

Village of Palmetto Bay Parks & Recreation Department



SUMMER CAMP



Parent/Guardian Survival Guide



WELCOME TO THE VILLAGE OF PALMETTO BAY 2020 TENNIS SUMMER CAMP PROGRAM

Dear Parents/Guardians,

Thank you for your support and patience as we navigate through these unprecedented times. Since the Coronavirus Disease 2019 (COVID-19) outbreak was declared a pandemic on Wednesday, March 11, 2020; it has been stressful, challenging, and an anxiety-inducing time for everyone.

Together, we must responsibly respond to this challenge and move towards a new normal. The Village of Palmetto Bay will be providing a Tennis Summer Camp Program. As I'm sure you are aware, offering programs during this pandemic takes a lot of planning, training, and dedication to provide the safest environment for the community, participants, and employees. Although this summer may look and feel a little different, the Village of Palmetto Bay, together with Truth n Tennis, have a great team of committed, caring and skilled employees that will create an amazing summer experience for the community while following the Centers for Disease Control (CDC) guidelines and recommendations to provide the lowest risk possible.

Per the CDC, COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices such as handwashing, not touching one's face and staying home when sick are imperative; and environmental cleaning and disinfection of facilities, are important principles that are covered in this document.

In response to the global pandemic, new guidelines, and procedures along with safety protocols have been put into place to protect employees, children, and their families from the spread of COVID-19. Please be sure to read this handbook thoroughly so you and your family understand all the rules and guidelines prior to attending the summer program. As more information is available or updated through the CDC, guidelines and protocols outlined herein may be modified. We appreciate your support as we continue to navigate through this together, just 6 feet apart.

If you have any questions or concerns, please feel free to call us at (305)-259-1234 or e-mail at fcarmona@palmettobay-fl.gov. Again, thank you for your support, confidence, and cooperation; and come spend your summer in the "Village of Parks"!

Sincerely,
Fanny Carmona, CPRP
Parks & Recreation Director
fcarmona@palmettobay-fl.gov
305-259-1234

Safety Protocols

The Village of Palmetto Bay will follow the Miami Dade County COVID-19 2020 Summer Camp Guide. The COVID-19 2020 Summer Camp Operations Guide was developed from the County Mayor's Task Force guidelines and protocols to better provide strategies, additional guidance, and procedures to protect children and families as well as employees in summer camps.

- Camp will consist of a maximum of 5 campers, 1 counselors/coach and a maximum of 2 CIT/Volunteers per group, per court, and not to exceed 20 total campers per day.
- Campers must bring their own water bottle, facial covering, and tennis racket.
- Camp will run from June 29, 2020 through August 14, 2020 from 9 am to 12 pm.
- A site Supervisor and/or a Coordinator will be on site at all times monitoring groups/campers/counselor to ensure all guidelines are followed. In addition, the Parks Supervisor will also be monitoring the camp for compliance with guidelines.
- A Facility Readiness checklist will be used by the Supervisor.
- Daily screenings for campers (and all persons entering the facility) will consist of entry temperature checks and administering CDC health screening questions, respectfully, as well as in accordance with any applicable privacy laws or regulations.

The guidelines and protocols are following the Florida Department of Education (DOE), Florida Department of Children and Families (DCF), Centers for Disease Control and Prevention (CDC), Miami-Dade County and the Florida Department of Health (DOH) regulations. Please see links below:

- American Camp Association, Camp Operation Guide Summer 2020
<https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>
- Florida Department of Children and Families (DCF) <https://myflfamilies.com/service-programs/child-care/covid-19-faqs-provider.shtml>
- Centers for Disease Control and Prevention (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- Florida Department of Education (DOE) <http://www.fldoe.org/em-response/index.shtml>
- Florida Department of Health guidelines <http://www.floridahealth.gov/>
- Miami-Dade County general reopening guidelines on page 21 of the “New Normal, A Guide for Residents and Commercial Establishments”
<https://www.miamidade.gov/information/library/new-normal.pdf>

Healthy Hygiene –Refer to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Please be sure to do your part as it is important to take everyday preventive actions to limit the spread of COVID-19. The CDC recommends the following:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people. This will be referred to as physical or social distancing.
- Cover your mouth and nose with a cloth face covering when around others.
- Remember to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Clean and disinfect frequently touched surfaces.

Face Coverings – Refer to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

The Florida Department of Health defines a face covering as a material that covers the nose and mouth. The CDC recommends that face coverings should be worn by employees and children (particularly older children) as feasible and are most essential in times when physical distancing is difficult. Facial coverings are required to be carried in all Village of Palmetto Bay parks and shall be worn if social distancing is not possible. The following are exempt from wearing facial coverings; children under the age of 2, persons who have trouble breathing due to a chronic pre-existing condition, or persons engaged in strenuous physical activity.

We do understand that face coverings may be challenging for children (especially younger children) to wear in all-day settings such as a summer program. We will ensure that all employees are knowledgeable on the proper use, and removal, of face coverings and ask that you help educate your child on the proper use, and removal, of face coverings.

Cleaning and Disinfecting

The CDC states that cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection. The Village is committed to using products that are EPA-approved to use against SARS-CoV-2, the virus that causes COVID-19. Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched along with objects/surfaces not ordinarily cleaned daily such as but not limited to doorknobs, light switches, gates, benches, trash cans and any restroom toilet/sink handles and dryers that are not touchless. All areas of the tennis facility will be routinely cleaned, sanitized, and disinfected several times a day.

Shared Objects

All employees and campers will keep their belongings separated from others and in separated areas. The Village is requesting that each camper bring their own water bottle, facial covering, and tennis racket to minimize sharing of high-touch materials/equipment to the fullest extent possible. The Village will clean and disinfect shared equipment between use and at the end of each camp day. Staff and campers will not be allowed to share electronic devices, toys, books, and other games or learning aids and should refrain from bringing these items to the summer care program.

Ventilation

In order to minimize the possibility for airborne infection to occur and spread, The Village of Palmetto Bay is committed to adhering to principles of air movement and ventilation by re-checking and re-confirming the effective operation of all facilities to ensure a safe environment for everyone.

Food Service, Snacks and Water Bottles

The CDC recommends that all employees and children bring their own meals and food service items (utensils, dishes). Disposable items are preferred. Sharing of foods and utensils is prohibited.

Please pack a water bottle and snack (if desired) for your child as snacks are not provided as part of this program. It is important that all employees and children stay hydrated. Please be sure to send your child to the daily program with a closed top water bottle that has first, and last name written on it.

Identifying Small Groups and Keeping Them Together

Per the CDC, small groups of children that stay together all day, each day, while physical distancing and do not share objects is considered the lowest risk of spread. The Village of Palmetto Bay is committed to having groups no larger than 5 children with the same coach/counselor/volunteers(s) that will remain together for the duration of the camp day without mixing with other groups. Each group will have their own assigned court in which they will conduct most of their day-to-day activities to minimize the possibility for cross contamination.

Promote Resilience

We understand that everyone reacts differently to stressful situations. Hearing about the pandemic repeatedly may cause overwhelmed or distressed feelings. Children may worry about themselves, their family, and friends getting ill with COVID-19. We will assist with helping children make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear by using the CDC's Share the Facts About COVID-19. Please refer to <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html> for more information on how the employees will discuss with the children everyday actions to reduce the spread of germs, (i.e. remind children to wash their hands frequently and stay away from people who are coughing or sneezing or sick and remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash). The summer care program will not include watching, reading, or listening to news stories about COVID-19, including social media or entertain discussions that promote fear or anxiety. The program will include activities that

promote a healthy lifestyle, exercise, and having so much fun that employees and children simply do not have time to focus on anything besides “Can we do it again?”

Health Screenings

All employees and children will go through a series of daily health screenings upon arrival and throughout the day. The health screenings will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations while following all CDC guidelines.

All employees and children will be screened for COVID-19 signs and symptoms, other illness, or injury upon arrival. Anyone that may appear to have symptoms of a contagious disease, illness, or injury that might require medical attention will be denied entry to the camp program. Please understand that this is for the safety of everyone and remember to stay home if you are sick.

Procedures for Drop-Off and Pick-Up

The CDC recommends that the same parent or designated person should drop off and pick up the camper every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19. Parents need to be on the alert for signs of illness in their children and to keep them home when they are sick.

All drop off and pick up will be conducted outside in a curbside style and have a designated area. The parent or designated person along with anyone who is not registered in the summer care program must always remain in the vehicle. It is required that everyone inside the vehicle including the registered camper(s), must have a face covering on during drop off and pick up procedures prior to the employee approaching your vehicle. Failure to comply with this safety protocol will result in the denial of summer camp attendance as we will not be able to safely administer the health screening.

Drop-Off Procedure

The camp staff will greet the parent or designated person at their vehicle in designated drop-off area between the hours of 9:00 - 9:30 am. After 9:30 am, drop-off will not be permitted, and participant will not be accepted into the program. Special accommodations may be requested by emailing fcarmona@palmettobay-fl.gov at least 48 hours in advance.

In order to ensure everyone’s safety the following protocols will be implemented during morning drop-off at the designated curbside drop off area:

- The employee will wear personal protective equipment and approach the vehicle’s passenger side.
 - The employee will verbally administer the questionnaire regarding exposure to COVID-19 and/or symptoms by the child or anyone in contact with the child. (Parent/Guardian must answer questions, not the camper)
1. Have you or anyone in your household had any of the following symptoms in the last 24 hours?
 - Fever (Greater than 100.4) or felt feverish
 - Cough

- Difficulty with breathing or shortness of breath
 - Chills
 - Muscle pain
 - Sore throat
 - Loss of taste or smell
2. Have you or anyone in your household been in close contact with anyone who has been confirmed to have a positive COVID-19 test?
 3. Have you or anyone in your household been in contact with anyone who has traveled in the past 14 days to a location indicated by the CDC or US State Department as being an area of concern for COVID-19?
 4. Have you or anyone in your household taken medication to lower your temperature in the last 24 hours?

The camp staff will then evaluate the answers to the questionnaire. If any of the answers to the questions on the questionnaire are, “Yes,” the employee will call the supervisor on duty for next steps and move on to the next vehicle. If all the answers to the questionnaire are, “No,” the camp staff will proceed to the next step.

The camp staff will administer a temperature scan to the enrolled camper using a handheld no touch thermometer. It is preferable for the camp staff to take the temperature while the camper is still in the vehicle. However, if this creates an unsafe environment for the camp staff, they may advise for the participant to exit the vehicle.

- If the participant’s temperature is 100.4 or above, the participant will not be able to attend the program.
- If participant’s temperature is under 100.4, then staff will proceed to the next step.

The camp staff will then advise the parent/guardian that the participant can proceed to the program and sign the camper in. Participant will be directed to disinfect their belongings and their hands, in order to join the group.

Pick-Up Procedure

The camp staff will greet the parent or designated person at their vehicle in designated pick-up area between the hours of 12:00 - 12:15 pm. Special accommodations to be picked up prior to 12:00 pm may be requested by emailing fcarmona@palmettobay-fl.gov at least 48 hours in advance. We kindly request that you limit your conversation with employees during pick up procedures.

In order to ensure everyone’s safety, the following protocols will be implemented during afternoon pick-up at the designated curbside drop off area:

- The employee will wear personal protective equipment and approach the vehicle.
- The authorized pick-up person will show ID (photo identification) for staff to verify they are authorized to pick up the participant. **ONLY PERSONS ON THE AUTHORIZED PICK-UP LIST AND WITH PROPER IDENTIFICATION ARE PERMITTED TO**

PICK UP THE CAMPER – NO EXCEPTIONS WILL BE MADE. PLEASE BE PREPARED TO SHOW IDENTIFICATION EACH DAY.

- Once authorization is confirmed, the camp staff will direct the authorized pick-up person to drive up to the next station for camper pick-up.
- If parents want to place additional people on the Authorization Sheet-it is required that the parent/guardian make the change in person with the Camp Counselor
- The Late Pick-up policy is as follows: Children not picked-up by 12:00pm will be charged \$10.00 for each 15 minutes or any part thereof after 12:15pm.

Preparing for When Someone Gets Sick

Employees and children should not come to the summer care program if they are sick. The CDC advises that employees and children with COVID-19 who experienced symptoms or those who DID NOT have COVID-19 symptoms but tested positive should not return until they have met the CDC's criteria to discontinue home isolation. The decision to stop home isolation should be made in consultation with your health care provider and state and local health departments. Please refer to <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation> for CDC criteria to discontinue home isolation.

Employees and parents must notify the Village immediately via email at fcarmona@palmettbay-fl.gov if they or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.

As much as we have planned the summer program around all the CDC recommended safety protocols to provide a low risk environment for employees and campers, the Village has implemented safety procedures for everyone in the event someone is sick or experiences COVID-19 symptoms (such as fever, cough, or shortness of breath) during our summer camp program. These procedures include isolating the participant with adult supervision and notifying their parent/guardian to safely transport home or to a healthcare facility.

Once the employee or child have been removed from the group, the group will transition into a new court/area. Please understand that pending the circumstances, your child's belongings may not return home that day as the Village will follow the CDC recommendations for cleaning and disinfecting.

In accordance with state and local laws and regulations, the Village will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) or applicable law. The CDC advises that those who have had close contact with a person diagnosed with COVID-19 should stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Non COVID-19 Sickness or Illness

If a child becomes sick during program hours, a parent/guardian or authorized adult will be notified immediately. Please notify Fanny Carmona, Parks & Recreation Director at fcarmona@palmettbay-fl.gov if your child has been recently ill and if your child's activities need to be restricted due to illness.

Campers may not attend program if they have symptoms of a suspected communicable disease, including without limitation:

Chickenpox	Chills
Cough	Dehydration symptoms
Diarrhea	Difficulty with breathing or shortness of breath
Discharge from their eyes, nose or ears	Fever of 100.4 degrees or more
Fifths Disease	Hand Foot and Mouth Disease
Head lice	Herpes Simplex
Impetigo	Influenza
Yellow skin or eyes	Measles
Meningitis	Mumps
Muscle pain	Open, exposed lesions
Pink Eye	Ringworm
Rubella	Severe coughing or difficulty breathing
Unusually dark urine/or gray or white stool	Sore/strep throat
Any COVID-19 symptoms/exposure or other unusual signs or symptoms of illness	

Your child should not return to the program without medical authorization or until the signs and symptoms of the disease or illness are no longer present. A doctor’s note is required up-on returning to the summer camp program.

Child Guidance, Discipline, and Behavior Management

Discipline policies in our program have been established to encourage and strengthen positive behavior. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one’s self and others. Appropriate behavior is the joint responsibility of the child, parent, and camp staff. Please make sure you go over the following with your child before camp begins:

- We communicate with each other and do not hit each other;
- We do not use bad language or tease others;
- We clean up after ourselves and do not throw trash on the floor;
- We take turns;
- We do not yell;

- We respect and listen to our fellow campers and Camp Counselors;
- We put things back where we found them;
- We do not throw things that could hurt someone;
- We keep each other's safety in mind at all times; and
- We treat others, as we would like to be treated – with kindness, courtesy and respect.

Under no circumstances is a child permitted to hit another child. If another child hits your child, your son/daughter should tell the Counselor immediately. At the Village of Palmetto Bay, reacting violently is never the correct behavior.

We do not use any disciplinary actions which are severe, humiliating, physical, frightening or associated with food, rest or toileting. Children may not be denied active play because of misbehavior.

Some of the techniques used are as follows:

- Guiding child by setting clear, consistent, and fair limits
- Valuing mistakes and learning opportunities
- Redirecting children to more acceptable behavior
- Listening when children communicate about their feeling and frustrations
- Guiding children to resolve conflicts and teaching skills that help them to solve problems
- Patiently reminding children of rules and rationale, as needed
- Time for reflection

The following measures may be implemented if a child does not respond to the aforementioned techniques:

- Parent conferences to discuss difficulties and ask for input
- Implement goal chart, behavior plans, or other incentives
- Short-term suspension
- Removal from the summer care program

We do not make it a practice to terminate the participation of children from the program. However, we do reserve the right to do so if the child's behavior is not conducive to the health, safety, or well-being of other children enrolled in the program, the employees, or your own child's personal safety. We also reserve the right to terminate services for inappropriate behavior and noncompliance for safety protocols by parents or guardians. No refund will be given if a child is suspended or expelled from the program.

Bullying Policy

At any of our programs, bullying is inexcusable, and we have a firm policy against all types of bullying. Each child is expected to treat all other children with respect, and to help each other achieve the best possible experience. If a child has difficulty meeting this expectation, parents may be called upon to assist. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their children. We work together as a team to ensure that children gain self-confidence and make new friends as part of their program experience.

Confidentiality

All information about children enrolled in the Village of Palmetto Bay's Summer Camp program is regarded as confidential. No information regarding an individual child will be released to anyone, except as required by law or if written authorization is obtained from the child's parent or legal guardian and fees may apply.

Registration/Payment/Refund Policy

The Village of Palmetto Bay is committed to providing the lowest risk of spread by having groups no larger than 5 children with the same employee(s) that will remain together for the duration of the day without mixing with other groups, practice physical distancing and not sharing objects. This limits the number of participants that the summer camp program can provide for (Maximum camper per day 20). Therefore, NO refunds will be provided for ANY reason. The only exception that refunds will be issued if the summer camp program is cancelled by the Village of Palmetto Bay. Registration and Payments are online, on a first come, first served basis. Please visit our website for registration and payment information. Daily registration and payments are on site only and based on availability.

Camp Staff

The Tennis Camp Staff will consist of one (1) Tennis Professional, one (1) Sr. Tennis Counselor, two (2) Jr Tennis Camp Counselors and four (4) Counselors in Training (CIT Volunteers). Minimum requirements for all general staff include a high school diploma, CPR First Aide Certification and experience in tennis camp/teaching settings or related field. All staff and Volunteers (CIT) will have passed an FDLE background screening and drug test. Each staff member will also complete a Counselor Training session and has a sincere love for children.

First Aid

Due to the unknown allergies of children, Palmetto Bay carries a limited variety of first aid supplies. The Village of Palmetto Bay Parks & Recreation Department and Summer Camp Staff will NOT administer medication, prescribed or otherwise, to any participant registered in our program, except for the case of "epipens" prescribed to children with life threatening allergies. All participants will be responsible for taking their own medications. Please only send enough for that day. If your child requires prescription medications, please make sure it is labeled and in its original container. The Village of Palmetto Bay staff will only flush out an injury with water, apply ice, and Band-Aids, and call the parent for further instructions. If the child's injury warrants additional medical attention, Fire Rescue and parents will be called immediately.

Sunscreen

Since campers are in the sun, we strongly advise that each camper wear sunscreen. Please apply sunscreen prior to bringing camper to the program. If additional applications are necessary, please provide the sunscreen and written instructions; alerting the camper's Counselor to the need for additional applications of sunscreen. Unfortunately, we are unable to provide sunscreen.

Camper's Dress Code – "PLAY CLOTHES & CLOSED SHOES"

Campers shall dress in a manner appropriate for the hot Florida summer days. Children are encouraged to wear recreational or casual attire of length, condition, and fit which maintains comfort while participating in sports and other active programs. Please remember that your child is in camp to have fun, and play – do not send him/her in any clothing that can not get dirty. **Flip-flops, sandals, and open toed shoes are not permitted.** If a child has only flip flops, the counselor will call the parents to inform them that they must bring another pair of shoes to camp or the child will have to sit out of the scheduled activities. No offensive clothing may be worn (i.e. offensive language, racial or sexual slurs, advertising alcohol or drugs).

Personal Belongings

Please label any items that your child brings to camp with a permanent marker (i.e. water bottle, backpack, towel, sunscreen, tennis racket, etc.) The Village of Palmetto Bay is not responsible for lost/stolen items and does not allow campers to bring toys to camp. **Toys will be taken by the Camp Supervisor** and given to the parent at Sign-Out time. A good rule of thumb is to not allow your child to bring anything to camp that would upset your child if it was lost. However, we will keep a LOST & FOUND box for items we find. Once summer camp has ended, all unclaimed items in the lost & found will be donated.

Camp Dates/Times:

Camp consists of 7 one-week sessions, beginning Monday, June 29, 2020 and ending Friday, August 14, 2020. Camp hours are Monday thru Friday, 9:00 a.m.—12:00 p. m. Late pick-up will be a daily charge of \$10 every fifteen minutes (or part thereof) beginning at 12:00pm.

Conclusion

This summer's activities have been carefully planned with your child in mind. We want your child to have a safe, happy, and positive experience at the Village of Palmetto Bay. If you have any concerns, complaints, questions, or compliments, please let us know.

Fanny Carmon, CPRP

Parks & Recreation Director

fcarmona@palmettobay-fl.gov

305-720-7584 (cell)

305-259-1234 (office)

Spend your summer in the "Village of Parks"!