



**Westtown School
Camp Information**



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Mission Statement

Westtown Summer Camp strives to maintain a safe, inclusive, and nurturing environment in which children are encouraged to grow through fun, creative, and social activities.

Camp Goals

- Campers will form positive relationships with peers and counselors.
- Campers will be able to try new activities and learn new skills.
- Campers will feel safe at camp.
- Counselors will form positive relationships with co-workers and campers.
- Counselors will experience growth.
- Staff will create a safe atmosphere by minimizing risks and promoting safe practices.

Camp Values

Our values help guide our action as a staff and as campers. Understanding these values allows us to support common goals, set behavior expectations, and gives us a shared language to frame our successes and missteps. Every week we ask our campers to be CRISP, and at the end of the week we ask them to give us examples of how they or others were being CRISP.

C- Challenge Yourself

R - Be Respectful

I - Be Imaginative

S - Be Safe

P - Be Positive

Statement of Inclusivity and Non-Discrimination

Guided by the Quaker belief that there is that of God in all persons, Westtown School Summer Camp is a community of individuals who value, and are themselves strengthened by, the rich diversity of its members. We seek to prepare campers for living and leading in a diverse and complex world. As a community, we aspire to inclusivity and respect. To these ends, we welcome qualified campers, counselors, and staff of any race, color, national or ethnic origin, citizenship status, religion, ancestry, sex, gender, gender identity and expression, sexual orientation, age, disability, genetic information, military or veteran status, family structure including marital or parental status, and socioeconomic status. Westtown Summer Camp does not discriminate against individuals on the basis of these characteristics in any of its policies, procedures, or practices relating to admission, access to activities or programs, hiring, or other employment-related decisions.

At camp we will be continuing our Anti-Bias Anti-Racism (ABAR) work with staff and campers. We know that our campers will grow and challenge themselves best if they feel emotionally safe in an inclusive environment.

General Camp Information

Due to the ongoing nature of changing guidelines, we may need to make changes to these policies to reflect the current guidance from local authorities and the Westtown COVID Team.

For the duration of the COVID-19 pandemic, Westtown School Summer Camp will adopt policies, protocols, and community expectations necessary to maintain the health and safety of our community and ensure continuity of learning, growth, and community. From time to time, this handbook will therefore be supplemented by additional policies which will either be stated through revisions to this Handbook, or otherwise clearly communicated and published for the community. Given the changing nature of information about COVID-19, such supplemental policies are subject to change and revision for the duration of the pandemic. Community members are responsible for reading, understanding, and adhering to any such supplementary policies. Supplemental pandemic policies will be noted by italics in this handbook.

Administrative Staff: Tejan Walcott and Nicole Davidson

The Summer Camp Office is located in the Athletic Center Field House, ground floor, first office on the right, past the swimming pool lobby.

SUMMER CAMP OFFICE	610-399-7569 summer@westtown.edu
WESTTOWN SCHOOL FRONT OFFICE	610-399-0123
AUXILIARY PROGRAM DIRECTOR	610-399-7871
CAMPUS SECURITY	610-399-7555

Camp Dates 2022

Session 1:	June 20 - July 1
Mini Camp:	July 5 - 8
Session 2:	July 11 - 22
Session 3:	July 25 - August 5
Specialty Week:	August 8 - 12

*Westtown School Summer Camp will be closed Monday, July 4.

General Hours of Operation

9:00 a.m. - 4:00 p.m. Monday - Friday

The Essentials

Make sure campers always have:

- Water bottle (one will be provided to each camper on the first day)
- Sunscreen (applied in the morning before camp) and campers should bring sunscreen for afternoon application. No spray sunscreen, please.
- Close-toed shoes
- Shoes that can get wet and muddy
- Any medication the camper may need (please see below for instructions)
- Bathing suit and towel
- Extra set of clothes
 - *Military or camouflage clothing and gear are not permitted, as to align with the Quaker testimony of peace.*

Please do not bring:

- Spray sunscreen
- Aerosol bug spray
- **Toys from home**

Westtown Lead Counselors will have organic DEET-free bug spray. If you would like to send your own, please make sure it is labeled and handed to your camper's Lead Counselor.

Electronic devices

Westtown School Summer Camps are device free. We expect that campers will not bring any devices of any type (digital or analog) to camp. Children using devices will be asked to check them in with the camp administrative staff at the beginning of the day.

Devices will be returned to parents at the end of the day.

Check-in and Check-out

When dropping off or picking up campers, parents are asked to stay in their cars. All Families may enter by the East Entrance (**GPS: 960 Shady Grove Way**), and pick up and drop off campers at the Lower School or the Belfry, depending on the group.

All check-outs (Either 1:00 p.m. or 4:00 p.m.) will happen at the original drop off locations (**GPS: 960 Shady Grove Way**).

All campers will receive a name placard in their division color, with first name and last initial. Please make sure this placard is visible for a smooth and quick pick-up process.

Please call the Summer Camp Office (610-399-7569) if you plan on having someone pick your child up who is not on your authorized pick-up list.

Please call the Summer Camp Office before 9:00 a.m. if your child will be absent or significantly late.

Allergy Guidelines

Westtown's detailed [Food Allergy Guidelines](#) are available on the camp website. All families are urged to read the Guidelines in full. The Guidelines describe the camp's training commitments regarding food allergy education, strategies to identify students with life-threatening food allergies, measures designed to avoid food allergic reactions, protocols concerning awareness of typical symptoms, and implementation of medications and other emergency procedures. Because management of food allergies is a partnership, the Guidelines also identify certain responsibilities for Westtown parents/ guardians, campers, and staff.

Although Westtown is committed to best efforts for safety's sake when it comes to food allergies, **our kitchen is not an allergen-free facility** and we are not able to guarantee that a child will not be exposed to a food allergen while on campus or involved in a school activity. While we maintain safe allergen practices in the Westtown kitchen at all times, including review of food ingredients and labels of all food items, caution in food preparation to avoid cross-contamination, communication through menu signage, a "Peanut/Tree Nut Allergy Aware" snack program in all three divisions, and a "Shellfish Allergy Aware" program in Lower School, **our kitchen is not an allergen-free facility**. Our kitchen facility contains peanuts, tree nuts, wheat products, dairy products, eggs, fish, shellfish, and soy. Furthermore, parents/guardians/visitors are always welcome at Westtown, and children themselves are unpredictable. In the event of exposure or reaction, we

maintain protocols regarding information, supply, and use of emergency medications as well as other safety measures.

Students with allergies and their parents/guardians are required to read the Food Allergy Guidelines in full and must also notify Westtown of the student's medical diagnosis and prescribed medical treatments for severe allergies by (1) completing the Allergy Plan, (2) supplying the Health Center with emergency medication and other information as may be required, and (3) taking responsibility for effective communication within the family and with Westtown faculty and staff. The responsibility for selecting safe foods must remain with the student and their parent/guardian(s).

Medication

Medications are best taken at home before or after camp. Our camp does not have a full-time nurse and camp counselors cannot administer medication. If your child requires medication during the camp day, you must complete the medical information form on your CampBrain account and complete the medication form, giving your child permission to administer medication. The medication must be in the original prescription bottle with all of the proper instructions from the doctor. Medication must be given to Summer Camp administrative staff to hold in a secure location while your child is at camp. Children may NOT self-administer medication at camp unless there is a plan submitted and signed by both the parent and the child's physician. Medications that cannot be administered by the camper, must be taken at home, unless they are emergency medications, such as an EpiPen.

First Aid

Westtown School Summer Camp senior staff are First Aid and CPR certified. Westtown School security officers are trained EMTs and are on campus at all times while camp is in session.

Lost and Found

Please email us at summer@westtown.edu for lost and found items. Lost-and-found boxes will also be available for campers. Lost items will not be mailed home.

Lunch and Snack

Lunch is provided every day and is prepared by our in-house kitchen staff. Please make sure you have completed the CampBrain section on food restrictions/allergies (online medical forms) if your child has food restrictions, allergies, or sensitivities. We can accommodate a wide array of dietary restrictions. We also provide a healthy snack in the

mornings and afternoons.

Birthdays

We celebrate birthdays with a variety of activities depending on the grade level. While almost everyone loves a cupcake, we celebrate birthdays without food of any kind.

Weather Events

In case of a severe weather event or emergency, Westtown has an automated Severe Weather Alert system to help ensure a safe time frame to seek shelter. In the event of severe weather, we may need to cancel camp for that day.

Sunscreen and Bug Repellant

Each family is responsible for sending their camper with sunscreen on their skin and bringing their own sunscreen for a second administration. Camp staff will assist campers as needed in applying sunscreen. Westtown Lead Counselors have organic DEET-free bug spray to be used as needed. If you would like to send your own bug spray, please make sure it is in a non-aerosol form, labeled with your child's name, and handed to your camper's Lead Counselor.

Ticks

While ticks have become more prevalent, proper awareness and prevention can greatly mitigate adverse outcomes for everyone who ventures into nature. Staff are trained to check for ticks after returning from forest activities, as well as before and after swim sessions. If an attached tick is found, it will be carefully removed by a senior staff member. We will make every effort to keep it for you in case you would like to have it tested. It is also recommended that parents perform a daily tick check at home, and encourage campers to be active participants too.

Water

Please send your child to camp with a refillable water bottle every day. Westtown will provide one color-coded Nalgene for every camper on their first day of camp. Our staff will monitor water breaks, including mandatory water breaks based on the heat index.

Child Abuse and Neglect Reporting

Our camp is committed to the highest standards of care for its students, which includes protecting campers from inappropriate or hurtful actions by adults responsible for their care. In accordance with Pennsylvania law, Westtown personnel (including all employees as well as independent contractors who have direct contact

with children) are required to make a report to the Pennsylvania Department of Human Services (DHS) ChildLine when they have reasonable cause to suspect that a child or student under the age of eighteen (18) is a victim of abuse, including, but not limited to, sexual abuse or exploitation. The responsibility to report rests both on the camp and on camp employees. The law is clear that a first-hand report from the affected child is not required in order for the reporting obligation to arise, and mandatory reporters are discouraged from undertaking investigations to determine the credibility of a report. We ask that families understand that the camp and its employees are sometimes required to make a report to DHS.

Camp Culture

Challenge by Choice

While children are encouraged to participate in a wide variety of activities and to try new things, all activities are “challenge by choice.” Children may elect to not participate in activities with which they are not comfortable.

Camp Activities

Campers will cycle through the following activities throughout each week:

Hiking - All ages: Campers will be able to hike and explore our 600 acres. While hiking, campers may encounter creeks or small bodies of water. Please make sure campers have shoes that can get wet or dirty.

Farming - All ages: Learn about what it takes to grow food, tend to plants, and harvest food.

Canoeing - All ages: Campers will learn a progression of techniques throughout each age group resulting in them being able to confidently and safely get in a canoe from the dock, paddle, and turn the canoe, dock, and safely get out of the canoe.

Ropes Course (High and Low) - All ages: Campers will practice challenge by choice and team-building skills in a supervised setting on both low and high elements. Safety harnesses and helmets will be provided and safe spotting techniques will be taught by our Level 2 instructors.

Recreational Swim and Water Play - All ages: Campers are tested at the beginning of every session on their swimming ability and will either receive a Red Band (shallow end only with a PFD), Yellow Band (Shallow end only with no PFD) or Green Band (open to anywhere in the pool).

Creative Time - All ages: Campers will participate in nature-based art projects which may involve short hikes to gather materials. All paint is washable.

Organic Farming - All ages: Campers will learn the basics of planting, caring for, and harvesting vegetables in our mini farm. They will learn about pollination and how important bees are to the Earth's well-being.

Fishing - All ages: Campers will be given instruction on how to bait hooks, use rods and reels, and the ethics of catch and release fishing. Protective eyewear will be provided.

Sports - All ages. May include tennis, dance, basketball, baseball, or general field games.

Archery - Rising 4th graders and older: With our archery-certified instructors, campers will learn the safety and rules of archery before even stepping on the range. Once the camper shows that they are able to follow and know all of the commands, they will have the opportunity to shoot arrows at targets.

Mountain Biking: Rising 5th - 7th grade: Campers will be able to bring a mountain bike to camp at the beginning of every session, and will have the opportunity to explore our 600+ acres on their bikes. This activity is optional...

Activity Eligibility:

All campers will have access to all activities with exception of metalsmithing and archery and mountain biking. Campers in rising 4th grade and up will have access to the metalsmithing shop and archery range, and 5th grade and up will have access to mountain biking trails.

Discipline Policy

Westtown strives to provide a safe and healthy atmosphere in which all participants are given a chance to grow. When campers exhibit behaviors deemed detrimental to the health and well-being of other campers or staff, steps will be taken to rectify the behavior. These steps include: conversations between Lead Counselors, camp administrators, and parents; the creation of behavior modification plans; and/or, if necessary, dismissal.

Parent Communication

Phone call home: Division Leads and Lead Counselors will use this method of communication to inform parents of daily happenings at camp such as a conflict that arose between campers, a minor injury, daily schedules, and/or reminders for the

following day.

The Program Director will call home parents to inform them of any incident that requires immediate parental attention.

Email home: The Program Director will use this method of communication every Friday to communicate information about the following week of camp. Please also use email if you have any billing or weekly schedule change questions. Email will also be used for official documentation and/or if a family member can not be reached by phone.

All individual forms of communication to parents will be documented in the Health Center application of Campbrain as well as in an incident report form. We cannot accept handwritten notes. All documentation and forms need to be submitted through Campbrain.

Sharing Summer Fun

Photo and video highlights of events and weekly videos will be posted on our Facebook and Instagram pages, so follow us!

Health and Safety Plan

We will consistently monitor COVID rates at camp. If there is ever a need to heighten or change our mitigation measures, the policies and procedures listed below will be followed.

We ask that all camp families partner with us to maintain the health and safety of our campers and camp staff. We expect families to communicate honestly about illness, close contacts/exposure to and positive diagnoses of COVID-19.

Isolation/Quarantine

Isolation

ISOLATION separates infected people with COVID-19 from people who are not ill.

Isolation Following Known Infection: The school requires community members to isolate if they have a confirmed infection. This applies to both vaccinated and unvaccinated individuals.

- **Campers and employees** may not come to campus, or if they learn of the positive test while on campus, must depart immediately (see “Symptom Monitoring”). They must stay home for at least 5 days after symptom onset and until symptoms have improved, including being fever free without fever-reducing medications. They also must wear a mask when near others for an additional 5 days.

Isolation Following Known Infection:

<p>If you are sick and think or know you have COVID-19</p>	<p>Stay home until after</p> <ul style="list-style-type: none"> ● At least 5 days since symptoms first appeared and ● At least 24 hours with no fever without fever-reducing medication and ● Symptoms have improved <p>Wear a mask indoors (and when unable to maintain 6 feet of physical distance outdoors) for an additional 5 days</p>
<p>If you have tested positive for COVID-19 but do not have symptoms</p>	<p>Stay home until after</p> <ul style="list-style-type: none"> ● 5 days have passed since your positive test <p>Wear a mask indoors (and when unable to maintain 6 feet of physical distance outdoors) for an additional 5 days</p>

Quarantine

QUARANTINE separates and restricts the movement of someone who has been exposed to COVID-19 while waiting to see if they become infected.

Quarantine Following Exposure:

Individuals who are **aged 18 or older and have received all vaccine doses including boosters**, OR are **aged 5-17 years old and have completed the primary series of COVID-19 vaccines**, OR **had a confirmed case of COVID-19 within the last 90 days** will

generally be required to follow the expectations below. (Some details may vary depending on time, place, and activity.)

- Wear a mask indoors (and when unable to maintain 6 feet of physical distance outdoors) for 10 days
- Test 5 days after exposure

Individuals who are **aged 18 or older** and completed the primary series of recommended vaccine, **but have NOT received a recommended booster** shot when eligible, OR have received the single-dose **J&J vaccine** (completing the primary series) **over 2 months ago and have not received a recommended booster** shot, OR **are unvaccinated** or have not completed a primary vaccine series will generally be required to follow the expectations below.

- Quarantine for 5 days
 - Wear a mask indoors (and when unable to maintain 6 feet of physical distance outdoors) for an additional 5 days following quarantine
 - Test 5 days after exposure

Campers and employees may not come to campus while quarantining.

Quarantine Following Exposure

<p>Individuals who: Are aged 18 or older and have received all vaccine doses, including boosters</p> <p>OR Are aged 5-17 years old and have completed the primary series of COVID-19 vaccines</p> <p>OR Had a confirmed case of COVID-19 within the last 90 days</p>	<ul style="list-style-type: none">● Wear a mask indoors (and when unable to maintain 6 feet of physical distance outdoors) for 10 days● Test 5 days after exposure
<p>Individuals who: Are aged 18 or older and completed the primary series of recommended vaccine, but have NOT received a recommended booster shot when eligible</p> <p>OR Have received the single-dose J&J vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot</p> <p>OR Are unvaccinated or have not completed a primary vaccine series</p>	<ul style="list-style-type: none">● Quarantine for 5 days● Wear a mask indoors (and when unable to maintain 6 feet of physical distance outdoors) for an additional 5 days following quarantine● Test 5 days after exposure

Illness During the Camp Day

During the day, we will be attentive to the possibility that symptoms may emerge, and will follow these protocols:

- If a camper becomes symptomatic while on campus, their parent/guardian will be notified and asked to bring the camper home promptly. It is essential that campers' families designate at least one contact who can pick up the student quickly in a medical emergency. Until the camper can be picked up, they will be isolated.
- If a camper is not picked up quickly, the family may be contacted to create a plan before the camper may return to campus.
- Please note that allergies, asthma and common colds can all present the same symptoms as COVID-19. Please keep your child home when they are exhibiting any COVID-like symptoms.
- Campers who arrive at camp ill or become ill will be sent home. We understand that not every illness is COVID. However, in a global pandemic, we will always err on the side of caution.
- Any camper sent home for symptoms will be asked to return after 10 days or after a negative COVID test has been submitted by email to the camp administration.

Vaccination

Please let us know, in writing, if your child will be vaccinated for COVID-19 before camp.

Group Information

Lower Division:

Rising Pre-K

Rising Kindergarten

Rising 1st grade

Drop Off GPS: 960 Shady Grove Way

- Campers in the Lower Division will have the option to have quiet time instead of recess. We are aware that some campers need downtime throughout the day, and some campers need to run!
- Please bring a clear ziplock bag, or other clear sealed bag— clearly labeled with a change of clothes— that will stay at the Belfry for the two-week session. In the car line, the camp staff will let you know if we used the spare clothing so that you can remove the bag and replace the spare clothing for the next day.

Middle Division:

Rising 2nd grade

Rising 3rd grade

Rising 4th grade

Drop off GPS: 960 Shady Grove Way

- Campers should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp every day. We also recommend that campers wear a bathing suit UNDER their clothing. You never know when you are going to have a waterplay opportunity at camp! Please also pack a towel and a change of clothes in your camper's bag.

Upper Division:

Rising 5th grade

Rising 6th grade

Rising 7th grade

Drop off GPS: 960 Shady Grove Way

- Campers should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp every day. We also recommend that campers wear a bathing suit UNDER their clothing. You never know when you are going to have a waterplay opportunity at camp! Please also pack a towel and a change of clothes in your camper's bag.
- Campers in this division have the option of bringing a mountain bike and helmet (HELMET REQUIRED!) to be able to explore our campus in a new and exciting way.

C.I.T.s

Rising 8th- 10th graders

Drop of GPS: 960 Shady Grove Way

CIT Coordinator: Corey Fletcher

- C.I.T.s should bring a water bottle, sunscreen, and close-toed shoes that can get wet and muddy to camp every day. Please also bring a bathing suit and towel everyday.

American Camp Association Accreditation

ACA accreditation is awarded only to programs that meet the rigorous national standards of excellence in the overarching categories: Aquatics, Food Service, Transportation, Health and Wellness, Operational Management, Human Resources, Trip/Travel, Program Design and Activities

