



PROCTER DAY CAMP HANDBOOK

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This handbook is designed to provide basic information to families on camp life, our programs, and will help you prepare for your camp session. Additional information is available on our website at www.proctercenter.org.

Please reach out to us if you have questions not addressed in this handbook or on the website. For registration and payments contact: Robin Kimbler, Guest Services Manager 740.206.2036 or campregistration@proctercenter.org.

For questions about our camp program, camp staff or to discuss specifics of your camper or family, contact Amy Boyd, Executive Director at aboyd@proctercenter.org.

WELCOME TO DAY CAMP

Welcome to Procter Day Camp! We are excited that you will be joining us this year. A week (or more) at Procter is filled with camp traditions and new activities, building community with friends old and new, growing in faith, and exploring the wonders of God's creation. Our staff can't wait to welcome you on site!

This handbook provides basic, valuable information about camp life, programs and how to prepare for the coming season. Additional information on specific sessions, along with answers to frequently asked questions are available on our website at www.proctercenter.org.

We'll see you at camp!

Blessings and Peace
The Procter Center Staff

OUR MISSION

Procter Center provides a safe, inviting and spacious rural setting that cultivates spiritual formation, models sustainable living, and celebrates God's love and reconciliation through hospitality, prayer, study, work and play.

The goals for all participants at Procter Center are:

- Create a warm, welcoming inclusive environment for all
- Foster the development of skills and community relationships
- Practice being responsible stewards of creation
- Explore creatively and have fun!

Procter Center is owned by the Diocese of Southern Ohio. Our day camp serves children from the nearby communities.

Procter does not discriminate on the basis of race, color, gender, gender identity or expression, sexual orientation, religion, national or ethnic origin, age or disability. However, Procter is not staffed as a medical treatment center. Our staff is not trained to work with campers who have severe mental, physical or emotional challenges. We do reserve the right to refuse admission to our programs in what we deem as appropriate cases.

ABOUT OUR PROGRAM

Procter Day Camp strives to be a place for all people to play, pray, learn, and grow. Procter is a ministry center of the Diocese of Southern Ohio, with camps for children, youth and families. We are part of the Episcopal Church. Campers and staff members of all (or no) faith backgrounds are welcome.

A detailed daily camp schedule is included in the "Daily Schedule" section of this handbook.

More information about the Episcopal Church is available here: <http://diosohio.org/who-we-are/the-episcopal-church/>

DIRECTIONS TO CAMP

Procter Center is located at 11235 St. Rt. 38 SE, London, OH 43140. Procter is 5 miles from I-71 on Rt. 38, and 8.5 miles from the center of London OH. Input “Procter Camp and Conference Center” or “Procter Center” into your map app and we should come right up.

REGISTRATION

Registration for summer camp is online at <https://proctercenter.campbrainregistration.com>
If you have any trouble with registration, please call Robin Kimbler at 740-206-2036. All forms and documents are due two weeks prior to the start of your session. You will receive an email reminder.

Forms Checklist

CampBrain Forms

These forms are accessed within your CampBrain account

- Camper Info Form
- Waivers & Release
- Financial Agreement
- Camper Health History
 - CampBrain asks for individual dates of your child’s immunizations. Alternatively, you can upload a copy of their immunization record.

Additional Documents

Upload these documents to CampBrain. Your

- Copy of medical insurance card
- Copy of immunization record (as an alternative to manually entering immunization dates in CampBrain)
- Photo of your camper, optional but helpful for counselors to begin learning names.

Upload Documents to CampBrain

The “Upload Documents” section is accessed by clicking the green “View Registration Details” button on your Home page, after you have submitted your registration. If you are unable to upload documents please call Robin Kimbler in the Procter office at 740-206-2036.

PAYMENT INFORMATION

Payments

A \$100 per camper non-refundable deposit is due at the time of registration, deposits are \$50 if requesting Campership. All camp fees must be paid in full the Friday before the next week of your session. You will receive an email reminder, credit cards on file in CampBrain will be automatically charged at that time.

REFUND POLICY

- If you cancel your registration 2 weeks (14 days) prior to the start of you Day Camp week as 80% refund will be given or you may apply the money to another session of camp in 2021.
- If cancellation is within 2 weeks of the camp start date, no refund will be given.

CAMPER ARRIVAL AND DEPARTURE

You will receive an email a week before your session begins outlining arrival and camper check-in procedures. There will be staff and signage to guide you to parking and check-in. Due to other commitments; our staff are unable to accommodate early check-in's.

If your child is using transportation, a staff member will collect paperwork and do check-in prior to boarding the bus.

Check-In:

- Verify completed paperwork
- Review Camper Health History
 - Complete a temperature, health and lice check
 - Drop off prescription and over-the-counter medications, if applicable

Check-out:

- Only people listed on the registration form as being authorized to pick up a camper will be allowed to check-out the camper. If the adult is not listed on the form, they will be allowed to take the children from camp.
- Photo ID's will be checked each day at check out. Please bring it with you when you get out of your car.

ABOUT OUR STAFF

Our counselors and leadership staff love summer camp! Many of them grew up at Procter, and some come to us from other strong camp programs. All counselors are 18 years old or older. They are subject to a rigorous application process, which includes interviews, reference calls and background checks.

Procter holds a ten-day training for camp staff prior to the beginning of the camp season. Camp Staff Training lays the groundwork for the summer as a whole, we begin the process of group bonding and establish norms of the community. Counselors are trained in communication skills, childhood

developmental stages, establishing an inclusive culture, our camp discipline procedures, abuse prevention and identification, anti-racism training and cultural competency. Additionally, they map out the program offerings for the summer, practice our Emergency Action Plan, and are CPR/First Aid certified. We also (try to!) sing all the songs in the songbook and practice having a lot of fun!

Support Staff

A Health Care Professional (HCP) join the staff to support the work of the counselors. The HCP, typically a nurse, dispenses medication and monitors staff and camper health. These adult staff are dedicated to our program and have a passion for camp ministry.

Visit the camp website for more information about our staff, including job descriptions. Staff will be introduced on social media in the spring.

DAILY SCHEDULE

(Subject to change)

8:45 – 9:00am Arrival
9:15 Flag Raising and word of the day
9:30 Session 1
10:30 Snack Break
10:45 Session 2
11:45 – Bathroom, handwashing prep for lunch
Noon – lunch
12:30pm - Individual Quiet reading time
1:00 Session 3
2:00 Session 4
3:00 Snack Break
3:15 Session 5
4:15 Daily closure and recap of the day
4:30 Bus departure
5:00pm On site pick up

The daily schedule provides opportunities for large and small group activities and free choice. Some examples of session choices are:

- Free swim/lessons
- Canoeing and kayaking
- Fishing
- Archery
- Chalk art
- Creative arts and fiber arts
- Team building games
- Tie-dye
- Nature exploration
- Yoga and meditation
- Beading and friendship bracelets
- Basketball, etc
- Homegrown Procter games like Mansuedo Ball, Knab the Knoodle, Matball Hockey, GaGa
- Shaving cream whiffle ball
- Frisbee golf and ultimate

The camp staff are intentional about scheduling a variety of options for each session (an active game, an artsy offering, and something more low energy, for example) so there is something for everyone. Program activities may vary based on age restrictions, weather conditions, and other factors.

WHAT SHOULD MY CAMPER BRING TO CAMP?

Please review the packing list below. At camp we are outside in the heat, play games in the grass, get dirty volunteering on the Farm, and swim in a lake. In general campers are most comfortable in casual clothes (athletic shorts and T shirts, for example).

Special Notes

- Tie Dye- **Bring a white shirt** if your camper would like to tie-dye.

Please mark clothes and possession with your camper's name!

What to Bring to Day Camp in a Day Pack

- | | |
|--|---|
| <input type="checkbox"/> <u>Sturdy, reusable water bottle</u> | <input type="checkbox"/> Hat for sun protection |
| <input type="checkbox"/> Clothing that can get messy and dirty | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Jacket and/or sweatshirt | <input type="checkbox"/> Insect Repellant |
| <input type="checkbox"/> Swimsuit | |
| <input type="checkbox"/> Closed toed shoes- required! | <input type="checkbox"/> <u>Prescription meds or OTC meds</u> |
| <input type="checkbox"/> Sandals or flip flops for pool only | <u>in their original container</u> |
| <input type="checkbox"/> Pool towels | |
| <input type="checkbox"/> Lightweight raincoat or poncho | |

Do not bring the following:

- Money
- **Any kind of electronic device. This includes: cell phones, tablets, handheld game consoles, ipods, mp3 players, or any device that receives a wifi signal.**
 - All cell phones and electronics will be collected at check-in
 - Cameras are permitted, Procter is not responsible for any damages
- Pets
- Weapons, including knives
- Alcohol, tobacco or illicit drugs
- Valuables of any kind – Procter is not responsible for lost or stolen items.

Clothing should not display images or messages that are derogatory, violent in nature, or disrespectful of others. The Camp Director will ask campers to change if their clothing has offensive imagery. Clothes should allow campers to be active and fully participate in the program. Closed toed shoes are required for many activities.

COMMUNICATION

Office Communication

The Procter office is staffed during normal business hours throughout the summer.

Robin Kimbler
rkimbler@proctercenter.org
740-206-2036

Amy Boyd
aboyd@proctercenter.org
For afterhours emergencies
(614) 425-2892

HEALTH AND WELLNESS

All sessions have a licensed medical professional on site as part of the staff. Each camper will meet them and review their Camper Health History as part of the check-in process at Procter. The staff will review with medical form with the parent at the bus pick-up point.

Medications

Prescription medications will not be given without the explicit direction of a physician. All prescription medication must be checked in with the camp Health Care Professional(s) or staff on the first day of the session. Please do not bring day of the week pill containers. ***All prescription medications must be in their original containers defining dosage and frequency.***

Over the Counter Medications

Over the counter medications brought to camp must also be checked in with camp Health Care Professional. We keep a variety of OTC medications in the Healthcare Center that the Health Care Professional can be dispensed to a camper if needed.

Parent/Guardian Notifications

Parents or guardians will be notified if a child spends more than 1 hr. in the Health Center or in the event of a change in wellness status (e.g. vomiting, temperature over 100.4F, head injury, breathing difficulty, loss of consciousness, and change in ability to fully participate).

Medical Treatment

In the event that a camper needs medical attention beyond the scope of the Health Care Professional and our Health Center, the parent or guardian will be notified immediately and asked to come and pick up their camper. If it is a life threatening medical emergency, 911 will be called. The camper's emergency contacts will be notified if a camper is in need of transport for medical treatment.

COMMUNITY COVENANT

Please review the Community Covenant with your camper. Each group signs a Community Covenant together on the first day of camp, and we explain behavior expectations as a large group. These norms are non-negotiable. If your camper cannot follow these norms they will be dismissed from the program, and you will be asked to pick them up immediately.

Procter Day Camp Community Covenant

Camp is a community governed by respect of the **people, program and place.**

I agree to respect the **people** at camp by:

- Respecting the dignity of every person at camp, that we might be leaders in showing Christ's love to each other.
- Refraining from fighting, aggression, dangerous physical or violent behavior that may endanger me, and/or others
- Refraining from lewd, crude, or socially unacceptable behavior (verbal/physical)

I agree to respect the **program** at camp by:

- Participating in the camp program and schedule, to the best of my ability
- Engaging with fellow campers and being an active part of the community.
- Being welcoming to campers and counselors from all backgrounds and faith traditions.
- Understanding it is my counselors' job to keep me safe and following their direction.

I will respect the **place** of Procter Camp and Conference Center by:

- Adhering to boundaries communicated by the staff, not entering "off limits areas"
- Understanding that smoking is not permitted at any diocesan sponsored youth program.
- Refraining from consuming, bringing or carrying any alcohol, non-prescription drugs, firearms, knives, fireworks or weapons at any time during camp and on camp property.

Should it become necessary to send my child home for breaking of any of these community standards, I/we agree to come pick them up immediately upon notification from the Camp Director. We understand and accept the **non-negotiable** community regulations

Camper Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Procter Center COVID Policies and Protocols

The safety and wellbeing of our guests is of the utmost importance to us. As we enter this new phase of bringing people together again, we will all have to adjust to the new normal. We appreciate your cooperation and patience as work together to make sure everyone is comfortable and safe.

Key prevention practices include:

- Physical distancing to the maximum extent possible
- Use of face coverings by employees and customers/clients
- Frequent handwashing and regular cleaning and disinfection
- Training employees on these and other elements of the COVID-19 prevention plan.

Procter Center employees are adhering to all guidelines present by the Diocese of Southern Ohio, ACA and CDC guidelines. These guidelines are available upon request.

INFECTION PREVENTION: Cleaning, Disinfection and Hygiene

GENERAL GUIDELINES

- Procter Center will follow local public health recommendations related to local infection activity and need for isolation and closing.
- Reinforce personal hygiene (hand hygiene and cough etiquette) throughout the center.
- Provide hygiene materials such as tissues, hand soap and hand sanitizer stations.
- Stock applicable disinfectant products.
- Closely monitor employee health.

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- Physical distancing to the maximum extent possible
- Use of face coverings by employees and customers/clients
- Frequent handwashing and regular cleaning and disinfection
- Training employees on these and other elements of the COVID-19 prevention plan.

If you are experiencing a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if someone you live with has been diagnosed with COVID-19, please stay home and seek medical attention.

Protocol for Guest Arrival

- Guests will be greeted at a staffed welcome table
- Guest will be required to wear masks when they are in common areas
- Staff will take the temperatures of each guest upon arrival and record on a sign in sheet
- Each guest will sign in with their phone number and email address, record their initial temperature record and received their room assignment. Pens will be sanitized between use.
- Guest will be given an instruction sheet for lobby, meeting room and dining hall social distancing guidelines

EMPLOYEES

- It is important that employees wash your hands frequently with soap and water for 20 – 30 seconds. If you cannot get to a sink, please use a hand sanitizer with at least 60% alcohol, per CDC guidelines.
- Please observe social distancing practices which is a minimum of 6 ft.
- Employees are required to wear facial covering unless they are in their own private office or are outside with ample social distancing.
- Wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings should be washed after each shift.
- Self-screening at home, including temperature and/or symptoms check using CDC guidelines.
- Employees who are sick or exhibiting symptoms of COVID-19 must stay home.
- Maintain good hygiene at all times.
- Employees will be supplied with cleaning supplies and asked to clean/disinfect their own spaces (phones, doorknobs, computers, desks, etc.) each day

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- Stock applicable disinfectant products.
- Closely monitor employee health.

SPECIFIC GUIDELINES FOR CLEANING AND DISINFECTING

Guest Rooms

- Thoroughly clean and disinfect all hard surfaces prior to and upon guest departure

Public Areas

- Daily cleaning and disinfecting on high-touched surfaces
 1. Door handles, push plates, thresholds, and hand railings
 2. Tables and chairs
 3. Reception desk
 4. Light switches
 5. Thermostats
 6. Handles

Lobby Restrooms

- Daily clean and disinfect lobby restrooms
 1. Door handles
 2. Sink faucet and toilet handles
 3. Soap dispenser push plates
 4. Light switches
- Provide alcohol-based hand sanitizer stations just outside lobby restrooms

Dining Room

- Provide alcohol-based hand sanitizer stations
- Daily cleaning and disinfecting on high-touched surfaces
 1. Door handles, thresholds, and hand railings
 2. Tables and chairs
 3. Highchairs and booster seats
 4. Microwave
 5. Elevator control
 6. Light switches
- Suspend self-serve buffet style foodservice and replace with employee served foodservice
- Coffee will be served from the buffet line and bottled water will be available
- Kitchen staff will wear gloves and facial coverings and follow all health department guidelines
- Silverware will be wrapped in napkins and secured with a band

Kitchen and Back of House

- Increase cleaning and disinfecting frequency for high-touched surfaces

Meeting Rooms

- Increase cleaning and disinfecting frequency for high-touched surfaces
 1. Light switches
 2. Door handles

3. Tables and chairs
4. A/V equipment or switches
5. Coffee Bar
6. Kitchenettes will be closed

Offices

- Employees occupying office space will be responsible for the cleaning and disinfecting of their area
- Housekeeping will clean and disinfect common office areas such as the copy room and storage areas

Dining Hall Protocol for Guests

- Social Distancing will be required in the dining hall
- Seating will be allowed at 11 of the 22 tables.
- Only 4 people may sit at a table or one family unit
- Picnic tables are available outside if guests want to use them

Meeting Room Protocol for Guests

- Meeting rooms will be set up to accommodate social distancing and maximum number of people per room will be posted
- This will include spacing tables 6 ft apart and limiting the number of people seated at each table
- Extra chairs will be removed or cordoned off.
- Guests will be encouraged to wear masks while in their meetings