

Important Summer Camp Information and Program Changes Related to COVID-19  
May 22, 2020

**Whether you are a new or returning customer, please read carefully as you will need to make a timely decision on having your child attend camp or canceling your registration for a full refund.**

Dear Parents,

First, thank you for entrusting the Cornelius PARC Department (PARC) with your child for another exciting summer camp season. We value your participation in our programs and strive to provide the most positive camp experience possible for every child. As you are keenly aware, the COVID-19 pandemic has taken everyone into uncharted territory that we are all navigating our way through. On May 5, Governor Cooper signed Executive Order No. 138, which permits the Town to conduct summer camps and programs for children and teens. PARC staff continue to assess federal, state and local directives and guidance on how to conduct camp programs in compliance with these orders and in the safest manner possible. PARC anticipates offering your child's camp if there are no additional restrictions levied and if a core number of campers are still enrolled prior to your child's camp starting.

In addition to the governor's order on May 5, the North Carolina Department of Health and Human Services (NCDHHS) issued Interim Coronavirus Disease 2019 (COVID-19) Guidance for Day Camp Settings on May 5, then updated on May 22. PARC staff and instructors will be educated on these requirements to provide the safest camp experience possible.

While we are still fine-tuning our program plans, we do have some important details to share with you on how camps will be conducted this year. Please be aware that camp prices will remain the same. While some camp benefits have been eliminated, other costs such as an increase in staff and the purchase of PPE equipment and other supplies are expected to offset any program savings. To be upfront and clear, camps will be vastly different compared to previous camp years. As an example, Charlotte-Mecklenburg Schools (CMS) eliminated all access to its schools for the summer, which means all of our camps scheduled to occur at Bailey Road Recreation Center and JV Washam Recreation Center have been relocated. Summer Full Day Camps have been directly impacted, as well as many of our sports and arts camps.

While camp locations and types (Summer Day Camps [SDC]), Summer Sports Camps [SSC], and Summer Arts & Recreation Camps [SARC] are unique, the following changes, protocols, and procedures will be put in place to ensure compliance with NCDHHS guidance:

**Location Changes:** Many camps are still being held at their originally scheduled locations, but others have been changed for a variety of reasons. Some of these location changes also necessitate time changes and many require reductions in capacity. Some of our camps are currently "oversold" at the new capacity limits. If your child is enrolled in any of these now "oversold" camps, you will be contacted in a separate email regarding next steps.

- For SDC: Full day camps have been moved to Cornelius Town Hall, 21445 Catawba Ave., in the Community Room.
- For SSC: Most indoor camps have been relocated outdoors, though some have been canceled. A detailed listing of any changes made to date is attached.
- For SARC: Most camps originally scheduled for any site other than the Cornelius Arts Center (CAC) have been relocated to the Cornelius Arts Center, though some have been canceled. A detailed listing of any changes made to date is attached.

**Check-in Procedures:** To minimize two-way foot traffic and maintain social distancing, all persons entering site locations will be directed via posted signage to approach specific points for drop-off and sign-in. There will be a clearly delineated path along with 6' distancing markers. Prior to your child being allowed in, you will be asked a series of questions related to the health of your child as well as family members in your household or other people with whom the child may have had contact. This health check is important to identify any possibility the child may have or may have been exposed to COVID-19. If there is any reason to believe the child has or has been exposed to COVID-19, the child will not be able to attend camp. Staff will call you to discuss options for remaining camp days and issue a full refund for any missed time. If the child is well, then they will be escorted by staff where their hands will be immediately sanitized with approved hand sanitizer and then into their camp facility. For the safety of staff, other campers, and parents or caregivers, parents or caregivers will NOT be allowed into the camp facility or activity area under any circumstance. Please be aware that this new check-in procedure will take time and delays are expected, so we ask that you be patient as we process all of the campers. Procedures more specific to each camp location will be emailed to you during the week prior to each camp's starting date.

- For SDC: All persons will be directed to approach the rear entrance door at Town Hall closest to Food Lion.
- For SSC: In light of the additional time for check-in and number of campers, check-in will commence 30 minutes prior to your child's camp start time in lieu of the traditional 15 minutes prior to start. All persons will be directed to approach a check-in drive lane in the camp facility's parking lot in an orderly manner. When you reach the drop off point, a staff person will begin a curbside check-in process at your vehicle.
- For SARC: In light of the additional time for check-in and number of campers, check-in will commence 30 minutes prior to your child's camp start time in lieu of the traditional 15 minutes prior to start. All persons will be directed to approach the front door of the Cornelius Arts Center from the ramp to the right of the front door, campers will be escorted by staff into the building, and parents/guardians will exit to the left of the front door.

**Social Distancing Requirement:** Campers are expected to maintain 6' social distancing as much as practically possible. Program plans are being developed in such a way as to maintain this distance and high traffic areas will have markers denoting 6' distancing where applicable. NCDHHS guidelines stipulate that contact needs to be avoided. If your child will be attending our camps, we ask that you discuss the importance of them helping us mitigate the spread of COVID-19 and for them to comply with PARC staff and instructor directions at all times. Should a camper be warned multiple times, the parent or caregiver will be notified to pick up their child immediately. With children being children, PARC cannot guarantee that your child will not come within 6' of another camper, staff person or instructor, but our protocol will greatly maximize their ability to keep 6' of social distance.

**Personal Protective Equipment:** Some camps will require that PARC staff, instructors, and campers wear cloth masks that cover both their mouths and noses at times when in close proximity during camp, for their and your child's protection. Campers must be able to proficiently put on and take off their masks without any assistance. At no time will PARC staff or an instructor assist a camper with their mask. We ask that you teach your child to put on and remove the mask on their own, as well as discuss the importance of keeping the mask on in order to keep everyone safe if required to wear one. For camps that require masks, each camper must provide his or her own mask daily. Campers arriving without masks for those camps requiring them will not be allowed to enter the camp until a mask is obtained.

- For SDC: **PARC staff and instructors will wear cloth masks** that cover both their mouths and noses **while indoors** during camp. Additionally, **all campers will be required to wear cloth masks** that cover their mouths and noses **while indoors** with the exception of snack and/or lunch breaks. Campers and staff will be allowed to remove masks during outdoor activities once everyone is spaced appropriately apart.
- For SSC: Masks are not required for outdoor camps, but are encouraged when checking in or out for the day.
- For SARC: **PARC staff and instructors will wear cloth masks** that cover both their mouths and noses **while indoors** during camp. Additionally, **all campers will be required to wear cloth masks** that cover their mouths and noses **while indoors** with the exception of snack breaks. Campers and staff will be allowed to remove masks during outdoor activities once everyone is spaced appropriately apart.

**Disinfecting:** All tables, chairs, sports equipment, art supplies, tools, and high-contact touch points will be disinfected prior to each camp with an EPA-approved disinfectant. Sports and recreational equipment will be periodically disinfected or new equipment put in play throughout the camp. PARC staff and instructors will continually wash their hands or apply sanitizer to ensure clean hands throughout camp. PARC staff and instructors will also have campers sanitize their hands after each toilet break, snack break, lunch, or after using shared equipment.

**Program Revisions:** Due to 6' social distancing requirements, the maximum capacity for each camp may be reduced, but is contingent based upon the facility being utilized. Campers may be broken into smaller groups and play at opposite ends of a facility or utilize multiple facilities at one time. The instructor will still assist campers as necessary to illustrate proper form or technique, but will minimize their time with each camper. Our instructors and staff have been revising program plans to comply with NCDHHS guidance and are doing everything possible to ensure both a fun and safe camp experience. Please note that because many camps now have reduced capacity, we will need to cancel some registrations. If we do not receive enough cancellations to get to our new capacity limit, PARC will prioritize Cornelius residents first and then those who registered earliest. We will notify you of any cancellations after the decision dates noted below in this letter.

- For SDC: With the new location at Town Hall, the maximum capacity for each camp week will be drastically reduced from one hundred (100) to no more than twenty-eight (28) campers. Numerous activities will occur in the community room, but campers will also walk to nearby local attractions, including but not limited to locations such as Legion, Wilhelm, and Smithville Parks, Antiquity Greenway, and other points of interest in the downtown area. NO FIELD TRIPS as originally advertised will be provided this year. Counselors and instructors will still assist campers as necessary, but will minimize their time with each camper. Our instructors and staff have been revising program plans to comply with NCDHHS guidance and are doing everything possible to ensure both a fun and safe camp experience.
- For SSC: There will be no scrimmaging or live game activities where campers are facing off against each other in teams or one-on-one play; high-contact sport camps will instead focus on skills development, drills, fundamentals, conditioning and other activities to minimize contact; cheerleading camps will not include pyramids, etc. In addition, PARC typically has provided an indoor facility as an inclement weather backup location. Unfortunately, due to the unavailability of CMS sites this summer, no indoor rainout locations will be available and outdoor camp days will be canceled on inclement weather days. We will make every effort to notify you prior to arriving for

camp, however, sometimes we get a surprise storm and will need for you to pick your child up as quickly as possible when we notify you of a cancellation.

- For SARC: Due to 6' social distancing requirements, the maximum capacity for each camp has been drastically reduced. The ceramics studio can only accommodate four campers plus an instructor, Studio C can only accommodate twelve campers plus an instructor, and Studios A and B can only accommodate nine campers plus an instructor in each studio. The instructor will still assist campers as necessary, but will minimize their time with each camper.

**Check-out Procedure:** After your child's camp, you will approach the camp site the same way as check-in while maintaining social distancing as delineated along the path. When you arrive, PARC staff will greet you asking for your child's name and asking you to verify your identity. Please have your driver's license or other state-approved identification out and ready to show the PARC staff person to expedite the process. Once verified, another PARC staff member will retrieve your child and bring him or her to you. As with the check-in procedure, under no circumstance will parents or caregivers be allowed into the facility for the safety of staff, other campers, and parents or caregivers.

**Refunds:** Again, we want to thank you with entrusting your child with PARC. We hope you find the protocols and procedures in place satisfactory to maintain a safe and healthy environment. We are fully aware that parents need to make a difficult decision on proceeding with enrolling their children in our camps. Due to this extraordinary time, we have relaxed our refund policy for camps held in June until June 1, 2020, and all camps held in July and August until July 1, 2020. If for any reason you would like to withdraw your child from any or all camps, we will issue you a 100% refund if we are notified by these stated deadlines. Simply email us at [parc@cornelius.org](mailto:parc@cornelius.org) or call 704-892-6031 x160 no later than 4:00 pm on June 1 or July 1 and we will process your refund as soon as possible. After June 1, 2020, for June camps and after July 1, 2020, for July and August camps, the existing PARC refund policy will be reinstated, and you will be refunded in accordance with that policy. As a reminder, please note that because many camps now have reduced capacity, we will need to cancel some registrations. If we do not receive enough voluntary cancellations to get to our new capacity limit, PARC will prioritize Cornelius residents first and then those who registered earliest. We will communicate and issue full refunds for any of these cancellations after the decision dates noted above.

If you decide to keep your child enrolled, we are thrilled that they will be joining us! Due to the current situation with COVID-19, PARC will need a parent or legal guardian to submit a completed waiver/release for communicable diseases including COVID-19 (attached), in addition to the waivers already agreed to when registering for camps. **This new, additional waiver is required prior to the first day of camp.** A child will not be admitted into camp without a fully completed form. You can print, scan, and email the form to [parc@cornelius.org](mailto:parc@cornelius.org).

We appreciate your time and patience in learning more about what PARC is doing to comply with our summer camp safety guidance. We stand ready to answer any additional questions you may have.

Sincerely,



Troy Fitzsimmons, Director