



Eagle Camp 2021
PARENT MANUAL

CONTACT

Email: summer@pcaschool.org

Phone Number: 603.742.3617 ext. 139

Eagle Camp Coordinator: Jodi Karnes

- At the beginning of your camp week, you will receive additional phone number(s) to communicate directly to your child's Group Leader. The email address summer@pcaschool.org serves for all other communication needs.

STAFF

Eagle Camp employs counselors with extensive experience working with children. Group leaders are Portsmouth Christian Academy (PCA) staff members or parents, and counselors are current PCA students or alumni.

GROUPS

Children who are potty-trained 3-year-olds through 6th grade may attend Eagle Camp. Campers are divided into two groups: "Eaglets" are for those going into pre-school and Kindergarten, and "Eagles" are for those going into 1st through 6th grade.

PRICING

EAGLET GROUP (3 years-K)

Full Week Camp (9am-3:30pm) \$220

Daily Camp Rate (full day) \$45

Drop-off (8:30-9am) included in camp rate

Pick-Up (3:30-4pm) included in camp rate

*Special pricing for Week 3: \$175 for Full Week; \$45 daily camp rate. This is a 4-day week to observe July 4, so there is no camp on Monday, July 5.

EAGLES GROUP (1st-6th)

Full Week Camp (9am-3:30pm) \$240

Daily Camp Rate (M/W/F) \$45

Daily Camp Rate (T) \$55 (includes lesson with Seven Rivers Paddling)

Daily Camp Rate (TH) \$55 (includes on-campus field trip)

Drop-off (8:30-9am) included in camp rate

Pick-up (3:30-4pm) included in camp rate

*Special pricing for Week 3: \$195 for Full Week, with daily camp rates of \$45 W/F; \$55 T/TH. This is a 4-day week to observe July 4, so there is no camp on Monday, July 5.

CAMP LIFE

Eagle Camp runs for 8 weeks in the summer, Monday-Friday, from June 21st – August 13th. Registration is offered by the day or week.

Extended care (both morning and afternoon) is included in the cost of camp and runs from 8:30-9 am and 3:30-4 pm, if needed. Active camp hours are 9-3:30 pm.

LUNCH: Campers are required to provide their own lunch, snacks, and water bottle.

DRESS CODE: Campers should wear comfortable, modest clothing such as t-shirts and shorts, and all campers should have a change of clothing with them. Campers in the Eagles group will need a bathing suit each day of camp.

CAMPERS will be divided into age-appropriate groups; each group will remain together the entire camp week, with no mingling and limited shared spaces with other groups. Each group will maintain separate lunch and rest areas, restrooms, and indoor space. Outdoor spaces may be used by both groups, but groups will not intermingle.

REORGANIZED FUN: Each day of Eagle Camp is packed with different activities, as campers will enjoy adventures that include getting outdoors, water play, crafts, and games! We are excited to offer a new partnership with Seven Rivers Paddling! Each Tuesday, Seven Rivers will come to PCA to support our campers with instruction on Stand-Up Paddleboarding and team-building fun -- all from our dock on the Bellamy River! Each Thursday, we will be offering on-campus field trips by having guests, such as Wildlife Encounters, come to us. If we are able to safely move some field trips off campus, we will notify you beforehand and request you complete additional forms.

HEALTHY HYGIENE: Staff and campers will wash hands often with soap and water for at least 20 seconds, and hand sanitizer will be readily available. Signs and messaging to promote hand washing and social distancing will be posted in appropriate locations. All staff and campers will be advised to stay home when ill or experiencing COVID-like symptoms.

SOCIAL DISTANCING: Campers and staff will focus on maintaining 6 ft. of social distance and prioritize outdoor activities. When social distancing is not possible, staff and campers in the Eagles group (those entering Grade 1-Grade 6) will be required to wear cloth facial coverings. Campers in the Eaglet group (Preschool-Entering K) will not be required to wear a cloth facial covering. Staff in the Eaglets group will wear cloth facial coverings when indoors and/or when social distancing is not possible. The PCA Summer Camp team will continue to monitor guidance, both now and through the summer. If adjustments and/or removal of protocols are approved, we will communicate with all families before changes are made.

REST TIME is required for campers in the Eaglets group. There will be an hour of quiet rest time each day after lunch. Please bring and be prepared to leave a fitted sheet, small pillow, light blanket, and favorite stuffed animal for your child. These items will be stored in individual containers per camper, and all materials must go home at the end of the week for cleaning.

SUNSCREEN, HAND SANITIZER, & BUG SPRAY: Please apply sunscreen to your camper prior to his/her arrival to camp. We strongly recommend packing additional sunscreen for your camper(s) to reapply throughout the day, as our counselors are not responsible for providing sunscreen. Staff will require campers to reapply sunscreen several times throughout the day as a group. Each camper should bring his/her own bottle of portable hand sanitizer and bug spray, as campers will be outdoors as much as possible. Having individual bottles of sanitizer will create ease of access while outdoors.

FIELD TRIPS: Campers will remain on campus and not attend any field trips or interact with outside student groups. The PCA Summer Camp team will continue to monitor guidance, both now and through the summer. If adjustments and/or removal of protocols are approved, we will communicate with all families before changes are made.

Every Tuesday, PCA will partner with local company **Seven Rivers Paddling to provide a 2-hour waterfront lesson from our dock on the Bellamy River.** PCA Summer Camp Staff will accompany the Seven Rivers Staff to lead Stand-Up Paddleboard lessons. All Eagle campers registered for Tuesdays will participate in the lesson, wearing mandated PFD's (personal flotation devices). In the event of bad weather or poor water conditions, Seven Rivers will co-lead team-building games and exercises with the campers.

Every Thursday, the Eagles group will participate in **on-campus field trips.**

*Please note: the price of camp reflects the paddleboard lessons and on-campus field trips; PCA will not be able to refund you the cost even if your child does not attend these events.

The Eaglet group remains on campus and does not participate in field trips or PCA's waterfront.

MEDICATION/ALLERGIES: Please make counselors aware of any medication that your camper requires and where it is in their daypacks during check-in. Bags with medication may be flagged to make it easier for group leaders to

locate the bag when it is needed. Please be aware that staff members are not permitted to administer medication; there is no nurse on campus during the summer. Appropriate documentation is required before the start of camp for a camper to bring any kind of medication to camp. Please contact summer@pcaschool.org before the start of camp to discuss your camper's medication needs.

WHAT SHOULD MY CAMPER BRING? CHECKLIST

- Healthy lunch (include multiple snacks)
- Water Bottle (labeled)
- Sunscreen (labeled)
- Hand sanitizer (labeled)
- Bug spray (labeled)
- Cloth facial covering (for those in Eagles; also available from Camp Staff)
- Sneakers
- Change of clothes and/or bathing suit

We ask that campers leave all personal items at home. This includes cell-phones, electronic devices, etc. Eagle Camp is not responsible for any lost or stolen items.

DROP-OFF/PICK-UP PROCEDURES

HEALTH PRE-SCREENING. Campers will have electronic access to a survey questionnaire to screen for symptoms each day of attendance. The survey must be completed each morning prior to coming to campus.

ARRIVAL SCREENING. Drop-off begins at 8:30am and ends at 9am sharp. Once arriving, Staff will verify pre-screening health information before admitting the camper for the day.

Parents are asked to remain in their cars for both arrival and pick-up. Eagle Camp Staff will be outside to support campers and their parents each morning and afternoon. If you need to get out of your vehicle and social distancing is not possible, you will be asked to wear a mask.

Pick-up begins at 3:30pm and runs until 4pm sharp. Drop-off and Pick-up locations will be communicated before Eagle Camp begins.

If a camper is to be dropped off late or picked up early, advance notice is required. The groups are at different areas of the campus during the day and a staff member will not be manning the door to look for you, so we ask that you communicate with your group leader in advance! Parents are encouraged to wait in their vehicles instead of entering the building; those who need to do so will need to complete a screening form, record their temperature, and wear a cloth facial covering before coming into a camp space.

We ask that you please respect the 4:00 pm deadline for pick-up. This allows our staff to plan ahead and to honor commitments they may have at the end of the day. A late fee will be charged to parents arriving after 4 pm: \$10.00 for the first 10 minutes, then an additional \$1/minute after that.

PROCEDURES FOR HEALTH AND SAFETY

1. Each day of camp, all campers and staff will be cleared to attend Eagle Camp through a screening process. Person(s) with any COVID-19 symptoms, those who report close contact with someone confirmed with COVID-19, or those reporting travel risk factors will **not** be allowed into camp.

- a. Symptomatic persons should contact their health provider for COVID-19 testing and self-isolate at home.
- b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should contact their health provider and follow current guidance for self-quarantine.
2. Campers who do not pass the health screening must stay out of camp until cleared by a health provider. This clearance may involve a PCR COVID-19 test, a doctor's office visit, and/or staying home until quarantine requirements are met.
 - a. If a camper is cleared from COVID-19 but had a fever, the camper must be fever-free with symptom improvement (without fever-reducing medication) for 24 hours.
 - b. Documentation of clearance to return must be provided to PCA before returning to camp.
3. Throughout each day of camp, if a camper's temperature exceeds 100.4 or if he/she is found with suspected symptoms of COVID-19 (cough, shortness of breath, muscle aches/chills, change in sense of taste or smell) or another communicable disease, the camper will be isolated from others and supervised by staff; family will be called for an immediate pick-up (within 60 minutes).
4. If PCA Staff send YOUR child home for illness: Your child will be permitted back to camp once a health provider has cleared the camper for a safe return to Eagle Camp.
5. If there is a confirmed case of COVID-19 or any communicable disease at Eagle camp, please report confirmation to PCA; as appropriate, PCA will contact the Bureau of Infection Disease Control and follow their guidance on how/what to communicate to Eagle Camp families.

REGISTRATION AND REFUND POLICIES

REGISTRATION POLICIES

Because camp staff is hired based on registrations, if you register your child for camp and for any reason he/she is **not** able to come to camp during that time, PCA will still need to be paid in full (if payment has already been processed, NO REFUNDS will take place).

Transfer Credit: If you have already registered your camper for a specific day or week and realize he or she will no longer be able to attend, we will attempt to transfer your credit to another day or week (depending on availability) **but only if you notify summer@pcaschool.org within at least two business days before program start date**. Payment will still be due; no refunds will take place. This pertains to Eagle Camp only.

Payment for each week's program must be made on or before the first day of participation.

All payments are non-refundable, unless a program becomes unavailable. If a program does become unavailable, we will return the full registration fee(s).

Each month's programs have a registration deadline:

Registration Deadline for June camps: June 8th

Registration Deadline for July camps: June 22nd

Registration Deadline for August camps: July 20th

Once the month deadline has passed, online registration is NO LONGER AVAILABLE. If you would still like to sign up for a program, please email summer@pcaschool.org and be prepared to pay the late registration price (depending on availability).

Late Registrations for Eagle Camp, Sports Camps, and Music Programs (including private lessons): After the registration deadline, a \$25 late fee will be added to the cost of registration to each program (per child).

If the minimum number of students needed to run the program is not met, each family will be notified a week before the program is scheduled to run and will be fully refunded (due to the program being unavailable).

DISCIPLINE POLICIES

Portsmouth Christian Academy's Kaleidoscope Summer program upholds its character values to their highest degree and expects campers to behave in an appropriate and safe manner while enrolled in our summer programming. When/if discipline or safety issues arise, steps are taken to remove campers from groups and inform parents of subsequent actions and plans. The director reserves the right to withdraw any camper when the camper's behavior interferes with the rights and safety of others. **In such cases, no refunds will be given.**

The following forms (available on our website) must be turned in before your child may participate in our programming. One form per child covers all programs he/she will participate in. These forms may be completed and submitted in one of two ways:

Emailed to summer@pcaschool.org or

Mailed to PCA, Summer Program, 20 Seaborn Drive, Dover, NH 03820, c/o J. Karnes

Your registration is not complete until these forms are signed and submitted. These forms are due on or before the first day of participation:

- Summer at PCA On-Campus Activity, Release Form, and Emergency Information
 - These documents can be found on our website pcaschool.org/summer under the "Release Forms" link

Please contact the Summer Program team (summer@pcaschool.org) 603-742-3617 ext 139 if you have any additional questions or concerns.