ACADEMY OF THE SACRED HEART

Summer Camp

SACRED HEART

Camp Handbook
2021

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GUIDING PRINCIPLES

History of the Academy of the Sacred Heart

In 1800, St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France. In 1818, St. Philippine Duchesne made the initial American foundation at St. Charles, Missouri. The Academy of the Sacred Heart ("ASH" or "School") in New Orleans is part of an international network of academic institutions under the direction of the Society of the Sacred Heart.

The Religious of the Sacred Heart arrived in Louisiana in 1818 and established a school in Grand Coteau in 1821, but it was not until 1867 that they opened a school for girls in New Orleans. The school, on Dumaine Street in the French Quarter, was placed under the patronage of Mater Admirabilis and came to be known as "Mater."

In 1887, a second school was opened in the Uptown area of the city. In the previous year, Pope Leo XIII had proclaimed the rosary as a shield against the enemies of Christ and His Church; hence, the new school was placed under the special patronage of Our Lady of the Rosary and assumed the name of "The Rosary," a title by which the school is still affectionately known by alumnae and students. Both French Quarter and Uptown schools existed simultaneously until 1914, when "Mater" was closed.

On August 1, 2002, the school purchased the property on the corner of St. Charles Avenue and Napoleon Avenue, and in remembrance of the original French Quarter school, it was named the Mater Campus. In 2005-2006, the Mater Campus opened for students enrolled in the Preschool and Lower School (prekindergarten through fourth grade) and in the Little Hearts program (two- and three-year-olds). In 2011, the school opened a new arts and athletics complex. In 2016, the Little Hearts program added a one-year-old program.

Goals of the Schools of the Sacred Heart

The Schools of the Sacred Heart in the United States, members of a worldwide network, offer an education that is marked by a distinctive spirit. It is the essence of a Sacred Heart school that it be deeply concerned for each student's total development—spiritual, intellectual, emotional and physical—and that it emphasizes serious study, that it educates to social responsibility and that it lays the foundations of a strong faith.

The specific goals to which Sacred Heart schools commit themselves to educate are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. A social awareness which impels to action
4. The building of community as a Christian value
5. Personal growth in an atmosphere of wise freedom

ASH operates as an independent school whose authority to govern itself is granted by the Society of the Sacred Heart and invested in a Board of Trustees. The education it offers is described in the following statement of philosophy and objectives:

- A **Roman Catholic** school that considers faith development integral to its total program and gives priority to the spiritual and moral growth of its community.
- A college preparatory school with a **strong academic program** for one-year-olds through grade twelve which is committed to providing each student with opportunities to recognize and to develop her intellectual gifts as fully as possible.
- A member of an international network of Sacred Heart schools and includes in its education a serious effort to awaken in the school community **a sense of responsibility to build a world of justice, peace, and integrity for all creation.**
- A school where care and love of one another are priorities as expressed by the genuine concern for the **personal growth of each person.**
- A **"family school"** in a city where family and tradition are highly valued, which fosters and celebrates relationships marked by respect, affection, compassion, and joy.

ASH Policies and Procedures

The *Goals and Criteria* of ASH direct the formulation of policies, practices, and educational programs that are supportive of the Christian concepts of human dignity. ASH is a college preparatory, ISAS (Independent Schools Association of the Southwest) school for girls. It admits qualified students regardless of race, color, national, or ethnic origin. The School offers a summer camp program ("ASH Summer Camp", or "Camp") as one program among many that occur during a year. The Camp operates under the auspices of ASH. Full policies and procedures are on file in the Office of the Headmistress.

Mission of ASH Summer Camp

Our mission is to inspire girls and boys to develop their gifts, talents and skills through active, creative and engaging activities that foster growth in an atmosphere of faith, wise freedom and fun.

Non-Discrimination Policy

ASH admits campers of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to campers. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies, admissions policies, or other ASH-administered programs.

Learning Differences/ Accommodations

ASH does not have special education or 504 programs, nor does it offer special education services or facilities. The program does, however, attempt to accommodate the special needs of its campers within reasonable limits consistent with the ASH mission, philosophy, program, and standard of a college preparatory education. In situations where ASH cannot meet the educational needs of a camper as determined by the Camp Director and the Headmistress, ASH has the right to ask the camper to seek a more appropriate camp program.

CAMP PROGRAM

Camp Activities

A wide variety of festive and fun summer camp and enrichment opportunities are offered. All programs are directed by experienced, qualified, and dedicated faculty and staff.

Camp Groups

Camp groups will be organized by grade level and will have a limited number of children in each group based on federal, state, and local guidance.

Camp Dates and Schedule

- Camp is offered June 14 – July 30, 2021.
- Camp hours are 9:00 a.m. to 3:00 p.m.
- Carpool runs from 3:00 p.m. to 3:15 p.m.

Camp Fees and Missed Camp Days

All balances are due in full by May 14, 2021 to reserve the camper's spot. There are no refunds issued after May 10, 2021. You may mail checks payable to ASH Summer Camp to 4521 St. Charles Ave., New Orleans, LA, 70115.

ASH reserves the right to change the specifics of a class or activity or to cancel a class, an event, or field trip. Registration fees will be refunded for any canceled programs.

Missed Camp Days
We encourage daily attendance of all camp sessions; however, we understand that circumstances may occur. If a camper attends any portion of a weekly session, the tuition cost is the same as the entire session. No tuition credits or make-up days will be given. There will be no refunds issued because of camp closing for issues out of the camp's control, such as inclement weather.

Camp Attire

- Day Campers (those entering Pre-K through 4th Grade) must wear the camp t-shirt and should wear socks and tennis shoes to camp every day.
- Summer Hearts campers (Summer Hearts 1 – 3) have the option to wear the camp t-shirt and should wear socks and tennis shoes daily.
- In alignment with standing COVID guidance from the CDC and Louisiana Department of Health, a child-size or well-fitting mask must be worn each day for all campers entering Pre-K through Middle School. An extra mask should be stored in the camper's bag.
- Middle School campers are not required to wear the camp t-shirt.

Camper Lunch and Supplies

Lunch and Snacks

Lunch is included in the camp tuition for all campers, excluding Summer Hearts 1 and 2. Campers may choose to bring a morning snack. Snacks will be provided for campers in Summer Hearts 1, 2, and 3.

- Lunch for the Summer Hearts 1s will be brought from home. Please remember to send a lunch that your child can eat by herself/himself. Food should be cut into bite-sized pieces. State licensing requires all lunch items to be labeled with your child's name.
- Lunch for the Summer Hearts 2s will be brought from home. Please remember to send a lunch that your child can eat by herself/himself. Food should be cut into bite-sized pieces. State licensing requires all lunch items to be labeled with your child's name.
- Lunch for Summer Hearts 3s will be prepared by the Archdiocese and is included in the tuition. If you choose to send a lunch from home, please remember to send one that your child can eat by herself/himself. State licensing requires all lunch items to be labeled with your child's name. Healthy snacks and water are provided by the camp.
- Lunch for the day camps (those entering Pre-K and older) will be prepared by the Archdiocese and is included in camp tuition.

Supplies

<u>Summer Hearts 1:</u>

- Blanket and/or lovey for nap time. It must remain at camp for the entire week.
- Cots and sheets will be provided by the camp. Sheets will be washed by the camp at the end of each week.
- Pacifier (if needed)
- 1 set of extra clothes (to remain in cubby)
- 1 pack of diapers to be replenished as needed
- 2 packs of wipes to be replenished as needed
- Diaper ointment
- 2 sippy cups - Each day: 1 filled with milk; 1 filled with water
- *ALL items/packs mentioned above must be labeled*

<u>Summer Hearts 2:</u>

- Rest mat
- Blanket and/or lovey for nap time. It must remain at camp for the entire week.
- Pacifier (if needed)
- 1 set of extra clothes (to remain in cubby)
- 1 pack of diapers to be replenished as needed
- 2 packs of wipes to be replenished as needed
- Diaper ointment
- Underpants
- Sippy cup or water bottle
- *ALL items/packs mentioned above must be labeled*

<u>Summer Hearts 3:</u>

- Rest mat
- Blanket and/or lovey for nap time. It must remain at camp for the entire week.
- Pacifier (if needed)
- 1 set of extra clothes (to remain in cubby)

- 1 pack of diapers to be replenished as needed
- 2 packs of wipes to be replenished as needed
- Diaper ointment
- Underpants
- Sippy cup or water bottle
- *ALL items/packs mentioned above must be labeled*

<u>Day Campers (those entering Pre-K and above)</u>

- Water bottle
- Tote bag or backpack
- Rest mat for campers entering Pre-K and kindergarten
- *ALL items/packs mentioned above must be labeled*

Life at Camp: Behavior Standards and Discipline Policies

It is important for every member of the Sacred Heart community to be sure of the standards which we hope characterize our time together. It is expected that campers of all ages will always exhibit courteous behavior during their time at Camp.

Each camper is expected to act with goodwill and honesty in his/her words, actions, and intentions. During this important period of the camper's moral development, he/she is forming his/her conscience that will serve in directing his/her actions in age-appropriate decisions and will be the basis for his/her personal code of honor for life. ASH understands this to be a time of practicing skills of judgment and learning from mistakes.

One of the goals of Sacred Heart education is "personal growth in an atmosphere of wise freedom." A high standard of integrity is presented as a value to be obtained through growth in self-discipline and self-control as a child of the Sacred Heart. This includes genuine concern and respect for each member of the ASH community; courtesy and consideration for others as a sign of respect; a sense of responsibility and accountability; and learning to make decisions and to accept the implications and/or consequences for those decisions.

Rules of Behavior

ASH is committed to providing a positive environment in which all campers are free to learn, play, and develop friendships without fear or intimidation as a result of unacceptable behavior from others. Behaviors which will automatically necessitate discipline include, but are not limited to:

- Disrespect
- Dishonesty
- Fighting/Hitting
- Obscene or offensive language or behavior
- Damage to the camp
- Harassment/Bullying (defined below)
- Biting, spitting, or other physical harm

Harassment/Bullying

In view of ASH's mission of modeling appropriate gospel values, as well as of providing a reasonably safe and viable learning/working environment for the campers, administration and employees, ASH

unequivocally opposes any and all forms of harassment and/or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, disability, or any other legally protected characteristic. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

In the Camp program, the harassment/bullying policy must be understood within the context of the nature of the young child. The camp provides opportunities and instruction to assist campers in handling situations involving social interactions. This is done through, but not limited to, individual and small group discussions and adult interventions.

Any concerns relating to harassment or bullying should be reported immediately to either the Camp Director or the Headmistress. We also expect that anyone who witnesses or has knowledge of bullying or harassment will report the incident to administration immediately. ASH prohibits all forms or retaliation for making complaints in good faith.

Discipline

The Camp administration and staff is receptive, responsive, and aware of the needs of campers, and they are eager to partner with parents to promote a child's optimal growth and development as it relates to acceptable behavior. The word "discipline" is derived from the Latin word *disciplina*, meaning "instruction." Camp staff model, acknowledge, and encourage positive behaviors with the children and with each other. Methods used if a child exhibits behavior that is dangerous, disruptive, uncooperative, or unkind include: redirecting; helping each camper to use words and language to express his/her feelings and needs; talking to a child about unacceptable behavior; and briefly separating from the group while under supervision. No child or group of children is allowed to discipline another child.

Neither physical force nor words of humiliation, degradation, or embarrassment are ever used in disciplining a child. Cruel, severe, unusual, or unnecessary punishment is not used on any child. Derogatory remarks about the child or his/her family are not made. A child is not deprived of snack or lunch for disciplinary reasons.

If inappropriate behaviors persist, camp staff will contact parents/guardians to discuss strategies that may be helpful in correcting them. When deemed necessary, the Camp Director will request a conference with the parent/guardian. In certain cases, the parent/guardian will be contacted immediately, and in severe cases, the parent/guardian may be called to pick up the child.

Biting Policy

A child who bites another child will be removed from the group, and the counselor will explain to the child why this behavior is unacceptable. A phone call will be placed to the biter's parent by the counselor/nurse. If the biting continues, parents will be called to address a plan of action. The child who was bitten will receive immediate attention in treating the bite. If the skin is not broken, the area will be cleaned with soap and water, ice will be applied, and a note will be sent home by the counselor. If the skin has been broken, the child will be taken to the nurse. The area will be cleaned with disinfectant, ice will be applied, and the parent will be called by the counselor/nurse. Individual confidentiality will be maintained when sharing information.

Time Out Policy
The time out policy shall not be used for children under age two. A time out shall take place in sight of staff. The length of each time out shall be based on the age of the child and shall not exceed one minute per year of age.

Arrival/Dismissal Procedures

Arrival
Curbside drop off and pick up is required of all campers. In an effort to decrease the spread of contagious illnesses throughout our campus, parents and guardians will not enter the building.

Camp begins at 9 a.m. Parents should call the camp office at 504.269.1230, if their child is running late or absent for the day. According to state licensing requirements, parents/guardians are required to send a written note/email to explain the following:

- Absence from camp
- Request to leave camp
- Request for a change in child's dismissal procedure for that day

Summer Hearts campers will use the Napoleon Street entrance, just north of St. Charles Avenue. Parents will drive up to the glass doors. Staff members may not open car doors or touch car seats. A parent must open the door for all young children and remove them from their car seat.

Day campers (those entering Pre-K through 4th Grade) will use the Mater Campus entrance on General Pershing St. (between Carondelet and St. Charles Avenue) for drop off and pick up. Parents will drive up to the iron gate and wait in their cars.

Middle School and sports camps will use the Rosary Campus entrance on Carondelet Street (between Cadiz and Jena Streets) for drop off and pick up. Parents will drive up to the entrance under the bridge and wait in their cars.

For all campers, a staff member will conduct a brief health screening each morning prior to your child exiting the vehicle. The screening will include taking your child's temperature with a touch free thermometer. A child with a temperature of 100 degrees or higher will not be allowed entry. Additionally, we will ask the parent/guardian the following questions.

- In the past 72 hours, has your child experienced: fever? Cough? Shortness of breath?
- In the past 6 hours has your child been medicated with acetaminophen (Tylenol) or Ibuprofen (Motrin/Advil)?
- Has your child been exposed to anyone with COVID-19 in the past 14 days?

All campers and staff will use hand sanitizer upon entry to the building. Campers and staff members will wash hands with soap and water upon entry to the classroom and frequently during the day.

Dismissal
Afternoon dismissal runs from 3:00 p.m. to 3:15 p.m. Camp staff will only release a child to persons listed on the Carpool Form. Parents must send a note to the Camp Director if someone other than

those listed on the form will be picking up their child on a particular day. A staff member will ask for an ID if he/she doesn't recognize the person picking up the camper.

Extended Care Hours

- After care is offered for an additional fee. It begins at 3:15 p.m. and ends at 6:00 p.m. Registration and prepayment for after care are required before May 14, 2021
- During summer camp, we will not offer after care on a drop-in basis.
- During summer camp, we will not offer before care.

Toilet Training

Toilet training for Summer Hearts 2s and 3s is a cooperative effort between home and camp. There are certain cognitive, behavioral, and physical signs that your child may be ready to toilet train. They include but are not limited to:

- Has dry periods of two hours or more
- Communicates discomfort and dissatisfaction with wet or soiled diapers
- Can pull pants up and down
- Is verbally able to communicate the need to use the bathroom
- Can sit independently in the bathroom

A child may transition to underwear when he/she:

- Has four consecutive dry diaper days at camp
- Tells a staff member when he/she needs to use the bathroom while still in diapers
- It is common for potty-trained children to still need a diaper during nap time.

We realize that even potty-trained children will occasionally have toileting accidents, but a child having frequent accidents is not considered potty-trained and cannot wear underwear at camp.

Recreation/Recess

The camp understands the importance of outside play to encourage physical exercise and social interaction. During recreation times:

- Counselors explain playground rules to the campers.
- Campers go to the playground for active outdoor play (except during inclement weather).
- Counselors are on duty to reasonably supervise children at play. Supervisors are on duty to supervise counselors.
- Campers may not play on the equipment unless properly supervised.

ASH POLICIES

Confidentiality

Members of the Camp community commit themselves to maintaining professional tact and discretion with regard to any confidential information disclosed to them by or about campers. The guiding principle for extending confidentiality is when there is concern about a camper's ability to function academically, emotionally, physically, and/or morally within the Camp environment.

Because of the increasing incidence of social problems among young people in this country, it has become necessary that ASH address these issues through clearly defined policies which are made known to the campers and their families. The Academy of the Sacred Heart recognizes the need for confidentiality. In all cases, ASH staff and administration follow Louisiana law pertaining to the disclosure of information to parents and/or officials in cases in which there is an indicator that a camper is in danger or is dangerous to her/himself or others. The Camp Director, with the Headmistress, notified in all cases, determines appropriate action, recommendations, and/or referrals. There may be occasions in which the parents' active response to these recommendations may be a requirement for retention.

The right to privacy is a very important personal right, but it is not absolute. There may be compelling reasons for the right to privacy to be invaded. Campers have a moral right to privacy, but the law does not enforce this moral right. The privacy rights of minors belong legally to parents or guardians. Staff have legal responsibilities to the parents or guardians of the minor students that they supervise. Information disclosed to staff which raises concerns about a camper's health or well-being cannot be held in confidence and will be shared with the Camp Director and Headmistress.

Technology Use and Social Media

Electronic device activities for children under age two are prohibited. All television, video, or other programming shall be suitable for the youngest child present. PG programming shall not be shown to children under age five.

Computers that allow internet access by children will be equipped with filtering software that limits access by children to inappropriate websites.

We strongly discourage the presence of cellphones at Camp. If a camper must have a cellphone to communicate with parents before or after camp, please speak to the Camp Director. Campers are not to use their cell phones during Camp hours. **Use of cell phones to take pictures of or record other campers during camp hours or while on campus is prohibited.**

Social Media

In the rapidly expanding world of electronic communication, social media can mean many things. "Social media" includes all means of communicating or posting information or content of any sort on the internet. Examples of social media sites include but are not limited to: Instagram, TikTok, SnapChat, YouTube, Facebook, Twitter, LinkedIn, Group Me, Pinterest, etc.

ASH encourages the creation of a positive digital identity. Nevertheless, campers are responsible for the content of their social media communications. In an effort to balance these interests, camper interactions online should be:

- Guided by the principles of respect, dignity, and the safety of themselves and others.
- Respectful of the privacy of others in the camp community.
- Aware that their posting may be visible to friends, total strangers, parents, teachers, admissions officers, and future employers (even where the original intent was for the communication to be private).
- Free from sexual, profane, vulgar, defamatory, racist, harassing, or threatening language and/or references to drug and alcohol use.

The same principles and guidelines found in the *Goals and Criteria* apply to camper activities online. Before creating online content, campers should use common sense and consider both risks and rewards that are involved. Any camper conduct that adversely impacts the image of the camp or members of the camp community may result in disciplinary action, regardless of when or where the posting was made.

Access & Authority

ASH recognizes that, absent a court order to the contrary, parents share parental authority and access to their daughter/son in accordance with La. C.C. Art 216. ASH will comply with a court order varying legal or physical custody provided that the Camp Director or Headmistress are furnished a certified copy of the order.

ASH also recognizes that pursuant to La. R.S. 9:351, regardless of the custodial arrangement, parents are entitled to access records and information pertaining to their daughter/son. ASH will comply with this statute unless the Camp Director or Headmistress are furnished with a certified copy of a court order modifying parental access.

Background Check

The insurance carrier for ASH requires that the camp obtain consent for a criminal background check from all employees as well as from each person who volunteers at the camp. Further, state law and the insurance carrier require that a background check be conducted on any adult who will be chaperoning campers. If a background check is conducted, ASH will keep all results confidential. All staff members 18 and older are required to have a background check. ASH reserves the right to exclude an individual from camp-sponsored events at its sole discretion.

Public Relations / Marketing Use of Camp Photos

Throughout the year, photographs and videos are often taken of campers either by Sacred Heart or the media. Unless a parent otherwise notifies the camp, photographs and videos may be used by Sacred Heart or its designees for publication or broadcast purposes. If you do not wish for pictures or video of your child to be used externally, please contact the Director of Communications/Public Relations at 504.269.1231 for your child to be placed on a Do Not Photograph List.

Visitors and Guests

For security, all visitors are required to sign in at the front desk of the campus. ASH utilizes the "Lobby Guard System" which requires all visitors to the campus to provide proof of identification and to wear a visitor's pass during the visit. All visitors must return to the front desk to sign out. 24-hour video recording systems are in use during the camp.

HEALTH & SAFETY

In response to the continued risks associated with COVID-19, the Academy of the Sacred Heart has incorporated safety measures in compliance with all federal, state and local requirements, and beyond that is actively participating in the sharing of best practices within our local, national and international educational networks. Several policies within this handbook have been altered to ensure the safety of our camp community; however, in the context of a very fluid environment, we anticipate that additional changes in protocol may be necessary throughout the summer. Sacred Heart will fully adhere to all local, state and national guidance which may address but not be limited to: face mask requirements, limitations on gatherings, medical protocols and attendance requirements. In preparation for the summer, we have created a comprehensive set of protocols; these will be regularly communicated to parents and made available.

COVID-19 Guidelines

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and is extremely contagious. The Academy of the Sacred Heart will follow CDC, state, and local guidelines and has put in place several preventative measures to reduce the spread of COVID-19 on campus and ensure a safe environment. We will strictly enforce our fever policy for the safety of all campers (see section below). Campers sent home with severe symptoms will not be permitted to return to camp without a note from a medical provider.

In some cases, the Nurse may notify other parents/guardians of the exposure and outline the symptoms. We will maintain individual confidentiality when sharing information. Any camper exposed to COVID-19 must immediately report their exposure to the Camp Nurse, and self-quarantine for 14 days. All decisions concerning a camper's return to camp will be made by the camp based upon the relevant federal, state, and local guidance, along with the individual circumstances of each case. Parents are expected to cooperate with the camp in responding to requests for medical documentation.

Face Coverings

All adults and campers entering Pre-K through Middle School must wear a face covering. Children under two years old and individuals with breathing difficulties should not wear a face covering. Face coverings may be cloth or disposable. Bandanas or gaiters are not permitted.

Screening

Upon arriving at the camp facility, each adult and camper will be assessed for symptoms of COVID-19, as defined by the CDC, including an initial temperature check.

Infirmary

A camp nurse is on staff during the day. Parents/Guardians will be informed of excessive visits to the infirmary. For the safety of the campers, the camp prefers that any camper who has a foot or leg injury return to camp in a wheelchair rather than on crutches. Campers may not attend camp until completed medical records are on file in the infirmary.

Medical Release Forms

Under the mandate of HIPAA, ASH is required to have a parent/guardian sign release forms granting permission to disseminate information regarding existing medical conditions. If these release forms are not completed in the online registration by the first day of camp, the camper will not be permitted to attend camp until the forms have been submitted and approved by the Camp Nurse.

Emergency Action Plans

Campers with special conditions that put them at risk for life-threatening emergencies, such as seizures, diabetes, asthma, or allergies, will require an Emergency Action Plan completed by a physician and signed by a parent or legal guardian. These emergency care plans must be completed and submitted to the Camp Nurse for approval prior to the camper being allowed to attend camp. In the event of an emergency situation, the camp staff will refer to the camper's emergency care plan. Emergency care plans and emergency medicines (provided by the parent) will be made available to appropriate staff at all times. The appropriate staff will also receive yearly training on the use of emergency medicines.

Immunizations

The Academy of the Sacred is required to be compliant with Louisiana laws and regulations regarding immunizations. This requirement is reflected in our *Goals and Criteria of Sacred Heart*, which calls us to ensure the safety of your child, and all other campers. In keeping with Goal 4, Criteria 2, "Sacred Heart educates to the building of community as a Christian value. Sacred Heart promotes a safe and welcoming environment in which each person is valued, cared for and respected."

If the schedule recommended by the Louisiana Department of Health and Hospitals is not followed, the camper will require a doctor's note annually. The doctor's note should state that he/she is aware of the recommended schedule and that all exclusionary rules were explained to the parents.

The Recommended Schedule for Immunization of Infants & Children can be found at:
https://lalinks.org/linksweb/docs/2020_Immunization%20Schedule_Jan%202020.pdf

Medications

The Policy and Procedures for the Administration of Medications and all medication forms are available from the Camp Nurse. Any camper who takes medication daily at camp should have a medication form on file in the Nurse's office. Parents should notify the Camp Nurse of all medication even if dispensed at home. Only the Nurse will dispense any medication needed during the camp day. Over-the-counter medications (which are not stocked at camp) require a Medication Form, complete with a parent signature. Prescription medications require a Medication Form with both a parent and physician signature. All forms must be completed and submitted to the Nurse's office prior to the start of camp.

Medication brought to camp must be in its original container. The name of the medication, the name of the child, instructions, and any possible side effects must be visible. The first dose of a new medicine may not be administered at camp. Parents must bring the medication to camp and consult with the Nurse regarding dosage. No child may bring medication (including lotions, creams, or cough

drops) to take or administer on his/her own. Parents of asthmatic, diabetic, severely allergic, or those with special needs must meet with the Nurse about recommended treatment.

Accident Reports

Accident reports will be completed when an injury in connection with a Camp-related event results in any of the following:

- The camper seeks medical attention (health care provider office, urgent care center, emergency department).
- EMS 9-1-1 is called.

In the event the Nurse is unavailable to examine the patient, the witnessing counselor will complete an accident report. The report will first be submitted to the Camp Nurse and Camp Director for signatures and then to the Business Office.

Absence from Camp for Health/Medical Reasons

Parents/Guardians are asked to keep their child home if he/she shows any signs of illness (e.g., fever, rash, flu, persistent cough, persistent vomiting, persistent diarrhea, lethargy, etc.).

- **Fever**: If a child has a temperature of 100.0 or greater while at camp, parents will be notified for pick up, and with verbal permission from the parent, the camper will be medicated with a fever-reducing medication. When a camper is sent home due to fever, coughing, shortness of breath, or other symptoms, the camper with a negative COVID-19 test result will be able to return to camp 24 hours after complete resolution of symptoms. The camper with a positive COVID-19 test should quarantine for 10 days. Any camper sent home with mild symptoms, and not tested for COVID-19, will be allowed to return to campus 24 hours after complete resolution of symptoms, but not sooner than 10 days from onset of symptoms, unless they have documentation showing that they have been diagnosed with a verifiable, non-communicable illness. Campers must have a doctor's note with a return to camp date and diagnosis listed.

- **Diarrhea**: Parents are asked to keep their child home and see a physician, if he/she has 2 or more episodes of diarrhea that is not associated with changes in diet or due to antibiotic use. Campers must have a doctor's note with a return to camp date and diagnosis listed.

- **Vomiting**: A child who has had two or more episodes of vomiting in 24 hours should not attend camp and should see a physician. He/she should also be kept home for at least 24 hours since the last episode.

Parents must notify the Camp Nurse within 24 hours if the child has strep throat or any other contagious diseases. The Camp Nurse will send a child home in certain cases. It is a camp policy that if a child is sent home by the Nurse with fever, vomiting, diarrhea (not due to antibiotics or diet), a contagious disease, etc., he/she may not return to camp the next day (or the same day). The camp is aware that this may conflict with a medical recommendation; however, this is a camp policy.

In the event of a COVID-19 diagnosis, reference section above for applicable protocols.

If a camper receives medical attention by a physician, please submit a doctor's note to the Camp Nurse upon the camper's return to Sacred Heart. If a camper has been hospitalized for any reason, or if the camp director or Nurse has requested a medical clearance, the camper will need to provide a doctor's note before returning to camp. The written statement from the physician should state that he/she is medically cleared and that it is safe for the camper and the camp community for the camper to be readmitted. The camper must also be able to participate in all routine camp activities. If applicable, please discuss all restrictions with the Camp Nurse and the camp director prior to the camper's return.

Contagious Diseases

If a child has a contagious disease, parents/guardians must inform the Nurse so that he/she may notify other parents/guardians of the exposure and outline the symptoms when necessary. A doctor's note certifying that the child is no longer contagious will be required upon return to camp.

Infections/Infection Control

Handwashing Policy

Liquid hand soap and individual hand towels are used for handwashing. Staff should wash their hands frequently between contact with multiple campers. Children and staff wash their hands upon arrival; before/after food preparation/service/eating; before handling utensils or kitchen equipment; before/after diapering; after using the restroom; after nose-wiping/sneezing or contact with any bodily fluid; after outside play; after cleaning; after providing any first aid; after removing soiled clothing or contaminated materials or equipment. If soap and water are not available, an alcohol-based waterless hand sanitizer will be used according to manufacturer's instructions.

Universal Precautions

Universal precautions will be followed when providing care to any camper in order to reduce the spread of infectious diseases. The following list describes universal precautions:

- Disposable gloves will be worn when there is a possibility of coming into contact with blood or other body fluids (including when changing a diaper or dressings; when providing mouth, nose, or tracheal care; when the caregiver has broken skin on the hands, fingers, or under/around nails; and when cleaning blood or bodily fluids or wastes or soiled supplies).
- Thorough hand washing should take place after gloves are removed and disposed of.
- Gloves will always be discarded after single use.
- Protective eyewear will be worn when body fluids may come in contact with eyes.
- In the event that CPR is needed, a disposable mask with a one-way valve should be used.
- Any blood or body fluid spills will be wiped up as soon as possible (and disposable gloves worn).
- Trash containing bodily fluids (including used gloves) will be doubled-bagged in plastic bags and disposed of immediately. The area will be cleaned with a liquid bleach solution or phenolic germicidal detergent.
- All soiled clothing (i.e. clothing with blood, stool, or vomit) sent home with the camper will be in a double-bagged plastic bag. Camp staff are provided training on Universal Precautions annually.

Physical Injury

If the camper comes to camp with an Ace bandage, cast, boot, or crutches, he/she must have a note from a parent or physician and must be evaluated by the Camp Nurse in order to attend camp.

Bumps on the Head

All campers who bump their heads while at camp will be evaluated by the Camp Nurse as soon as possible. It is our policy to notify parents every time a Summer Hearts camper bumps his/her head at camp, regardless of the severity of the injury. The parent will be notified by phone, within 30 minutes of the injury. The Summer Hearts camper will also receive a written head injury notice that day, which must be signed and returned to camp the following day. In the event that the Nurse is not available, all duties, which include first aid (immediately), phone call (within 30 minutes), and head injury notice (to be sent home at dismissal), will be carried out by the Summer Hearts Director within the appropriate time frames. Then, the counselor will have the camper examined by the Nurse as soon as possible. In the event that the Nurse cannot examine the child that day, the Summer Hearts Director will additionally fill out an accident report to be submitted to the Camp Director and to the Camp Nurse.

Allergies

Allergy Action Plans

Campers at risk for a life-threatening allergic emergency will require an Allergy Action Plan completed by a physician and signed by a parent or legal guardian. The Allergy Action Plan can be accessed from the Nurse's office. These emergency care plans must be completed and submitted for the Camp Nurse's approval prior to the camper being allowed to attend camp. Any medication ordered on the Allergy Action plan must be provided to the camp by the parent. Emergency care plans, along with emergency medicines, will be made available to appropriate staff at all times as well as training on EpiPen usage.

In the event of an emergency situation, Camp staff will refer to the camper's emergency care plan.

Allergy Aware Spaces

In an effort to prevent a life-threatening allergic reaction, there is strict avoidance to peanuts on campus. Reactions can range from mild to life threatening. The following practices are in place to help prevent allergic reactions:

- All camper rooms and playgrounds are designated as peanut allergy aware spaces. There will be no projects with peanut butter or peanut shells, nor will any of these projects be allowed to remain in the group room if sent from home with campers.
- Parents who send a lunch and snack from home for their child may pack the foods of their choice. We discourage families from sending foods containing peanut butter or peanuts.
- If there is a special day/occasions when campers are allowed to bring a snack to share, parents should refrain from sending anything containing peanuts or peanut-containing products. Parents should check with the counselor before sending food by campers to be shared with the group.
- In the event any camper needs a peanut free snack, parents will work with the Camp Nurse and provide an appropriate snack to be distributed as needed.

General Use Epi Pen

In the event a camper is having an anaphylactic reaction while at camp, the general use EpiPen will be administered to any camper who does not have her own epinephrine auto injector on campus. All epinephrine auto injectors will be stored according to manufacturer's directions in a clearly labeled, locked, easily accessible closet at room temperature. The general use EpiPen will be administered by the Camp Nurse or trained personnel when one or more of the following are present:

- Lung: Short of breath, wheeze, repetitive cough
- Heart: Pale, blue, faint, weak pulse, dizzy, confused
- Throat: Tight, hoarse, trouble breathing/swallowing
- Mouth: Obstructive swelling, (tongue and/or lips)
- Skin: Many hives all over body
- Or a combination of symptoms from different body areas:
- Skin: Hives, itchy rashes, swelling (e.g. eyes, lips)
- Gut: Vomiting, diarrhea, crampy pain

If epinephrine is administered, 9-1-1 will be called. The Camp Nurse will be notified, and in turn, will notify parents/guardians. The camper will have constant visual monitoring, and additional medications will be administered if applicable (antihistamines and inhalers).

Food and Nutrition Guidelines

Archdiocese of New Orleans Camp Food and Nutrition Services' kitchens are not allergy-free kitchens. Cross-contamination is always a possibility. Camp Food and Nutrition does not administer EpiPen treatment; however, General Use EpiPens are available and will be administered if needed (additional information in General Use EpiPen section).

Drugs and Alcohol

ASH recognizes that the camp is to provide opportunities for campers to make decisions about significant life issues. Scientific data have taught that campers cannot make full use of the total camp program if they are involved with mood-altering chemicals which can seriously inhibit their capacity to learn and function effectively.

The community recognizes that alcohol abuse and drug dependency are treatable health problems. If it seems that this dependency is present in any member of the camp community, it is ordinarily the responsibility of the camp to share its concern with the camper and his/her family, or in the case of an adult member of the community, with the person involved. Where there is a reasonable suspicion of a drug or alcohol related problem, the camp may require an evaluation by qualified persons to determine a course of action. It is the parents' and camper's (or adult's) responsibility to seek this qualified counsel and evaluation and to inform the camp of what corrective action is recommended and being taken. ASH's concern for individuals whose lives have been impacted by their own chemical use or the use by those around them is related to a safe and viable learning environment. Should a member of the camp community who has been identified as having a drug or alcohol related problem fail to seek help and/or should the problem persist, appropriate disciplinary action will be taken. Each situation will be addressed individually and confidentially.

Child Abuse

Louisiana law is written to protect children whose physical or mental health and welfare is substantially at risk of harm by physical abuse, neglect, or exploitation and who may be further threatened by the conduct of others. It is the stated policy that ASH will be an active force against child abuse, whether sexual, physical, or psychological. This means that the camp not only will pursue a vigilant policy to prevent such abuse from occurring in the camp environment, but it also means camp personnel will be instructed to be vigilant for evidence of abuse against any of the children with whom they come in contact as required by Louisiana's Children's Code.

ASH follows the Archdiocesan policy which may be found on its website for the Archdiocese of New Orleans, Safe Environment Section, Policies of the Archdiocese of New Orleans, Policy Concerning Abuse or Neglect of Minors or on the ASH G Drive, ASH Public Docs, SE Policy 10-1 11.

In summary, camp personnel as "mandated reporters" are required to report suspected abuse of minors to law enforcement and/or the Department of Children and Family Services immediately, as required by law.

To ensure compliance with applicable regulations, ASH will follow the following procedures.

Louisiana State Licensing of early learning centers requires the following in regards to child abuse and young children:

1. As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855.452.5437).

2. An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations.

3. An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child protection Statewide Hotline.

Parent Communications and Emergency Notifications

Sacred Heart's camp administration and staff welcomes parental questions and comments throughout the summer.

- Parents should contact the counselor through the Camp Director. In order to best provide for all campers, counselors may not be disturbed while in an activity or on duty.
- For matters concerning camp policies or disciplinary problems, parents should contact the Camp Director.
- For financial matters, parents should contact the Camp Director.
- Parents/Guardians must read all communications from the camp.
- For matters concerning custodial rights of parents, ASH will follow the dictates of the court. (Parents should refer to Access and Authority under the ASH Policies section of this handbook.)

ASH Camp Contact Information

Camp parents are able to contact the following individuals with questions or concerns:

- Sacred Heart Headmistress Sr. Melanie Guste: 504.269.1201 or mguste@ashrosary.org
- Sacred Heart Camp Director Mrs. Kris Blamphin: 504-269-6508 or kblamphin@ashrosary.org
- Sacred Heart Camp Nurse Mrs. Beverly Eden: 504-269-1238 or beden@ashrosary.org

Emergency Closings and Notifications

The safety and well-being of our Camp community is our first priority and commitment. Sacred Heart carefully monitors weather forecasts in order to make well-informed decisions on whether to close Camp for a day or dismiss early, in the event of inclement weather. Sacred Heart administrators understand parents' need to make plans in advance. Our decisions are made in consideration of the latest weather forecasts and any applicable city-wide announcements. Any decision to change the regularly scheduled Camp program will be communicated by the Office of the Headmistress of Sacred Heart as quickly as possible via our Bright Arrow emergency notification system. Parents of Camp participants will be automatically enrolled in this system at the onset of their child's Camp session. Parents may also check the ASH website and social media channels for emergency notifications.

Camp Handbook – Summer 2021

Please read and sign this form online.

In signing electronically, I acknowledge that I have downloaded, read, and understand the *Camp Handbook*. I agree to be accountable for, to abide by, and to support all of the policies, rules, and regulations set forth by the handbook.

Becoming acquainted with all aspects of the handbook helps the Camp personnel and families maintain a safe and supportive environment at the Academy of the Sacred Heart.

I/We have read the policies and regulations contained in this handbook and will comply with all policies and regulations of our parents and campers.

Camper's Name_____

Camper's Grade (entering Fall 2021) _____

Parent/Guardian Signature _____ _____

Date _____

Updated: 3/17/21

ACADEMY OF THE

SACRED HEART

OUR GIRLS CHANGE THE WORLD

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