

# **Montvale Rec**

# **Summer Camp 2021**

**Grades 1-5**

**Parent Handbook**

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1 Memorial Drive  
June 28 – July 23  
(No Camp on Friday, July 2 in observance of July 4)  
9:30am-12:45pm

**Camp Directors**

Lisa Dent- Recreation Director  
Kathryn LoPresti  
Adam LoPresti  
Kevin LoPresti

**Staff Supervisor**

Olivia Manhart

**Art Director**

Martina Grambone

**Camp Nurse**

Barbara Reineke

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## Introduction

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We're so happy to be having camp this year and welcoming back all of the Campers and Staff! As always, our two goals for Camp are to keep everyone safe and have fun! In order to achieve those goals, we have put some new policies in place related to Covid-19. All policies are based on either the NJ Department of Health Youth Camp Standards or the CDC's guidance. Please keep a few things in mind while reading through this handbook:

- 1) The NJ Youth Camp Standards and the CDC Guidance for Day Camps are the only references for our policies related to Covid-19 (with the exception of our travel policy).
- 2) Some State mandates will differ from Camp policies. Camp policies will always default to the Youth Camp Standards and the CDC guidance for Day Camps, where necessary. The State mandates (or lack thereof) do not supersede the Standards for Camp.
- 3) Our camp policies are subject to change anytime between now and the end of Camp. If the Youth Camp Standards or CDC guidelines (where applicable) change, we may or may not choose to update Camp policies. If changes are made, Staff and Camper parents will be made aware.

We understand that this is a lot to take in, but we also hope that it gives you a very well-rounded idea of how camp will be run this summer. We look forward to getting campers and staff back outdoors for a fun and safe summer!

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## Communication

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### **Announcements: Email Blast**

Camp information and notifications are sent through **email**. Please check your email regularly for camp emergency closures, updates and/or announcements. For this reason, it is very important that we have a valid email for every parent and/or for the person responsible for transporting your child. You should have received an email to the address you listed on the registration form after submitting it. If you are concerned about getting emails or have not received an email, please check your spam/junk box first and then email [MontvaleRecreation@montvaleboro.org](mailto:MontvaleRecreation@montvaleboro.org)

### **To Reach a Camp Director**

If you have a non-urgent matter, please email [MontvaleRecreation@montvaleboro.org](mailto:MontvaleRecreation@montvaleboro.org)  
For urgent matters, please call 551-207-0388 and leave a message. A director will get back to you as soon as possible.

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# COVID-19 Specific Policies

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## Staff Training

Prior to camp starting, staff will be trained on the below Covid-19 precautions:

- 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

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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.

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## Daily Health Screening

Daily Health Screenings will be required for all Staff and Campers. Campers **MUST** be accompanied by an adult for their daily health screening. Parents must park on Memorial Drive and proceed with their Camper to the paved path by the Red Shed. You will be met at the path by a Staff Member who will ask if you would answer 'Yes' to any of the below:

1. Within the last 10 days has your child been diagnosed with COVID-19, had a test confirming they have the virus, or been advised to self-isolate or quarantine by their doctor

or a public health official?

2. Has your child had any one or more of the following symptoms today or within the past 24 hours, which is not new or not explained by another reason?

- Fever (100.4 degrees or higher)
- Chills
- Cough
- Shortness of breath
- Sore throat
- Fatigue
- Headache
- Muscle/body aches
- Runny nose/congestion
- New loss of taste or smell
- Nausea, vomiting or diarrhea?

3. In the past 14 days, has your child had close contact\* with an individual diagnosed with COVID-19?

\*Close contact is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

If a parent answers 'Yes' to any 1 or more of the above questions, we will not be able to admit their child into camp. Please refer to the "Staying Home When Appropriate" section for more information on quarantining and isolation protocols.

**Per the NJ Dept of Health Youth Camp Standards: "Parents/caregivers are strongly encouraged to monitor their children for signs of illness every day, as they are the "front line" for assessing illness in their children."**

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## Stay Home When Appropriate

### **Unvaccinated:**

Staff and campers who are not fully vaccinated and have recently had a [close contact](#) with a person with COVID-19, including family members who they live with, should [quarantine at home](#).

Staff and campers who have tested positive for COVID-19 or are showing symptoms of COVID-19 should [isolate at home](#).

### **Fully Vaccinated:**

Although the risk that fully vaccinated people could become infected with COVID-19 is low, [fully vaccinated](#) people who have symptoms consistent with COVID-19 should isolate themselves from others, be clinically evaluated for COVID-19, and tested for COVID-19, if indicated.

[Fully vaccinated](#) people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19.

### [When to Return to Camp After Exposure to or Confirmed Covid-19](#)

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## Travel

As of the release date of this handbook, New Jersey does not have travel restrictions or advisories. However, we do ask that any campers traveling beyond New York, New Jersey, Pennsylvania or New York during camp weeks, produce proof of a negative Covid-19 test after travel but prior to returning to camp.

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## Reporting Illnesses and Symptoms

### Positive Covid-19 Test or Symptoms of Covid-19

If a camper tests positive for Covid-19 or has symptoms of Covid-19, their parent/guardian must immediately report it to the Camp Nurse. Please call 201-391-2900 ext. 3505 if it is during camp hours. After camp hours, please call 551-207-0388. In either scenario, please leave a message if the call is not answered.

If a staff member tests positive for Covid-19 or has symptoms of Covid-19, they must immediately report it to the Camp Nurse. Please call 201-391-2900 ext. 3505 if it is during camp hours. After camp hours, please call 551-207-0388. In either scenario, please leave a message if the call is not answered.

If an individual is still on site when they develop Covid-19 symptoms, they will be immediately isolated until they are picked up from camp. All impacted staff and/or campers will be separated to a different area away from the suspected Covid-19 person and from all other groups and staff.

Upon the notification of a positive Covid-19 test, Camp Directors or the Camp Nurse will immediately notify the Local Health Authority. While maintaining confidentiality, we will also notify all staff and camper parents that a confirmed case has been identified at Camp. Quarantining protocols for any exposed campers or staff will be based on our 'Stay Home When Appropriate' protocols with the Local Health Authority having the final say in each case.

### Close Contact with Positive Covid-19 Person

If a camper or staff member is a close contact of someone who tested positive for Covid-19, they must immediately report it to the Camp Nurse. Please call 201-391-2900 ext. 3505 if it is during camp hours. After camp hours, please call 551-207-0388. In either scenario, please leave a message if the call is not answered.

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## PPE/Masks

### STAFF

- Unvaccinated
  - Must wear mask indoors, during drop off/pickup and in close settings with others.
- Vaccinated
  - Do not need to mask

## **CAMPERS**

- Campers must wear a mask during drop off and pickup and when indoors.

## **PARENTS**

- Unvaccinated
  - Must wear a face covering during camper drop off/pickup.
- Vaccinated
  - Do not need to mask

There may be a select few other outdoor scenarios where campers must mask but we will keep it at a minimum wherever possible. Staff and campers will never mask when playing in the sprinklers or doing any other water activity/game.

CAMPERS AND STAFF WILL NOT BE ASKED TO MASK AT ANY POINT IN THE DAY IN EXTREME HEAT; IF ANY CAMP DAY HAS AN AIR QUALITY ALERT, EXCESSIVE HEAT OR HEAT ADVISORY, MASKS WILL NOT BE REQUIRED AT ANY POINT OF THE DAY.

### **How to Wear Masks**

- Wash your hands or use hand sanitizer before putting on your mask.
- Put the mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

### **Removing Masks**

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine (learn more about how to wash masks)
- Be careful not to touch your eyes, nose, and mouth when removing and wash your hands immediately after removing.

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## **Hand Hygiene & Respiratory Etiquette**

### **When to Wash or Disinfect Hands**

- Before eating food.
- Upon entering 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, 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).

### **How to Help Stop the Spread of Germs**

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don’t have a tissue, cough or sneeze into your elbow, not your hands
- Remember to immediately wash your hands after blowing your nose, coughing or sneezing.

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## **Cleaning**

### **Frequently Touched Surfaces**

The Huff Park Playground, Rec Center (if used) and Memorial School will be sanitized with an EPA approved disinfectant daily.

### **High Traffic Areas**

Restrooms in the Memorial School and the Rec Center will be disinfected daily with a an EPA-approved disinfectant.

### **Camp Equipment**

Camp Equipment such as art supplies and recreational supplies (basketballs, hula hoops etc) will

be shared by one group at a time and will NOT be cleaned between campers within the same group. However, equipment that is passed from one group to another WILL be sanitized with an EPA approved disinfectant between groups.

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## Visitors

**Visitors will not be allowed at camp.** 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 and give it to their Camp Counselor. The Counselor will make sure your Camper is ready at the Red Shed at that time.
- **If it is a last-minute change and you must pick up your Camper early:** Please call 551-207-0388 and leave a message. We will do our best to have your camper ready. If your camper is not at the Red Shed when you arrive, please call 201-391-2900 ext. 3505
- **If you are unable to get a hold of someone at Camp:** Please park in the designated PTO or MEF reserved parking spots by the Red Shed and wait for a staff member to approach to find out your Campers name and grade.

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# Camper Drop Off & Pickup

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## Drop Off

Park on Memorial Drive and walk your camper to the Red Shed to check in. A staff member will be there starting at 9:30am to complete the Daily Health Screening. Once the screening is complete, please walk your camper to their assigned group.

Masks must be worn by all children over the age of 2, in addition to unvaccinated adults during drop off and pickup.

If your child is late to camp and screenings have already been conducted, please call 201-391-2900 ext. 3505 and our Camp Nurse will direct you where to go to be screened prior to checking your camper into their group.

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## Pick Up

Camper pickup is at 12:45pm this year. All children, with the exception of walkers, must be

checked out with their counselor prior to leaving. A camper can only be picked up by their parents, guardians or authorized persons indicated on their camp registration form. If a child is being picked up by someone other than the above listed, the parent must give a signed note to the Counselor ahead of time. Crossing guards will be on duty at major intersections from 12:15-1:15pm for those walking home or riding a bicycle.

### **Late Pickup**

There will be charged supervision after 12:55pm. Children who are not picked up prior to 12:55pm on more than one occasion, may be asked not to return to camp. Late pickup will result in a charge of \$25.00 for every 15 minutes each child is left under camp care. Payments shall be made directly to the Camp Director overseeing the child's care.

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## **Campers Walking To/From Camp**

If your child will be walking to and/or from camp every day, it must be indicated on their registration form. If your child does not normally walk home, but will be for a day, you must send them with a signed note. All walkers will be released from the Red Shed at 12:35 each day to ensure they can avoid the majority of exiting cars at 12:45pm.

Allowed to Walk Home Alone:

5<sup>th</sup> - 7<sup>th</sup> Graders

3<sup>rd</sup> and 4<sup>th</sup> Grade **ONLY** if they have a sibling in 6<sup>th</sup> or 7<sup>th</sup> Grade who will walk with them.

We do not make exceptions for any campers walking home. (I.e. if they do not have a signed note or if they are too young) We take the responsibility of you placing these campers in our care very seriously and must take every precaution to ensure their safety. We reserve the right to deny a camper to walk home if they are ill, injured, unsafe or have had any issues walking home in the past.

Campers who are walking TO camp must have a completed Daily Health Screening Form, with parent/guardian signature, to give to Staff upon arrival each day. Parents of campers who indicated their child is walking to Camp, will be emailed the Daily Health Screening Form prior to Camp starting. Please print out the form, fill it out each morning and send it with your Camper. We will collect those forms prior to your Camper checking in with their Counselor. If a Camper who walked to Camp does not have the form with them, we will need to contact their parent/guardian in order to have them verify the answers to the screening questions. This will slow the screening process for all campers so please make sure to send them with a completed form each morning.

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# Inclement Weather

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## Rain Day Cancelations

If rain is predicted for the majority of the day, camp will be canceled. If there is a storm predicted during camp hours, camp will be canceled. Please have an alternative plan for childcare if it becomes necessary to cancel camp.

Please understand that we realize the need to cancel camp is not ideal for parents. However, we are not able to have the campers in the schools for the whole camp day with Covid-19 protocols in place. In past years, we rotated camper's location and varied their activities while indoors on a rainy day. This year, we are not able to rotate their location and varying their activity will be difficult. We would also need to designate a group to each side of the gymnasium which does not have air conditioning and therefore gets very uncomfortable during the summer months and even more so with a mask needing to be worn. As such, it is less than ideal to keep campers and staff in the schools for an extended amount of time.

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## Unexpected Inclement Weather

In the event that a storm develops or the lightning detector sounds unexpectedly during camp hours, **temporary** arrangements will be made to hold the children indoors, but they will need to be picked up as soon as possible.

### **Pickup Procedure if the Lightning Detector is NOT Active**

Please park on Memorial Drive and proceed through the Community Entrance to your child's assigned classroom to check them out with their counselor.

### **Pickup Procedure if the Lightning Detector IS ACTIVE**

Please drive up the Kinderpath (as shown on map below) and pull up to the Community Entrance at Memorial School. When you get to the front of the line, a staff member will ask for your child/ren's name/s, grade entering in Sept and Gender. Your Camper will then be brought to your vehicle. Remain in the vehicle line, even if your child has been picked up, until you get to the very front of it and there are no more cars in front of you. Do not cut out of the vehicle line early as it creates a very dangerous situation for the Campers trying to walk up to and load into their vehicle.



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## Allergies, Asthma and Medical Conditions

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### Allergies/Asthma

#### Allergies That Require an EpiPen

If your child has any allergies that require an EpiPen, you **MUST** submit a Food Allergy & Anaphylaxis Emergency Care Plan Form prior to June 10.

#### Asthma

If your child has Asthma, you **MUST** submit an Asthma Treatment Plan Form prior to June 10.

If you have any doubt whether you submitted the above forms, please call 201-391-5700 ext 251 before camp begins.

#### All Other Medications

If your child will possibly need **ANY medication** for a medical condition other than the above

stated, the prescription name and dosage information with doctor's orders must be submitted by June 10. Without these vital documents, camp personnel will NOT be able to administer any medication under any circumstances.

### **Medication Drop Off on the First Day of Camp**

**EpiPens and Inhalers:** Give to the Head Counselor of your Camper's Group. Make sure you have submitted an Asthma Treatment Plan and/or Food Allergy & Anaphylaxis Plan form.

All medications must be in a clear bag labeled with your child's first/last name and group (ie. John Smith, 1B for first grade boys) written boldly on the medication. It's recommended that labeled medication and/or EpiPens are left in camp during your child's entire stay rather than sending in daily. Please do not send any medication in your child's backpack.

**All other Medications:** Bring to the Camp Nurse in the Nurse's Office in Memorial School with Doctor's Orders.

The Camp Nurse will be on staff during all on-site camp hours. Our Camp Nurse there to assist and take care of most camp injuries/illnesses. If your child has any allergies, medical conditions or limitations, please be sure that you have noted them on the registration form.

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## Daily Camp Logistics

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### Suggested Items for Camper's Backpack

- 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.
- Beach/Pool Towel
- You may choose to pack closed-toe water shoes if you do not want your child running in the sprinklers barefoot. Sneakers must be worn at all other times while at camp.
- The Camp is **NOT** responsible for lost or stolen personal belongings brought to Camp. Please do NOT bring or send your camper with valuables to Camp. This includes cell phones, portable game systems, iPods, iPads, credit cards/money, personal sports equipment and jewelry. **All items that are brought to Camp should have the Camper's first & last name and grade.**
- At least 1 Water Bottle. We will not have mobile water filling stations this year so campers will need to instead fill up at the bottle filler in Memorial School.
- Snack

**WE ARE A NUT FREE CAMP. PLEASE, NEVER SEND YOUR CHILD WITH A SNACK THAT CONTAINS ANY KIND OF NUT (peanut, tree nut, etc.). We have many children who are severely allergic to nuts so please adhere to the approved snack list, at the end of this handbook, when packing your child's lunch.**

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## What to Wear

- Comfortable Clothing
  - Sneakers Required. Waterproof closed-toe shoes can be packed for water play.
  - Bathing Suit Underneath Clothing (Other than Bathrooms, we do not have changing rooms)
  - Sunscreen
- 

## Group Structure

Each group will contain up to 18 Campers and 4 Staff members. These groups will not change and will not mix with other groups. We will keep the same Counselors with your child's group with the exception of substitute Counselors. Staff in each group will consist of a Group Leader (18 years of age or older), a Head Counselor, an Assistant Counselor and a Counselor-In-Training.

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## No Special Events or Bowling Trips

Campers will stay on site at all times this year. Bowling has been canceled due to the intermingling of groups both in camp and potentially other camps.

We have also eliminated external vendors coming into camp for special events per the NJ Youth Camp Guidelines in order to limit exposure and avoid large gatherings of multiple groups. If possible, plans may be made with local vendors if we are able to host entertainment while keeping the groups separate from one another.

Water inflatables will not be incorporated into camp this year as it is not safe to have every camper landing in the same pool of water at the end of the inflatable. Substitute varying water activities and games will replace the inflatables for this year.

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## Schedule

Each group has a designated, rotating, daily schedule of activities. Activities include Art under a shaded tent, Field, Water, non-contact sports, Playground, STEM, snack and rest in a shady area.

Counselors will designate a time for snack each day. Please pack a snack and plenty of water for your child. Snacks will not be available if your child does not bring one. Please label their water bottle with the name and group (i.e. 4B for 4<sup>th</sup> grade boys) as it is the most commonly left behind item and we would like to be able to get it back to the camper as soon as possible.

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# Snack List

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The following is a list of some more popular safe snacks, taken from snacksafely.com Please refer to the website for a full version of this list and for updates as product ingredients do change, and **ALWAYS check your food labels.**

Fresh Fruit- **check with counselor if sending in for a birthday treat, a few children have fruit allergies**

Hershey's Plain Chocolate Kisses  
Dum Dum lollipops  
Kraft Marshmallows

## **PRETZELS**

Utz Halloween Pretzel Treats  
Utz Hard Pretzels  
Utz Pretzel Sticks- cinnamon, country stix  
Utz Pretzel varieties- butter waffle, nuggets, holiday shapes, rods  
Utz Select Pretzels- Honey Wheat Braids  
Bachman Pretzels- Twists, Butter Twist, mini bite size, thin N Right, Rods  
Herr's- Extra thin, Rods, Whole grain Honey Wheat  
Pepperidge Farm Goldfish Pretzels  
ShopRite- mini, waffle, rods

## **CHIPS**

Utz tortilla chips- Lowfat baked, organic, multigrain, restaurant style  
Bachman tortilla chips- restaurant style, MultiGrain  
Doritos-Nacho cheese, Cool ranch  
Tostitos- Restaurant Style, scoops, crispy rounds, multigrain, multigrain scoops  
Utz Potato Chips- Regular, BBQ, Sour Cream  
Baked Ruffles- Original, cheddar and sour cream  
Baked Lays- original, sour cream and onion  
Lays- classic, BBQ, sour cream and onion  
Pringles- original, reduced fat, bbq  
Pringles- snack packs  
ShopRite- original, crinkle cut, kettle chips

## **POPCORN**

Utz Popcorn- butter, cheese, white cheddar  
Bachman- original, light  
Smartfood- white cheddar, reduced fat, movie theater butter  
Wise- original butter, white cheddar  
Quaker Quakes Rice Snacks- caramel corn, ranch, sea salt & cracked black pepper, kettle corn, chocolate, sweet chili, cheddar cheese, sour cream & onion  
Pirate's Booty Veggie, Aged white cheddar  
Pop Corners  
Utz Cheese Balls  
Cheetos- puffs, crunchy  
Herr's baked cheese curls

Wise Cheez Doodles- puffed, o's and crunchy

### **FRUIT SNACKS**

Betty Crocker Fruit roll ups  
Betty Crocker Fruit by the Foot  
Betty Crocker Fruit Snacks  
Annie's Organic Bunny Fruit Snacks

### **CRACKERS**

Cheese Nips  
Cheez-it  
Goldfish  
Goldfish Grahams  
ShopRite Saltines  
ShopRite Cheese Crackers  
ShopRite Oyster Crackers  
Townhouse  
Keebler Grahams, Scooby Doo, bites  
Nabisco Grahams, Honey Maid  
ShopRite Grahams  
Teddy Grahams

### **COOKIES**

Barnum's Animal Crackers  
Chips Ahoy  
Keebler vanilla wafers  
Lorna Doone Shortbread cookies  
Nabisco 100 calorie packs- chips ahoy, lorna done  
Nabisco Biscos sugar wafers  
Nabisco Ginger snaps  
Newtons- original fig, fat free, whole grain, strawberry, raspberry  
Oreo- original, double stuff  
ShopRite Scrunchy Animal Crackers  
Nutri Grain Cereal Bars  
Special K Bars  
Kelloggs Original Rice Krispies Treats

### **FROZEN TREATS**

Dole Fruit Bars  
Luigi's Italian Ice  
Marino's Italian Ice  
ShopRite Red, White and Blue Pops  
Minute Maid Juice Bars  
Breyers Pure Fruit Bars  
Bryers Dixie cups- Vanilla and Chocolate  
Philly Swirls