



Resident Camp 2021 Handbook

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Heinz House Camp is designed as a home away from home. The emphasis is on "Fun While Learning." FUN is exactly what is planned: swimming, hiking, crafts, cookouts, archery, boating, canoeing, overnights and more exciting special events.

COVID-19 SAFETY PLAN

Heinz House (Overnight) Camp

Summer 2021

(as of Mar 24 2021)

INTRODUCTION

The information surrounding COVID-19 is constantly changing and evolving. This COVID-19 Plan organizes COVID-19 best practices published by the Centers for Disease Control and Prevention (CDC) and American Camp Association (ACA), as well as learnings from our fellow camps and camp professionals in the region. This Plan provides Heinz House Camp (HHC) families with information about how we are adapting our policies and procedures to mitigate the risk of COVID-19 during Resident Camp.

We recognize that regardless of the level of preparation we cannot guarantee that COVID-19 will not be present at Heinz House Camp (HHC), but we are confident in our ability to run Camp in a safe and meaningful way and to respond appropriately to prevent the spread of any disease. This will include, if required, the appropriate isolation of any camper or staff member who doesn't feel well and/or shows symptoms of COVID-19.

HHC 2021 will look and feel a bit different than a typical summer, because it has to. However, we believe that the value of bringing our campers and staff together at HHC to participate in a traditional, although slightly modified, overnight camp experience is needed more than ever during this challenging period of time, especially since so many will have spent a significant portion of the school year learning remotely.

This Plan will address and share how we plan to operate this summer. **It is intentionally incorporated into and combined with our Resident Camp Handbook.** It covers a wide range of topics, including creating and maintaining a safe environment at Camp and an in-depth look at what our program will look like for campers and staff. We strongly recommend reading this COVID-19 Playbook in its entirety.

CORE ASSUMPTIONS

In 2021, HHC will resume our annual tradition of summertime connections, values, growth, and fun. To keep our community safe and to mitigate against the spread of COVID-19, we will be making adjustments to our program that strike an appropriate balance between precautions, safety, and the enjoyment of being at Camp for our campers and staff. The core assumptions listed below are the foundation upon which our COVID-19 Plan was created. As the situation on the ground regarding the pandemic and related guidance continue to evolve, we may adjust these assumptions and the components of our Playbook accordingly.

1. We can operate safely. Through our experiences with our Day Camp in 2020, and our Afterschool Membership Programming 2020-21 this past fall and winter, we learned a lot about operating during this pandemic. These experiences, along with what we have learned from the camps that operated in 2020, the CDC, and the ACA, give us confidence in our ability to apply a comprehensive strategy of multilayered nonpharmaceutical interventions (NPI's) in order to safely operate Camp this summer.

2. COVID vaccines will not be widely available to our campers. Based on consultation with medical experts, we do not expect a vaccine to be widely available (if at all) for children under the age of 16. Nor do we anticipate the distribution of vaccines to be consistent across the geographic markets from which our campers and staff hail.

3. COVID will remain a public health concern well into the summer. Numbers of cases, hospitalizations and deaths continue to rise across the country throughout the winter season. National health authorities continue to estimate some return to pre-COVID normalcy in mid- to late-summer.

4. Testing will be adequately available to allow for early detection of the virus in our campers and staff. A major difference between June 2020 and June 2021 will be the availability of PPE and testing opportunities.

5. It takes a village. We rely on a deep partnership with our camp families each and every summer, but this summer that partnership will be more important than ever as we strive to build the safest possible community for our campers and staff. That will require our families to follow any pre-camp requirements, including, but not limited to, quarantining, COVID testing, daily symptom and temperature monitoring, and reporting of any and all physical and mental health concerns.

PRE-CAMP PROTOCOLS

In order to mitigate the risk of COVID-19 being brought into Camp, we will ask all campers and staff to take additional safety measures prior to their arrival. These include periods of self-quarantine and possible COVID tests.

To the extent there are any questions to any of our pre-camp protocols, please contact Bob Bechtold, Director of Program Services.

Quarantine

All campers must begin to self-quarantine 5 days prior to taking their pre-camp COVID-19 test (see **COVID-19 Test** below). During the quarantine, we ask that your camper avoid physical contact with anyone outside of their household, unless absolutely necessary. If travel is essential, and cannot be avoided, please contact Bob Bechtold to discuss the situation. In addition, we ask other household members to take appropriate prevention measures (wearing a mask, staying 6 feet away from other people, and washing hands with soap and water frequently) during the camper's quarantine period.

HHC staff will also be required to quarantine, although part of their quarantine will take place at Camp in enough time for their full quarantine to be completed in advance of campers' arrival.

Non-Essential Travel

All campers and staff should avoid any non-essential travel for the entire quarantine period. If travel outside of the home is absolutely necessary, a face mask should be worn at all times.

COVID-19 Test

A PCR COVID-19 test continues to be the most often recommended way to detect the presence of the virus, especially when symptoms are not present. For this summer, we will be requiring that, no earlier than 5 days and no later than 3 days prior to arrival at Camp, all campers and staff obtain a PCR COVID-19 test and share the results with us prior to their arrival. Only campers and staff who provide negative test results from a PCR test will be permitted to enter Camp – NO EXCEPTIONS.

In the previously mentioned **CDC report on camps that operated successfully in 2020, every single one required families to obtain a PCR test for their camper prior to their arrival at Camp.**

Below are the calendar scenarios for when you need to begin your quarantine, prior to taking your COVID-19 PCR test.

Timing of Quarantine and Testing:**Session 1 GIRLS (1st):** June 23-July 1 (Wednesday – Thursday)

Quarantine begins 5 days prior to taking their pre-camp COVID-19 test;

Test must be taken **no earlier** than 5 days (June 18) and **no later** than 3 days (June 20) prior to departure for Camp on Wednesday, June 23.**Session 2 GIRLS (2nd):** July 2- July 10 (Friday – Saturday)

Quarantine begins 5 days prior to taking their pre-camp COVID-19 test;

Test must be taken **no earlier** than 5 days (June 27) and **no later** than 3 days (June 29) prior to departure for Camp on Friday, July 2.**Session 3 BOYS (1st):** July 13-July 21 (Tuesday – Wednesday)

Quarantine begins 5 days prior to taking their pre-camp COVID-19 test;

Test must be taken **no earlier** than 5 days (July 8) and **no later** than 3 days (July 10) prior to departure for Camp on Tuesday, July 13.**Session 4 BOYS (2nd):** July 22-July 30 (Thursday – Friday)

Quarantine begins 5 days prior to taking their pre-camp COVID-19 test;

Test must be taken **no earlier** than 5 days (July 17) and **no later** than 3 days (July 19) prior to departure for Camp on Thursday, July 22.**TEMPERATURE AND SYMPTOM MONITORING**

During the quarantine period, all campers and staff should self-monitor for symptoms related to COVID-19 and check their temperature daily. Upon arrival at Heinz House Camp, all parents/guardians must sign an acknowledgement that they completed the temperature checks and self-monitoring each day and strictly adhered to the quarantine requirements for their camper(s) during this period. All campers and staff will be required to be completely symptom-free for at least 24 hours prior to their arrival at Camp without the use of any medication.

TRANSPORTATION TO/FROM CAMP

For this summer, HHC will still provide bus transportation to and from Camp, but additional busses will be utilized to allow for social distancing as per state guidelines, and masks will be worn on busses.

ARRIVAL TO AND DEPARTURE FROM CAMP

The specific details and logistics around drop-off and pick-up, i.e., assigned times, meeting locations, etc., will be shared with our families closer to the start of Camp. You can expect a careful and responsible check-in/out process that supports the stable environment inside of Camp we will create and maintain.

Upon arrival at Sarah Heinz House to check in and board the bus, *we will ask parent or guardian to sign an acknowledgement confirming that all pre-camp requirements of quarantine and self-screening for symptoms were successfully completed (in addition to having already provided a negative COVID-19 test for your camper).* Our staff will be available to help unload any bags or equipment that is accompanying your camper and we will make sure all luggage gets to your camper's cabin.

We will perform a health screening for each camper. This includes a questionnaire around COVID-19 symptoms experienced in the past 24 hours and any known exposures to someone who has tested positive for COVID-19 within the last 14 days.

We will also perform temperature checks on all campers and staff before boarding a vehicle to travel to camp. Any camper or staff member who has experienced any COVID-related symptom(s) will be directed to our Management Staff onsite to determine whether their arrival at Camp needs to be delayed. Families agree that they will support that decision, if it occurs, and take their camper home.

After you (the family) return home from bringing your camper to Heinz House, we ask for your continued partnership by keeping us informed if anyone at home develops any symptoms of or tests positive for COVID-19.

Other Individuals who may be at Camp

Other than SHH staff, healthcare, and food service, the only other outside people who will be allowed into the facility during camp are vendors who provide essential items or services to camp, or possible immediate family of staff (spouse/child of staff). All such essential visitors will be subject to a health screening and temperature check prior to entering Camp and they will be required to wear a face mask for the duration of their time on premises.

We are also mindful that for any number of reasons, campers or staff members may need to leave our stable environment, e.g., for receiving additional medical care. In such instances, we will carefully welcome that member back into the community, as long as a proper face covering was worn, physical distance was kept, and exposure risk was at a minimum while out of camp.

Campers needing to leave for reasons other than additional medical care will likely not be allowed back into Camp. All circumstances surrounding what takes place while they are gone from Camp will be assessed and an objective determination will be made on a case-by-case basis by the Camp Director and at least one designated member of the Sarah Heinz House Management Team.

MASK WEARING POLICY

HHC will fully comply with any mask wearing requirement or mandate from Federal, State, or local governments. Prior to the start of Camp, and on the first day, we will provide direction as to when masks are required according to the orders in effect.

In order to contain possible exposure and spread of COVID-19, HHC is requiring face masks that cover both the nose and mouth be worn by our campers and staff whenever possible. There are situations when masks will NOT be required, including when:

- Campers and/or staff are **sleeping** inside their own tents (visiting tents of others will not be permitted as in the past).
- Campers and/or staff are **seated and eating**.
- Campers and/or staff are taking **showers, swimming, or at the creek**.

TESTING STRATEGY

We will work alongside our specified First Aid team and use best practices to determine when to require a test. At Camp, headaches, sore throats, and other complaints can be regular occurrences and automatically **testing everyone when a symptom is present is not a sustainable plan**. In accordance with best practices, anytime there are **two or more symptoms present**, we will require the camper to go home, and for a COVID-19 test to be administered.

For anyone for whom it is determined that a COVID-19 test should be administered, the camper or staff will be quarantined until their family can pick them up that day, and stay at home until results are known. Once results are known, family is to communicate results by email to the Camp Director, then an objective determination will be made whether the individual can return to camp, on a case-by-case basis by the Camp Director and at least one

designated member of the Sarah Heinz House Management Team. Camp reserves the right to request that any member of our Camp community who presents with symptoms of COVID-19 be tested to rule out presence of the virus.

QUARANTINE AND ISOLATION AT CAMP

While we are taking necessary and required precautions prior to everyone's arrival, as well as implementing the best cleaning and sanitation practices available, we need to be prepared for the event that someone at Camp will present with symptoms of COVID-19. HHC has a few designated areas for isolation, and the ability, because of the size of our property and facilities, to allow campers and/or groups of campers/staff to quarantine without requiring them to stay indoors at all times.

If or when an entire tent group is isolating and is completely symptom-free, they will still be able to participate in some Camp activities away from other campers. Our program team will adjust schedules as needed to ensure that a full days' worth of activities still takes place. During group isolation, meals may be delivered to those isolated at one of our several outdoor dining locations, or directly to their tent.

The decision to end any quarantine or isolation will be at the direction of the First Aid team based on recommendations for doing so by the CDC and PA Department of Health.

CLEANING AND SANITIZATION Procedures and Enhanced Hygiene

Sarah Heinz House has significantly increased our cleaning and sanitization procedures over the past year and those practices will remain in place for 2021. Bathrooms and shared spaces will be cleaned and sanitized multiple times per day, per CDC recommendations and guidelines. Every space that we are using around Camp will have its own spray bottle of disinfectant. HHC uses disinfectants that are on the CDC and EPA lists of approved products effective against COVID-19). These supplies will be refilled and checked, daily.

All attendees will receive instruction on hygiene measures such as cough and sneeze etiquette and hand hygiene, with the requirement to clean hands with soap and water or hand sanitizer containing a minimum of 60% alcohol or 70% isopropanol before and after all activity periods, meals, and other high-touch interactions. *The number of hand sanitizing stations throughout Camp has been increased to accommodate these enhanced protocols. (Camp Staff and Director of Maintenance will be developing those areas.)*

CAMP PROGRAM

More this year than maybe EVER, the overnight camp experience is critical to the educational, social, mental, and emotional well-being of our youth and teens.

Through our experiences with our Day Camp in 2020, and our Afterschool Membership Programming 2020-21 this past fall and winter, we learned a lot about operating during this pandemic.

We are prepared and eager to provide a similar experience to summers of the past, with a full complement of engaging camp activities, while creating opportunities for social interaction that are hard to come by now. We know how important your camper's experience will be this summer after over a year of constant change in routines, physical distancing, and increased time in front of computers, tablets, and other electronic devices.

To accomplish this, we will need to make some adjustments in how we deliver our programs, as detailed in this Plan. In addition, we will remain flexible in our programming this summer and will be prepared to quickly pivot based on the needs and interests of our Camp community.

LODGING / TENT GROUPS / CAPACITY

Campers and Staff will sleep in the tents, as they always have. Tent flaps will be raised “up” as much as possible, weather permitting, to allow cross flow of air. When the flaps are let “down” for weather reasons, airflow is minimal. A tent group will consist of a maximum 6 campers and 1 counselor. This ratio dictates a maximum number of campers at 78 (6 campers X 13 tents). Alternating individuals will be positioned facing in opposite directions (“head to toe”) to allow for more distancing. Tent groups will also eat their meals together. Considering the pre-test quarantine, and the test being 3-5 days before going to camp, campers should have all quarantined for 8-10 days before coming to camp.

MEAL TIME

The Dining Hall will operate at approximately 50% capacity. Inside of the Dining Hall, we have prepared our facility to **be in compliance with all applicable food service standards set by Pennsylvania (very much like a restaurant).** This includes setting up our tables with distance between each tent group. Meals will usually still be enjoyed family style via platters of food being made available at each table.

Approximately half of camp will eat together (e.g. possibly divided as even tents or odd tents), serving approximately 40 individuals per shift, if camp is full (normally 80+). All campers will eat meals with their tent groups – just like in previous summers.

To remain in compliance with guidance from Pennsylvania, we are unable to offer a self-service salad bar and will instead offer salad to each table with meals where it is on the menu. Other substitutions and adjustments will be made at breakfast to ensure fresh fruit, yogurt, and granola are readily available for each pod.

Our PB&J stations will also be converted for 2021. Campers and staff will have the ability to pick from several different types of pre-made sandwiches (PB&J, PB only, Jelly only, different types of bread, etc.).

ALL-CAMP PROGRAMMING

We are still going to offer our signature all-camp programs, like Camp Olympics and Team Treasure Hunts this summer. While they will look different, they’ll be just as memorable. Between now and the start of Camp, our program staff team will be hard at work to maintain the unique inclusive nature of these experiences while at the same time taking into account the required best practices in health and safety.

HEALTH CARE (FIRST AID) STAFF

Our First Aid Staff is composed of specific Camp Counselors and the Camp Director. They do not have medical training, but are certified in First Aid, CPR, and AED. They live at camp with our campers, and follow all of the same health and safety protocols.

TELEHEALTH

*This summer, we are **exploring telehealth services to supplement available in camp health care, if the scenario does not meet the criteria for the individual to be sent home and/or tested for COVID. We cannot promise or commit to this option, but we are exploring it.***

MEDICATION DISTRIBUTION

This summer will be no different in our ability to meet the needs of our campers taking regular medications, both prescribed and over-the-counter (OTC). The paperwork prior to the summer will be the same as in previous

summers and our First Aid team will administer medications as directed by the physicians who sign the orders. No medication will be allowed to be kept in the tent, including any over-the-counter medications.

TREATING INJURIES

This summer will be no different. The daily adventures at Camp unfortunately result in the occasional injury. Nearly all injuries are minor and do not require any additional medical treatment. To support our staff in cleaning simple scrapes and cuts, they will be treated in the First Aid Office, as always, by a certified staff member. If the injury requires more than basic First Aid, then we will follow the guidelines as written in the Camp Handbook.

ILLNESSES

Over the course of any camper or staff member's time at Camp, there will be times when they are not feeling 100%. Our First Aid team is there to return them to full health and back to their tent group as quickly and as safely as possible. All campers and staff will be assessed based on the symptoms present and an appropriate course of treatment will be determined. Every camper or staff member who reports an illness will have their temperature taken. This is standard practice at any doctor's office or camp health center.

This year, any treatment for an illness provided by our First Aid staff will be communicated to the camper's parents/guardians.

Camp reserves the right to require that any member of our Camp community who presents with at least 2 possible symptoms of COVID-19 be tested to rule out presence of the virus. Best practices indicate that anytime there are two or more symptoms present, will require a COVID-19 test.

If a COVID-19 test is required by our First Aid Team, we will communicate with the camper's parents/guardians, who will be required to pick up the camper same day, secure treatment, and to share the test results by email with the *Camp Director and Director of Program Services* as soon as the results are available. If the test is negative, and a reasonable portion of that session remains, then it may be possible for the camper to return (not guaranteed). That determination will be made by the Camp Director and at least one designated member of the Management Team.

Confirmed Case of COVID-19

In the event that we confirm a positive case of COVID-19 from someone who was at Camp, that camper will already be home. We will continue to follow the quarantine and isolation procedures established for Camp, while also notifying the families of those in that specific tent (and all families for that session), the PA Department of Health, Allegheny County Health Department, and Sarah Heinz House designated Management Team member(s).

In the event a second positive case is confirmed, we will restart our quarantine timeline and repeat the steps taken from the first positive case.

Whenever an entire tent group is quarantining and all members of the tent remain symptom-free, they will still be able to participate in some Camp activities away from other campers. During group isolation, meals may be delivered to those isolating at one of our several alternative locations, or directly to their tent.

THRESHOLD / SHUTDOWN:

We do not plan to shut down camp unless proper supervision ratios can no longer be maintained.

If proper supervision ratios can no longer be maintained, then that camp session will be shut down for the remainder of that specific session. All staff and campers will be required to get tested (PCR), and report the results back to SHH.

The **next Camp Session** may also be impacted by the number of cases and days remaining. **This timeline is still being developed as of March 2021.**

COMMUNICATION WITH PARENTS/GUARDIANS

Partnering with the parents/guardians of our campers is an important part of our medical program at Camp. **We will attempt to notify you by phone anytime:**

- We consider taking your child out of Camp for medical reasons (ER visit, x-rays, etc.)
- If your camper misses an activity for any health and wellness reason
- If your camper will be spending the night in the Infirmary or other isolated area
- If our First Aid staff believes that a change to an existing treatment plan is appropriate

COVID-19 Symptoms:

Please keep your child at home, or staff or volunteer should stay home, if the individual:

- Has 1 or more symptoms in Group A, OR
- Has 2 or more symptoms in Group B, OR
- Is taking fever reducing medication.

Group A

1 or more symptoms

-Fever (100.4 F or higher)
-Cough
-Shortness of Breath
-Difficulty Breathing

Group B

2 or more symptoms

-Sore Throat
-Runny Nose / Congestion
-New Loss or Smell of Taste
-Muscle Pain / Body Aches
-Nausea or Vomiting
-Headache
-Diarrhea
-Signs & Symptoms of MIS-C: Rash, Red Eyes, Cracked, Swollen Lips, red / Swollen Tongue, Swelling Hands / Feet, Stomach Pain

Higher Risk for Complications (FYI)

If a camper or staff member is at higher risk for COVID-19 complications, we highly recommend they consult their medical provider to assess if it is appropriate for them to attend HHC this summer. Those at higher-risk of serious illness from COVID-19 may have conditions that include, but are not limited to:

- Asthma
- Chronic kidney disease undergoing dialysis
- Chronic lung disease
- Diabetes
- Liver disease

- Immuno-compromised
- Immuno-compromised as a result of a condition, such as:
 - Bone marrow or organ transplantation
 - Cancer treatment
 - Immune deficiencies
 - Poorly controlled HIV or AIDS
 - Prolonged use of corticosteroids and other immune weakening medications
 - Smoking
 - Serious heart conditions
 - Severe obesity (body mass index of 40 or higher)

For a full list of conditions that may cause serious illness, please visit the CDC Website.

COMMUNICATION FROM CAMP AND CONNECTING WITH YOUR CAMPER

Social Media and Camp Photos

This summer you may notice a decline in the number of photos that we regularly share on various platforms like Facebook and our Website. This will afford us as much time as possible to best ensure adherence to the high standards and best practices in health and safety we've established for our Camp community. *We cannot promise how often we will post photos of campers, but our goal will be to post photos once or twice each week.* We will also continue to share smaller posts on social media, with the focus on telling the story of our summer. It's important to us that our families still have that special lens and opportunity to see what's happening at Camp and the meaningful experiences our campers are engaged in.

Mail, Packages, and Deliveries at Camp

Would it really be Camp without mail and packages? Mail and packages are not only permitted to be delivered to Camp, they're encouraged! We will request that UPS, FedEx, USPS leave any mail or packages at our Camp Mailbox, located over 100 feet from the Dining Hall

THANK YOU

Lastly, we wanted to say thank you in advance for partnering with us to deliver the best possible experience for our campers and staff. The past year has presented our community with challenges that we've been able to overcome by staying together and protecting each other.

This year, the 100th year of Heinz House Camp, and more than ever, the camp experience is critical to the educational, social, mental, and emotional well-being of our youth and teens. As our preparations continue, we look forward to welcoming your camper at Heinz House Camp this Summer!

Sincerely,

Jennifer Cairns
Executive Director

Charley Chmura
Director of Operations

Bob Bechtold
Director of Program Services

END Resident Camp Safety Plan -----

Important Dates to Remember

- Deadline to turn in forms** ----- May 28, 2021
- Last day for refunds (minus \$25 per session registration fee)----- May 28, 2021
- GIRLS Camp Meeting at 6 PM----- June 15, 2021
- BOYS Camp Meeting at 6 PM-----July 6, 2021

-Girls' Resident Camp First Session

Depart SHH on Wednesday, June 23 at 2 pm Return to SHH on Thursday, July 1 at 12pm

-Girls' Resident Camp Second Session

Depart SHH on Friday, July 2 at 2 pm Return to SHH on Saturday, July 10 at 12pm

-Boys' Resident Camp First Session

Depart SHH on Tuesday, July 13 at 2 pm Return to SHH on Wednesday, July 21 at 12m

-Boys' Resident Camp Second Session

Depart SHH on Thursday, July 22 at 2pm Return to SHH on Friday, July 30 at 12 pm

Payment and Refund Policies

- **Full Payment** is due at time of registration.
- ****No refunds** are given to individuals who withdraw **after May 28**, or get suspended from camp or membership because of behavior. ******
- To qualify for Membership Rates, a **member must finish the program year "in good standing"**, regarding attendance and behavior / discipline. If a full member of Sarah Heinz House **does not finish the program year "in good standing"**, because of behavior or less than 50% cumulative attendance, then their charges for summer programs will be changed to **Nonmember Rates**.
- **Last day for refunds (minus \$25 per session registration fee) is May 28, 2021**
- An **Administrative "Change Fee" of \$10** will be charged for the processing of every registration "transfer" requested by a camper's family.

Forms Required for Campers

- **Summer Food Program Application-** Government regulations state that all the campers need to have a Summer Food Program Application completely filled out. This is not online. Campers attending resident camp are **required to submit this hardcopy form to the Front Desk**.

The forms below should have been completed **online** as part of the registration process.

- **Signature form** - outlines the permissions the parent(s) give to Sarah Heinz House.
- **Confidential/Physical form** - provides additional information about your child so the staff at Sarah Heinz House can better serve them.
- **Ropes Course Waiver**-gives or refuses permission from the parent(s)/guardian(s) for their child to participate in the High Ropes Course. Indicate your **consent or dissent** on the form. We must have a completed form on record for each camper.

- **Paintball Waiver (for children 12 and older only)** -gives or refuses permission from the parent(s)/guardian(s) for their child to participate in Paintball at Heinz House Camp. Indicate your **consent or dissent** on the form. We must have a completed form on record for each camper.
- **The Summer Food Application** is included in the camp mailing and it, **is due to Sarah Heinz House by May 28, 2021**. You can fax them (412-426-3797), email them to fodor@sarahheinzhouse.com, mail them into Heinz House (! Heinz Street, Pgh, PA 151212), or stop in and drop them off at the Front Desk during business hours.

***If your child's completed forms are not received by the due date, your child could lose their spot in camp and it will be given to the next person on the waiting list. They will then go to the bottom of the waiting list. Your payment will not be refunded.**

Camper and Parent/Guardian Meeting

This year, campers are **NOT** required to have a physical before going to camp. We still ask that you attend the camper meeting. The Girls Camp Meeting will be held on **Tuesday, June 15th at 6pm** and the Boys Camp Meeting will be held on **Tuesday, July 6th at 6pm**. You will receive important information at the meeting and your child will pick their preferred tent mates for the session.

Staff

Our counselors are selected from a qualified pool of applicants. Staff have backgrounds in or are currently studying a variety of fields, but the majority of them are former Heinz House Campers. Many have gone through and completed our Counselor in Training Program. All Heinz House Camp Staff are certified in at least one area of expertise (Lifeguarding, Ropes Course, First Aid, Paintball, Boating, and Leave No Trace). The entire Heinz House Camp staff completes a staff training that focuses on best practices and other topics such as Child Abuse Awareness & Prevention and Outdoor Education. At least 80% of our staff is 18 years old or older. All staff who are over 18 have completed and passed a Background Check as outlined in SHH policy and state and federal law. Camper's families understand and agree that neither Sarah Heinz House, nor any person associated with them, has any responsibility of any kind to me or my child from any claims arising from any accident, injury or illness, which my child may suffer as a result of participation or any related health care or medical treatment.

Arrival and Departure Times

Each Session (both Girls' and Boys' Camp) leaves and returns at the times listed below. See Departure and Arrival dates on Page 2 of this handbook.

DEPARTURE to Heinz House Camp 2:00 P.M.

- **Be at Heinz House no later than 1:30 P.M.**

RETURN to Sarah Heinz House 12:00 P.M.

- Parents/Guardians should be in the parking lot before the bus arrives. The campers look forward to seeing you as much as you look forward to seeing them!

Procedures for Departure

- Be at Sarah Heinz House no later than 1:30 P.M. for either session.
- **DO NOT BLOCK THE ENTRANCE OR TURNAROUND TO THE PARKING LOT.**
- Park in the designated parking lot (or overflow lot). **Do not block the turn around.** Cars left in the turnaround will be towed immediately. The **luggage bus** and the **camper bus** will be in the turn around.
- Carry your luggage and fishing rod onto the luggage bus.
- Go to the Check In Table (camper and 1 adult parent or guardian) to check in and submit:
 - Signed Acknowledgement of Self Quarantine;
 - Negative test result for camper(s)
 - ALL medications (including vitamins) - SEE PROCEDURE BELOW
- Roll will be called, then each camper's temperature will be taken as they board the bus. Note: Any camper with a temperature reading of 100.4 or higher will not be permitted to board the bus.

Permission to Treat and General Release

By signing registration forms, parents/guardians give permission for over-the counter and non-prescription medication to be given to the above named child. **Parents give permission to Sarah Heinz House to treat the registered child with basic first aid when necessary. Parents/Guardians understand that Camp Staff certifications do not extend beyond Basic First Aid.** Parents/Guardians also give permission to the health care providers selected by the camp director to order X-rays, routine tests and treatment for the health of the above named child, and, in the event of an emergency, parents/guardians also give permission to the health care providers selected by the camp director to provide whatever treatment they deem necessary until such time as parent may be reached. Parents/Guardians further understand, acknowledge and agree to waive, release and discharge Sarah Heinz House, and all those affiliated with the organization, from any and all claims of liabilities for harm, personal injuries or damages of any kind, which arise out of or relate to the above named child's participation in summer camp activities. Parents/Guardians also expressly release and discharge Sarah Heinz House, and those affiliated with the organization, from any liabilities or claims associated with the rendering of, or failure to render, any type of emergency, medical and/or first-aid services. Parents/Guardians further agree to indemnify and hold Sarah Heinz House harmless for any harm, injury or property damage resulting from or arising out of the above named child's actions.

Medication Going To Camp

On the day of departure, bring the following.

- Put all medications in a Ziploc bag
- Print or write clearly the camper's name on the top of the bag.
- Does it need refrigeration? Write REFRIGERATE after the name.
- Fill out the **medication form** (available online and at SHH) and place it in the zip lock bag.
- On the day of departure, a counselor/first aid staff will collect the medication bags.
- Please do not send over-the-counter medication (such as Benadryl, Advil, Tylenol, etc.). Simply state on your child's confidential form and medical form what they use and why they need it. We will supply any over the counter medication.

Hospital/Doctor Visit (Non-Covid)

All of the programs we run at camp focus on fun, learning, and safety, but accidents do happen. In the event of an Emergency illness or injury to your child, your child will be taken to the closest Emergency Room, UPMC Jameson in New Castle, PA. On route to the hospital, you will be contacted by a staff member. If your child requires non-emergency medical attention (for example: ear infection, etc.), we will contact the family to help decide the appropriate hospital or urgent care. The hospital will call you to receive permission to treat your child and will call later to tell you what they have decided to do. After the visit to the emergency room, we will contact you to let you know how your child is doing.

Luggage

- One suitcase, one bedroll (or duffel bag), and a book bag are permitted.
- A **small bag** is permitted on the bus (**small, please - book bags are not permitted on the camper bus.**)
- No trunks or footlockers are permitted.
- Fishing rods need a name tag (many children bring similar fishing rods and can be easily mistaken as another's fishing rod).

Helpful Hints When Packing for Camp

- Having extra clothes is better than running out of things to wear. Please pack extra underwear, socks, shirts, shorts, and pants.
- Shoes get wet at camp. Send more than one old pair of tennis shoes or boots (even if they are tight to be used as creek shoes). Do not only send a pair of sandals.
- A lot of our waterfront activities require shoes with backs on them. Make sure you have water shoes that are sturdy and have a strap or back to them so you can fully participate in the activities we offer.
- An old extra swimsuit/trunks are nice as well. We swim a lot, and wet suits/trunks are not comfortable to put on.
- Nights can be cold at camp, please be sure to pack suitable bedding. An indoor slumber bag is **NOT** a substitute for a camper's "sleeping bag." Extra blankets still need to be packed for cold nights.

What to Pack and Bring to Camp

Please write the camper's name on every item with a permanent marker. This makes it easier for the staff to identify the owner of an article of clothing/object if it is lost during the session. Please use luggage tags provided to identify your child's items.

Masks (at least 12)

Sleeping Bag

Small Pillow (if desired)

Small old rug (if desired)

Additional Blankets (if desired, nights get cold)

Flashlight (extra batteries & bulbs)

Cloth/Mesh laundry bag (NO Plastic Bags)

Rope (16ft for a clothes line)

Disposable Camera (if desired)

Pre-Addressed Envelopes/Postcards

Toothbrush, toothpaste, soap

Soap box, shampoo, comb, brush

Pajamas or night clothes

Tennis shoes and hiking shoes

Old play clothes, shirts, shorts, jeans

Extra underwear

Swimsuit/trunks (at least 2)

Flip-flops, creek shoes (water socks)

Fishing gear (if desired)

Stamps, pen/pencil	Plastic ground cloth
Towels (at least 3 bath/beach towels)	Baseball glove (if desired)
Sweatshirt/hoodie and pants (at least 3-4 each)	Plastic bucket for shower articles
Mattress Cover - \$15 available at SHH	Extra Disposal Facemasks

Items NOT to bring

- Cell Phones-Cell Phones will be confiscated and stored with the Camp Director if brought to camp and will be returned at the end of the campers' experience at camp
- Electronics (including, but not limited to cell phones, iPods, MP3 Players, etc.);
- Hand Held Video Games (including but not limited to Nintendo DS, PSP, etc.);
- Valuables of any kind;
- Money (We do not have anything to purchase at camp-no money needed);
- Food - Please **do not send food with or to camp** (it may attract unwanted animals into camp);

There is no need for your child to bring any of these materials to camp. Sarah Heinz House has no means of protecting these items and therefore cannot be held responsible if these are lost, stolen, or broken.

Laundry Run - For campers staying - BOTH SESSIONS:

For campers staying both sessions, laundry can be sent home for cleaning. If you do not pick up your child's laundry, you will be **charged a \$50 additional cleaning fee.**

Parents/Guardians or a designated person can pick up and drop off laundry at SHH.

Girls Camp

- **Laundry Pick Up**
 - Wednesday, June 30th from 12:00-5:00pm
- **Laundry Drop-Off**
 - Friday, July 2nd between 12:45-1:45pm
 - Please return clean laundry **with the camper's name on it**
 - Please put it straight onto the luggage bus. Do not bring it into the building

Boys Camp

- **Laundry Pick Up**
 - Tuesday, July 20th from 12:00-5:00pm
- **Laundry Drop-Off**
 - Thursday, July 22nd between 12:45-1:45pm
 - Please return clean laundry **with the camper's name on it**
 - Please put it straight onto the luggage bus. Do not bring it into the building

Camp Lost and Found

Items will be held for **48 hours** after the camp session ends. At that time, if the items are not claimed, they will be donated to Goodwill.

Contacting Heinz House Camp

If a situation arises or you have any questions and need to get in contact with our camp, please call Sarah Heinz House directly at (412) 231-2377. They will contact the Resident Camp Director and who will contact you directly. **Our camp phone number is blocked. If your phone does not allow blocked phone numbers, you may want to disconnect that service while your child is at camp. We will get in touch with you if necessary.**

THE CAMP ADDRESS IS:

**Camper's Name
Heinz House Camp
2534 Heinz Camp Road
Ellwood City Pa 16117**

E-mail will only be used for communication with staff, not your child. You **will not** be able to write letters to your child through e-mail. The e-mail address to contact camp and the Camp Director is overnightcamps@sarahheinzhouse.com .

Other Helpful Hints

- Send a lot of mail to your child. It is the one connection the camper has with you.
- Sending packages to your child is permitted, but please do not send food. We have plenty of food during meals and in the camp store. All food outside the camp store and dining hall will be held until your child returns home. Instead of food, send puzzles, games, books, etc.

Early Pick Up or Late Drop off Procedure (from the Heinz House Camp Campus)

Due to COVID-19 Safety protocols, Campers who need to leave for reasons other than additional medical care as designated by Camp Staff will likely not be allowed back into Camp. All circumstances surrounding what takes place while they are gone from Camp will be assessed and an objective determination will be made on a case-by-case basis by the Camp Director and at least one designated member of the Sarah Heinz House Management Team.

Circumstances may occur where your child needs to be picked up early or dropped off from Heinz House Camp. (Reminder that campers who leave for non-medical reasons as designated by camp staff will likely not be permitted to return to camp.) For the safety of your child/children, please provide in advance a completed early pick up form (we will have forms at SHH and online). If you do not have a form, please write a note with the following information:

- Name of your child;
- What time they will be leaving;
- Who will be picking up your child and the relationship to the child; and
- A contact number where the parent/guardian can be reached for confirmation.

If your child is NOT taking the bus from or to Sarah Heinz House on the above mentioned dates and times, you are responsible for picking up and/or dropping off your child from Camp (you may obtain directions from the Front Desk Staff at Sarah Heinz House). Please do not go any further than the Dining Hall until you are greeted by a staff person!!

We may also ask for photo ID of any individual picking up a child that is not recognizable by the child and/or staff. Sarah Heinz House requires that all parents/guardians and/or person's picking up your child MUST come into the Dining Hall, have PHOTO I.D., and check in with a camp staff member.

We reserve the right to not allow your child to leave Heinz House Camp if we do not know the person picking up your child, does not have a photo I.D. and/or if we cannot get in contact with the parent/guardian. This is a safety precaution.

AT NO POINT ARE YOU PERMITTED TO ENTER HEINZ HOUSE CAMP PROPERTY WITHOUT WRITTEN, ADVANCED NOTICE. If you enter without permission, we reserve the right to deny you access to our campus and local authorities may be called. This is a security measure to help protect your child from intruders and potential COVID-19 exposure. Please respect this policy.

Tent Groups

Campers will be assigned to tent groups according to their age group. Mealtime will almost always be with the same tent group as well. Camp directors will make every effort to place children in appropriate tent groups with whom they have requested. Any issue with your child's tent group can be brought to the camp director, but changes will be at the Camp Director's discretion.

Off-Site Activities

Occasionally Sarah Heinz House Summer Program staff may take campers off-campus to local attractions in the area (McConnell's Mills, Moraine State Park, etc.). The off-site attractions are within walking distance and do not last the entire camp day. Campers will be masked and maintain social distance protocols throughout the entirety of the trip.

Apparel

Resident Camp apparel is not sold at Sarah Heinz House.

Resident Camp apparel will be available online. The link will be shared at www.sarahheinzhouse.org and on Heinz House Camp's Facebook page when the store is available.

Code of Conduct for Campers, Parents/Guardians and Staff

Sarah Heinz House staff will respond to incidents of inappropriate behaviors with a plan designed to document, monitor, and intervene for all threats or incidents in violation of the Sarah Heinz House Code of Conduct.

To ensure the best care of our campers, it is necessary to maintain good communication with parents and guardians in a calm atmosphere at Sarah Heinz House. However, it is important that all campers and their families know that Sarah Heinz House and its operating bodies are no place for:

- Bullying (Verbal or Physical)
- Verbal or physical fighting
- Hostile tones of voice and disrespect with defiant attitude to any staff, campers, members, etc.
- Rude, profane, racist or culturally offensive remarks
- Threats of physical harm, intimidation, or coercive behavior
- Weapons of any type: play toys, guns, pepper spray, etc.
 - **Knives are NOT PERMITTED and will be confiscated.**
- Alcohol, illegal drugs or behavior indicating drug or alcohol use

- Stealing
- Vandalism of any property belonging to Sarah Heinz House, staff, campers, members, etc
- Being down Waterfront without permission/supervision
- Being outside of permitted areas or boundaries
- Any other inappropriate behavior as determined by the Camp Director.

For the safety and comfort of all, Sarah Heinz House staff may remove campers from daily activities, an entire session and/or the rest of camp depending on the severity of the incident.

****NO REFUNDS ARE GIVEN TO INDIVIDUALS WHO WITHDRAW AFTER MAY 28, OR GET SUSPENDED FROM MEMBERSHIP BECAUSE OF BEHAVIOR.****

If your child/children are reprimanded for participating in any of the above incidents or inappropriate behaviors, the parent and/or guardian must comply with any discipline given by the Camp Director and must have a meeting with the Sarah Heinz House staff to review the guidelines set forth by this Code of Conduct.

Typical Day at Camp

The schedule is tentative and subject to change.

7:30 am	Wake Up
7:30 am-7:45 am	Morning Roll Call and Activity
7:45 am-8:30 am	Tent Clean-Up
8:30 am-9:30 am	Breakfast
9:30 am-10:00 am	Squads (chores)
10:00 am-12:15 pm	Morning Program Session
12:30 pm-1:30 pm	Lunch
1:30 pm-2:30 pm	Rest Hour
2:30 pm-3:00 pm	Camp Store
3:00 pm-5:15 pm	Afternoon Program Session
5:30 pm-6:30 pm	Dinner
7:15 pm-9:30 pm	Evening Program Session
9:30 pm-10:00 pm	Campers Prepare for Sleep
10:00 pm	Lights Out

Statement on Diversity, Equity, and Inclusion (DEI)

“Sarah Heinz House commits to promoting a safe, positive and inclusive environment for all youth and teens of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion in reaching their full potential”.

Special Accommodations or Extra Support

SHH welcomes all children and our staff strives to respond to the needs of the youth we serve. We are, however, unable to provide individualized care for any child except for extenuating circumstances, such as injuries, discipline and personal care needs customarily provided to each child. To the extent it is reasonable able to do so, SHH staff will provide services to youth with disabilities or any special needs in the same manner as services are provided for other children of comparable age.

We want all participants to have the opportunity to succeed and to have a positive experience. Attendance and full participation for each camp is listed in the handbook and other materials. Our resident camp is open to children who have completed 1st Grade through teens who have completed 11th Grade.

Some participants do require additional support beyond the usual scope of our services to be safe and successful. A certain level of maturity and independence is required. It is the discretion of Sarah Heinz House to discern whether or not we think a child can be safe and successful at our camps, without additional support. If Heinz House determines that situation regarding any participant, and such additional support is not available, parents/guardians refuse to secure supports for the child, the additional supports or services needed are unreasonably burdensome, poses a danger to any participant (including my child) or would fundamentally alter the program, then Sarah Heinz House reserves the right, in the best interests of all participants and programs, to decline a participant the opportunity to participate in programs. If your child requires additional support in a school setting, or other afterschool settings, or if your child usually requires more than 1:10 supervision ratio, you are required to set an appointment and meet with the appropriate Camp Director at least one week before my child attends any session of camp. We are, however, unable to provide 1:1 care for any child, except on an intermittent basis, such as injuries, discipline, and personal care needs provided to other children.

Sarah Heinz House Non-Discrimination Policy

It is the policy and strict intention of the Sarah Heinz House that no member or employee of Sarah Heinz House discriminates against any person on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, ancestry, national origin, handicap or disability. It is the strict policy of Sarah Heinz House that any discrimination will not be tolerated. Furthermore, any act of discrimination that Sarah Heinz House becomes aware of will be dealt with by a fair and prompt investigation into the matter.

Disagreement with any of the policies in this handbook or other membership documentation must be presented in writing to **Bob Bechtold, Director of Program Services at Heinz House**, and may result in declined membership and/or participation.

Thank you for signing your child up for summer programs at Sarah Heinz House! We are so glad to have the opportunity to serve your camper, your family and you!

