Sarah Heinz House
Day Camp
Camper & Parent Handbook
(Updated June 14, 2022)
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WHAT TO EXPECT

We are so excited to have your child at camp this summer! The first day of camp can be a little busy so keep reading for more details to help you and your camper(s) be successful.

• Campers will participate in all kinds of activities like swimming, gym games, arts and crafts, STEAM and lots more. While we are not able to go on field trips, we will take nature walks and have so many fun experiences on our campus.
• A parent/guardian must walk their camper(s) to the door to check in (it's helpful to check with front desk prior to first day to make sure paperwork is in order. Call 412-231-3277)
• Label all your campers belongings! Backpacks, clothes, bathing suit, towel, lunch, etc. with permanent marker
• Your child will be given a tag on the first day that they leave at camp each afternoon and will wear every day
• Each camper is placed in a color group the first day of each session based on grade.
• Drop off time is between 9:30-10am and pick up is between 4-4:30pm. Please park in the lot, not the turn around circle
• Free lunch is offered to all campers! They still can bring their own lunch, just cannot be refrigerated, microwaved, or shared.
Who to Contact?

Day Camp Director
Hannah Komita
Contact for any questions about overall camp concerns and leadership development.
komita@sarahheinzhouse.com

Preschool Director
Cydney Haines
Contact for any questions about Preschool Camp.
haines@sarahheinzhouse.com

1st-6th Grade Director
Yas Al Salih
Contact for any questions about 1st-6th grade Camp.
alsalih@sarahheinzhouse.com
At SHH Day Camp, we want everyone to have a fun and memorable experience while at camp. It is our goal to provide a healthy, safe, secure environment for all camp participants. Heinz House Camp teaches the core values of character, service, responsibility, and respect. Youth and Staff who attend camp are expected to follow the Code of Conduct below and to model these core values.

- We are all responsible for our words and actions. Respect the rights and beliefs of others and treat others with courtesy and consideration. Unwelcome teasing/bullying or any unkind behavior is not allowed.
- Respect each other and our environment. We do not take things that are not ours, nor do we vandalize any belongings or items.
- Honesty will be the basis for all relationships and interactions. If I have a problem with someone or something, I will bring it to the attention of staff as soon as possible.
- Show respect to the camp staff and cooperate fully with their instructions. Follow directions at all times.
- We care for ourselves and each other. Any use of alcohol, drugs, weapons, look-alike weapons, or objects that may be used to threaten, intimidate, or harm others or to damage property may not be brought to camp.
- Communicate in an appropriate manner, which means I will not use foul language, gestures, or harsh words. I will not raise my voice or use verbal threats of any kind.
- Camp is a safe space for all. Be careful and considerate that my actions will not hurt another camper’s feelings or hurt them physically, either intentionally or accidentally.
- Be enthusiastic, thoughtful, open-minded, and involved.
- We conduct ourselves responsibly and keep our hands to ourselves. Horseplay, inappropriate touching, pushing, kicking, hitting, or fighting are not acceptable behavior.
- Be respectful of all camp property, equipment, facilities, and supplies. Be respectful, cooperative, and contribute positively to you experience and those of your fellow campers.
- Campers are expected to have fun and participate in all activities!
Financial Aid is available to those who qualify. Click the link for more info https://tinyurl.com/SHHfinancialaid

May 27th: All forms due, deadline to pay in full, last chance for refunds

Camp Times
10am-4pm

Precare:
8am-9:30am
(Campers dropped off after 9:30am will not be charged precare fee)

Postcare: 4:30-5:30pm
(Campers picked up before 4:30pm will not be charged postcare fee)

*See pre/post care procedure

Session Dates:
Session 1: June 13-June 24
Session 2: June 27-July 8
   (closed July 4)
Session 3: July 11-July 22
Session 4: July 25-August 5

What to bring:
- Backpack with bathing suit and towel
- Tennis shoes able to get dirty
- Sunscreen (camper should come with sunscreen and be able to apply as needed at camp)
- Preschool: extra clothes to leave at camp. Blanket for rest time.
Procedures:

Parking Restrictions
Parents/guardians may not park in the turn-around circle.

Drop-off and Pick up (regular times)
Drop-off time (between 9:30 am -10am): It is required that a parent or guardian come to the Main Entrance Check-In with your child(ren) in a socially distant manner EVERY DAY as they are screened and checked into the building. When you do, PLEASE park in the Lower parking lot. PLEASE DO NOT PARK IN THE DROP OFF CIRCLE. After checking in and scanning in, the child will enter the building without their parent/guardian and be directed to their designated area.

At the end of camp day: Please park in the lower parking lot and come to the front entrance, maintaining 6ft social distance from others. A staff member will take your child’s name and color group. They will use a walkie-talkie to communicate with the appropriate counselor to dismiss your child. Your child will scan out and hang their ID in the lobby. For their safety, we will not permit the campers to wait outside for their ride. Any camper whose parent has not initiated this process and submitted the name in person to the staff member by 4:30pm will be subject to a $20 emergency post care fee for each occurrence.

Traffic Issues (end of day)
Due to the large quantity of cars arriving for pick up at 4:00pm, you cannot park in the turnaround loop. We understand that traffic issues may arise when picking your child up on time. Please note that camp ends at 4:00pm and you are permitted a 30-minute grace period until 4:30pm, without any consequences, before Post Care begins. Even if you are late and did not intend to have your child in post care, we must automatically send your child to Post Care at 4:30pm and place them on our post care list so they will be safely supervised until your arrival. If your child is sent to Post Care, you will be subject to a Post Care emergency fee of $20 for that day.

Early Dismissal
For the safety of your child/children, if you know your child will be picked up early from camp, please provide a note in advance with the following information:

1. Name of your child, the specific camp they attend, and the Color Group they are in (if applicable);
2. What time they will be leaving;
3. Who will be picking up your child and the relationship to the child; and
4. A contact number where the parent/guardian can be reached for confirmation.

While the staff of Sarah Heinz House will make every effort to make sure your child is ready to be picked up early, we cannot promise that your child will be waiting for you in the Great Hall at the time you would like to pick them up (unless it is normal departure time at 4:00pm). However, if you follow the guidelines above, it will increase the likelihood that your child will be ready at the time you need them to be. If you need to pick up your child unexpectedly throughout the day, please call Sarah Heinz House as soon as possible at (412) 231-2377 prior to arriving on campus to pick up your child while also providing the same information noted above to the Front Desk.

Please understand that only in exceptional cases will early dismissals be accommodated. While we understand that families sometimes have things come up, we cannot regularly accommodate non-standard pick-up or drop-off times. Sarah Heinz House is dedicated to maintaining proper ratios of campers to staff persons and those ratios are disrupted by pickup or drop-off at unusual times. We consider early pick-ups to be for the purposes like doctor appointments or other special engagements and not simply as a matter of convenience. Early pick-up will not be honored after 3:30pm. Regularly requested early pick-ups will not be accommodated.

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 persons picking up your child come to the outside of the Main Entrance, with photo ID available upon request, and call the main number for front desk staff so we can dismiss your child for the day. We reserve the right to not allow your child to leave Sarah Heinz House if we do not know the person picking up your child, they do not have a photo I.D. and/or if we cannot get in contact with the parent/guardian. This is a safety precaution.
Pre and Post Care
Sarah Heinz House’s Pre and Post Care program is provided to help parents / guardians with their children prior to and/or after the regularly scheduled day of camp. This time is for supervised unstructured activity, most often in their homeroom. The program was created as a means of assisting those parents/guardians who cannot bring/retrieve their children to/from camp during its normal operating hours. Even if you do not plan on your child attending Pre and or Post Care, we ask that you read over these guidelines, as some of its rules will still apply directly to your child.

** Pre & post care is a flat fee for the two week session.** Once the fee is paid, campers can attend pre/post care as many times as needed throughout that two week session.

**Pre and Post Care Guidelines**

If purchased on or prior to the first day of each session:

**Pre Care** (8:00-9:30 am) $25 per two week session

**Post Care** (4:30-5:30 pm) $25 per two week session

**Pre and Post Care Combined** $50 per two week session

**If you have not signed up for pre and/or post care at the time of registration, you will be charged an emergency rate of $20 for each occurrence** that you utilize either pre and/or post care.**

**Pre Care**
- Upon arriving on campus, parent/guardian and child must check in at the main entrance in a socially distant manner. After checking in, the child will be directed to their appropriate area of the building.

**Post Care**
- When picking up your child from Post Care:
  - The parent/guardian picking up the camper must park their car in the lower parking lot and come to the main entrance to speak directly to the staff member coordinating pick up
  - The staff member will send for the child. A parent/guardian may not take their child from the building without speaking directly to the staff member. This is a safety precaution for all campers and staff.

**There is NO Extended Pre or Post Care**

- **Day camp staff do NOT arrive at camp before 8am.** Children must be accompanied outside by an adult until 8:00am. Campers will not be permitted to enter the building before 8:00am. **Any neglect or abuse of this rule will result in consequences that could impact your child’s participation, including camper’s loss of pre and post care privileges, and possible removal from the camp without refund.**
- **Day camp staff leave the building at 5:30pm.** Children must be picked up by an authorized adult before that time. For any child that is picked up after 5:30pm, parents/guardians will receive one warning, then be charged $15 for any portion of every 15 minutes segment their child is not picked up. **Any neglect or abuse of this rule will result in consequences that could impact your child’s participation, including camper’s loss of pre and post care privileges, and possible removal from the camp without refund.**

**Off-Site Activities**

Occasionally Sarah Heinz House Summer Program staff may take campers off-campus for a walk on the river trail, etc. Any offsite activities would be walking distance and age appropriate, with social distancing guidelines followed. For this reason, it is important to send appropriate clothing and equipment (i.e. sunscreen) with your child each day. Like 2021, field trips to the zoo or museums will not be offered this summer.
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.

Non-Discrimination
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 or disability. Discrimination will not be tolerated and any act of discrimination that Sarah Heinz House becomes aware of will be addressed by a fair and prompt investigation into the matter.

Required Forms
The following forms are required to be completed during online registration for each child prior to participation:
1. **Signature form** - outlines permissions the parent/guardian gives Sarah Heinz House
2. **Confidential Form** - provides additional information about your child so the staff at Sarah Heinz House can better serve them
3. **COVID-19 Warning and Waiver Form for Parent/Guardian**

COVID-19 Risk Mitigation Policies & Protocols
Our COVID-19 policies and protocols will evolve as needed to align with CDC and local government recommendations. There are times when our organizational policies may be slightly stricter than CDC or local government guidelines. Our current protocols may be found on our website at [www.saraheinzhouse.com](http://www.saraheinzhouse.com)

Permission to Treat and General Release
By signing their registration paperwork, parents/guardians give permission for Sarah Heinz House to treat campers with basic first aid when necessary. Except in the event of an emergency, it is the parent/guardian’s discretion and responsibility to proceed with additional medical treatment beyond basic first aid. In the event of an emergency, and if parents/guardians cannot be reached, then parents/guardians give permission to health care providers selected by the camp director to order X-rays, routine tests, and treatment for the health of the child. Also, in the event of an emergency if a parent/guardian cannot be reached, parents/guardians give permission to the health care providers selected by the camp director to provide whatever treatment they deem necessary until a parent/guardian is 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 their 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 their child’s actions.

Prescription and Over the Counter Medication Policy
The purpose of this policy is to provide control over the administration and use of prescription medications by the youth participants of Sarah Heinz House summer programs, to assure that such drugs are prescribed and administered according to the instructions of a physician, and to promote good health and medical treatment of summer youth participants at Sarah Heinz House, at the One Heinz Street location. By registering your child(ren), you hereby acknowledge that you have reviewed and understand the medication policy related to the specific camp(s) that your child attends. (The policy for Preschool/Day/Leadership Camp is separate and distinct from the medications policy at “Resident” Heinz House Camp, where the children reside and stay for extended periods.) **Sarah Heinz House urges parent/guardian, if possible, to schedule any prescription medication that needs to be taken outside of scheduled Sarah Heinz House program attendance.** If prescription medication must be administered during program hours, it must be done according to the Prescription Medication Policy. **The parent/guardian must set an appointment with the Camp/Program Director at least one week before the child begins attending programming, to complete the "Prescription Medication Distribution Form" and discuss the child’s specific situation and needs. Over the counter, or non-prescription medications, are not administered at Sarah Heinz House outside of the Resident Camp setting on a very limited basis.** Staff are trained in and provide only Basic First Aid and CPR. We do not have a nurse employed on-site. If a child is not feeling well and/or unable to participate, staff will attempt to contact the parent or guardian listed on the registration documents. It is the parent/guardian’s responsibility to arrange and implement any medical treatment or care beyond basic first aid (except in case of emergency).
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 reasonably 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 successful. A certain level of maturity and independence is required. It is the discretion of Sarah Heinz House to discern whether or not a child (including your child) can be successful in SHH programs without additional support beyond the usual scope of services or adult to child ratios. If Sarah Heinz House determines that additional support or service is necessary, and such additional support or service 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 your child) or would fundamentally alter the program, then Sarah Heinz House reserves the right, in the best interest of all participants and programs, to decline a participant (including your child) 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 your 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.

Code of Conduct for Youth, Parents/Guardians and Staff

At Sarah Heinz House, we want everyone to have a fun and memorable experience. It is our goal to provide a healthy, safe, secure environment for all participants. At Heinz House, our programs and Camps teach the core values of character, service, responsibility, and respect. Youth, Parents/Guardians and Staff are expected to follow the Code of Conduct below and to model these core values.

- We are all responsible for our words and actions. Respect the rights and beliefs of others and treat others with courtesy and consideration. Unwelcome teasing/bullying or any unkind behavior is not allowed.
- Respect each other and our environment. We do not take things that are not ours, nor do we vandalize any belongings or items.
- Honesty will be the basis for all relationships and interactions. If I have a problem with someone or something, I will bring it to the attention of staff as soon as possible.
- Show respect to the staff and cooperate fully with their instructions. Follow directions at all times.
- We care for ourselves and each other. Any use of alcohol, drugs, weapons, look-alike weapons, or objects that may be used to threaten, intimidate, or harm others or to damage property may not be brought to Heinz House or camp.
- Communicate in an appropriate manner, which means I will not use foul language, gestures, or harsh words. I will not raise my voice or use verbal threats of any kind.
- Heinz House and Camp are a safe space for all. Be careful and considerate that my actions will not hurt another person’s feelings or hurt them physically, either intentionally or accidentally.
- Be enthusiastic, thoughtful, open-minded, and involved.
- We conduct ourselves responsibly and keep our hands to ourselves. Horseplay, inappropriate touching, pushing, kicking, hitting or fighting are not acceptable behavior.
- Be Respectful of all Heinz House property, equipment, facilities, and supplies.
- Be respectful, cooperative, and contribute positively to your experience and those of your fellow campers.
- Campers are expected to have fun and participate in all activities!

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 for violating the code of conduct, depending on the severity of the incident. Discipline may carry over from session to session.

If a child violates the code of conduct, or engages in other inappropriate behaviors, the parent/guardian must comply with any discipline determined and given by SHH. The parent/guardian must also have a meeting with SHH staff to review the guidelines set forth by this Code of Conduct.

**NO REFUNDS ARE GIVEN TO THOSE WHO VIOLATE THE CODE OF CONDUCT**
Clothing and Attire:
Please dress your child so they will have the best experience possible:

1. Proper clothing and footwear must be worn at all times. Bathing suits and bare feet are only permitted in the pool and locker-room areas. Tennis-shoes and/or similar type shoes are required in our indoor/outdoor gymnasiums and active-play spaces. Undergarments should not be visible at any time and clothing should cover the body as shown in the image below. Clothing that promotes drugs, alcohol, weapons, cults, gangs, etc. and/or depicts offensive words/imagery are prohibited on our campus. Staff aim to apply this policy consistently, as well as provide opportunities for individuals to address when alerted of a violation by: (1) asking them to put on their own alternative clothing; (2) allowing them to choose from alternative clothing Sarah Heinz House has on-site (if and when available) and/or (3) contact a family member so that alternative clothing may be brought to Sarah Heinz House within a reasonable timeframe.

Electronic Devices & Other Valuables
Sarah Heinz House has no means of protecting these items and therefore cannot be held responsible if personal belongings are lost or stolen.

*A special note about phones*
While we encourage campers to keep their electronic devices, especially phones, at home, we understand that some parents/guardians may wish for their children to have them in case of emergencies. Phone use is discouraged during program hours from 10:00-4:00. If staff sees phones out, campers may be instructed to put them away and to participate in our activities. Phones are not under any circumstances to be used at Sarah Heinz House at any time for the following purposes:

- taking photos or video of other campers
- publishing photos or videos to social media
- going on inappropriate websites
- any other purposes deemed inappropriate by the Day Camp Directors

*Campers are asked NOT to call parents/guardians during program times. If a camper needs to call a parent/guardian, we ask that the camper coordinate that call through a Camp Director.

Technology Acceptable Use Policy
Sarah Heinz House is committed to providing a safe use of technology and online safety for members, participants, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Club Member/Participant Usage
Before a member/participant will be allowed to use Club technology equipment or their personal device, their parent/guardian will need to acknowledge their and their child’s/children’s review and understanding of this Technology Acceptable Use policy at the time of registration, the following relevant principles shall apply:

**Club devices** shall include all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Personally owned devices** shall include all member/participant-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Club purposes** shall include program activities, career development, communication with experts and/or Club peer members/ participants’, homework, and Club activities. Members/ participants are expected to act responsibly and thoughtfully when using technology resources. Members/ participants bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

**Appropriate use:** Members/participant may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies including, if applicable, referral to local law enforcement.

**Monitoring and inspection:** Sarah Heinz House reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Sarah Heinz House reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member/participant may be barred from bringing personally owned devices to the Club in the future.
Loss and damage: Members/participant are responsible for always keeping devices with them. Staff are not responsible for the security and condition of the member’s personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Members/participants must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or imagestyped, posted, or spoken by members. Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others.
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member / participant is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying

Members / participant may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members / participant, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club’s network, or to any other computer system through the Club’s network. This includes attempting to log in through another person’s account or accessing another person’s files. Members may not use the Club’s network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members/participant may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Internet access: Personally owned devices used at the Club must access the internet via the Club’s content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Sarah Heinz House reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club’s internet service.

Parental notification and responsibility: While the Sarah Heinz House Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the values of members/participant and/or their families. Because of this, it is not considered practical for Sarah Heinz House to monitor and enforce a wide range of social values in member/participant use of the internet. If parents/guardians do not want their member/participant to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct them not to access such materials.

Digital citizenship: Club members/participants shall conduct themselves online in a manner that is aligned with the Sarah Heinz House Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member/participant behave online in a manner that violates the Sarah Heinz House Code of Conduct, that member/participant shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members/participants are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times and with permission. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: During the registration process, in order to use a Club device or Personal device and to ensure all youth are able to stay safe using digital devices it is required to watch a digital citizenship and digital & technology safety training. This training is required for all after-school and summer members annually and must be completed to finalize your child’s registration.
Free Meals, Outside Food/Drink/Ingestible Items, and Food/Drink/Ingestible Items Allergens Policy

Meals and Snacks at Sarah Heinz House

Sarah Heinz House will be offering ALL youth/teen members a free meal and snack on-site daily. Families can expect a mix of hot and cold meals that will be nutritious and of a wide assortment. Any specific allergies or dietary restrictions involving food, drink or other ingestible items known to participants and/or participants’ families should be conveyed to Sarah Heinz House prior to the beginning of attendance (or as reasonably updated by the participant and/or the participant’s family prior to continued attendance). Alternative meals and/or snacks will be provided for any allergies or dietary restrictions that are reported to Sarah Heinz House in accordance with this Policy.

Please note that the free meal is not mandatory; participants who wish to bring their own meal may still do so for their own personal consumption. A participant’s personal food, drink or other ingestible items are not to be shared with others at Sarah Heinz House.

Like in the past, Sarah Heinz House cannot offer any refrigeration or heating for food/drink/ingestible items that participants bring themselves.

Peanut/Tree Nuts and Allergens

Sarah Heinz House is not responsible for ensuring the absence of any allergens present in any food, drink, or ingestible item either store bought or homemade, which are brought to or consumed on the property.

Sarah Heinz House will provide a separate table where participants with peanut and/or tree nut allergies may eat their meals. Participants without such allergies are permitted to sit at this table only if their meal or snack does not contain peanuts or tree nuts. Sarah Heinz House cannot guarantee a nut-free or allergy-free environment.

We ask that the participants’ families discuss food allergies with that family’s participant(s). Participants and families are encouraged to educate participants about any specific food, drink or other ingestible items and any specific allergens relevant to participants and/or their families.

Special Events Involving Shared Food/Drink/Ingestible Items

For any special event that involves participants and/or their families where outside food/drink/ingestible items are permitted to be shared among participants and their respective families as that is the nature of the special event (or a component thereof), Sarah Heinz House is not responsible for ensuring the absence of any allergens present in any foods, drinks or ingestible items consumed on the property at such event.

For special events, we ask that items permitted to be shared do not include any peanuts or tree nuts, peanut butter or foods/ingestible items containing peanut/tree nuts or peanut butter/tree nut butter. When choosing items, please read the ingredient list on the labels very carefully to ensure that nuts or peanuts are not listed as actual ingredients. This means products(s) cannot contain peanuts or tree nuts and cannot have the following warnings “may contain . . .,” “processing in a facility . . .,” and/or “manufactured on shared equipment.”

Participants and participants’ families are encouraged to educate participants and their families about any specific food, drink or other ingestible items and any specific allergens relevant to participants and/or their families.

Further, at such events, Sarah Heinz House will designate an area/table where participants and/or families with peanut and/or tree nut allergies may eat at an event. Participants and/or their families without such allergies are permitted to sit in the designated areas only if what they are consuming does not contain peanuts or tree nuts. Sarah Heinz House cannot guarantee a nut-free or allergy-free environment.

Special Occasion Items to Be Shared Among Participants and Others

If a participant wishes to bring in food, drink or other ingestible item to be shared with participants and others at the Sarah Heinz House as part of a special occasion (i.e. Birthday), please do not send any peanuts or tree nuts, peanut butter or foods/ingestible items containing peanut/tree nuts or peanut butter/tree nut butter. When choosing items, please read the ingredient list on the labels very carefully to ensure that nuts or peanuts are not listed as actual ingredients. This means products(s) cannot contain peanuts or tree nuts and cannot have the following warnings “may contain . . .,” “processing in a facility . . .,” and/or “manufactured on shared equipment.”

Any such food, drink or ingestible items must be sealed store-bought items, with visible ingredient lists. The Sarah Heinz House is not responsible for ensuring the absence of any allergens present in any foods, drinks or ingestible items consumed on the property. Participants and participants’ families are encouraged to educate participants about any specific food, drink or other ingestible items and any specific allergens relevant to participants and/or their families. Should there be a concern about allergens, the participant and/or the participant’s family must advise the Sarah Heinz House of such concerns.

Additional Fees

ID Badges & Lost Badge Fees

Campers are required to wear ID badges during camp. ID badges should be left at SHH daily. If your child loses or damages their badge, a $2 fee will be charged. After 2 replacement badges have been issued, the fee increases to $5.

Early/Late Arrival Fees

A $20 per occurrence emergency pre/post care fee will be charged for any child who arrives more than 30 minutes before camp begins (9:30am) or has not been picked up 30 minutes after camp ends (4:30pm).
Ensuring child safety is fundamental to the mission of Sarah Heinz House.

The Safety and Wellbeing of Young People is Our Number One Priority

We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We do not tolerate inappropriate behavior, including child sexual abuse or misconduct, and we put resources behind that stance.

Culture of Safety: Sarah Heinz House continually updates safety policies, programs and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society. We implement layers of safety policies and guidelines to keep our kids safe.

Safety Policies: Sarah Heinz House has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation, emergency response, communication, and protocol related to private one-on-one contact. We prohibit unobservable one-on-one interactions between youth and staff/volunteers. Meetings and communications (in-person, virtual, by text, email or other technology platform) between youth and staff/volunteers must include at least 3 individuals. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional and/or in an emergency. But for in an emergency, youth should be transported using SHH approved vehicles with at least 3 people in the vehicle.

Mandatory Background Checks: Mandatory criminal background checks are required every year for every staff and board member at Sarah Heinz House. All potential employees and all teen (14 years or older) and adult volunteers are also run through the National Sex Offender Registry. Sarah Heinz House requirements meet or exceed standards of State of Pennsylvania and Boys and Girls Clubs of America.

STAFF Requirements:

<table>
<thead>
<tr>
<th>Employee</th>
<th>State (P.A.T.C.H.) Criminal Background Check</th>
<th>PA Child Abuse</th>
<th>National Criminal Background Check</th>
<th>FBI Fingerprint Clearance</th>
<th>Sex Offender Registry</th>
<th>Recognizing &amp; Reporting Child Abuse Training (Act 31 Certification, or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Pre-Employment</td>
<td>Pre-Employment</td>
<td>Pre-Employment</td>
<td>Pre-Employment</td>
<td>Pre-Employment</td>
<td>Pre-Employment</td>
</tr>
<tr>
<td>Minimum Renewal</td>
<td>1 year</td>
<td>3 years</td>
<td>1 year</td>
<td>3 years</td>
<td>1 year</td>
<td>5 years</td>
</tr>
</tbody>
</table>

Clearances are Run at the Following Intervals (we do not accept transferred clearances):

- At the time of application for employment
- At the time of renewal as noted above
- If “Reasonable Suspicion” exists to re-run

If an Employee is arrested or if something happens that could affect their cleared for employment status, employees are required to notify SHH within 72 hours. Failure to report may result in administrative leave, suspension, termination, and denial of future employment. Individuals who work directly with our children and are compensated by Sarah Heinz House as an independent contractor are subject to the same requirements as employees.

MT/BSC/TSS Supports (Mobile Therapist; Behavioral Specialist Consultant; Therapeutic Staff Supports) We will accept the clearances that adhere to the Agency Partner’s guidelines (which should meet State of Pennsylvania requirements) as to avoid removing children from participation and/or being without the needed supports approved for and assigned to them.

Volunteer Requirements:

<table>
<thead>
<tr>
<th>Volunteer</th>
<th>State (P.A.T.C.H.) Criminal Background Check</th>
<th>PA Child Abuse</th>
<th>National Criminal Background Check</th>
<th>FBI Fingerprint Clearance*</th>
<th>Sex Offender Registry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Pre-Volunteer</td>
<td>Pre-Volunteer</td>
<td>Pre-Volunteer</td>
<td>Pre-Volunteer</td>
<td>Pre-Volunteer</td>
</tr>
<tr>
<td>Minimum Renewal</td>
<td>3 years</td>
<td>3 years</td>
<td>1 year</td>
<td>3 years</td>
<td>1 year</td>
</tr>
</tbody>
</table>

*FBI Fingerprint Clearance: Waiver is available for those who can attest that they have lived in Pennsylvania ONLY for the last 10 years.

Clearances are Run at the Following Intervals (some transferred clearances accepted*):

- At the time of application for employment
- At the time of renewal as noted above
- If “Reasonable Suspicion” exists to re-run

If a Volunteer is arrested or if something happens that could affect their cleared for volunteering status, volunteers are required to notify SHH within 72 hours. Failure to report may result in suspension, termination and/or denial of future volunteer roles.

Required Immediate Reporting: All Sarah Heinz House staff, and adult volunteers, are mandated reporters. We are required to report any suspicion of abuse or neglect to the State. We are also required to report any critical incident to Boys & Girls Clubs of America (BGCA) within 24 hours and may also contact local law enforcement depending on the situation.
Safety Trainings: We participate in a wide variety of child safety training. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including BGCA, local Law Enforcement, Department of Homeland Security and Praesidium. Below is a list of trainings our staff and volunteers undergo:

**Volunteer Training:**

<table>
<thead>
<tr>
<th>Training Name</th>
<th>Who?</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Harassment</td>
<td>All Volunteers</td>
<td>Yearly</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>All Volunteers</td>
<td>5 years</td>
</tr>
<tr>
<td>Behavior Management</td>
<td>All Volunteers</td>
<td>Yearly</td>
</tr>
<tr>
<td>Basic Strategies for Supervising Youth Safely</td>
<td>All Volunteers</td>
<td>Yearly</td>
</tr>
<tr>
<td>SHH Child Abuse Policy</td>
<td>All Volunteers</td>
<td>Yearly</td>
</tr>
<tr>
<td>Emergency Response Plan &amp; Crisis Management</td>
<td>All Volunteers</td>
<td>Yearly</td>
</tr>
<tr>
<td>Documentation/Incident Reports</td>
<td>All Volunteers</td>
<td>Yearly</td>
</tr>
<tr>
<td>Staff Ratio/One on One Policy/Restrooms</td>
<td>All Volunteers</td>
<td>Yearly</td>
</tr>
<tr>
<td>Acceptable Use Policy</td>
<td>All Volunteers</td>
<td>Yearly</td>
</tr>
</tbody>
</table>

**Staff Training**

<table>
<thead>
<tr>
<th>Training Name</th>
<th>Who?</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Safety Training: Bullying Prevention at Camp</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Camp Safety Training: Peer to Peer Abuse Sexual Abuse Prevention</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Camp Safety: Acquatic Safety in Natural Bodies of Water</td>
<td>Res Camp Lifeguard Staff Only</td>
<td>Yearly</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Texting and Driving</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Social Media Safety</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>All Summer Staff</td>
<td>Every 5 years</td>
</tr>
<tr>
<td>SHH Child Abuse Policy</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Emergency Response Plan &amp; Crisis Management</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Who are Youth Workers</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Basic Strategies for Supervising Youth Safely</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Behavior Management</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>School-Aged Childcare Safety</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Documentation/Incident Reports</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Staff Ratio/One on One Policy/Restrooms</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Acceptable Use Policy</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Communication</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Resources and tools for Youth Workers</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Understanding Youth Workers</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Safety for Youth Workers</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Appropriate Touch</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Child Sexual Abuse Prevention</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Risk Management 101</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Camp Safety Training: Aquatic Safety at the Pool</td>
<td>Day Camp Lifeguard Staff Only</td>
<td>Yearly</td>
</tr>
<tr>
<td>The Professional Lifeguard</td>
<td>All Lifeguards</td>
<td>Yearly</td>
</tr>
<tr>
<td>Shallow Water Blackout</td>
<td>All Lifeguards</td>
<td>Yearly</td>
</tr>
<tr>
<td>Anti-Harassment for Managers</td>
<td>All Camp Leadership</td>
<td>Yearly</td>
</tr>
<tr>
<td>Camp Safety Training: Bullying Prevention at Camp</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Camp Safety Training: Peer to Peer Abuse Sexual Abuse Prevention</td>
<td>All Summer Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Day Camp Specific Procedures/Policies</td>
<td>Day Camp Staff</td>
<td>Yearly</td>
</tr>
<tr>
<td>Overnight Camp Specific Procedures/Policies</td>
<td>Overnight Camp Staff</td>
<td>Yearly</td>
</tr>
</tbody>
</table>
**CAMPUS SAFETY**

Sarah Heinz House is committed to taking proactive measures to protect the safety of all our members, volunteers, and staff. We have prepared to deal effectively with emergency situations that could occur in or around the campus of Sarah Heinz House while programs are in session. While we hope that a natural disaster or other serious incident never occurs, our goal is to be as prepared as possible for any potential emergency. Our priority always is to protect all members, volunteers, and staff from harm. Sarah Heinz House and Heinz House Camp have crisis and safety plans. The plans are designed with the assistance of staff members, board members, as well as local law enforcement, emergency management, and public health officials. The plans, which are regularly reviewed and updated, include procedures to respond to a variety of crisis incidents. Sarah Heinz House personnel and members practice drills associated with specific emergencies on a regular basis. Please review our Emergency Response Protocol located in the Procedures section below for more details on specific responses. The response to each situation will differ based on the specifics of that situation. Flexibility of the plan is key to the success of the response. In general, each plan involves the designation of a building-level safety team, development of Emergency Response Protocol procedure responses; preparation of a portable critical response kits that contain key information and supplies ("Go bags"); designation of one or more appropriate evacuation sites; provisions for training personnel and updating the plan; checklists for dealing with specific types of incidents; and resources for help before, during and after an event. Plans are reviewed annually and SHH crisis teams have received training.

**Emergency Communications**

In the event of a Heinz House emergency that requires immediate attention and response from parent/guardians, parents/guardian will receive a phone call from SHH’s mass phone-calling system to the primary phone number listed in the child’s membership file. The success of this system depends upon accurate information obtained from membership records. If your information has changed, please contact Sarah Heinz House to update your contact information.

**Emergency Response Protocol (ERP)**

The Emergency Response Protocol is a set of research-based actions/drills designed to prepare members, staff, and parents for emergency situations. Sarah Heinz House’s protocol was updated for the 2021-2022 program year. For example, in the case of a possible Active Intruder, Sarah Heinz House implements the RUN-HIDE-FIGHT Training and Philosophy. Some of the specific actions/instructions detailed on the Emergency Response Protocol could be considered as subcomponents of the RUN-HIDE-FIGHT Philosophy.
Throughout the program year, all members and staff participate in drills to educate on the 4 possible actions of the Emergency Response Protocol. Signs detailing the protocol are posted in program areas and common areas throughout our facility. Our hope is that these signs serve as a visible reminder or instruction, not only for members and staff, but also for visitors, should they hear an announcement of a specific action or instruction in the protocol over the public announce (PA) system. One of our safety objectives is to practice the emergency response protocol drills throughout each program year and summer season to create a shared language among those in the Heinz House community. For key stakeholders to be trained on our new Emergency Response Protocol, we work collaboratively with the Pittsburgh Police Department, and other emergency services providers to ensure we are following best practices in our facilities.

**EMERGENCY Response Protocol (ERP):**

**“SOFT LOCKDOWN” (Possible Threat)**

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
</table>
| • Return inside
• Business as usual | • Bring everyone indoors
• Lock perimeter doors
• Increase situational awareness
• Business as usual
• Take attendance |

**“HARD LOCKDOWN”**

(Possible Intruder Situation / Imminent Threat)

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
</table>
| • Move away from sight
• Maintain silence
• Do not open the door | • Lock interior doors
• Turn out the lights
• Move away from sight
• Do not open the door
• Maintain silence
• Take attendance |

**“EVACUATION”**

(e.g. Fire/Carbon Monoxide)

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
</table>
| • Bring your phone
• Leave your stuff behind
• Follow instructions | • Lead evacuation to location
• Take attendance
• Notify if missing, extra or injured students |

**“SHELTER IN PLACE”**

(e.g. Weather Event)

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
</table>
| • Evacuate to shelter area
• Seal the room
• Drop, cover and hold
• Get to high ground | • Lead safety strategy
• Take attendance |
Parent/Guardian Emergency Procedures

For emergency response plans to be effective, we must depend on the cooperation of many people, such as local police, emergency, and fire departments. We also depend on the parents and our members to support our efforts. Your cooperation is vital to protecting the safety and welfare of all children, volunteers, and employees. Therefore, we ask parents to observe the following procedures during a crisis situation:

Please DO:
• Keep your contact information updated in our membership records. Contact our Front Desk to make any changes.
• Talk to your children. Emphasize how important it is for them to follow instructions from staff and volunteers during an emergency.
• If you see something, say something, and encourage your children to do the same. Please report non-emergency information directly to SHH administration or SHH Front Desk.

Please DO NOT:
• Do not come to SHH or evacuation location until you are instructed to do so by Sarah Heinz House. It may be necessary to keep the streets and parking lots clear for emergency vehicles.
• Do not telephone SHH. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.
• Do not post inaccurate or unverified information on social media. Posting inaccurate or unverified information may cause danger to our Heinz House community.

Objection to our Policies and Procedures

Any objections to our Policies and Procedures or other documentation must be presented in writing to Charley Chmura, Director of Operations (chmura@sarahheinzhouse.com) in advance of participation. If a participant or family chooses not to respect or comply with Policies and Procedures, then their participation could be declined.

Resolving Concerns

A FAMILY GUIDE to Effective Problem Solving

As we strive to help our youth succeed and have a positive experience at SHH, we count on our families to be our partners. Together, we will overcome challenges and celebrate success. Should a family feel a need to make an inquiry of SHH, we want to be sure that all stakeholders are using the most effective avenues of communication. This ensures that your concerns will be given the time, attention and consideration necessary for solution-based outcomes.

How do I advocate for my child?

I. Define the issue.
   Talk with your child to assure that you have a clear understanding of the situation. Work together with your child to identify specific elements such as the names of parties involved and the timeline of events.

II. Review SHH’s guidelines.
   Upon enrollment, you were provided access to Membership Handbook and returned the signature page to SHH. This document can also be found online at SHH’s website. Reviewing policies, code of conduct and procedures can help you clarify the issue at hand.

III. Communicate the Issue.
   Once you have clearly outlined the issue and decided if a specific policy has been violated, it is time to communicate your concerns to the appropriate individual. By utilizing SHH’s Chain of Communication protocol, start by reaching out to the initial contact on the list. By skipping this step, it may take a longer time to address your concerns, as information will have to be given to and received from the initial contact by those farther along the Chain of Communication. Be sure to document your communication efforts by detailing such items as the date, time, contact and content of conversations that take place by telephone or in person. Save all email threads that relate to the Issues at hand. This will allow all stakeholders to be in alignment if an issue moves to the next Chain of Communication level.

Social Media/Multi-Media Good Practices

For many of us, social media usage is a part of everyday life. Social media can provide wonderful opportunities for families to connect with friends and loved ones. Unfortunately, we also see that social media can be utilized in negative, harmful, and destructive ways.

As adults, we have the opportunity to set a positive example for our kids when we interact with social media. All parents and families are invited to join SHH staff in setting this good example.
DO:
• Demonstrate courtesy and respect for SHH staff and other families/children when commenting/posting on social media
• Use appropriate language when discussing SHH
• Address issues or concerns regarding SHH directly with SHH (using SHH's chain of communication protocol) rather than posting on social media
• Share good news with SHH leadership so that youth can be congratulated on their successes outside of SHH

DON'T:
• Use social networking sites to make derogatory comments about staff or other families/children
• Post photographs of other people’s children without parental permission
• Feel obligated or compelled to address unsolicited inquiries from media or reporters
• Conduct SHH business via social networks

SHH PROMISES TO:
• Address all concerns brought to SHH leadership in a thoughtful, fact-based and timely manner.
• Act in the best interest of our youth/families and communities at all times

Where to Go/Who to Contact if you Have a Concern
SHH believes in a culture of dignity and respect. We believe that families are our partners in youth development. Our relationship with families is of the utmost importance to us and we value your authentic voice. If you have a question or concern, please refer to our Chain of Communication protocols, outlined below. Following this chain of communication assures that all stakeholders are properly informed about the concern at hand and can collaborate for solution-based, positive outcomes.
A listing of staff contact information can be found on our webpage or by calling the Main Office at 412.231.2377. Please note that program instructors are not able to take phone calls during instructional/ supervisory time.

Order of Contact:
If Program or Behavior Related: If Financial/Business Related:
1. Program Director/Instructor 1. Front Desk
2. Director of Program Services 2. Office Manager
3. Director of Operations 3. Management Staff
4. (Interim) Executive Director**

**IF your situation dictates communications with the Executive Director, then please submit concerns to the Executive Director in writing outlining the following:
• Youth name
• Parent/Guardian name and best telephone and email address for contact
• Overview of the items of concern and steps already taken in the Chain of Communication procedure to address the issue(s).

How to Get Help
Pennsylvania Safe2Say Something reporting system is intended to facilitate the reporting of sensitive information to our administration including information regarding youth & teen safety, bullying, violence, or participants who may be in some need of assistance. This information may be shared with Sarah Heinz House staff such as Front Desk, Program Directors, Management, and other administrative personnel or other law enforcement depending on the situation.
• Website: https://www.safe2saypa.org/tip/
• Phone: 1-844-SAFE2SAY (1-844-723-2729)
• Mobile App – Available for iOS and Android devices

It is NOT an emergency hotline. If you need immediate assistance, and/or are reporting an event or immediate threat to the Heinz House community, please call 911 to be connected with Pittsburgh Police.

24-hour Toll-free Child Safety Hotline: We encourage all staff, participants, and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation’s leading safety experts, Sarah Heinz House participants, volunteers, guests, and staff have access to a confidential 24-hour toll-
COVID-19 Day Camp 2022 Risk Mitigation Safety Guidelines

Sarah Heinz House uses CDC Policy as our main guideline in developing and updating our policies, BUT our policies might not always be exactly the same, and some policies might be slightly stricter, as the CDC approves for organizations to implement.

I. Waivers
Parents / Guardians will be required to sign a waiver as part of the registration process, acknowledging the known and inherent risk of COVID-19

II. MASK POLICY (updated May 30, 2022)
Masks (not gaiters) are dependent upon Transmission Status in Allegheny County (same as PPD Policy).

- **SHH Youth & Teen Programming:**
  - Proposal: Mirror PPS Policy at SHH –
    - if LOW transmission rate, then masks OPTIONAL;
    - if MED or HIGH transmission rate, then masks REQUIRED is re-instated.

If status is Medium or High in Allegheny County, then masks are required for staff & youth, parents, and visitors, inside the building. Masks can be provided to members by SHH if needed, but personal masks are permitted; any exceptions for face shield in place of mask must be accompanied by note from doctor and approved by Director of Operations.

  **CDC Link for County Check on Covid Transmission Rate:**

III. Visitors
ONLY Essential Visitors and Preschool Camper Parents/Guardians are permitted inside facility (maintenance, first responders, mail carrier, etc.). Parents/guardians of Preschool Campers are only permitted to escort their child to their class or program area. School aged campers’ parents / guardians will not be permitted inside the facility.

Visitors will be screened similar to staff and youth and may be required to wear masks (see above). Non-essential visitors will be met on front outdoor patio near main entrance, maintaining appropriate social distancing.

IV. Check In – by bringing your camper each day, parents and guardians are acknowledging that they are not feeling or exhibiting the symptoms below, AND that they have not been potentially exposed to anyone who has tested Positive for Covid-19.

Participants, staff, volunteers or visitors **SHOULD STAY HOME IF** they:

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

<table>
<thead>
<tr>
<th>Group A</th>
<th>Group B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or more symptoms</td>
<td>2 or more symptoms</td>
</tr>
<tr>
<td>-Fever (100.4 F or higher)</td>
<td>-Sore Throat</td>
</tr>
<tr>
<td>-Cough</td>
<td>-Runny Nose / Congestion</td>
</tr>
<tr>
<td>-Shortness of Breath</td>
<td>-New Loss or Smell of Taste</td>
</tr>
<tr>
<td>-Difficulty Breathing</td>
<td>-Muscle Pain / Body Aches</td>
</tr>
<tr>
<td>-Nausea or Vomiting</td>
<td></td>
</tr>
<tr>
<td>-Headache</td>
<td></td>
</tr>
<tr>
<td>-Diarrhea</td>
<td></td>
</tr>
<tr>
<td>-Signs &amp; Symptoms of MIS-C: Rash, Red Eyes, Cracked, Swollen Lips, red / Swollen Tongue, Swelling Hands / Feet, Stomach Pain</td>
<td></td>
</tr>
</tbody>
</table>

V. Pick-Up / Departure
Parents/Guardians are not permitted in the building. If a parent/guardian needs assistance at pick up time for their child, they may call the SHH Front Desk or approach the Staff Member at the main entrance.

VI. **Everyday Preventive Actions**
Staff are trained to take everyday actions to prevent the spread of respiratory illness themselves & with our kids. Signs are posted throughout facility to educate and remind.
- Hand washing with soap and water per posted signs. If soap and water are not readily available, then alcohol-based hand sanitizer is utilized.
- Frequently touched surfaces are cleaned and disinfected daily.
- Reminders on how to properly use, wear and store masks are given (if masks are required, as per Allegheny County Transmission Rate at that time).
- Social distancing
- Reminders to cough and sneeze into elbow are given.
- Sick children/staff/parents/guardians/visitors will not be allowed into the building regardless of vaccination status.
- Those who become sick on-site will be sent home. They will be isolated and monitored in a specified area until they can leave the facility. Isolation areas will be cleaned and disinfected after the sick child or staff has gone home.

VIII. **Reporting Illness, Exposure/COVID Positive & Return to Campus**
Regardless of vaccination status, ALL INDIVIDUALS are required and expected to report the possible exposure, illness and/or positive COVID status to Charley Chmura, Director of Operations. Please DO NOT come (back) to campus until approved / notified by Charley Chmura.

Documentary, quarantine periods and return dates are **coordinated and approved ONLY by Charley Chmura, Director of Operations**; the information must also be immediately reported to Jennifer Bonfilli, Director of Finance and Business Operations (scan/email is acceptable).

IX. **SHH Actions Following a Confirmed Positive On-Site:**
Those who meet the CDC definition of exposure will be notified without divulging name of the affected individual. All others will receive a general notice of a positive case on our campus.

If the CDC, Allegheny County and/or Pennsylvania change its requirements and/or recommendations, then some of these procedures may or may not change, and could possibly more strict, as CDC supports for organizations to uphold stricter policies. Any changes will be communicated to staff and families.

----END Covid-19 Risk Mitigation Safety Guidelines----------------