

Parent Handbook



SANDY HILL CAMP 2023

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1) Preparing for Camp

1.1) Finalizing Your Registration

Please log in to your *Camper's Home Page* online at www.sandyhillcamp.com/login.asp to confirm the status of the following items:

- **Final payment was due May 1st**
 - Go to your *Camper's Home Page* to confirm that final payment has been received and that you have a \$0 balance due. To access your *Camper's Home Page*, please see section 1.2 below.
- **By June 1st**
 - **Complete and submit the online “*Camper Health Update from Parent/guardian*”** accessed via your *Camper's Home Page*. If not completed by June 1st, you will lose your "place in line" for Instructional Activity assignments which would normally be based on your registration date. Your new place will become the date the online health update is completed, which will put you last in line and may significantly reduce your chances of receiving your top choices.
 - **Have your physician complete their portion of your camper's health records.** You can either scan and upload the completed documents via your *Camper's Home Page* or mail/fax them to camp so that we can scan and upload them for you. You have access to view all uploaded documents from your *Camper's Home Page*. Once uploaded to the online system, our medical staff will review the documents for completeness. You will be contacted if there are any issues with the uploaded paperwork. The forms to be completed by your physician are:
 - FOR ALL CAMPERS
 - **Pre-camp Medical Clearance form** (www.sandyhillcamp.com/physician.pdf)
 - **Immunization record**
 - For campers bringing ANY medicines to camp:
 - **Medication Administration Authorization (MAA) forms** (www.sandyhill.com/find-a-form) for any medications that your camper is bringing to camp. This includes vitamins, homeopathic, over-the-counter, and prescription medications. Please pay special attention to section 2.6 of this handbook.
 - For campers with asthma or asthma medications:
 - **Asthma Action Plan** (www.sandyhillcamp.com/asthma.pdf)
 - For campers with diabetes:
 - **Diabetes Medical Management Plan** (www.sandyhillcamp.com/diabetes.pdf)
 - **Finalize your instructional activities preferences online.** Login to your *Camper's Home Page* to add or edit your camper's preferences.
 - **Finalize your cabinmate requests (if any)** from your *Camper's Home Page*. For more information on cabinmate requests, please visit the FAQs page on our website.
 - **For two-week campers**, please indicate your weekend preferences via your *Camper's Home Page* including laundry service, bag lunch sandwich choice, and weekend spending money.
NEW FOR 2023: Please note that the amusement parks no longer accept cash. So you will either need to send your camper with a pre-paid debit card or purchase one through camp using your camper's store account funds. For information on the options, please [click here](#). To make your selection, please update your camper's home page accordingly.

1.2) Your Camper's Home Page

How to access your *Camper's Home Page*

1. Go online to www.sandyhill.com.
2. In the upper right-hand corner of any page, click on the “login” link.
3. Enter the email and password that you set up during online registration. If you have forgotten your password, choose the “forgot my password” option to have it emailed to you. If your email address has changed or if you have any trouble, please contact our office at (410) 287-5554.
4. After you have successfully logged in, you will see a list of all of the campers in your account. To access any one of their home pages, click on the appropriate button labeled “*See Camper's 2023 Home Page.*”

Information available on your *Camper's Home Page*

There is a tremendous amount of camper-specific information available to you 24 hours a day online. As part of the registration process, each camper had a *Camper Home Page* created for them. From this page, parents can access and do the following:

- **View session dates as well as arrival and departure schedules**
- **Update your camper's contact info** – address, email, phone, emergency contacts
- **View your balance due, store account balance, and store purchase history** - confirm receipt of your final payment as well as any store account deposits. Remember that you can also pay any balance due online and add store account money if needed (an online convenience fee per camper may apply to debit and credit card payments)
- **Access and complete the “*Camper Health Update from Parent/Guardian*”** by June 1st
- **View all uploaded health records** – submit by June 1st
- **Choose instructional activity preferences** – choose and update your preferences by June 1st
- **Make cabinmate requests** - finalize your cabinmate requests (if your camper has any) by June 1st
- **See Friday Bus Dropoff details** - only if your camper is scheduled to use this service
- **Get links to camper photos** – links and passwords for daily camp photos; available once the session has started

On the Thursday before you arrive at camp

Beginning on the Thursday before you arrive at camp, your *Camper's Home Page* will provide you with even more information including:

- Cabin name and counselors' photos, home cities and countries
- Instructional activity schedule. From your *Camper's Home Page*, click on the “See Assignments” button. Camper families can adjust their instructional activity schedule online as well. At the bottom of the page, there is a link to the Activity Schedule Changes page. **You can make activity schedule changes from 12:01 AM Thursday until 11:59 PM Friday.** Additional fees or credits for changes to classes with additional fees (waterski/wakeboarding and horseback lessons) will be applied on Sunday morning. Campers can also change their Activity Schedule at camp during Sunday registration. Many activities will be completely full during these times, but if an activity that you prefer is available, you are welcome to make changes.

NEW FOR 2023: You must have completed your camper's online Health Update from Parent/guardian to access your camper's activity schedule and make any schedule changes.

- Balance due for fee-based activities like waterski/wakeboarding and horseback lessons. Please remember that this information is tentative and, although unlikely, is subject to change.
- **Arrival time window assignment.** One- and two-week campers will be assigned an arrival time window between 3:30 and 5:30 PM. If you have siblings traveling together to camp that have different arrival times, please arrive to camp at 4:30 PM.

1.3) Prepare for Success

We want all campers to have a successful and positive experience here at Sandy Hill Camp. Here are some things you can do ahead of time to help your camper toward this goal.

When you are talking to your camper about his or her upcoming camp session, always be positive and encouraging. Please refrain from promising your campers that you will “come pick them up” if they are struggling with being away from home. Your display of confidence (or doubt!) in the ability of your child to be independent and in the ability of our camp to meet his or her needs will be contagious. Your child will take the lead from you, so plan for success. If your child expresses concern about “homesickness,” try to steer them away from using that term—it sounds like it is something out of their control that will overcome them like an illness. You can say something like, “of course, you might miss me sometimes. That's perfectly normal. But you'll still have a good time, and you'll get to do things that you wouldn't get to do if you were sitting at home.”

Here at camp, we encourage campers to recognize their feelings of missing home and deal with them proactively so that they are still able to enjoy camp life. Almost all campers can successfully “overcome homesickness” (although we still prefer to avoid that daunting term) through the support of their camp counselors and new friends. They do this by getting involved in their activities, by learning how to keep their mind on other things at mealtime and bedtime when those feelings are often strongest, and by taking

things one day at a time. Please rest assured that we will contact you by phone if something is significantly impacting your child's ability to enjoy his/her camp experience. Sometimes campers just need to be reminded by their parents that they are indeed staying for the entire session. Once campers hear from mom or dad that going home is not an option, it is amazing how quickly they begin to put their effort into having a good time instead of into convincing everyone how "homesick" they are.

If you have a young child or one who has not been away from home much in the past, here are some different ways to "practice" for camp. Feel free to try any that seem relevant for your camper.

- Schedule some overnight stays at the houses of friends or relatives. Just as you will for camp, you can demonstrate your confidence in the situation and in your child's ability to go it alone by resisting the urge to send a cell phone along "just in case you need me."
- In preparation for move-in day, have the camper practice making their own bed and setting up the area around their bunk. Encourage them to set out something quiet to do if they happen to wake up early so that they don't wake up their fellow cabinmates. This may be a book to read, supplies for drawing or writing, or string to make friendship bracelets.
- Since campers will have to carry their toiletries with them to the bathrooms here at camp, you can set up a practice scenario at home by clearing the soap, shampoo, towels, toothbrushes, etc. out of the bathroom and having your child pack a toiletry container to carry to and from the bathroom for a few days.
- You can even practice eating "buffet-style" at a restaurant or at home. Be sure to let your child fix his or her own plate. Discuss "taking what you will eat, and eating what you take" to minimize waste.

1.4) Items to discuss with your camper before camp

Camper behavior expectations

We believe that camp is a great place to learn, build relationships, and have a lot of fun. Any time that people are part of a community, they need to agree to certain norms of behavior to ensure the physical and emotional safety of everyone in the community. Please read and electronically sign the Permissions, Agreements, Provisions and Releases section of the online health updated form – step 8. Please note the *Expectations for Camper Behavior* section and be sure to share those behavioral expectations with your camper before their arrival. For a copy of these expectations, see the link in the confirmation email you received when you completed your online Camper Health Update for Parent/Guardian.

What to expect on arrival day

Campers will be screened for fever and other symptoms of contagious illness, and any unhealthy campers will not be permitted to stay at camp.

Campers and their parents will:

- Turn in all medications to our medical staff.
- Carry their gear to their cabins, where they will meet at least one of their counselors for the session.

Bunks will be pre-assigned by Sandy Hill. When possible, campers on a cabinmate request list will be placed near one another. Campers with medical or behavioral needs for a top or bottom bunk must indicate this need in the "Final Questions" in section 7 of the "Camper Health Update from Parent/Guardian."

Campers will change into their bathing suits and head to the swimming pool (weather permitting) for their ID photo and swim test. The photos taken are for internal identification use only. The camp swim test has two parts. First, they swim across the shallow end of the pool without stopping using good form. Then, they tread water in the deep end for 2 minutes.

Your camper's first camp meal will be dinner. Also during the evening, campers will be reminded of the camp guidelines (listed in the camper agreement section of the camper health form) and instructed on emergency procedures. A snack and campfire usually round out the first night's activities.

Communicating with home during the camp session

Campers are encouraged to write letters and postcards to family and friends during their time at camp. A phone is available for calls within the USA at no charge. The camper phone is only available during free time on Wednesday through Friday afternoons and on Saturday afternoon for two-weekers. Call lengths are limited to approximately 3 minutes and many campers choose not to call at all during their stay at camp. Campers are not allowed to call home before Wednesday afternoon, but campers can receive mail, email, packages, and faxes while at camp. All mail and packages are delivered at dinner. For more detailed information on how to communicate with your camper, please see section 4, pages 14-15 of this handbook.

Healthy habits at camp

Please remind your campers of the importance of applying sunscreen regularly, applying bug spray every evening, washing hands frequently, “covering their cough,” staying well-hydrated, not sharing personal items such as make-up and hair brushes, and alerting their counselors if they begin to feel any symptoms such as fever, cough, sore throat, etc. We’ll be reminding them too!

Prohibited items at camp

We strongly encourage parents to help campers pack for camp to help eliminate these prohibited items from arriving at camp. Please review page 9 sections 2.4 and 2.5 as well as the list of “what not to bring to camp” at the end of page 12, section 2.7 of this handbook. If campers become aware of someone possessing a weapon or any illegal substance, they need to let a staff member know immediately. Sandy Hill reserves the right to search campers’ belongings if there is reasonable suspicion that a camper is in possession of a prohibited item. In the event that a camper is in possession of an illegal item, Sandy Hill will file a report with the appropriate authorities. To our knowledge, we have not yet had a camper bring a weapon, drugs, or alcohol to camp, but we continue to be vigilant.

Where to get help at camp

Each camper will meet at least one of their cabin counselors at the cabin during arrival and will meet the other(s) at the end of check-in. Throughout the first evening, the camp director will be introduced, as well as other key leadership staff. The leadership staff at Sandy Hill eats meals at specially designated tables in the Dining Hall or outside in the picnic area. The medical staff can be found in the Medical Center between meals and near the main entrance of the Dining Hall during meals. Campers can also go to the office if they would like to speak with a member of the camp leadership staff.

If campers see another camper acting inappropriately, they should inform a staff member. If campers see a staff member acting inappropriately, they should inform the Camp Director or a member of the leadership staff or medical staff. Please be assured that concerns will be handled professionally and confidentially.

Communicating with staff and other campers *after* camp

- Email, texting, and social networking sites, like Instagram and Snapchat, can be positive ways for campers to express themselves and keep in touch with their friends. Campers have the right to exchange contact information and/or usernames with other campers and stay in touch with other campers in any way that campers and their parents see fit.
- However, when it comes to exchanging contact information or directly contacting anyone on our staff, parents must give written permission and take full responsibility for campers to do so. This includes giving or getting an email or other electronic address, cell phone number, social networking username, blog or any other internet contact. We tell this to the staff during orientation as well. Although we think that campers’ relationships with the counselors are important, we cannot take responsibility for what happens between campers and staff once the counselors leave camp - only parents can. So, parents need to talk with their campers before arrival at camp to clearly define their expectations regarding the exchange of contact information with staff. If you would like to give permission for post-camp communication, please send an email to info@sandyhillcamp.com and include your camper’s name, staff names and means of communication that you are agreeing to. We will then share this information with those staff.
- Regarding emails, chats, photos and comments campers might send or post to other campers on a social networking site, we ask campers to:
 - o Keep what is written positive and respectful of staff and campers alike
 - o Not use obscenities, vulgar or sexual language
 - o Not say mean or threatening things to or about other campers or staff

- o Not post pictures or videos online that would embarrass anyone or violate their privacy
- o Not pose as another camper online or spread false information about anyone or say damaging or threatening things to or about anyone
- o Not talk about things that are against camp policy, like using drugs or alcohol, bullying, or sexual topics
- Most post-camp communication is positive, and that's great! In the rare case where we hear about any negative messages to other campers or staff, our policy is to call the parents of campers who send those messages and share the content with them. We will use any legal means available, including contacting the police and the FBI, to track the source of any offending or threatening communication if we need to.
- We want campers to be safe. If campers receive a threatening email or other inappropriate message or communication on a personal site, please remind campers to let parents know immediately so that proper action can be taken.
- Camp is meant to be a fun, safe and happy place for all of us. We need everyone's help to keep after-camp interactions positive and in the spirit of camp.

1.5) Conditions for Enrollment

Sandy Hill Camp strives to provide a positive camp experience for children with various needs whenever possible. However, Sandy Hill does not provide programs that are rehabilitative or therapeutic in nature, and does not specialize in serving children with special needs, including children with severe emotional, social, or behavioral difficulties. Campers must be able to properly care for their own hygiene, live cooperatively with other campers and staff, and actively participate in the camp's daily activities. Campers cannot have a condition which, in the judgment of the camp, (1) is beyond the camp's capability to provide proper care or (2) poses an unreasonable threat to or adversely affects the physical or emotional health or safety of themselves, other campers, or staff. There are no refunds for campers who do not complete a camp session as a result of a pre-existing physical, emotional, or psychological condition. Sandy Hill Camp reserves the right to refuse enrollment or cancel the reservation of any camper.

Please call the office before you arrive to discuss whether or not the Sandy Hill Camp program is appropriate to meet the specific needs of your child. Your honest disclosure of information about your child's needs is important in determining if Sandy Hill Camp is a fit for your child.

1.6) Housing and Cabin Assignments

- Campers are assigned to cabins by age, sex assigned at birth, and length of session – either one-week or two-week. Sandy Hill honors cabinmate request groups of up to 4 or 5 one-week campers (depending upon their grade) and up to 5 two-week campers. These campers must be in the same length session of camp and be no more than one grade apart (unless a group is filling an entire cabin). Our cabinmate request system is designed to make sure that our many campers without cabinmate preferences are not put in cabins where all of the others already know each other. Please check to be sure that any cabinmate requests are listed on your *Camper's Home Page*. You can edit your cabinmate requests online through your *Camper's Home Page* until June 1st. If you have questions about the cabinmate request process, please visit www.sandyhill.com/faqs.
- For campers who prefer to be identified by pronouns that differ from their sex assigned at birth, camp staff will make reasonable efforts to honor their request and encourage fellow campers to follow suit. Although fellow campers may choose to use preferred pronouns, they are not required to do so.
- **One-week campers** typically live in screened cabins and sleep in bunk beds. Each cabin typically houses 2 or 3 counselors and 8 to 11 campers. Campers need to bring their own linens. Males and females live in separate areas. Modern bathhouses with electricity, individual hot showers, toilets, and sinks are located near the cabins. Although campers will not have access to electrical outlets in their cabins, cabins do have interior lights and fans.
- **Two-week campers** - all two-week campers live in lodges with central air-conditioning. Bathrooms and showers are in the same building as the bunk rooms. Campers in lodges should also bring their own linens. The central air-conditioning in each lodge also incorporates UV light air filtering.

1.7) Refund and Cancellation policy

All cancellations must be in writing (letter, fax or email). Non-refundable deposits are non-transferable. For details of our refund and cancellation policy, please visit www.sandyhill.com/camp-fees. Please note that any COVID-related cancellations will be treated as a cancellation for “medical reasons” and therefore are eligible for a refund of one half of the session fee prorated for time missed at camp per the standard policy.

1.8) Insects in the Camp Environment

Information about ticks, lice, bed bugs, and mosquitoes including West Nile and Zika viruses

At a recreational summer camp, much of a camper's time at camp is spent outdoors, an environment that is shared with many insects. Additionally, whenever children are in close contact with one another, as is the case at camp, outbreaks such as head lice are possible. We have had very limited incidences of these insect-borne concerns in our 25+ year camp history, and it is important that we work together to minimize the chances of these issues happening at camp. To that end, here is a list of what we do and a list of what you can do to help protect all of our campers, including yours.

What We Do

We take a proactive approach to reducing the risks associated with insects by:

- Contracting with a pest control company to treat for ticks, mosquitoes, and spiders
- Keeping screens in sleeping areas in good repair
- Keeping the grass mowed in all frequently-traveled areas of camp to reduce the habitat for ticks
- Monitoring and removing standing water throughout camp
- Reminding campers to apply bug spray in the evenings and before any daytime activities that take place in the woods
- Reminding campers to check themselves for ticks on a regular basis
- Reminding campers not to share hats, hair accessories or hair brushes
- Encouraging campers with long hair to keep their hair tied back
- Treating for bed bugs with heat as needed

Bed bugs have become increasingly common in the USA in recent years. Since they travel in luggage that has gone to many different places prior to coming to camp, we never know what might be brought into a cabin with a camper's belongings in any given week. Although bed bugs can be difficult to eradicate without the proper equipment, they are not known to cause illness or transmit diseases. In general, we don't typically have issues with bed bugs during our summer season. Nonetheless, we have plans in place to deal with them if needed.

The camp owns professional heating equipment which allows us to heat up a cabin/bedroom and kill all life-cycle stages without the use of chemicals. In the event that we need to use heat to treat for bed bugs during a camp session, we will inform the affected campers and their parents. We use the heating equipment to treat the entire room, including any of the campers' belongings when possible. Obviously, this is done when the campers are not in the cabin.

What you can do:

- Educate yourself. Follow these links from various governmental agencies to learn more.
 - o Insect repellent - [Choosing an Insect Repellent](#) and [Prevention | West Nile Virus | CDC](#)
 - o Head lice - [CDC - Lice - Head Lice](#) and [A Parent's Guide to Head Lice](#)
 - o Ticks - [CDC - Ticks](#)
 - o Bed bugs - [CDC - Bed Bugs](#)
 - o West nile virus - [West Nile Virus | CDC](#)
 - o Zika virus - [Zika Virus | CDC](#) and [Zika Virus Information](#)
- Inspect your child's scalp and hair before and after sending them to camp, looking for small white “dandruff” that is attached to the hair shaft and does not come off easily.

- Be sure to pack an effective form of bug spray for your camper (see links in the Educate Yourself section above). The CDC states that DEET is a very effective and researched chemical to repel both mosquitoes and ticks. Products with approximately 25% DEET (such as Deep Woods Off) are safe for children and last long enough for campers to engage in their evening activities without having to reapply (up to 5 hours). Other sprays with Picaridin or with lower levels of DEET (such as OFF Family or Skintastic) are also effective, but their protection is not as long lasting (up to 2 hours).
- Talk to your camper about the importance of:
 - o Putting on bug spray every evening and during the day if they have activities that take place in the woods such as ropes course, outdoor living skills, or horseback riding. Counselors will help to remind them.
 - o Checking themselves for ticks every day. If they find something that they think might be a tick, they should inform their counselor who can get them to the camp medical staff for assistance.
 - o Avoiding head-to-head contact with others
 - o Not sharing clothing such as hats, hair ties, or other hair accessories
 - o Not sharing combs, brushes, or towels.
 - o Keeping long hair tied back in a bun, braids, or ponytail.
- At pickup, we recommend putting all of your camper's luggage into trash bags and sealing them before loading them into your car. When you get home, wash all clothing and dry on high heat. This should kill all stages of bedbugs and lice if any are present. Any items that cannot be laundered with heat should be put outside in a black trash bag on a hot sunny day for about 4 hours to kill bedbugs. If you have reason to suspect lice, any non-washable items must either be boiled (in the case of combs and brushes) or must be sealed and left alone for two weeks (in the case of stuffed animals) to allow all life stages of lice to die.

2) Packing for Camp

2.1) Weather

During camp, it is usually hot, humid and sunny. The average high temperature during the day is in the upper 80's (30° to 32° C) with average lows in the mid 60's (22° C) at night.

2.2) Laundry

- **One-week campers** - campers should bring enough clothes for the week, as they will not be able to do laundry.
- **Two-week campers** – campers can choose to have their laundry done by a third-party vendor over the course of the weekend for a \$24 fee which will be deducted from their store account. Campers will be given a mesh bag at the end of the first week to put their clothes and towels (not bedding) to be laundered. Please make sure that each item is labeled with their full name to prevent any clothing mix-ups. If you prefer not to use the laundry service, make sure to bring enough clothes for the entire session.

2.3) Packing Tips

Campers can pack in plastic containers, duffle bags, backpacks, or any other reasonably sized article. Although not required, plastic storage containers often work best. Trunks/foot lockers generally do not fit well in the cabins or lodges and are not recommended. For the two-week lodges, there is 12" of clearance under a bunk bed. For the one-week cabins, there is 15" of clearance under nearly all bunk beds. Two of the oldest one-week girls' cabins, Sassafras River and Susquehanna River, and one of the older boys' cabins, Whitehall Bay, have 12" of clearance. In both cabins and lodges, two campers share the space underneath the lower level of a bunk bed. Additionally, campers in the lodges have an open set of shelves.

- Although it is certainly important to help lay out the items your child will need for camp, please make sure that your child is the one who actually puts the things in the bags. Otherwise, campers may not know where to find their things once they get here.
- If any sports equipment is brought that could be used as a weapon (tennis racquet, lacrosse stick, etc.), these items must be turned in during registration at the “sports equipment check-in” station so that they can be secured when not in use. They are not permitted to be stored in the cabins or lodges.
- Most mattresses are cot-size (narrower than a twin mattress) and so a “tucked-in” twin sheet works well. We recommend a top and bottom sheet and a blanket rather than a sleeping bag so that campers can better regulate their temperature on warm summer nights.

2.4) Cell Phones and Other Wireless Communication and Internet Devices

We have a “no cell phone” and “no internet” policy at camp. This also includes any other wireless communication, internet, e-reading and gaming devices, including smart watches. First, these items are expensive and can get lost or stolen, and the physical camp environment is not kind to such items. Second, there is the issue of trust. When children come to camp they—and you—are making a leap of faith, temporarily transferring their primary care from you as their parents and guardians to us as their counselors. As children learn to trust other caring adults, they grow and learn, little by little, to solve some of their own challenges and rely on other adults outside of their immediate family. Third, we want our campers to be fully engaged in the camp experience and become a part of this special community during their time here. They need to be “unplugged” from their headphones, cell phones, and gaming devices to make the most of their camp experience.

We will let you know if your child is experiencing a challenge in his or her adjustment to camp. You can help by talking with your child before they leave for camp and telling them that there is always someone they can reach out to, whether it be a counselor, a trusted activity leader, a unit leader, a camp director or camp medical staff. **Please help show your campers that you trust us and them by making sure that cell phones, smart watches, and other wireless communication or internet-capable devices don't come to camp.** Remember that all such devices will be taken from the campers and kept in the office. Parents must accompany their camper to pick up these items from the office at the end of the camp session.

2.5) Video Cameras and Other Video Capture Devices

To protect the privacy of our campers, video cameras and other devices that are capable of recording video are not permitted at camp. This includes but is not limited to digital cameras and cell phones that can record video. We suggest using disposable digital cameras if your camper's digital camera is also capable of recording video. Our camp photographers and videographers will also help to capture memories of your campers' time here at camp. Their photos and videos are accessible at no charge from your *Camper's Home Page*.

*****CONTINUED ON NEXT PAGE*****

2.6) Medications - Page 1 of 2

Medications administered at youth camps (much like schools) are highly-regulated by the Maryland Department of Health and by the Maryland Board of Nursing. We are not able to make exceptions to these requirements nor are we the ones who make the rules. Please help us be able to care for your camper by adhering to the following:

- **Campers are not permitted to have medication of any kind in their possession, including over-the-counter medications. All medications must be turned in to the camp medical staff, so do not pack them in your camper's bag.**
- **Common over-the-counter medications**
 - Our medical center stocks typical over-the-counter medications such as Tylenol, Advil, Benadryl, Tums and many others that are listed in step 5 of the *Camper Health Update from Parent/Guardian*. These medications are provided to campers at no charge. Unless your camper takes one of these medications on a regular basis or your camper can only take a particular flavor, brand or formulation (i.e. Dye-free, name-brand, meltaway, etc.), please do not send these medications to camp.
 - Please indicate which over-the-counter medications you do and do not give permission to administer to your camper via step 5 of the *Camper Health Update from Parent/Guardian*.
- **For compliance with the Maryland Nurse Practice Act and Maryland Dept. of Health regulations, Sandy Hill must have a completed Medication Administration Authorization (MAA) form for all medications you send with your camper to camp. This includes prescription and over-the-counter medications including vitamins, homeopathic and herbal medicines. An MAA form signed by a prescriber and a parent/guardian must be received for each medication that is brought to camp. Sandy Hill cannot administer medications without these completed forms.** Blank MAA forms can be downloaded from the website at www.sandyhill.com/find-a-form.
- For campers taking any medications, regardless of whether or not they are bringing the medication with them to camp, please complete the medication section of the online *Camper Health Update from Parent/Guardian*. For each medication your camper is bringing to camp, please upload, mail or fax a completed Medication Administration Authorization form signed by a prescriber and a parent/guardian. Bring the medicine(s) to Sunday registration in the original labeled bottle.
- **Per Maryland state regulations**, all prescription medication must be provided in the original container bearing a pharmacy label that shows the following:
 - **Prescription number**
 - **Date filled and expiration date** (must be current)
 - **Prescriber's name**
 - **Medicine name and directions for use**
 - **Camper's name** (cannot be the name of a sibling, parent, etc.)
- We cannot accept expired medications. **Please verify the expiration dates on your medications!**
- **Emergency medications such as epi-pens and inhalers**
 - For campers who need emergency medications, a prescriber and a parent/guardian must also sign the "self-carry/self-administration" section near the bottom of an MAA as appropriate. Please note this means a total of four signatures on the MAA form for an emergency medication – two each from the prescriber and parent/guardian.
 - Remember to **bring the box for the medication that has the pharmacy label**. We cannot administer the medication without the pharmacy label. Please also make sure that you and the prescriber have reviewed the self-carry/self-administration section on the MAA form.
 - Please **double-check the expiration date** as we cannot administer expired medications.
 - Although all medications must still be turned into the medical staff upon arrival, the parent can indicate (during medication check-in on arrival Sunday) whether or not the emergency medication should accompany the camper when they are participating in remote activities (such as a pontoon boat trip). If so, the medicine will go along with the camper to remote activities. It is typically kept by a nearby counselor during that activity and then returned to the medical staff at the end of the activity. Any self-administration must be reported to the medical staff.
 - For campers with asthma, please complete and upload, mail or fax the "Asthma Action Plan" found on the website at www.sandyhillcamp.com/asthma.pdf.
 - For campers with diabetes, please complete and upload, mail or fax the "Diabetes Medical Management" form found on the website at www.sandyhillcamp.com/diabetes.pdf.

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2.6) Medications (cont'd) - Page 2 of 2

- All non-prescription medicine must be received in its original container that includes the directions for use. We must have a completed Medication Administration Authorization (MAA) form signed by a prescriber and parent/guardian for each non-prescription medication as well.
- We cannot accept “pre-packed” medications into daily dose packets or pill boxes unless the pre-packing is done by a prescription service which meets the labeling requirements listed in the previous section. We are not allowed to accept or administer medications unless they are in the original labeled pharmacy container.
- Our medical staff is responsible for administering medications to campers. Medications are nearly always administered at mealtimes – breakfast, lunch, dinner and/or snack. Bedtime meds are typically given at snack time - usually between 7:30 and 9:00 pm. The medical staff includes the licensed medical staff, camp directors and other staff trained to administer medications.
- Parents or other pre-authorized adults must pick up medications from the medical staff on Friday in the designated area near the Medical Center or in front of the Lighthouse Center.

2.7) Packing Checklist – Page 1 of 2

Be sure to label everything with your first and last name! If we find clearly labeled items during the camp session, we will give them back to your child during camp. We suggest using iron-on labels or indelible ink pens.

Dress code

Campers will not be permitted to wear clothes that are excessively revealing, unsafe, or unhealthy, or that display lewd, suggestive, demeaning or otherwise offensive text or graphics. Please do not bring these items to camp.

NEW FOR 2023: Swim suit bottoms must have a “full coverage” cut. Thongs, cheeky and Brazilian cuts are not permitted, unless swim shorts are worn over top

Essential items to bring to registration (not packed in your bags)

- ☐ Any medications in the original labeled bottles – see section 2.6 on the previous page for details
- ☐ A check or cash to pay any outstanding balance due. Most camp fees should have been paid in advance.

Essential items to pack

- ☐ 3 or 4 towels for pool, beach, and showers
- ☐ Toiletries* (soap, shampoo, toothpaste, hairbrush, etc.) **bring these items in something you can carry to the bathroom*
- ☐ Travel-size hand sanitizer containing at least 60% alcohol (ideally clipped to your backpack)
- ☐ Something to sleep in (lightweight pajamas or t-shirt/shorts)
- ☐ Plenty of shorts and t-shirts for a week of activities – please respect our **dress code** above ☺
- ☐ Bedding – pillow, pillowcase, sheets (twin or cot), blanket or sleeping bag
- ☐ Flip flops or sandals to wear to the pool and shower
- ☐ Just in case...a few disposable surgical, KN95 or N95 masks. Please pack them in a sealable, clean container like a Ziploc bag.
- ☐ Water shoes that stay on your feet (similar to Keens, Chacos, Tevas, etc) or old tennis shoes that can be worn in the Bay (flip flops aren't good on boats and in the Bay)
- ☐ 1 nice outfit for a special dinner
- ☐ Bathing suits (at least 2)
- ☐ Sweatshirt and sweatpants for cooler evenings
- ☐ Tennis shoes (especially for sports and ropes course activities)
- ☐ Water bottle
- ☐ Hat, insect repellent, and sunscreen (please send at least 2 bottles of sunscreen for 2-weekers)
- ☐ Backpack or small bag to carry towel/bathing suit, water bottle, hand-sanitizer, etc.
- ☐ Flashlight and extra batteries
- ☐ Socks and underwear
- ☐ Rain gear
- ☐ Laundry bag for dirty clothes (TIP: pack your bedding in it)
- ☐ 2nd pillowcase if two-week

CONTINUED ON NEXT PAGE

2.7) Packing Checklist (cont'd) – Page 2 of 2

REQUIRED EQUIPMENT FOR ACTIVITIES – Remember that you can log in to your *Camper's Home Page* to find out your tentative activity schedule by Thursday of the week before you arrive. All potentially dangerous sports equipment brought from home will be locked in the sports building when not in use.

- ☐ FIELD HOCKEY: shin guards and mouthguard
- ☐ HORSEBACK LESSON: Long pants (jeans are fine) and shoes or boots with a heel. Riding helmets are provided. If you have your own riding helmet, breeches, jodhpurs or riding boots, you can bring them too.
- ☐ LACROSSE: Mouthguard
- ☐ SOCCER: Shin guards and outdoor soccer shoes
- ☐ **TWO-WEEK CAMPERS:**
 - ☐ **Backpack or small bag to carry towel/bathing suit on the amusement park trip. Can be the same backpack as in the above section if suitable.**
 - ☐ **Prepaid gift card for the amusement park if you are bringing from home**

Optional items

- ☐ Notebook/ pencil/ pen
- ☐ Pre-addressed and stamped postcards or envelopes to send letters home
- ☐ Disposable camera labeled with your full name
- ☐ Small photos of your family, pets, or friends to show to your new friends
- ☐ Book, drawing supplies or other quiet, individual activity for rest time and early in the morning
- ☐ FISHING class: Camp provides fishing poles. No special equipment is needed.
- ☐ GUITAR class: You can use a camp guitar or bring your own acoustic guitar. (No electric guitars or amplifiers please)
- ☐ PHOTOGRAPHY class: Camp provides digital SLR cameras. No special equipment is needed.
- ☐ TENNIS class: You can use a camp racquet or bring your own

****What not to bring to camp****

These items will be taken from campers and returned to parents at the end of the week

- ☒ **Cell phones** and other wireless communication and internet devices including smart watches
- ☒ **Video cameras, digital cameras** or other devices that can capture moving pictures
- ☒ Electronic devices (mp3 players, tablet/laptop computer, laser pointer, e-book readers, etc.)
- ☒ Drones, remote control toys, bikes, skateboards, inline skates, scooters or other similar equipment
- ☒ Knives, guns, or weapons of any kind (including pocket knives and clothing with spikes, chains, etc.)
- ☒ Cigarettes, e-cigarettes or similar vaping devices, alcohol, drugs or any other substance that can be used in an illegal manner
- ☒ Fireworks, matches, candles, lighter fluid or other flammable materials
- ☒ Clothing or accessories that are expensive, dangerous, or not in line with the dress code above
- ☒ **Any medications** (prescription or over-the-counter) unless they are turned in to the camp medical staff
- ☒ **Animals including family pets on registration day and pick-up day** – sorry☹ ...health department regulations!
- ☒ **Cash** – all cash must be turned into the camp store to be held in an account
- ☒ **Food** – food is not permitted in the cabins or lodges

3) Sunday Arrival and Check-in

- **Before you leave home to drive to camp:**

- Log in to your *Camper's Home Page* for any last-minute changes to cabin assignments. You will also be able to see if you have a balance due or any incomplete health form items that you should bring with you to check-in. You can also print out a cabin map to help you locate your cabin or lodge. Please note your cabin's *name*, not number - the numbers are just for the map key.
- Remember to keep any medications separate from your camper's bags so that they can be checked in with the medical staff.
- **Please leave your pets at home as they are not permitted on site.**
- Make sure that your camper is not showing any signs of illness that would prohibit them from being admitted to camp – **fever, vomiting, diarrhea, rash, head lice, etc.** If your camper is showing any of these symptoms, please contact the camp office immediately to discuss the situation with the camp directors or camp medical staff.

- **Arrival times for Sunday check-in**

On the Thursday before you arrive, your cabin will be assigned a check-in window between 3:30 PM and 5:30 PM. If you have campers in both arrival windows, please arrive at 4:30 PM.

- **The security gate at the camp entrance will not open until 3:30 pm. You may not wait at the camp entrance or alongside the road near camp.**
 - **Please do not arrive early.** You will not be permitted to wait outside the gate when it is closed. So as not to cause a traffic hold-up along route 272, early arrivals will need to turn around and drive back towards town. Camp is 10 minutes from the quaint little town of North East. If you find yourself ahead of schedule, please enjoy some time in North East rather than arriving early, only to be forced to turn back around at the camp gate.
- Sandy Hill pre-assigns beds for all campers, so there is no advantage to arriving early to camp.
 - Registration will begin in our “drive-thru” lanes at the designated time, so please stay in your vehicle and savor the air-conditioning until you have gone through “drive-thru” and been parked by a Sandy Hill staff member.
 - As part of our ongoing efforts to ensure the health of safety of all of our campers, each camper's temperature will be taken upon arrival. Campers with fevers above 100.4 degrees or with other flu-like symptoms (diarrhea, vomiting, etc.) are not permitted to stay at camp. Please make sure that your camper is healthy and fever-free before you leave home to bring them to camp. Also, parents/guardians will complete a short health update form upon arrival. Since health forms are completed online weeks before your camper's arrival, it is important to update your camper's health record with the most recent and accurate information. This update form will make the medical staff aware of any recently observed symptoms of illnesses or injuries or other special needs that may require medical follow-up.
 - Please ask any staff member for assistance in locating your cabin or lodge. As a helpful hint, cabins are grouped by type (for example, all of the “rivers” are together, all of the “creeks” are together), so once you've found a similar type of cabin name, you'll know that you're getting close. All rooms in a lodge include the name of the lodge. For example, the cabins in Island Lodge are Kent Island, Smith Island, etc. In Harbor Lodge, there is Eagle Harbor, Osprey Harbor, etc.
 - Parents, when you arrive at your cabin or lodge and are greeted by one of your camper's counselors, feel free to pull your counselor aside if you would like to share any specific information that may be helpful for them to know about your camper. If your camper is leaving early from camp, please confirm this with your counselor and your camper. Please confirm that the adult picking up your camper and their medications (if they have any) is listed on the “ok for pickup list.” Changes to the authorized pickup list can only be made by a parent or guardian.
 - In general, it is best to make your partings brief and casual so your child does not get upset about your departure.
 - Dinner will be served to our campers after the families have departed. Dinner is typically later on Sunday night than the rest of the week. One-week campers eat at 6:00 PM, and two-week campers eat at 7:00 PM. We recommend feeding your camper a snack before drop-off.
 - Please also review *section 1.4 - what to expect on the first evening of camp* for more information regarding Sunday check-in.

4) Communicating with Your Camper during Camp

4.1) Mail, care packages, emails and faxes

- It's fun to get mail at camp! We recommend that you mail letters a few days before your campers arrive so that they are sure to receive mail while they are here.
- Letters, packages, faxes, and emails are delivered each day at dinner. Correspondence received by 3:00 PM is usually delivered to campers that day.
- Please correspond with your camper using a cheerful and encouraging tone. Dwelling on how much you (or their siblings or their pets etc.) miss them will make their adjustment to being away from home more difficult.

Mail and care packages

- **No food, candy or chewing gum is permitted in care packages** to help prevent unwanted pests in the sleeping areas and to help ensure the safety of campers with food allergies. Packages are typically delivered to and opened in the Dining Hall, and all food items will be discarded. Non-edible gifts such as clothing, games, or books are welcome. Remember that we serve your camper three meals per day plus an evening snack. Please make your camper's friends and relatives aware of this policy too.
- Address letters and packages to:
Your child's name, session #, cabin name (found on your Camper's Home Page)
Sandy Hill Camp
3380 Turkey Point Road
North East, MD 21901
- Care package tips:
 - o Be upbeat and encouraging in any correspondence you include in a care package
 - o We will accept letters and 1 package per camper during Sunday registration if you would like to save on postage. Please drop mail off at the main entrance to the Dining Hall. If you are unsure of where to place packages, please ask a staff member. **All letters and packages dropped off on registration Sunday will be delivered on Monday.** Due to space constraints, we cannot "hold" packages until a certain day nor can we honor requests to deliver different packages or letters on different days (i.e. this one on Monday, that one on Tuesday).
 - o Any packages or mail received after your camper has left camp will be returned to the sender.

Emails

- Campers can receive one email per sender per day sent to **campers@sandyhillcamp.com**. Emails must be text only with no attachments. Emails must be received by 3:00 PM for same day delivery.
- Please be sure to include the following information in the subject of the email:
 - o Camper's first and last name, session number, and cabin name (you can get the cabin name online from your *Camper's Home Page*)
- Be upbeat and encouraging in any correspondence with your camper.
- Sandy Hill reserves the right to withhold any emails that contain text or graphics that are inappropriate in the camp setting. The appropriateness of an email is at the sole discretion of the Sandy Hill Camp staff.
- You will receive a confirmation reply email once we have received and printed your email. If you don't receive a reply by 3 PM on the next weekday, your email may have gotten caught up in our spam filters or may have been incorrectly addressed, so please check the email address and try again. Campers will not be able to reply to emails.
- Emails sent on the last Friday of a camp session must be received by 10:00 AM to be delivered before departure.

Faxes

- You can send faxes to 410-216-3375, but please limit them to one page per camper per day.

4.2) Campers Calling Home

We have two telephones at the Lighthouse Center for use by campers.

- Camper calls to family in the USA are free (no calling card required), but calls must be kept to approximately 3 minutes to allow as many people to use the phone as possible. Calling cards are required for international calls.
- **Campers will have the opportunity to use the phone during their free-time on Wednesday, Thursday and Friday.** They will only be allowed to make outgoing calls during their hour-and-fifteen-minute free time on these three days (and on Saturday for two-week campers).
- **Do not be concerned or surprised if your child does not call you.** The campers are very busy with all of their activities here at camp, and the pool is a lot more fun than the phone booth! Rest assured that no news is good news. A Sandy Hill staff member will contact you if we feel something is significantly hindering your camper's ability to have a positive camp experience.
- **Remember that campers are not permitted to have cell phones or other wireless communication devices at camp.**

4.3) Parents Calling Camp

- Unless it is an emergency, please contact your child by letter, email, or fax – not phone.
- If you need to get an urgent message to your child, call the office at 410-287-5554, and someone will be happy to help you. Due to the size of our facility, it is not feasible for us to immediately deliver a message or bring your child to the phone.
- Office hours during camp are Monday through Friday 9:00 AM to 5:00 PM. For non-emergencies outside of office hours, you can call and leave a voicemail. If you have an after-hours emergency, please call the camp office and follow the prompts on the phone message to leave an emergency message. Please note that it may take up to 15 minutes for us to receive your message.

4.4) Emergency Notification

In case of a national crisis, severe weather, or other large-scale emergency requiring evacuation or early pick-up, the safety of our campers will be our first priority.

- In a large-scale emergency, staff will notify parents and provide information and instructions as soon as possible in any or all of the following three methods.
 - o **Camp website:** www.sandyhill.com. Look for a link in bold red letters near the top of the home page.
 - o **Email:** sent to both the primary and secondary email addresses listed on your *Camper's Home Page*.
 - o **Phone:** you may also receive a "recorded message" from the camp. We contract with a service provider that can dial all of our camper families and play a message recorded by the camp. The automated dialing service will call the following numbers (if listed on your *Camper's Home Page* at the start of your camper's session): home phone and cell phones for both parents/guardians.
- **Please do not call the camp office directly** because you will tie up phone lines needed for the camp to communicate with outside agencies and coordinate emergency responses. Go to the camp website for information and instructions.

4.5) Online Photos

Our camp photographers will be taking photos of campers around camp each day. Cabin photos will be posted for each session as well. These photos will be posted on a password-protected site for parents to view. The photos will remain available online to parents and campers after camp as well. You will be able to order prints, photo souvenir items and electronic downloads through a third-party vendor. With approximately 400 campers here each day, it is not our intention to post photos of each camper every day, but rather to give you a flavor of what we've been up to. To access the photos, login to your *Camper's Home Page* to find the link and password.

5) Friday Departure

5.1) Departure Times

- Campers will be ready to depart at approximately 4:00 pm. Traffic can be heavy on Friday afternoons, so please plan accordingly. **Please do not bring any pets with you as they are not permitted at camp.**
- **Campers will not be permitted to leave until camp concludes at around 4:00 pm, and parents must stay in designated areas until that time.** Parents, we need your cooperation with this policy. First, it enables your child to complete the camp experience. Second, it helps to insure their safety and security, as we must monitor any visitors to our property and verify that each camper goes home with the designated parent/guardian. If your camper needs to leave sooner than 4:00 pm, see section 5.2 for “early pick-ups.”

5.2) Early Pick-ups

- If you need to pick up your camper during the week, please contact the office the week before you arrive at camp to let us know. If you need to pick up your camper early on Friday (before camp is over at 4:00 PM), you must schedule it in advance with the Sandy Hill office. Early pick-up on Friday must be between 12:00 and 12:30 PM – there are no exceptions. After 12:30 PM, campers can only be released after the closing ceremony at around 4:00 PM.

5.3) Check-Out

- ☐ **Meet at the cabin or lodge** – The camper-only closing ceremony is held in the outdoor campfire area (weather permitting) or inside the Gym or Dining Hall. At the end of the camper-only ceremony, parents will meet their campers outside their respective cabins and lodges to sign them out.
- ☐ **Sign out your camper and collect their gear** – only adults whose names are listed as “authorized to pickup” on the *Camper’s Home Page* are permitted to sign-out a camper. For our camper’s safety, adults may be asked to present a photo ID before campers will be released to them. Please remember to ask your camper to check under bunks and on clotheslines for all of their items as you collect your camper’s gear.
- ☐ **“No tipping” policy** – staff members at Sandy Hill are not permitted to accept tips. If you have counselors to whom you would like to say a special thank you, please consider sending letters or care packages to them at camp.
- ☐ **Purchase snacks at the camp store** – the camp store is located in the Lighthouse Center (the building near the flagpole with the large stone lighthouse). The store will be open if you would like to purchase snack items or souvenirs before the ride home.
- ☐ **Camper store account money** that remains after the session ends will be credited to your account online. You will be able to see this balance on your *Camper’s Home Page*, and at the end of the summer you will be given the choice to:
 - 1) Use it toward your deposit for 2024 (this is the default option)
 - 2) Transfer it to a sibling’s account
 - 3) Request that it to be mailed back as a refund check, OR
 - 4) Donate it to the camper scholarship fundTo limit the exchange of cash at the camp store on pick-up days, your camper’s store account will remain active through the end of the day on Friday. We encourage you to make purchases through their account at check-out. You can add money online if needed.
- ☐ **Pick up medications** – if you turned in medications when you arrived, please stop by the medical staff’s table located in front of the Lighthouse Center to pick up medications.
- ☐ **Check for lost and found** – please stop by the “Lost and Found Grotto” behind the Bay Center building to look for any items that your camper may have misplaced during the session.

5.4) OPTIONAL FRIDAY DROP-OFF to Falls Church, VA

- ☐ If you have scheduled for your camper to be bused to the DC area, the fee (\$125 to Falls Church, VA) should show up on your online statement, and it should be listed on your *Camper’s Home Page* departure information for each session that a drop-off is scheduled.
- ☐ You will be able to get directions and schedules for the drop-off site from your *Camper’s Home Page* once your camper has been signed up for this service. If you have not signed up for a Friday bus drop-off but would like to, room may still be available, although some Fridays do fill up. Please call the office at (410) 287-5554 or email us at info@SandyHillCamp.com to sign up.
- ☐ **Bus cancellations must be made in writing (letter, fax, or email) and must be received in the camp office no later than the Sunday of the camper’s arrival to receive a refund of the \$125 fee.**

6) After Camp

6.1) We want your feedback

It is our goal to positively impact the lives of our campers by amazing them and their families with the quality of their Sandy Hill experience. We are continuously looking for ways to improve, and we would appreciate your help.

You will be receiving an email shortly after your departure from camp asking both campers and parents to complete brief online surveys. The parent survey and the camper survey can be accessed from your *Camper's Home Page* or directly from a link that will be provided in the email. We value your responses greatly, and we appreciate you telling us about your camp experience.

If you have any concerns about your camper's experience, we would like to know about those as well. Please contact the camp office by phone at (410) 287-5554 or by email at info@sandyhillcamp.com.

6.2) Lost and Found

- There are lost and found receptacles throughout camp where items are placed as they are found throughout the course of each week. Toward the end of the week, all items from that week are displayed behind the Bay Center building on clotheslines in our "Lost and Found Grotto". Items with legible, full names are returned to campers through their cabin's mailbox in the dining hall throughout the week.
- Any unclaimed items from that week will be on display in the Lost and Found Grotto during pick-up on Friday.
- If you are unable to find an item upon your return home, please email a detailed description including the location of the name or initials to our camp office. Due to the number of similar-looking clothes and the challenges of positively identifying items, we can only mail back items that are requested and can be definitively identified. There will be a \$5 handling fee plus shipping costs for all items left behind that you would like to have shipped home. All unclaimed items are donated to local homeless shelters in late August.
- Sandy Hill is not responsible for lost or damaged items.

6.3) Guidelines for Communication among Campers and Staff after Camp

We work very hard to recruit positive adult role models to join our staff and care for your camper. The camp environment has a number of safeguards built into it that allow us to monitor and ensure the positive nature of both staff-camper and camper-camper interactions. Outside of the camp environment, many of these safeguards are no longer in place, and so we do not take responsibility for the actions of the staff outside of camp. If you choose to permit contact between staff members and your child, you will be accepting full responsibility for overseeing the contact that results. We also know that savvy campers can often "find" staff online, and so we encourage parents to be aware of your campers' activities and supervise them as you would any other activities in their lives.

The only official online presence and sources of information endorsed by Sandy Hill are:

- The camp's website - www.sandyhill.com
- Facebook - Sandy Hill Camp and Retreat Center - <https://www.facebook.com/sandyhillcampofficial>
- Instagram - @sandyhillcampofficial and @sandyhillcampstaff
- YouTube - Sandy Hill Camp & Retreat Center - https://www.youtube.com/channel/UCv7_RjLdzOkZdyWlknZWitQ

6.4) Registration for Camp 2024

Online registration for returning campers and their siblings will open November 15th, 2023. Registration for new campers will begin on or around December 1st. You should receive an email reminding you about registration a few weeks prior. Historically, camp fills very quickly – so if you are interested in returning, it is best to make your plans early!

Arriving to Camp Healthy - Pre-Camp Preparation

- Families with campers at higher-risk for serious health effects from COVID-19 or other communicable diseases should speak with their primary care physician (PCP) to determine if our residential camp experience is appropriate for their camper. Families of higher-risk campers must also submit a completed [Pre-Camp Medical Clearance Form](#) signed by their PCP.
- Per CDC guidance, all campers are strongly encouraged to be up-to-date with their COVID-19 and other state-mandated vaccinations.
- Campers will have their temperature taken and will be asked about any flu-like symptoms. At this time, we are not planning to require pre-camp at-home testing or testing upon arrival for COVID for asymptomatic campers.
- Sandy Hill recommends that families test their camper at home eleven days prior to their arrival to camp. If the camper is positive, please contact the camp office so that we can document the start of their isolation period.

Strategies at Camp

Daily Symptom Checks - As we have done for over 10 years, all campers and staff will be screened daily for flu-like symptoms including having their temperature taken. All symptomatic individuals will be evaluated by the Medical Center staff.

We will continue to encourage and remind campers about covering their coughs and sneezes and using good hand hygiene. You can help too by talking to your camper about these important habits.

Masks

In general, masks are optional so that campers or staff can choose to wear a mask if they want. Masks are not permitted in the pool or Bay or during boating activities at the waterfront.

Masks will be required for ill campers and staff in the Medical Center

Masks may be required for campers with respiratory symptoms when indoors with others (except when eating or sleeping) such as a person with new-onset coughing and sneezing that is not explained by allergies.

Testing During Camp

Sandy Hill is certified (CLIA-waived status) to administer rapid antigen COVID tests as well as other basic tests on site to campers and staff. Fees for on-site tests may be passed on to camper families by deducting from the camper's store account balance.

The current plan does not involve regular COVID screening testing of asymptomatic campers during camp. Campers and staff who have someone in their cabin who tests positive may be tested at camp

What If a Camper Tests Positive for COVID at Camp?

The camper will be isolated in a designated area at camp and must leave camp promptly with a parent/guardian, emergency contact, or other approved adult.

The families of the other campers in the cabin will be notified of a positive case in their child's cabin

The remaining campers in the cabin of the person who tested positive:

- i. Will remain housed in their existing cabin or lodge
- ii. Will be checked twice daily for symptoms
- iii. Will generally be permitted to continue with camp activities as long as they remain symptom-free

Refunds for COVID-related time missed from camp will be calculated based on our standard medical refund policy - see www.sandyhill.com/camp-fees for details.

*****CONTINUED ON NEXT PAGE*****

7) COVID & Communicable Disease Protocols for Summer 2023: **Page 2 of 2**

- **When can a Camper who tested positive for COVID return to camp?**
 - Because campers cannot be housed alone or be supervised during their isolation for extended periods, campers can only return when:
 - i. they are asymptomatic including no fever for 24 hours without medications
 - ii. they are at least 5 days from onset of symptoms or positive test
 - iii. their symptoms are resolving, AND
 - iv. they either receive two negative antigen tests 12 hours apart or are 10 days from onset of symptoms or positive test. One of the negative antigen tests can be upon arrival to camp.

We recognize that this may differ from other return to school/camp protocols which may permit returning on day 5 after onset of symptoms or positive test, while wearing a mask until 10 days after. However, due to the residential nature of camp and the fact that campers live in close quarters with others and cannot sleep, eat, or conduct personal hygiene with a mask on, our policy requires receiving two negative antigen tests or waiting until the 10-day masking period is over to return to our residential setting.
- **When can a Staff Member return to working and/or living around others after testing positive for COVID?**
 - Staff Members who must remain at camp during isolation will sleep separately from other non-COVID+ staff and campers. They will eat outdoors and use designated bathrooms at uncrowded times. They will avoid being indoors with others whenever possible and will be masked and distanced if they must do so. Although staff members may work in support roles during their isolation period, they will not sleep in cabins with campers until they have completed the recommended isolation period.
- **The Medical Center** is outfitted with HEPA filtration and has been separated into a “sick” and “well” side. We have appropriate PPE for our medical staff and additional isolation spaces for use as needed
- **Ongoing Updates**
 - Sandy Hill works with numerous organizations to stay abreast of changes in regulations and guidance including PM Pediatrics and the American Camp Association. Sandy Hill also has relationships with state and county health departments and emergency services personnel.
 - In consultation with our medical advisory team, we will continue to update our COVID and communicable disease protocols throughout the summer as appropriate.

8) For More Information

Feel free to contact us if you have additional questions. Our email address is info@sandyhillcamp.com, and our phone number is (410) 287-5554. You can also visit our “Frequently Asked Questions” page on our website at www.sandyhill.com/faqs. We look forward to seeing you this summer!