



2020 PARENT HANDBOOK

INTERIM CAMP

Camp Scene Environmental Adventures, LLC

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ABOUT US



Camp Scene Environmental Adventures is a metro Atlanta summer day camp and environmental education after-school camp within the City Schools of Decatur. Founded in 2010, we are focused on exploring nature, enjoying science, and building outdoor adventure skills while instilling curiosity about our world and connecting families in environmental stewardship.

Owner/Director **Scott Seitz** is a certified environmental educator and outdoor enthusiast. A former middle school science and math teacher, Scott holds professional certification in Environmental Education and certification as a Georgia Master

Naturalist through UGA's Warnell School of Forestry and Natural Resources. He holds a bachelor's degree from the University of Dayton.

Scott is a certified Interpretive Guide through the National Association for Interpretation (NAI), and he is a certified facilitator for Project WILD, a leading national program in conservation; Project WET, a worldwide water education program; and Project Learning Tree, a sustainable forestry initiative. He leads a quality staff of experienced and talented educators who are highly trained, background checked, and certified in CPR/AED and First Aid or more.

Camp Scene welcomes parent involvement and invites families to participate in our activities as much as possible. We also are an avid community supporter and actively give back to our local area, organizing service projects, offering financial scholarships, and finding ways to be a good neighbor. Camp Scene is fully insured and Scott is a member of the Environmental Education Alliance (EEA) and the American Camp Association (ACA).



We are located at 743 E. College Ave. in Decatur. Our facility, a Certified Wildlife Habitat, is located next door to the Sierra Club. It includes a fenced playground off the outdoor patio area, an expanding garden, and chicken coop. Parking is available along Sams Street, with access at the gate next to the playground.

INTERIM PROGRAM INFORMATION

Overview

Due to COVID-19 and modified school operations, Camp Scene is now providing a high quality Interim Camp featuring outdoor-focused Virtual Learning Pods and Afternoon Camp for grades K-5. Our outdoor classroom was equipped with high-speed WiFi, and our indoor air quality was improved through increased ventilation and installation of medical grade filtration. Detailed COVID-19 precautions and procedures that were successfully adopted for our modified summer camp can be found beginning on page 7.

Our educators work in small student groups of up to 5 to help keep campers connected to their teacher and classroom and also focused on their daily assignments, according to their individual schedule and work checklist. To provide optimal quality educational supervision, educators have been trained to support student engagement and social emotional learning, based on district guidelines. We are enrolling students in the City of Decatur elementary schools, including: Clairemont, Glennwood, Oakhurst, Westchester, Winnona Park, 4/5 Academy at Fifth Avenue, and Talley Street School.

Online Parent Dashboard

Our camp management system offers several features for parent convenience. On the “Home” page of the Parent Dashboard, you can find latest programming news and ongoing resources. Additional pages offer the following functions:

- **Enrollment:** Register for new camp sessions and see a list of all enrolled sessions per camper
- **Forms:** Fill out the required web-based forms (Camp Scene Permission and Interim Camp COVID-19 Parent Agreement). Download an Allergy Action Plan for campers who have a food or environmental allergy that could require treatment.
- **Authorized Pickups:** Add authorized pickups for new electronic attendance PINs, with text message retrieval capability on site
- **My Account:** Change password, parent phone numbers or emails, camper home address or add camper photos. View your PIN for electronic attendance
- **Financial:** Make payments, update or change primary credit card, or download statements with camp’s federal tax ID

Ages of Children/Participant Info

Our program is available to City Schools of Decatur elementary students currently enrolled in Kindergarten through 5th grade with parent or guardian drop-off and pickup.

Registration Options

Students can enroll for 2, 3, or 5 days in Virtual Camp Pods and/or Afternoon Camp. These sessions are separate registrations.

Days and Hours of Operation

Interim Camp is currently scheduled to operate on all school days through December 11, 2020. We are closely following the City Schools of Decatur announcements and plan to operate Virtual Learning Camp Pods as long as the district provides virtual instruction. Details for 2021 are not yet determined.

Our program may close on days that school closes, such as extreme weather days, with some exceptions, like building issues that do not affect camp. If weather or other emergencies happen during after-school hours, the program may need to close early and parents will be contacted.

Virtual Learning Pods

Core hours for Virtual Learning Pods are 7:45 a.m. to 3 p.m. Detailed schedules are based on the district's grade-level school hours, which are Grades K-2 from 8:30 a.m. to 3 p.m. and grades 3-5 from 8 a.m. to 2:30 p.m. Campers with siblings can be dropped off and picked up at sibling times.

- Grades 3-5: Carpool begins at 7:40 a.m. to be prepared for the 8 a.m. morning meeting and ends at 2:45 p.m. (or transfers to Afternoon Camp). Those with siblings in grades K-2 could be dropped off at this earlier time
- Grades K-2: Carpool begins at 8:15 a.m. to be prepared for the 8:30 a.m. morning meeting and ends at 3:15 p.m. (or transfers to Afternoon Camp). Those with siblings in grades 3-5 also could be picked up at this later time

Afternoon Camp

Afternoon Camp begins at the conclusion of Virtual Learning Camp and ends at 6:30 p.m.

Daily Schedule

Our Virtual Learning Pods follow each student's individual classroom schedule with 1:5 educator supervision. Morning and Afternoon Breaks include camper-provided snack, active stretch, and restroom time. Lunch and Recess include playground time, with COVID-19 modification; outdoor rotations with camp activities, including our popular gardens, chickens, and reptiles; and physically distanced games, weather-dependent. Alternate activities are available for indoor recess.

Afternoon Camp includes the following Interest Clubs for campers to choose from: Outdoor Recreation; Gardening & Chickens; Nature Art & Eco-Crafts; Science Fun; and Wildlife Wonders. A mix of structured activities, guided free play, and recess with COVID-19 adaptations will be included in each club.

Virtual Learning Pod

- 7:40 a.m. — 8:30 a.m. Morning carpool
- 8 a.m. — 8:30 School-led instruction begins with designated breaks
- 2:30 p.m. — 3 p.m. School ends
- 2:30 p.m. — 3:15 p.m. Afternoon carpool (or transfer to Afternoon Camp)

Afternoon Camp

- 3 p.m. — 3:30 p.m. Carpool drop-off
- 3:30 p.m. — 6 p.m. Interest Clubs and Playground
- 6 p.m. — 6:30 p.m. Carpool pickup

Program Fees

The program cost is calculated per week. Invoices include two weeks of attendance and are billed biweekly in automatic payments. The initial payment is processed at the time of enrollment. Tuition is prorated for adjusted start or end dates, and two weeks' notice is required for withdrawal or a reduction in days.

Virtual Learning Camp Cost per week: 5 days (\$340); 3 days M/W/F (\$220); 2 days M/W or T/TH (\$150)

Afternoon Camp Cost per week: 5 days (\$125) 3 days M/W/F (\$75); or 2 days M/W or T/TH (\$50)

Refunds/Partial Attendance: Due to the nature of our program, we do not offer refunds or an adjusted rate for missed days, whether for illnesses, appointments, classes, or family travel.

Withdrawals: For campers leaving the program or reducing days, we require a written notice of two weeks to modify tuition.

Financial assistance may be available from the Family Support Partnership through the Decatur Education Foundation or the SOLVE scholarship program through the Department of Early Care and Learning.

Admissions Requirements

Acceptance into the program is based on availability of open spots. Parents are responsible for providing accurate application information, maintaining current family and camper records, and staying current on payment of fees.

On-Time Payments: Parents who are more than 30 days behind on payments are subject to removal from the program. Any account balances unpaid for 90+ days will be submitted to an agency for collection.

On-Time Pickup: Parents are required to pick up their children by the end of the carpool schedule. Families who repeatedly violate the late pickup policy may be removed from the program.

Camper Behavior: Campers who are repeatedly in violation of the rules and behavior guidelines in the camp Code of Conduct and/or the district's Student Expectations for Virtual Learning may be removed from the program. Refunds are not available for expelled campers.

Parent Communication

Please let us know if you would like to schedule a virtual conference regarding any concerns or questions about your camper. We always welcome feedback and suggestions, by phone, email, or video chat. Carpool time is limited to any brief important updates about the day and is not conducive to lengthy conversations. Conferences can be scheduled early mornings, late evenings, or weekends.

To maintain strong parent communication, we provide important news and relevant updates regularly by email. If you have not received any system emails from CampSite, your email servers may be blocking the campscene.campmanagement.com domain. Please be sure to add it as an approved domain if needed, or provide an alternate email address.

For campers attending Virtual Learning Camp, it is essential for parents to share information from the teachers so that we can best assist campers. This could include student-specific details, like guardian summaries with upcoming work or class activities, and classroom communications, such as weekly newsletters.

POLICIES & PROCEDURES

Safety

Safety is our top priority. It is the primary duty of staff to keep campers safe and avoid illness or injury by constant supervision and vigilant risk management throughout the day. All staff members are

highly trained in our policies and procedures.

Health & Wellness: Camp Scene is concerned with the health and wellness of each child. As part of registration, we ask about any medical issues, social or behavioral issues, allergies, medications, or special diets. This information is shared with staff as needed and is communicated daily on confidential Camper Rosters. If you have concerns, please notify us so that we can discuss any possible restrictions or modifications to your child's participation.

Allergies: All severe allergies require an Allergy Action Plan form. The form and any required medication, such as epinephrine injectors, must be provided no later than the camper's first day of attendance. It is the parent's responsibility to provide current, unexpired medication.

Medication: If your child requires any over-the-counter or prescription medication(s) to be administered during camp, we must have your signed Medication Authorization on file giving us permission and instructions to administer the medication(s), including the dates that the authorization is in effect. Campers should not be sent with medication. All medications should be dispensed in two-week periods and must be labeled with the child's name and stored in the original container.

Injury: Staff are certified in CPR/AED and First Aid and well trained in emergency procedures with access to first aid supplies. Parents will be notified of treatment of minor injuries at the end of the day. Parents will be notified by phone in the event of a more serious injury.

Emergency Medical Care: In the event of a medical emergency, we will immediately call 911. Our default emergency medical care facility is Egleston-Children's Healthcare of Atlanta at 1405 Clifton Road NE, Atlanta. 404-785-6000. Campers may be transported by ambulance or the Camp Scene bus, depending on the situation. Parents will be notified immediately.

Emotional Safety: One way we ensure emotional safety is by making sure all campers understand and follow our essential rules of kindness respect, with a focus on prevention. Bullying is inexcusable at Camp Scene. Our leadership addresses all incidents of bullying seriously, and training is conducted with staff and campers.

Environmental Safety: In the event of fire; severe weather, such as earthquake, tornado or lightning; building evacuation due to gas leak, bomb threat or intruder; physical facility problems, such as loss of heating, cooling, water, electricity; or physical facility damage, our policies protect the children. Emergency plans have been developed and are available for parent viewing.

Mandated Reporting of Suspected Abuse: In the state of Georgia, we are mandated reporters for any suspected child abuse, neglect, exploitation or deprivation. This means that if we suspect or have reasons to believe that a child has been abused or neglected by anyone, anywhere, we must report this to the Department of Family and Children Services.

COVID-19 Modifications & Illness Prevention

Our communicable disease policies cover individual preventive measures as well as plans for identifying, separating, and keeping sick campers and staff at home. Daily temperature and health checks will be conducted for all staff and campers prior to entering camp.

Small Group Sizes: Each camper will be assigned to a combined small group rotation of no more than 10 to ensure that campers have separate workspaces and activities in different locations along clear pathways. Eliminating contact between groups is a core component in minimizing any potential spread.

- Assigned groups will include designated educators. Siblings will be placed together, and we will work to accommodate any mutual buddy requests.
- Any shared materials or equipment will be cleaned and disinfected between group use as part of enhanced protocols.
- High touch areas will be cleaned and disinfected multiple times daily.

Unique Work Spaces: Masks for campers and staff are required indoors, and when not physically distanced outdoors. Indoor air quality was improved through increased ventilation and installation of medical grade filtration. Outdoor time will be prioritized, as weather and comfort permit. WiFi was upgraded for high-speed connection throughout the building and grounds.

- Each camper will have assigned seating in each work location (indoor, patio, or greenspace) and a designated belonging storage area. All supplies from school, such as workbooks or reading materials, should be brought daily. A personal bag of basic supplies will be provided to leave at camp (pencils, colored pencils, markers, glue stick, and scissors). Any other specific requirements will not be included. Supplies that are not regularly needed at home may be left at camp.
- Each camper is provided a personal Surf desk and seat cushion. These are highly rated for elementary to high school students, providing stability, supporting posture, and offering indoor/outdoor portability. Masks will not be required to be worn for campers outdoors during instruction when seated apart more than 10 feet, but must be available for check-ins and support as needed.
- We also added several additional tables outdoors. Table seating indoors and outdoors will be spaced out and on single sides of the tables.

Monitored Hygiene: Additional hand washing stations have been added for frequent use at designated times throughout the day, from arrival through departure. Staff regularly reinforce all illness prevention routines, including covering coughs and sneezes; not touching faces or masks; and avoiding direct contact with others, such as handshakes or high-fives. Hand sanitizer supplies also have been increased.

Supervised Health Precautions: All camp staff are thoroughly trained in procedures and also in strategies to help campers acclimate to changes, such as physical distancing and wearing of masks, with a positive approach.

- **Screening:** It is vital for campers and staff to arrive at camp healthy and without COVID-19 exposure. Children should be monitored at home for any symptoms. At check-in, you must confirm that:
 - For the last 10 days, your camper has not had any of the listed COVID-19 symptoms or been exposed to anyone who has symptoms or thinks they could have COVID-19, including waiting for a test result
 - Your camper has not had close contact with anyone who tested positive for COVID-19 for at least 14 days. Close contact is defined being within 6 feet of an infected

person as cumulative total for a cumulative total of 15 minutes or more over a 24-hour period.

- **Symptoms:** Any camper or staff member prohibited from attending due to symptoms may not return until they are fever-free for at least 72 hours without medication, other symptoms have improved, and at least 10 days have passed since the onset of symptoms, according to the CDC's symptom-based strategy for ending home isolation. If evaluation by a primary care provider leads to another diagnosis and a recommendation for an earlier return to camp, a test-based strategy can be coordinated for determining the return date.
- **Positive Case Exposure:** Any camper or staff member who tests positive, or was in close contact with someone who has tested positive for COVID-19, must follow public health department guidelines and quarantine for 14 days.
 - With a positive case, that camper or staff member's small group will generally be considered "close contacts" in the most conservative approach to prevent any possible spread, starting from 2 days before illness onset. For asymptomatic patients, the CDC recommends 2 days prior to test specimen collection.
 - In this event, camp would close for a deep cleaning, and the members would quarantine for 14 days. A test would be recommended on the 10th day.
- **New Illness:** Any camper who exhibits new symptoms throughout the day will be immediately separated and must be picked up as soon as possible, no longer than one hour from notification. Siblings also would need to be picked up due to the risk of possible exposure within the household.
- **Higher-Risk Individuals:** It is advised that anyone in a higher-risk category for protection from COVID-19 should not attend.

General Illness Prevention: In order to prevent any illness from being spread, neither campers nor staff may remain at the facility with any of the following symptoms:

- Fever greater than 100.4 degrees (and all COVID-19 associated symptoms)
- Vomiting
- Diarrhea
- Abdominal pain
- Rashes that cannot be identified or have not been diagnosed by a physician
- Pink eye

We will call the parent and request arrangements for a prompt pickup. We will keep the ill camper separated from other campers. Children sent home for symptoms may not return the next day. To return to the program following symptoms not commonly associated with COVID-19, they must:

- Be free of symptoms for 24 hours
- Have taken the appropriate medication for 24 hours
- OR Have a note from your health care professional stating the diagnosis, if appropriate, and that your child is not contagious and/or that your child may return to the program
- Some more serious illnesses require longer recovery before a return to school and program. We adhere to the Communicable Disease Recommendations by Children's Healthcare of Atlanta.

Drop-off & Pickup

Curbside operations will take place along the fence on Sams Street to limit contact. Follow the directions of on-duty staff to the numbered cones in the parking lane. It is recommended that the

same person does drop-off and pickup every day, if possible. Anyone at higher risk for COVID-19 should not be designated.

Attendance

If your child is going to be absent, please email office@campscene.com at your earliest convenience.

Authorized Pickups

We utilize electronic checkout with PIN numbers to ensure and record proper pickup. You can find your Attendance PIN on the Parent Dashboard under My Account. These are unique to every individual, so rather than giving out your PIN number, please add additional pickups on the Authorized Pickup page. They will receive a text message with their number.

For forgotten numbers, PIN retrieval can be requested on site via text message to the cell phone number listed in the system. PIN numbers are the same for all camp programs.

Drop-off

At drop-off, there will be a family greeting, followed by health screening questions for the parent, then a no-touch temperature check of the camper by a staff member through the right rear car window.

Virtual Learning Pods

For grades 3-5, drop-off is from 7:40 a.m. to 8 a.m. Siblings in grades K-2 may be dropped off at this earlier time. For grades K-2, drop-off is from 8:15 a.m. to 8:30 a.m.

Afternoon Camp

For those not attending Virtual Learning Camp, the drop-off is from 3 p.m. to 3:30 p.m. If a later drop-off is needed after activities begin, call the camp phone at 404-748-1073 with a time estimate or update as needed. A staff member will proceed to the carpool lane for check-in after arrival.

Pickup

Electronic checkout will be managed by the staff member who brings the camper to the car at pickup, and the PIN number must be provided verbally by the Authorized Pickup for touchless verification.

Virtual Learning Pods

For those not participating in Afternoon Camp, pickup will take place in the alley loop behind camp's rear gate to keep groups separated with staggered carpool lines. If you are not familiar with the location from After-School Camp, the entrance of the alley is adjacent to 731 E. College Ave., the former Blue Tarp Brewing Company.

For grades 3-5, pickup is from 2:30 p.m. to 2:45 p.m. For grades K-2, pickup is from 3 p.m. to 3:15 p.m. Those with siblings in grades 3-5 also could be picked up at this later time.

Afternoon Camp

Pickup is from 6 p.m. to 6:30 p.m. along Sams Street. If an earlier pickup is needed, call the camp phone so that your camper can be brought to the carpool lane for pickup at the appropriate time.

What to Wear/Bring Daily

What to Wear

- Clothes that are suitable for outdoor activities and daily weather, including rain or colder temperatures
- A clean mask
- Long hair should be tied back securely to minimize interference with masks and to help limit contact with educators if assistance is needed
- Shoes must be closed-toe, such as tennis shoes or hiking sandals. No flip-flops or open-toed sandals are permitted

What to Bring

Daily List for Virtual Learning Pods

- Clean masks (1 more to wear, 1 spare, for a total of 3)
- Small personal hand sanitizer
- Daily schedule & assignments list, including technology access information
- Internet-ready device, with required websites bookmarked
- Charger
- Headphones
- Packed lunch, morning and afternoon snack
- Water bottle
- School supplies
- Backpack, or rolling case
- Recommended: Reading book

Daily List for Afternoon Camp

- Clean mask (1 spare, for a total of 2)
- Afternoon snack
- Water bottle

These items will be kept at camp:

- If required, an Allergy Action Form and required medication
- If you opted to bring your own sunscreen or insect repellent from home during enrollment, please label and bring. We use sports SPF 30-50 sunscreen (free of oxybenzone and octinoxate). We discontinued the use of camp's face sticks due to COVID-19. You may send one if you prefer; otherwise, regular lotion will be used. Our greenspace is treated with a botanical repellent for mosquitoes, and it is unlikely any insect repellent will be necessary.
- If your camper requires medication to be dispensed during camp hours, please notify us so we can provide a Medication Authorization Form to complete and bring with the medication.

Behavior

We advocate a positive guidance and discipline policy with a focus on positive reinforcement, redirection, prevention, and the development of self-discipline. Our primary emphasis is on establishing a framework of respect in a supportive environment with vigilant staff presence. We begin this by involving parents and children in a code of conduct. Our behavior guidelines require:

1. Respect for other campers
2. Respect for directors and staff
3. Respect for the environment

Philosophy: The staff is dedicated to giving clear behavioral expectations and providing positive reinforcement. When conflicts arise, they are trained to find ways to help campers build new skills in social interaction, social understanding, self-expression and decision-making. However, we do understand the necessity of consequences, for both minor and serious offenses.

Consequences: For minor offenses, a 1st offense will be a verbal warning and discussion with a staff member. A 2nd offense will be a written notice or discussion with parents describing the behavior and how staff attempted to redirect the behavior. A 3rd offense will be removal from activity and a request for a parent conference, and may result in a one- to three-day suspension from the program. Repeated offenses could lead to removal from the program without refund.

Removal: If a camper's behavior at any time threatens the immediate safety of him or herself, other campers, or staff, the camper will be immediately removed from the activity and the parent will be notified for immediate pickup. This includes hitting children or staff and/or physically endangering others, refusing to stop dangerous activities such as throwing objects, or uncontrollable behavior. Continuing disruptive behavior may result in a one- to three-day suspension from the program. Expulsion will be considered if the disruptive behavior cannot be redirected. Refunds are not available for suspended or expelled campers.

Parental Access

Under normal circumstances, parents have the right to access all facility areas used by their child at any time after checking in with a staff member. Due to the pandemic, unnecessary visitors are prohibited and camp tours have been discontinued. If it is necessary to enter, a health screening must be conducted and masks are mandatory.

Prohibited Items

Camp Scene forbids firearms on the premises. All illegal substances are prohibited, and no one on the premises should be under the influence of drugs or alcohol. In addition, smoking or the use of tobacco is not permitted on the property.

Non-Discrimination

Camp Scene adheres to a strict non-discrimination policy in its employment practices (except in limited instances when age or gender considerations are bona fide occupational requirements, such as to provide a proper ratio of male and female staff based on camper population) and in the provision of services to its clients. Camp Scene is an equal opportunity employer.

We will not refuse, withhold, or limit the provision of any services to any present or prospective client, or make any employment decision regarding any current or prospective employee, based solely on that individual's race, color, religious creed, handicap, ancestry, national origin, age, sex, veteran status, disability, marital status, sexual orientation, pregnancy or citizenship status.