



Parent Handbook

Hello and welcome to both new and returning SYLS Dance Camp families!

What a crazy ride the past couple of months have been! We hope that you and your families are all doing well and staying healthy.

Summer Camp is needed more than ever this year, and we have been working tirelessly to create a fun, educational program in a safe environment that everyone can enjoy. For those who have enjoyed summers with us in the past, things will certainly be different this year. For our new families, thank you for trusting us with your Campers.

We have created this handbook to share both some of our existing guidelines, and our new policies and procedures that relate to COVID-19. Please understand that your Camper's safety and health is always our number one priority.

Sending your child to Camp is a personal choice in a very uncertain time. By following the recommendations of the New Jersey State Dept. of Health, the CDC and the American Camp Association, we are working to keep risk as low as possible.

Please read through these guidelines carefully so that you feel comfortable with our plans and are aware of what we will be asking of everyone this summer.

We look forward to spending time with your Camper this year and for years to come.

Communication

For any program to be successful, clear communication is always key! Please see the below information regarding Camp Communication.

Parents: Communication Options

Email Blast/Text: SYLS Summer Camp has an email/text system (Community Pass) which is used to communicate with parents. Please check your Community Pass account to ensure the correct email is listed. **You must be signed up to receive text messages.** SYLS will send you e-blast/texts for emergency closings/situations, updates, closure due to rain, reminders, and weekly newsletters. See below for instructions to sign up:

Community Pass Text Alerts

To sign up for **Community Pass Text Alerts**, please follow the instructions below.

1. Log in to your **Livingston Community Pass account at Community Pass Online**
2. Under heading "**useful links**", select "**view account**"
3. Select **edit** to the left of individual you would like to receive text alerts
4. Fill in all fields: ***Mobile Phone** and ***Mobile Provider**
5. Check the box to "**receive alerts via text messages**"

****Be sure to scroll down and "SAVE CHANGES"*****

Emails: The Program Supervisor is available through email. If you have any questions or concerns, please email colson2@livingstonnj.org. Our program supervisor is hands-on at all of our Camp locations and may not be able to respond immediately to an email, and will get back to you as soon as it's possible.

Telephone Calls: SYLS Camps will call you if your child needs to be picked up for sickness or injuries. Please confirm that your correct phone number is updated in Community Pass. If you would like to talk to your child's Camp Director, please call the Camp location. We do not have access to voicemail, so if a staff member is not available right away, please keep trying. If urgent, please call the SYLS Office at 973-535-7925 and they will get in touch with a Camp Director. If not urgent, you may also email the Program Supervisor at colson2@livingstonnj.org and someone will contact you as soon as it's possible.

Campers: COVID-19 Communication

At the beginning of Camp, we will hold small group trainings and demonstrations on behaviors and precautions Campers should abide by to prevent the spread of COVID-19, including:

- How and when to effectively wash and sanitize hands
 - How to practice physical distancing in various settings
 - Which symptoms to look out for, when to report them, and to whom
 - Fevers or chills
 - Cough
 - Shortness of breath
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - When to stay home
 - Coughing etiquette
 - Other Camp-specific policies or guidelines
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Staff/Counselor Training Regarding COVID-19 Communication

- Encourage Campers to talk about how they are feeling. Tell Campers they can ask you any questions and make yourself available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Let Campers know that concern is a normal and acceptable reaction.
- Provide only honest and accurate information. Correct any false information they may have heard.
- Make sure Campers know how the virus can spread and how to prevent it from spreading.
- Talk about what the Camp is doing to lessen risk.
- Speak in age-appropriate language.
 - Early elementary-school aged children
 - Provide brief, simple information that balances COVID- 19 facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps they make every day to stop germs and stay healthy, such as washing hands. Use language such as “Adults are working hard to keep you safe.”

- Upper elementary- and middle-school aged children:
 - This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are making to prevent germs from spreading and keep people healthy.
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Signage

Posters and signage from the Centers for Disease Control and Prevention (CDC), and/or other accredited health agencies will be posted in appropriate places where intended audiences can be reached. Examples include: COVID-19 information; Handwashing; Cough etiquette; Symptoms associated with COVID-19; Stop the spread of germs; Physical distancing.

Screening & Camp Admittance

Pre-screening

SYLS will be requiring a self-administered pre-screening for both Campers and staff prior to the start of Camp. Campers and staff will be asked to submit a health screen document prior to attending Camp which will include the following:

- Self-screening for the presence of symptoms (fever of 100.4°F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
 - Determining if the individual has traveled nationally or internationally within the past two weeks.
 - Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.
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Ongoing Daily Screening

Daily Health Screens will be required for all Staff and Campers.

Prior to your Camper exiting your car, our staff will follow these guidelines:

1. Ask the individual if they have any COVID-19 symptoms:
 2. Next, staff will check the temperature of the Camper, using a No-Touch thermometer. Thermometers will be cleaned with an alcohol wipe between use..
 3. If a Camper or staff are suspected to have COVID-19 based on this assessment, they will be sent home immediately and all Camp areas will be disinfected immediately.
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Drop-Off Procedures:

Parents will not be allowed to exit their vehicles. A staff member will open the car door (or you can roll down the window) and ask the pre-screening questions and take your Camper's temperature. Once cleared, we will assist your Camper out of the car and have them use hand sanitizer to disinfect their hands. Then we will show them to their group.

Please see the attachment in the email for the Traffic Pattern for Drop Off & Pick Up. Please remember this is new to everyone; we will work as quickly as possible to get all Campers screened.

Pick-Up Procedures:

Parents will not be allowed to exit their vehicles. The traffic pattern will be the same for Drop Off & Pick Up. Please have a note card with your Camper's first and last name and grade in your car window to assist staff. A staff member will take your child's name and group and call for your Camper. Once your Camper arrives, they will be required to use hand sanitizer prior to entering your vehicle.

Visitor Guidelines:

Visitors will not be allowed at camp. Our Camp will be limited to staff and Campers only.

- **If you must pick up your Camper early and you know ahead of time:** Please send your Camper with a note stating their pick-up time for them to give to their Camp counselor. The counselor will make sure your Camper is ready at that time.
- **If it is a last-minute change and you must pick up your Camper early:** Please call the Camp location (numbers will be given prior to Camp start date) to give them notice you are on your way to pick up your Camper.
- **If you are unable to get a hold of someone at Camp:** Please pull through the drop-off/pick-up traffic pattern and wait for a staff member to approach to find out your Campers name and grade.

Camper Groups & Locations

Group Sizes & Group Counselors

Each group will be 10-20 Campers and 2 staff members. These groups will not change and will not intermingle to minimize interaction between Campers. Group sizes will be divided by age group and depend on registration. To The best of our ability, we will keep the same Counselors with your child's group. All groups will have a Dance Teacher and a Dance Assistant. Training will focus on ballet, jazz, and Broadway musical theatre repertoire, along with introduction to vocal technique, song interpretation, monologue, scene study, and improvisation. Please see the table below for the daily schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off				
<i>9:00-9:30 AM</i>				
Warm Up				
<i>9:30-10:00 AM</i>				
Dance	Theatre	Dance	Theatre	Dance
<i>10:00-11:00 AM</i>				

Break/Snack	Break/Snack	Break/Snack	Break/Snack	Break/Snack
<i>11:00-11:20 AM</i>	<i>11:00-11:20 AM</i>	<i>11:00-11:20 AM</i>	<i>11:00-11:20 AM</i>	<i>11:00-11:20 AM</i>
Theatre	Dance	Theatre	Dance	Theatre
<i>11:20-12:20 PM</i>	<i>11:20-12:20 PM</i>	<i>11:20-12:20 PM</i>	<i>11:20-12:20 PM</i>	<i>11:20-12:20 PM</i>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Dance Review	Dance Review	Dance Review	Dance Review	Dance Review
<i>1:00-1:45 PM</i>	<i>1:00-1:45 PM</i>	<i>1:00-1:45 PM</i>	<i>1:00-1:45 PM</i>	<i>1:00-1:45 PM</i>
Vocal Warmup	Vocal Warmup	Vocal Warmup	Vocal Warmup	Vocal Warmup
<i>1:30--1:45 PM</i>	<i>1:30--1:45 PM</i>	<i>1:30--1:45 PM</i>	<i>1:30--1:45 PM</i>	<i>1:30--1:45 PM</i>
Voice	Voice	Voice	Voice	Voice
<i>1:45-2:30 PM</i>	<i>1:45-2:30 PM</i>	<i>1:45-2:30 PM</i>	<i>1:45-2:30 PM</i>	<i>1:45-2:30 PM</i>
Break/Treat	Break/Treat	Break/Treat	Break/Treat	Break/Treat
<i>2:30-3:00 PM</i>	<i>2:30-3:00 PM</i>	<i>2:30-3:00 PM</i>	<i>2:30-3:00 PM</i>	<i>2:30-3:00 PM</i>
Tik Tok	LGTalent	Scene Shares	Showcase Review	Showcase Review
<i>3:00-4:00 pm</i>	<i>3:00-4:00 pm</i>	<i>3:00-4:00 pm</i>	<i>3:00-4:00 pm</i>	<i>3:00-4:00 pm</i>
Pick Up	Pick Up	Pick Up	Pick Up	Pick Up
<i>4:00 PM</i>	<i>4:00 PM</i>	<i>4:00 PM</i>	<i>4:00 PM</i>	<i>4:00 PM</i>

Our Dance Camp will conclude with a Cabaret Show for parents & friends to attend on Friday, August 28th at 4:00 pm at Monmouth Court Community Center. The show will take place outside and will last about 30-45 minutes. Please feel free to bring a lawn chair to have a seat during the show. In the event of inclement weather, we will video tape our Showcase Review on send out the link so you can watch from home!

PPE/Masks for Staff & Campers:

Campers will **not** be required to wear masks when attending Camp while outdoors. If parents would like to have their child wear a mask, we will help enforce it with that specific child; however, the decision is up to individual parents. Please understand that a majority of the time, your child will be outside. Parents should send a mask with their child if they would like them to wear it., however we will also provide masks should a child forget. All Campers will be required to wear masks while indoors.

Staff members **will** wear masks during Drop Off, Pick Up, and whenever in the building. Staff members will **not** wear masks when outside with their groups.

Hand Washing & Hygiene

Hand Hygiene

When to Wash or Disinfect Hands – Campers and General Staff

- Before eating food (e.g.,when entering the dining area).
- Upon entering the Camp.
- After being in contact with someone who may have been sick.
- After touching frequently touched surfaces (railings, doorknobs, counters, etc.).
- After using the restroom.
- After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
- After coughing, sneezing, or blowing your nose.

How to Wash Hands

- Wet your hands with clean, running water. Turn off the tap and apply soap.

- Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.).
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or an air dryer. You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

How to Use Alcohol-Based Hand Sanitizer

- Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol.
 - Apply the product to the palm of one hand.
 - Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
 - Continue to rub your hands together until your hands are dry (about 20 seconds).
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Handwashing Misconceptions

- Water temperature is not important. Clean cold and warm water work equally well.
 - Antibacterial soap is not more effective than regular soap.
 - Bar soap and liquid soap are equally effective.
 - Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy.
 - If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.
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Lunch & Snacks

This year’s summer camp will be held mostly outdoors. It’s important to make sure your child brings at least one full water bottle daily. Campers will have access to water refill stations throughout the day so they can refill their bottles often.

Lunch

Campers must bring their lunch each day; there will be no lunch option available for those with no lunch. If your Camper does not bring lunch, we will call you so that you can drop one off. Lunch will stay in your Camper's backpack outside until lunch time; we recommend packing lunch with ice packs.

Each group will have designated tables for lunch. Tables will be sanitized before and after each meal.

Please Note:

- We are NOT a peanut-free Camp; there will be a designated table for children who are highly allergic.

Snacks

Counselors can designate snack times throughout the day.

Please Note:

- Campers will not be allowed to bring in snacks for birthdays or other celebrations.

Cleaning & Disinfecting

Following CDC Guidelines

The CDC goes into great detail about which products to use and how frequently to clean high-touch (and low-touch) areas of Camp. They also include step-by-step instructions on how to clean and disinfect various surfaces.

At SYLS Camp we will:

- Use EPA cleaning products approved for COVID-19.
 - Use cleaning solution disinfectant approved by CDC and EPA to kill Coronavirus:
 - Spray Nine Heavy Duty EPA #6659-3
 - Diamond Disinfectant 1000 (Maquat 10) EPA#10324-63
- Clean and disinfect frequently touched surfaces and common spaces multiple times daily.
- Clean and disinfect shared items between uses
- Clean and disinfect activity areas between groups.

- Provide hand-washing stations, hand sanitizer, sani-wipes, and cleaning and disinfecting wipes throughout Camp.
 - Post signs and give reminders about washing hands.
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Spaces & Surfaces

Communal Spaces

- Cleaning and disinfecting of communal spaces between groups.
- Shared Items: Groups will be assigned equipment when possible. All shared items and equipment will be cleaned and disinfected between uses.

Frequently Touched Surfaces

- Cleaning and disinfecting frequently touched surfaces and common spaces multiple times daily.
 - Examples of frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks. Any other surfaces frequently touched by Campers or staff should be cleaned and disinfected at least daily or, preferably, several times per day.
 - Cleaning of outdoor structures made of plastic or metal can be carried out according to typical Camp cleaning practices. Playgrounds will be disinfected daily.

Bathrooms

- High touch surfaces including toilets, and restrooms will be cleaned and disinfected between users and groups.

Games, Activities & Schedule

Activities Guidelines

Holding Activities Outdoors as Much as Possible is Recommended

- **Campers and staff will be outside the majority of the day.** Holding activities outdoors as much as possible is recommended.
- In the event of inclement weather, we will hold Dance Camp indoors at Monmouth Court Community Center. Each group will have a designated room and will not change rooms.
- Campers and staff should wear a mask or cloth face covering during indoor activities when maintaining physical distancing is not feasible due to area limitations.
- When selecting physical activities, Camper groups should remain together and **not** intermingle with other groups.
- Groups will maintain ratios for all activities. Each group will have no more than 15-20 Campers and 2 staff members. The groups will remain the same throughout the duration of Camp.
- Activities will be scheduled and staggered to allow for maintenance staff to disinfect equipment between group uses.
- **We encourage the use of individual refillable water bottles. We will have water breaks and campers can refill their bottles inside with the water fountain.**

Campers & Staff Must Practice Proper Hand Hygiene

- Campers and staff members will wash hands with soap and water for 20 seconds before and after activities.
 - Alcohol-based hand sanitizer containing at least 60% alcohol before and after activities.
 - All shared items and equipment (e.g., sport equipment, art supplies, etc.) will be properly cleaned and disinfected between uses. Refer to the **Cleaning & Disinfecting** section of this guide for instructions on cleaning and disinfecting porous and non-porous objects.
 - When feasible, shared equipment will be limited to items that can be effectively cleaned (e.g., sports equipment with hard, non-porous handles are preferred to those with soft, porous handles).
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Response Management

If a Camper or Staff Member has Symptoms

If a Camper or staff member has symptoms of COVID-19:

- We will notify parents who have a child in that specific group.
 - The ill Camper or staff person will be immediately separated from their group and will remain separate until they can leave Camp.
 - All areas that the ill Camper or staff member has been in contact with will be disinfected immediately.
 - Staff and Campers must be symptom free for 72 hours prior to returning to Camp.
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If a Camper or Staff Member Tests Positive

If a Camper or staff member has tested positive for COVID-19, we will notify all Camp parents at that location. Camp will be suspended for a minimum of 72 hours to ensure all areas can be completely disinfected.

Cleaning Protocols

For a suspected or confirmed case of COVID-19, the following enhanced CDC cleaning protocols will be followed:

- First, clean visibly dirty surfaces, then perform disinfection.
 - **NOTE:** Products that are specific to coronavirus, have an “emerging viral pathogen” claim, and require less than 1 minute of contact time are preferred.
 - Make sure products have not passed their expiration date.
- Use disposable wipes/paper towels to clean surfaces if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces.
 - All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc.) should be disposed of in sealed bags or containers after use.
- In each area, pay particular attention to high-touch areas, including handrails, door handles, cabinet and drawer handles, shared sports equipment, or craft tools.

- Clean and disinfect areas identified as locations visited by the individual who is sick or that the individual used or occupied, including the entire bathroom and any common or activities areas.
 - These include high-touch objects in common areas, including handrails, exterior door entry handles, cabinet handles, and restroom door handles, as well as crafting tools or sports equipment.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area.
 - These materials should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Clean a potential source area by progressing from the entrance to the most distant point to avoid re-contaminating surfaces that have already been disinfected (i.e., clean your way out).
- Clean soft and porous surfaces such as carpeted floor, rugs, and drapes also, using the procedure noted above for porous surfaces.
 - **NOTE:** If some porous surfaces are not suitable for cleaning with disinfectants, clean them as much as possible and attach a sign to them saying they are not to be used or touched for three days.

Those with Higher Risk Factors

Those at higher risk for COVID-19 include people of all ages with underlying medical conditions, particularly if not well controlled. These include individuals with:

- Chronic lung disease or moderate to severe asthma.
 - Serious heart conditions.
 - Impaired immune systems.
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
 - Severe obesity (body mass index [BMI] of 40 or higher).
 - Diabetes.
 - Chronic kidney disease undergoing dialysis.
 - Liver disease.
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What to Bring to Camp

**** Mark all items with your Camper's first name, last name, and grade ****

Follow the guidelines below carefully to make sure your Camper has what they need in order to have the best possible experience!

What to Bring

Every day, your camper should:

- **Wear** comfortable clothing & sneakers. Please bring dance shoes as well.
- **Bring** a backpack with:
 - Lunch/Snack
 - Lunches will be left outside in your child's backpack; **please provide ice packs to keep food items fresh.**
 - Water bottle
 - There will be water stations where Campers can refill their bottles throughout the day.
 - Spray sunscreen
 - Counselors WILL NOT be allowed to rub sunscreen on your Camper. They will assist in spraying but please practice rubbing it in on their own.
 - Change of clothes (for younger Campers)
 - Beach Towel
 - Towels will all be laid out on the ground so each Camper will have their own space to sit during water breaks.

What Not to Bring

Campers should not bring any valuables to camp

- The Camp is **NOT** responsible for loss of or stolen personal belongings Campers have with them during Camp.
- Campers should not bring any toys or valuables with them.
 - This includes cell phones, portable game systems, iPods, iPads, credit cards/money, personal sports equipment, and jewelry.

Behavioral and Disciplinary Procedures

Our main goal and focus is always to provide our Campers with a safe and fun environment to learn and play. We thank you in advance for your cooperation and understanding.

Disciplinary Investigation

Disciplinary matters involving any of the bullet-points listed below will be thoroughly investigated by Camp Administration. Consequences will be issued on a case-by-case basis and may result in penalties ranging from suspensions to permanent removal from the camp. (Please be reminded that in the event of a child's suspension or expulsion, there will be NO refunds issued)

These decisions will be rendered at the discretion of the SYLS and Camp Administration with NO APPEALS process.

- Any acts of physical aggression, intimidation, bullying of any kind
- Communications of any kind that contain or reference racial slurs, homophobic slurs, gender expression/identity slurs, explicitly sexual material or explicitly violent material
- Any behaviors that Administration deems a threat to the overall safety and welfare of the camp and its participants.

Protocols

In order for our programs to operate in a safe manner, it is important that all Camp participants adhere to a set of guidelines that will ensure a welcoming environment for all. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements and redirection when possible. We ask that parents/guardians please review and reinforce these procedures with their Campers.

In cases of unruly behaviors such as, but not limited to, inappropriate language, defiance, not following directions, etc., the protocol for addressing the issue will proceed as follows:

First Offense: Warning

Discussion with parent/guardian and Camper regarding the incident with counselor and administrative staff member. This is a warning.

Second Offense: Suspension

Discussion with parent/guardian and Camper regarding the incident with the administrative staff member.

The camper will serve a MINIMUM ONE FULL DAY suspension (if the camper is a half-day attendee they will serve MINIMUM ONE FULL HALF DAY suspension). The severity of the incident will determine the length of suspension.

This decision will be rendered at the discretion of camp administration with NO APPEALS process. (Please be reminded that in the event of a child suspension or expulsion, there will be NO refunds issued)

Third Offense: Dismissal

In the event of a third offense, the Camper will be dismissed from Camp for the remainder of the summer with NO refund.

Thank you!

We understand there are a lot of changes to this year's Dance Camp. Our main priority is to keep all staff and Campers safe and healthy!

The guidelines in this document have been taken directly from the State of New Jersey with guidance from the CDC. They are subject to change as the State and CDC continue to provide updates.

We hope everyone feels confident with the policies and procedures we have put into place, and we look forward to a healthy and happy summer season. If you are still not comfortable after reading these guidelines, we look forward to seeing you next summer, when we hope that things will be more "normal!"

