



**WESTTOWN SCHOOL
SUMMER CAMP**

**Westtown School
Camp Information**



Table of Contents

Mission Statement:	3
Camp Goals	3
Camp Values	3
Statement of Inclusivity and Non-Discrimination	3
General Camp Information	4
Camp Dates 2024	4
General Hours of Operation	4
The Essentials	5
Allergy Policy	6
Medication	7
First Aid	7
Lost and Found	7
Lunch and Snack	7
Birthdays	7
Weather Events	7
Sunscreen and Bug Repellant	8
Ticks	8
Water	8
Child Abuse and Neglect Reporting	8
Camp Culture	9
Challenge by Choice	9
Camp Activities	9
Activity Eligibility	10
Discipline Policy	10
Parent Communication	10
Sharing Summer Fun	11
Health and Safety Plan	12
Core Prevention and Precautionary Strategies	13
Illness during the camp day	13
Group Information	13
Lower Division	13
Middle Division	14
Upper Division	14
American Camp Association Accreditation	15

Mission Statement

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

Camp Goals

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

Camp Values

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

C- Challenge Yourself

R - Be Respectful

I - Be Imaginative

S - Be Safe

P - Be Positive

Statement of Inclusivity and Non-Discrimination

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

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

General Camp Information

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

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

Administrative Staff: Tejan Walcott and Nicole Davidson

SUMMER CAMP OFFICE

610-399-7569

summer@westtown.edu

WESTTOWN SCHOOL FRONT OFFICE

610-399-0123

AUXILIARY PROGRAM DIRECTOR

610-399-7871

CAMPUS SECURITY

610-399-7555

Camp Dates 2024

Session 1:

June 17 - 28

Mini Camp*

July 1 - 3

Session 2:

July 8 - 19

Session 3:

July 22 - August 2

*Westtown School Summer Camp will be closed on Thursday and Friday July 4 and 5.

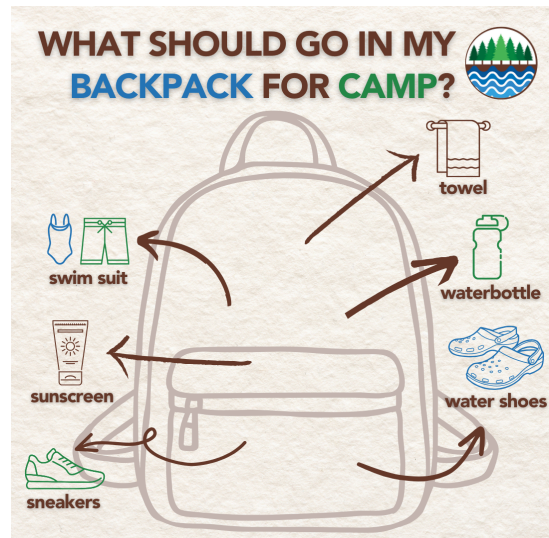
General Hours of Operation

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

The Essentials

Packing List:

- Water bottle (one will be provided to each camper on the first day)
- Sunscreen (applied in the morning before camp) and campers should bring sunscreen for afternoon application. No spray sunscreen, please.
- Close-toed shoes
- Shoes that can get wet and muddy
- Any medication the camper may need (please see below for instructions)
- Bathing suit and towel
- Extra set of clothes



Please note: Military or camouflage clothing and gear are not permitted, as to align with the Quaker testimony of peace.

Please do not bring:

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

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

Electronic devices

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

Check-in and Check-out

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

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

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

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

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

Allergy Guidelines

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

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

Students with allergies and their parents/guardians are required to read the Food Allergy Guidelines in full and must also notify Westtown of the student's medical diagnosis and prescribed medical treatments for severe allergies by (1) completing the Allergy Plan, (2) supplying the Health Center with emergency medication and other information as may be

required, and (3) taking responsibility for effective communication within the family and with Westtown faculty and staff. The responsibility for selecting safe foods must remain with the student and their parent/guardian(s).

Medication

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

First Aid

Westtown School Summer Camp senior staff are First Aid and CPR certified. Westtown School security officers are trained EMTs and are on campus at all times while camp is in session. We also have a nurse on campus throughout the summer.

Lost and Found

Please email us at summer@westtown.edu for lost and found items. Lost-and-found boxes will also be available for campers and will be located at the white Adirondack Chair in the pick-up/drop-off line. Lost items will not be mailed home.

Lunch and Snack

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

Birthdays

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

Weather Events

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

Sunscreen and Bug Repellant

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

Ticks

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

Water

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

Child Abuse and Neglect Reporting

Our camp is committed to the highest standards of care for its students, which includes protecting campers from inappropriate or hurtful actions by adults responsible for their care. In accordance with Pennsylvania law, Westtown personnel (including all employees as well as independent contractors who have direct contact with children) are required to make a report to the Pennsylvania Department of Human Services (DHS) ChildLine when they have reasonable cause to suspect that a child or student under the age of eighteen (18) is a victim of abuse, including, but not limited to, sexual abuse or exploitation. The responsibility to report rests both on the camp and on camp employees. The law is clear that a first-hand report from the affected child is not required in order for the reporting obligation to arise, and

mandatory reporters are discouraged from undertaking investigations to determine the credibility of a report. We ask that families understand that the camp and its employees are sometimes required to make a report to DHS.

Camp Culture

Challenge by Choice

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

Camp Activities

Campers will cycle through the following activities throughout each week:

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

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

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

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

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

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

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

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

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

Dance: All Ages: Campers will be introduced to the art and skills of dance. They will work toward building confidence in the studio and learning new age-appropriate techniques.

Mountain Biking: Rising 4th - 7th grade: Campers will be able to bring a mountain bike to camp at the beginning of every session, and will have the opportunity to explore our 600+ acres on their bikes. This activity is optional...

Paddle Boarding: Rising 4th - 7th grade: Campers will learn a progression of techniques through each age group resulting in confidence and balancing skills on the paddle board. Once campers achieve the skills of standing, balancing, and paddling, campers will transition into learning yoga on the paddle board.

Activity Eligibility

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

Discipline Policy

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

Parent Communication

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

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

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

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

Sharing Summer Fun

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

Health and Safety Plan

The Centers for Disease Control and Prevention (CDC) recently revised its guidance on respiratory viruses to include three major viruses affecting most Americans: respiratory syncytial virus (RSV), influenza, and COVID-19. This update prompted changes to the COVID-19 protocol, notably around the duration of the isolation period for individuals who have tested positive for COVID-19. In keeping with our commitment to follow the latest guidance, effective April 1, 2024, we will adhere to the following guidelines for our employees:

A person with a fever and other symptoms

- Isolate until 24 hours after the fever ends and symptoms are improving (isolation duration varies).
- Precautions should be taken for 5 days after the isolation period ends.

A person with a fever but no other symptoms

- Isolate until 24 hours after the fever ends.
- Precautions should be taken for 5 days after the isolation period ends.

A person with a fever and other symptoms - fever resolves but other symptoms persist

- Isolate until 24 hours after the fever ends.
- Isolate until 24 hours after symptoms have improved.
- Precautions should be taken for 5 days after the isolation period ends.

A person who develops a fever after other symptoms have improved

- Isolate for at least 24 hours after symptoms have improved.
- Precautions should be taken for 5 days after the isolation period ends.
- If fever starts, return to isolation until 24 hours after the fever ends.
- Take precautions for 5 days after the second isolation period ends.

A person who is asymptomatic but tests positive for COVID-19

- Take precautions for 5 days after the positive test.

It is recommended that those who are no longer isolated use precautions such as wearing a mask, maintaining distance from other people, and practicing good hand washing and general hygiene to prevent the spread of the virus.

Core Prevention and Precautionary Strategies

Immunization: Keep up-to-date with all recommended immunizations.

Cleaner Air: Bring fresh air into rooms, and go outside when possible.

Hygiene: Practice good hygiene by covering coughs and sneezing into your elbow, regularly washing and sanitizing hands, and cleaning frequently touched surfaces.

Masks: Wearing a mask is an additional preventative strategy to prevent the spread of viruses.

Physical Distancing: Putting physical distance between yourself and others can prevent the spread of viruses. No set distance is defined as “safe.”

Testing: Testing enables you to make preventative and treatment choices.

Illness During the Camp Day

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

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

Group Information

Lower Division:

Rising Pre-K

Rising Kindergarten

Rising 1st Grade

Drop-Off GPS: 960 Shady Grove Way

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

Middle Division:

Rising 2nd Grade

Rising 3rd Grade

Rising 4th Grade

Drop-Off GPS: 960 Shady Grove Way

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

Upper Division:

Rising 5th Grade

Rising 6th Grade

Rising 7th Grade

Drop-Off GPS: 960 Shady Grove Way

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

C.I.T.s

Rising 8th- 10th graders

Drop-Off GPS: 960 Shady Grove Way

CIT Coordinator: Rick Mazza

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

American Camp Association Accreditation

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

