

Dear Harbor Light Families-

Please read the following information for our 2020 upcoming summer camp program. We will continue to update you as we receive additional guidance from the state.

HLSA 2020 Operating Procedures Due to COVID-19 Rules and Regulations

Update #1- 5/27/2020

This document is an overview of the changes, policies, rules, and regulations Harbor Light Summer Adventures is practicing for Summer 2020 in response to the rules and regulations laid out by the State of Connecticut. All policies are put in place to ensure the health and safety of all campers, families, and staff. This list may not reflect all policies, may be updated at any time, and must be followed by anyone that is a part of Harbor Light Summer Adventures. Violation of these rules can result in being asked to leave the property, and may even result in being asked to not return for the remainder of the summer. While we want to continue to serve our mission of being there for our community, our first priority is ALWAYS the safety and health of our children and our staff.

Ratios

- HLSA has been approved by the State of Connecticut to provide camp for a maximum of 90 children each day based upon the size and layout of our campus as well as the safety measures that we have put in place.
- While we do not plan to enroll to capacity at this time, we will be closely monitoring state guidelines over the course of the summer. If restrictions loosen as the summer progresses, we will continue to enroll campers up to whatever comfort level our administration feels at those times.
- We will post our weekly enrollment on our website's registration page. Updated numbers will be posted weekly.
- No group will be larger than 10 campers.
- Groups will not come into contact during activities, in hallways, or bathrooms.
- Multiple groups will be outside at the same time, but in separate designated areas.

Camp Rules

- Backpacks may only hold lunch/snacks/drinking water and water-play necessities. Please make sure your child does not bring toys or anything else to camp in their backpacks.
- Campers have the option to wear masks while at camp. Please communicate with our staff about your preference, however, this is not something we will be able to enforce throughout the day. Staff and CITs MUST wear protective masks at all times, unless they have a proven health condition that poses a risk factor.

Registration

- Registration and full payment must be completed prior to camp start date. All necessary forms including current physical(s) MUST be submitted by mail or dropped off to our business office located at 2505 Black Rock Turnpike, 2nd Floor, Fairfield, CT 06825. We will not be collecting any forms at camp. If you do not have all of the items submitted, you will not be able to check in to camp on your first scheduled day.
- If you cannot procure a copy of your child's up-to-date physical (within 3 years), the State of CT is allowing us to take signed statements from you, the parent/guardian, stating that the child is up to date with their health records and immunizations and listing all health conditions and medications.
- The State of CT is requiring all families to inform our administration if your child is exposed to someone who is a front-line worker.
- If you, your child, or anyone in your household or who you spend time with are ill, diagnosed with COVID-19, are 65+ years, or have an illness which makes them "high risk" it is recommended that your child does not attend camp. All families must sign a Consent Form outlining this policy.

Schedule

- Hours of Operations will be 9:00am-2:00pm Monday through Friday. There will be no extended day in order for our staff to spend time cleaning. There is a chance that we will be reducing our hours to 9:00am-1:00pm as we continue to plan for the summer. We will be making this decision in the coming days. .
- Camp will still run during inclement weather. A Rainy Day schedule will be followed by campers and staff.
- If picking up before 2:00pm, please call the office ahead of time or notify a staff member during drop-off so that we can have your child ready at a designated location.
- No one other than campers and staff are allowed in our building.
- As of yet, pools have not been approved by the state. We are working with the state to determine if our water slides will be allowed this summer. Please wait for further guidance concerning what to pack for water play.

Drop-off & Pick-up

- Please take your child's temperature prior to coming to camp to confirm that they do not have a temperature.
- Children will be met at the various outdoor locations on our campus by a staff member. Parents are not allowed to walk their child in.
- All children and staff must have their temperatures checked before entering the building each day. Anyone with symptoms of illness or presenting a temperature of $\geq 100^{\circ}$ will not be allowed in camp.

- Children will be walked in and out by a staff member. Parents are not allowed to come into the building to pick up their child.
- Alternate pick up forms must be filled out prior and the person must show ID before we allow the child to leave.

Sick Child

- If a child has a fever (100°+) or shows any symptoms of illness upon arrival they may not enter camp. Please wait for your child's temperature to be checked before driving off.
- If a child becomes ill during camp hours, they will be kept in a designated room, which will serve as our state-mandated "sick room" until a pick-up person can come get them. Children must be picked up within an hour of a parent being notified, whether spoken to or left a message.
- Harbor Light Summer Adventures holds the right to shut down the entire program or certain areas of the program if there is a child/staff diagnosed with COVID-19. All families will be notified.

Cleaning and Health

- Cleaning and maintenance logs will be provided to record and ensure proper cleaning is done systematically around the buildings. Bathrooms will have their own logs.
- Bathrooms will be cleaned in between each group usage.
- Bathrooms must be wiped down even if only 1 child from a group enters, to stop cross-contamination from one group to another.
- Activity classrooms and supplies will be cleaned between each period.
- Playground equipment will be cleaned before the start of each day.
- Each group will be provided with their own bag of games/toys and sanitation supplies (gloves, wipes, sanitizer, etc.), which will be restocked and cleaned at the end of each day.
- Hand sanitizing and sanitation wipe stations will be posted around the camp.
- All children and staff must practice proper hand-washing skills when able to. When a sink is unavailable, hand sanitizer will be used in place of soap and water.
- Doors will be kept open at all optimal times to ensure maximum ventilation in the building, with exception of those doors which cannot be monitored at all time for safety reasons

Food

- Campers and staff must bring their snack and lunch in brown paper bags each day. No lunch boxes will be permitted.
- Campers must make sure the food does not need to be warmed up. You can send your child's warm lunch in a thermos.

- Campers must bring their own water bottle, labeled with their full name on it. Water fountains will not be in service. If children need to refill their bottles, a staff member will assist them with that task.
- Campers may not share food with other campers or staff.
- Children will eat outside in designated areas for their group on normal days, and in their group rooms when on a Rainy Day schedule.

Refunds

- Harbor Light Summer Adventures will issue full refunds up until 7 days prior to each weekly session your child is scheduled to attend. In order to adequately staff our camp, there will be no partial refunds once your child has begun their weekly camp session. If for some reason, Harbor Light Summer Adventures has to close down during the summer, all families will receive prorated refunds for the remainder of the camp season.

Campers will continue to participate in a variety of activities throughout the day such as field games, art and science, as well as those incorporating activities that compliment our weekly theme. At this point in time, field trips will not be scheduled. We will monitor state guidelines in order to determine if field trips are something that we can reincorporate as the summer progresses. We are also exploring alternatives to field trips and will include details in future updates. The ice cream truck will still visit our camp on a weekly basis. Although camp will look different than years past, we are confident that your child will have a fantastic time!

Please email us any questions that you may have pertaining to the operating procedure listed above.

We look forward to seeing you this summer!
Stacy & Rich