Greetings from Sherman Lake YMCA Outdoor Center,

Welcome to Sherman Lake Scholars! We are honored you have chosen to spend part of your school year here with us. Sherman Lake is a place where scholars will build relationships with others and discover opportunities to feel a sense of achievement, in addition to tuning into their virtual classrooms with our Pod Leader’s support. We know that this will be a school year you and your scholar will never forget and we hope Sherman Lake YMCA brings hope to this new adventure.

Our program’s first priority will be to support scholars in being present and engaged in their scheduled online learning through the school they are enrolled in. When students are not online, whether it be a quick break or a longer period at the end of the school day, scholars will be participating in various activities to support physical activity, social emotional learning and relationship building. Scholars will step into their learning zone as they develop both competence and confidence in their school work and in our camp activities. Your child is about to embark on a new kind of school year with Sherman Lake YMCA that will introduce them to new friends and activities, challenges and rewards, and an experience built on a foundation of Honesty, Caring, Respect, and Responsibility.

Whether your scholar is a kindergartener or fifth grader, you will be greeted by our leadership staff, proceed through our streamlined check-in process and your scholar will join their group. Scholars will meet their pod leader and group as they prepare to soak up the knowledge school will provide before getting to the camp fun.

Please take some time to review this packet. In it, you will find information regarding arrival and departure procedures, behavior policies, packing list and medical procedures to keep scholars safe while at camp. We hope it will answer any questions you have regarding your scholars’ experience.

Thank you for choosing Sherman Lake YMCA Outdoor Center for your child’s school and camping experience. If you have any questions, please call or email anytime. It is truly a privilege to have your child attend programming at Sherman Lake YMCA Outdoor Center!

Sincerely,

Karen Christopherson  
Director of Character Advancement  
Karenc@ymcasl.org  
269-731-3022  

Heather Sticka  
Assistant Camp Director  
heathers@ymcasl.org  
269-731-3030
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**SHERMAN LAKE YMCA MISSION & VISION**

*Sherman Lake YMCA puts Honesty, Caring, Respect and Responsibility into programs that build a healthy spirit, mind and body for all.*

**Sherman Lake Scholars Goals & Outcomes**
The tradition of YMCA camping is at the heart of all our programs at Sherman Lake YMCA. Personal growth, character development, life long friendships, positive role models and learning skills that will last a lifetime are integral parts of the Sherman Laker experience. Each scholar will experience these as an individual in small groups and as a part of the greater camp community.

In response to the COVID-19 crisis and needs of our community, we have adapted our summer day camp program to allow students a safe and fun experience while also allowing time to plug into their local school’s online learning platform with a trusted Sherman Lake YMCA staff member to offer support. Children enrolled in virtual school options will spend half of their day working to complete their individual program requirements. The other half of the day will be spent in outdoor adventures.

**Program Philosophy**
At Sherman Lake YMCA Camps, scholars experience the power of HCRR (Hick-er). The Y’s four core values – Honesty, Caring, Respect and Responsibility – are emphasized in each camp program with an additional focus on social emotional learning skills such as building healthy relationships, empathy, emotion management, responsibility and personal development. Through discovery of the great outdoors, skill development and guidance in the importance of building healthy relationships, scholars leave with a renewed sense of achievement, belonging, confidence and courage to try new things.

**Safety**
Safety is our #1 priority. Our camp staff is carefully screened during a character-based hiring process and selected for their skills and concern for the well-being of children. Professional program staff work directly with pod leaders to provide guidance and support. All staff are certified in first aid and CPR and have been screened through the highest standards of child safety practices, including background checks. The Sherman Lake YMCA is accredited by the American Camp Association.

Our operating procedures have been updated to reflect the protocols recommended by both the CDC and the American Camp Association to help mitigate the risk of COVID-19 infections.

**We hire pod leaders who:**
- demonstrate honesty, caring, respect and responsibility in their words and actions.
- help your child develop new friendships.
- help your child learn a new skill.
- help your child interact with kids who are different than themselves.
- help your child build their self-esteem and confidence.
- help your child build independence.
- give your child an opportunity to practice their decision making skills

The Sherman Lake YMCA Outdoor Center is an inclusive organization that welcomes all persons regardless of race, color, national origin, sex, religion or disability.
BEFORE CAMP STARTS

FORMS
Forms need to be submitted online, prior to the start of the session.

To begin, log into your CampInTouch account, then click on Forms & Documents on your Forms Dashboard.

SCHOLAR FORMS & DOCUMENTS:

- **Health History.** This form needs to be completed and signed electronically prior to your child’s camp session. Immunization history, including the date of your scholar’s last tetanus shot, emergency contacts with accurate phone numbers, up-to-date information about scholar’s medications that will be checked in on opening day and health insurance information are several of the important items needed when completing this form.

- **Sherman Lake Scholar Questions.** This information is essential for our staff. Please be honest and thorough as it helps our staff be prepared to provide the best learning environment for your student.

- **Student Schedules & Log-ins.** Please complete this online form with all of the log-in information associated with your child’s virtual classes and computers as well as the most typical daily schedule you would like us to follow in supporting your child.

- **COVID-19 Waiver.** Please print this form, sign and upload to the CampInTouch page.

- **Scholar Photo Upload.** This is an optional item, but we invite you to upload a photo of your scholar onto their CampInTouch account so that our staff can be ready to meet them upon their arrival.

- **Permission to Administer Medications. ** **NOT AN ONLINE FORM - To be completed at Check-in.** This form must be completed on Monday check-in for all vitamins, over the counter and prescribed medications that your scholar will bring to camp. Please note that ALL medications must be in their original container and must be checked in with our staff during check-in. *Do not pack in your scholar’s backpack or lunchbox for camp.

FAMILY FORMS & DOCUMENTS:

- **Authorized Pick-up.** Please list all adults, including parents, that are authorized to pick up your child from camp.

**Tips for uploading Forms & Documents: All forms uploaded to your CampInTouch account, must be in a PDF format. When a scanner is not available, we have found success with using smallpdf.com, or a similar website to convert JPEG files into PDF files on your computer. If you are using your phone or tablet, we have found ‘PDF Photos’ or a similar app to work well with the conversion.**
ENROLLMENT, BALANCE, CANCELLATION AND REFUND POLICY

ENROLLMENT
A $100 deposit is required to hold a child's spot for Sherman Lake Scholars. This deposit will be deducted from the first week’s program balance.

PAYMENTS
Scholars will automatically continue in the program through a rolling enrollment process and balances will be posted two weeks in advance.

Fees for each week must be paid in the preceding week*. Payments by check should be received no later than Thursday. All other outstanding balances for the following week will be charged to the credit card on file on Friday.

Families are welcome to log into their CampInTouch account to make payments. Please call our Registrar at (269) 731-3000 with payment information.

CANCELATION
Families must provide two-weeks written notice when withdrawing from the program.

REFUNDS
When a student is sick or on vacation fees will be charged.
If a Learning POD is closed due to exposure of COVID-19, Sherman Lake YMCA will not charge for days spent in quarantine.

PROGRAM CALENDAR

SCHEDULE OF OPERATIONS AND HOLIDAYS
Scholars may be dropped off as early at 7:50am and picked up no later than 5:15pm each day. If your scholar needs additional care prior to or after the times listed above, please contact Karen Christopherson at 269.731.3022.

Session 3 of Sherman Lake Scholars will run for the duration of the second trimester for Gull Lake Community Schools, ending March 12, 2021. We will consult with enrolled families and assess needs as we re-evaluate programming beyond March 12, 2021.

We will follow the calendar of Gull Lake Community Schools for all Thanksgiving and Winter Breaks. Sherman Lake Scholars will not observe any half days on the district calendar and will offer full day programming.

Sherman Lake Scholars Holidays
NO PROGRAMMING or PROGRAM FEES WILL BE CHARGED for the following days:

- November 25 - 27, 2020 - Thanksgiving Recess
- December 21, 2020 - January 3, 2021 - Winter Recess
- March 12, 2021 - LAST DAY of Session 3 of the Sherman Lake Scholars Program
GROUPS & AGES
Children will be arranged in small groups of up to ten scholars. Each group will be considered a ‘Family Pod’, participating in all learning and activities together throughout the day. Groups will be created based on school grades (the Sherman Lake Scholars program serves elementary aged children from Kindergarten-5th grade). Siblings may request to be in the same pod to lessen each family’s exposure risk. Please contact Karen Christopherson at 269.731.3022 to make arrangements.

WHAT TO BRING TO CAMP

SHERMAN LAKE SCHOLARS PACKING LIST

What to wear  **PLEASE LABEL EVERYTHING**
- Comfortable & weather appropriate clothes
- Close-Toed Shoes/Athletic Shoes (for all land based activities)
- Sunscreen
- Insect Repellant
- Hat and/or Sunglasses

What to bring
- A backpack - to carry the following items:
  - Device for remote learning and charger
  - Headphones
  - School supplies to accommodate successful day of learning*
    - Pens or Pencils
    - Notebooks & Folders
    - Books and more
  - Mask & hand sanitizer
  - Water bottle
  - A healthy, well balanced lunch & snacks

*Students will be permitted to leave school supplies at camp as they would at school. Students will have a designated classroom with a desk for each student to work at and store school supplies.

What NOT to Bring:
Do not bring any weapons (knives, guns), lighters, matches, fireworks, alcohol, tobacco products or illegal drugs. Being in possession of any of these items can result in the immediate removal of your child from camp. If it comes to the attention of the staff that a scholar is in possession of any of these items, the scholar may be asked to unpack their bag in front of a director.

LOST & FOUND
Regardless of how careful we are, it is inevitable that some items will be misplaced throughout the session. Properly labeled or marked items are always easier to get back to their owners, so be sure to put your scholar’s name on everything you possibly can, including lunch boxes and backpacks! Lost & Found will be displayed in each classroom to help items find their rightful owner. Unclaimed items will be kept for two weeks following the last day of the program and then donated to local charities. Sherman Lake YMCA is not responsible for the loss of articles. Scholars are encouraged not to bring valuables to camp.
CHECKING IN AND OUT

BRIGHTWHEEL APP
Sherman Lake YMCA will be using the Brightwheel App for a contact free check-in and check-out process as well as parent and staff communication throughout the day. Please use the following steps to get set up:

1. Download the ‘Brightwheel: Child Care App’ on your mobile device at your favorite application store.
2. Create a free Brightwheel account. You will receive an invitation via email. Please use the same email address that you use to log into your CampInTouch account at Sherman Lake YMCA. Here is a quick ‘Parent Sign up’ video to help you get set up.
3. Confirm your child’s profile. You will see your child’s profile after you create an account. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up your child.
4. Set your account preferences! You can adjust the notifications that you wish to have throughout the day. The default setting is to receive all notifications, so we encourage you to adjust these to fit your preferences.

*Please note that Sherman Lake YMCA will not be using all of the features on this app, such as billing and forms.

CHECK IN & OUT PROCEDURES

Check In: When dropping off and picking up your scholar at Sherman Lake YMCA Camp, you will follow the driveway past the Administration Building to the Kellogg Hall circle driveway. A Sherman Lake YMCA staff member will greet you and your scholar, take your scholar’s temperature and welcome your scholar. Drop off is between 7:50am and 8:00am and pick up is between 5:00pm - 5:15pm, Monday through Friday.

As an authorized adult for your scholar, please follow these steps to check-in your scholar.
1. Open your Brightwheel app
2. Choose ‘Home’
3. Click on ‘Check in/out’ at the bottom of your screen.
   a. *When you do this for the first time, you can update your ‘Check in Code’ (found above the words ‘Check in/ou’ at the bottom of your screen) to a familiar 4 digit code by clicking on the icon of a pencil next to the automatic 4 digit code provided.
4. Scan the QR code (please print for the first day of the program or Sherman Lake YMCA staff will provide a printed copy for you.)
5. Type in your unique ‘Check-in Code’
6. Answer the Health Check Questions

Scan image below to start!
**Check Out:** You will be greeted by a Sherman Lake YMCA staff member. As an authorized adult for your scholar, please follow these steps to check-out your scholar.

1. Open your Brightwheel app
2. Choose ‘Home’
3. Click on ‘Check in/out’ at the bottom of your screen.
4. Scan the QR code
5. Type in your unique ‘Check-out Code’

An authorized adult must come to pick up your scholar. Please do not give your unique code to any unauthorized adults when checking in or out your scholar. If Sherman Lake YMCA staff do not recognize the adult picking up a scholar, an ID will need to be provided that matches names on the ‘Authorized Pick up’ form that can be found in your child’s CampInTouch account.

**MEDICATIONS**

- Any medications, prescriptions, inhalers and non-prescription medications, must be checked in with a Sherman Lake YMCA Camp staff member at check-in each day and need to be in their original containers.
- All medications must be in their original pharmacy containers. Containers will be returned at the end of the session unless otherwise specified.
- You do not need to bring over-the-counter medications such as acetaminophen and ibuprofen; camp has a supply of these. If you gave permission to administer over-the-counter medication for aches and pains on the health form, our Camp Health Officers will do so if needed.
- If you are sending any medications including non-prescription medications; with your scholar, you must complete the ‘Permission to Administer Medication’ form and bring it with you to check-in. These medications will be kept with the Health Officers.
- Please label medications with the child’s name, name of medication, dosage, and time to dispense (lunch, or as needed).
- The American Academy of Pediatrics recommends that “Elective interruption of medications (drug holiday) should be avoided by scholars on long-term psychotropic therapy or those on maintenance therapy required for a chronic medical condition” (*Pediatrics. 2011; 127(4): 795*)
SPECIAL CIRCUMSTANCES & EMERGENCIES

Late arrivals (after 9:00 am) at Sherman Lake YMCA Camp: Please call our Registrar to make us aware of your arrival time or send a message through the Brightwheel App. A staff member will meet you outside of Kellogg Hall to sign your child in upon arrival.

Early Pickups (before 4:45pm): Either tell the staff member signing your child in the expected pickup time in the morning or send a message through the Brightwheel App. Staff will take your child to the front of Kellogg Hall at that time. Thank you for your patience, it can take longer than planned to get scholars from activities to the front lobby of Kellogg Hall.

Emergencies and closings: In the event of a rare emergency when camp may need to be cancelled, we will notify parents through the Brightwheel App. Additionally, please listen to the radio or television, become a friend of Sherman Lake YMCA Outdoor Center on Facebook, where the emergency closing will be posted, or check our website (www.shermanlakeymca.org) for up to date information. Those sites will be updated as early as we make a determination to cancel a program. Please call camp at 269-731-3000 for more information. This phone line is covered from 8:30am - 5:00pm during program hours.

DIRECTIONS TO SHERMAN LAKE YMCA

6225 N. 39th-Street
Augusta, MI 49012

From Richland:
Go east on M-89 to Richland. At the stoplight, continue straight through the light on M-89 to 38th Street. Turn right (south) on 38th Street. 38th Street becomes 39th Street. The camp entrance is about one mile south of M-89 on 39th Street.

From Battle Creek:
Go west on M-89 to 38th Street. Turn left (south) on 38th Street. 38th Street becomes 39th Street. The camp entrance is about one mile south of M-89 on 39th Street.

From Portage:
Go east on I-94. Take Exit #85 (35th Street) and turn left (north) onto 35th Street. Continue on 35th Street until G Avenue. Turn right (east) on “G” Avenue. Turn left on 39th Street. The camp entrance is located on 39th Street.

From Kalamazoo:
Go east on M-43 (Gull Road) to G Avenue. Turn right onto G Avenue. Continue on G until 39th Street. Turn left (north) onto 39th Street. The camp entrance is located on 39th Street.
LIFE AT CAMP

SHERMAN LAKE SCHOLARS PROGRAM SCHEDULE

DAILY SCHEDULE
Drop Off Begins at 8:00am
Call Sherman Lake YMCA if you are in need of extended child care before scheduled drop off

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>8:15-8:45am</td>
<td>Warm Up Activities&lt;br&gt;OUR Time Circle Question&lt;br&gt;Mindfulness/School Preparedness Time</td>
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<tr>
<td>9:00am</td>
<td>Online Learning with Teacher&lt;br&gt;*Breaks throughout the morning to recharge bodies and minds</td>
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<tr>
<td>12:00pm</td>
<td>Lunch - Pick up at Kellogg’s Great Hall or lunch from home</td>
</tr>
<tr>
<td>12:30pm</td>
<td>Online Learning with Teacher&lt;br&gt;*Breaks throughout the afternoon to recharge bodies and minds</td>
</tr>
<tr>
<td>2:00pm</td>
<td>Snack from Home</td>
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<tr>
<td>2:30pm</td>
<td>Camp Activities</td>
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Ends at 5:00pm Pick-up
Call Sherman Lake YMCA if you are in need of extended child care after scheduled pick up

SCHOOL YEAR CALENDAR
The Sherman Lake Scholars Program has been designed to respond to our local need for school age child care within our community during the COVID-19 pandemic.
We will follow the Gull Lake Community School
We aim to continue to provide programming until the end of Gull Lake Community Schools second trimester (March 12, 2021).

LUNCHES
Scholars will need to bring lunch every day. We encourage families to pack healthy, well balanced lunches to energize scholars for their active days. Lunches will not be refrigerated so please do not send perishable items. For the safety of other scholars, we encourage you to not send any items that contain peanuts.

If you want to simplify your week, we have got you covered! Sherman Lake YMCA is offering sack lunches for purchase for $30 per 5-day week. Lunches must be pre ordered through the Scholar Application. Our sack lunches feature a sandwich of cold cuts, fruit or veggie, snack and a drink. We are not able to accomodate special requests.
BEHAVIOR RESPONSE POLICY

Upon arrival, each scholar is placed in a group and given the task of helping to develop their community. Sherman Lake YMCA Camp works hard to create an environment for everyone to succeed within the boundaries of safety and our four principles of Honesty, Caring, Respect and Responsibility. When that boundary is broken, it is essential to provide some form of understanding and consequence.

Our Pod Leaders follow these procedures:

1. **Planning and Preventative**
   - Pod Leader establishes clear boundaries and works with scholars to establish behavior expectations through the community commitment.
   - Scholars agree to boundaries and are aware of positive behavior expectations.
   - Pod Leaders and staff continually communicate and encourage scholar behavior within boundaries. The focus will be on positive behavior of the group.

2. **When issues arrive: questioning and refocus** (What is the Scholars reality?).
   - Pod Leader looks at the scholar’s behavior first, or behavior of those involved.
     - Were the boundaries clear? How did the actions relate to HCRR? Did my actions escalate or encourage negative response?
   - Scholar looks at his/her behavior.
     - Can the scholars identify boundaries in their own words? Can they understand how others were affected by their actions?

3. **Action: undesired behaviors**.
   - If there is an issue that cannot be resolved by the scholar or the pod leader, appropriate action is taken. The safety of all scholars and staff is central to the HCRR philosophy. Sherman Lake YMCA will work within a restorative practices framework when resolving conflicts. Actions involved will include:
     - Verbal warning and positive redirection
     - Parents will be notified by the camp director and the scholar will be given a final warning,
     - If the issue is so serious that it cannot be resolved to ensure the safety of the scholars and staff, the scholar will be removed from camp. A parent/guardian is responsible for picking the scholar up. There will be no refund for a scholar who leaves camp due to a behavior issue.

**Bullying Policy:**

When a scholar chooses to threaten, intimidate, ostracize, or ridicule another scholar, they will be warned one time and a camp director will talk with the scholar’s parents. The scholar will also talk to their parents. If the bullying behavior continues the scholar may be removed from camp.

Any act of violence or aggression that jeopardizes the safety of the camp or any scholars or staff may result in immediate dismissal. *Any questions or concerns about your child’s behavior at camp should be directed to the Director of Character Advancement.
HEALTH CARE AT CAMP
The health and safety of our scholars is our number one priority. We adhere to standards and recommendations from the Department of Licensing and Regulatory Affairs (LARA) and the American Camp Association (ACA).

Our staff is trained and certified in First Aid and CPR and many are also certified as a Lifeguard.

Prior to Your Arrival:
Families will be asked to self-screen before the start of the program for the presence of COVID-19 symptoms such as: fever of at least 100.4 F, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc, and inform Sherman Lake YMCA staff if the scholar has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19. COVID-19 specific testing is not part of the screening process at this time. We also ask that families and scholars limit large group activities (especially indoors) prior to camp to prepare for camp. Scholars who exhibit any symptoms or criteria are kept at home.

For parents/guardians of scholars with underlying medical conditions, we recommend consulting with your child’s medical provider to assess their risk and determine if this program is an appropriate fit. If you have any questions, please call the Camp Director to institute a plan to safeguard the health of all scholars and staff.

Sherman Lake YMCA Camp does not carry insurance on scholars. You must accept responsibility for medical/surgical treatment charges which may be incurred on your child’s behalf and provide us with your insurance information.

Upon Arrival At Camp:
Scholars will receive a health screening before being signed into the program. Health screening will include:

- Temperature will be taken and anyone with a temperature 100.4 will have a temperature recheck. If the second check is 100.4 or above, the scholar will not be allowed to check into the program for the day.
- Parents will be asked the following questions each time they drop off their child. If the answer is yes, the child will not be allowed to stay:
  1. Have you been in close contact with a confirmed case of COVID-19?
  2. Are you experiencing a cough, shortness of breath or sore throat?
  3. Have you had a fever in the last 48 hours?
  4. Have you had a new loss of taste or smell?
  5. Have you had vomiting or diarrhea in the last 24 hours?

If all questions are answered with ‘no’, your scholar will proceed into program space. Scholars will proceed directly to a hand washing station before joining their pod. Parents will do a touchless sign-in of their scholar using BrightWheel. Read more about BrightWheel in the section above.

During Camp:
All scholars will take part in a mid day health screening each day. This will involve a temperature check around lunch time. In addition, throughout the scholars’ stay, pod leaders and staff will watch for signs of fatigue, dehydration, improper eating, etc. that may indicate illness. If a pod leader or scholar expresses a health concern, they will be seen by a camp Health Officer. Health Officers and Directors will contact parents or emergency services when necessary. If a scholar indicates illness, we will use the following procedures to determine next steps.
The scholars' temperature will be checked and if they have a temperature of 100.4 or above they will be isolated from the group until a recheck is done 15 minutes later. If the second temperature check is 100.4 or above, the scholar will be quarantined as directed in the On Site Isolation Procedures (see below) until a parent or guardian can pick the child up. Each Pod will have its own touchless thermometer for this process.

If the scholar’s temperature is not 100.4 or above, we will re-ask the relevant check in questions -
1. Are you experiencing a cough, shortness of breath or sore throat?
2. Have you had a new loss of taste or smell?
3. Have you had vomiting or diarrhea in the last 24 hours?
If a scholar answers yes to any questions, we will follow On Site Isolation Procedures below.

If the temperature is not 100.4 or above and the answers to all of the questions are still ‘no’, we will determine if your scholar is experiencing any of the low-risk symptoms, as described to the right. If the scholar is experiencing two of those symptoms, we will follow the On Site Isolation Procedures.

Parents will also be notified immediately if a child has been vomiting or has evidence of lice. The parent will be asked to pick up the child immediately in either of these instances.

Should a child have a communicable disease, they will be taken to the health center and isolated from other scholars until the parent picks up the child. In the case of a scholar having a communicable disease, parents of all scholars from that group will be notified. Please notify us if a communicable disease occurs shortly after returning home from camp.

In the event of an injury that requires medical attention, the parent will be notified immediately. Arrangements will be made to meet the parent at the hospital, or for the parent to pick up the child, depending upon the severity of the injury. Please be assured that we will always contact parents when there is concern about a scholar’s health and/or when a situation is not progressing as expected.

In a time when COVID-19 is a reality, we will be following the American Academy of Pediatrics - Michigan Chapter diagram below for observed quarantine duration. If an individual develops symptoms from the list above on the right and...
1. They are tested for COVID-19 and it comes back negative
   ○ Symptomatic person may return when they meet the usual criteria of:
     - Being 24 hours without medicine and free of high risk or any two low risk symptoms (see image above) for list of symptoms AND
     - Answering no to all screening questions:
       1. Have you been in close contact with a confirmed case of COVID-19?
       2. Are you experiencing a cough, shortness of breath or sore throat?
       3. Have you had a fever in the last 48 hours?
       4. Have you had a new loss of taste or smell?
       5. Have you had vomiting or diarrhea in the last 24 hours?
2. They are tested for COVID-19 and it comes back positive:
   ○ The individual must quarantine themselves for 10 days from symptom onset AND
   ○ Be 24 hours fever free AND
   ○ Symptoms improving
3. They receive an alternate diagnosis (example: cold or flu)
   ○ Obtain medical documentation from provider AND
○ Being 24 hours without medicine and free of high risk or any two low risk symptoms—see image to left for list of symptoms AND
○ Answering no to all screening questions:
  1. Have you been in close contact with a confirmed case of COVID-19?
  2. Are you experiencing a cough, shortness of breath or sore throat?
  3. Have you had a fever in the last 48 hours?
  4. Have you had a new loss of taste or smell?
  5. Have you had vomiting or diarrhea in the last 24 hours?

4. If an individual comes in direct contact with a person with COVID-19 see definition of direct contact in chart below
   ○ Must quarantine for 14 days from last contact with infected person
   ○ If individual develops symptoms, should receive a test
**EMERGENCY PROCEDURES & RISK MANAGEMENT**

**Emergency Procedures:**
In the event of a severe storm that produces damage rendering our facilities unusable, or other natural disaster or extreme emergency, you will be contacted immediately. Staff will first utilize the Brightwheel App and issue a mass email to parents regarding the emergency. Telephone calls to parents, or those listed on the registration form as emergency contacts, will be placed. We will also post information on local television (WWMT, WOOD, WOTV) and radio stations.

Thunderstorms are a normal occurrence. Rest assured that we watch the weather radar and monitor warning systems very closely and move the children to storm shelter locations to ensure their safety. In the event of a short-term power outage, we have emergency generators that keep our food cold and our wells running. We will only notify you if we need to close camp. If you try to call camp during a weather emergency and receive a recording, please leave a message and a staff person will get back to you as soon as possible. Our first concern during an emergency is the safety of our scholars and staff. We may not be available to answer the telephone. Thanks for your help in keeping everyone safe.

**Mosquito Management:**
Sherman Lake YMCA takes an aggressive approach towards the eradication and control of mosquitoes and ticks on our campgrounds. Mosquito Shield will be spraying our property throughout the spring, summer and fall. Spraying is a safe and effective means of controlling the mosquito and tick population. Mosquito Shield uses a blend of natural oils so the product is environmentally responsible as well as kid friendly. We will spray in areas where children are not present. Once the technician is done spraying, the area can be used immediately.

**Protection from Sun & Mosquitos:**
Scholars will spend a good part of their day outside, while not in class. Scholars are responsible for bringing their own protective clothing, sunscreen, mosquito repellent and water bottle. Our staff are trained to remind our youngest scholars to apply sunscreen, mosquito repellant and refill water bottles.
COMMUNICATION AT CAMP

CONTACTING CAMP
Our Camp Office hours are Monday-Friday, 8:00am-5:00pm and the phone number is: (269) 731-3000.

CAMP LEADERSHIP

Zach Klipsch, CEO
zachk@ymcasl.org (269) 731-3006

Karen Christopherson, Director of Character Advancement
karenc@ymcasl.org (269) 731-3022

Heather Sticka, Assistant Camp Director
heathers@ymcasl.org (269) 731-3037

For registration inquiries - Please contact our Registrar at Registrar@ymcasl.org (269) 731-3000