected instances of child abuse (verbal, physical, emotional) or neglect. As "mandated reporters," child care workers are required by law to report known or suspected instances of abuse or neglect to the Department of Children and Families (DCF) at 617-929-2130 from 9:00 a.m. - 5:00 p.m. or at 1-800-922-8169 after regular business hours.

If any employee of the SSA suspects a child in the program is being abused or neglected, the situation and documentation must be brought to the attention of the Camp Director. The Camp Director will determine with the Director of Children's

Services whether to file a report with DCF and the Department of Public Health if, after discussion and observation, there is reasonable cause to believe that:

(a) The child is suffering serious physical or emotional injury resulting from abuse inflicted upon her/him including sexual abuse;

(b) The child is suffering from neglect, including malnutrition;

“Reasonable cause” means that, after examining all the facts in a particular situation, most people with similar training and experience would suspect abuse.

If the Camp Director / Director of Child Care Services are unsure as to reasonable cause, they will contact the DCF’s Screening Department and the licenser at the Department of Public Health to discuss concerns.

Abuse and Neglect Reports

A written report filed with DCF must be filed within 48 hours of suspicion. A copy of this report will be kept in the child’s folder and the report must contain:

- The Camp Director’s name
- The names and addresses of the child and his/her parents or other person responsible for his/her care, if known.
- The child’s date of birth and sex.
- The nature and extent of the child’s injuries, abuse, maltreatment, or neglect.
- The circumstances under which educators first became aware of the child’s injuries, abuse, maltreatment, or neglect.
- Any action taken to treat, shelter or assist the child.
- Any other pertinent information helpful in establishing the cause of the injuries or the identity of the persons responsible for the injuries.

The Camp Director will maintain contact with the DCF to determine the results of the investigation and any follow-up services which may have been recommended for the child and his / her family. If the investigation shows that the report is untrue, the Camp Director is immune by law from civil or criminal liability for filing the report as are all mandated reporters (including all child care workers).

If any child care worker is accused or suspected of abusing a child enrolled at any of the SSA’s child programs, that employee will be immediately relieved of any direct contact with children at the SSA’s camp. DPH will be contacted and an investigation will take place. The procedures to be followed are listed below:

1. The Director of Children's Services will contact the parent(s) of the child and arrange a meeting to discuss incident.
2. The Director of Children's Services will file a report with to DCF.
3. The SSA will conduct its own internal investigation.
4. If accusations are found to be unsubstantiated, that person will return to their position.