

2024 Eno Arts Mill Summer Camp Policies & Expectations

Eno Arts Mill Summer Camps are hosted at the Eno Arts Mill (EAM) by the Orange County Arts Commission (OCAC), a unit of Orange County government, and the Orange County Arts Alliance (OCAA), a 501(c)3 nonprofit organization.

1. Camp Start/End Times

Drop-off: 9:00 AM Pick-Up: 4:00 PM

Extended Care options:

Morning: 8:30 AM-9:00 AM \$20 per week

Afternoon: 4:00 PM -5:00 PM \$40 per week

2. Cancellation and Refund Policy

- a. Camps are paid in full at the time of booking.
- b. Camps are eligible for a full refund of tuition if our organization cancels the camp week due to low enrollment, instructor illness, or facilities issues.
- c. Tuition assisted cancellations are non-refundable unless camp week is cancelled by our organization.
- d. Cancellations before Friday, May 24, 2024, are refundable at 50%. Cancellations after Friday, May 24 are nonrefundable.
- e. Teachers and staff reserve the right to remove campers to be sent home if they behave in ways which are disrespectful to or threatens harm to other campers, instructors, themselves, or property. There will be no refunds issued due to a camper's removal.

3. Illness & COVID Policy

- a. COVID protocol is subject to change based on current guidelines.
- b. Parent/Guardians should monitor camper's health and keep campers home if:
 - i. Child has a fever, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell.
 - ii. Child has been in contact with anyone with these symptoms or
 - iii. Child has potentially been exposed to COVID-19 in the last 14 days OR have reason to believe they have COVID-19.
- c. If a participant has symptoms or is awaiting the results of a COVID test they should not attend classes or camp.
- d. Participant tests positive for COVID: The participant must isolate for a minimum of 5 days, be fever free for 24 hours, have improving symptoms (without the use of fever-reducing medication) and a negative home test to return. Any close contacts will be notified and are encouraged to test on day 5.
- e. Participant with symptoms:
 - i. Positive Test: See above.
 - ii. Negative Test: The participant can return if they are fever free for 24 hours (without the use of fever-reducing medication) and have improving symptoms.
 - iii. Exposure: No quarantine/isolation is required unless symptoms occur but are required to wear a mask covering nose and mouth for 10 days.
- f. If a participant in a class or camp tests positive for COVID-19 we ask that it is reported to the OCAC staff immediately.

4. **What to Wear:** All campers should wear closed-toed shoes they can move in, and shoes will always remain on. Camps will have a range of subjects from visual arts to movement arts and music, flexible clothing that can get messy is highly recommended.

5. **Snacks/Hydration:** Campers should bring a reusable water bottle marked with their full name for personal use. Bring a packed lunch and a personal snack to enjoy for each morning and afternoon, either in a sack or insulated container marked with their name. There are no refrigerators or microwaves available. Lunch is not provided for this camp.
6. **Personal Items:** Please leave all personal items at home excluding snack/beverage, a jacket or sweater. Engagement with the arts is the goal of these camps, and these items are major distractions. This includes, but is not limited to:
 - a. Personal electronics and cell phones
 - b. Games and toys, including trading cards and fidgets.
 - c. Make-up, hairbrushes, etc.
7. **Outdoor policy:** Campers may periodically take chaperoned walks to Gold Park if weather allows. Parents of campers with conditions that prevent outdoor time must disclose this at time of registration. Campers unable to go outside will be provided alternative, chaperoned, indoor activities.
8. **Inclement Weather:** In case of severe weather, OCAC camps will be cancelled if the Eno Arts Mill is closed, as directed by Orange County government. If Orange County government is on a delayed opening or early closure due to inclement weather, parents will be contacted by email by OCAC staff.
9. **Administration of Medications to Participants:** It is our intent that everyone may participate in EAM programs regardless of whether a participant requires ongoing medication prescribed by a physician. Staff does not as a matter of routine administer medications, however, will in limited medically necessary circumstances. Every effort should be made by the parent/guardian to administer medications prior to or after program hours. If your child requires medication(s) during a scheduled program, please complete the ADMINISTRATION OF MEDICATION REQUEST AND CONSENT portion of the camp registration form and review the following policy guidelines:
 - a. The parent/guardian will make every effort to administer medications prior to or after program hours.
 - b. It is understood that OCAC, OCAA, EAM staff and volunteers are not required to have medical training. Their supervision of medications is limited to that of seeing that participants get proper medications as prescribed, in a timely and supervised manner.
 - c. Medications WILL NOT be administered without the signed and properly completed Administration of Medication Request and Consent Form to include specific dosage times of prescription medication.
 - d. Medication may be administered to participants who:
 - i. Take regularly scheduled oral prescription medications.
 - ii. Take doctor-prescribed over-the-counter medications.
 - iii. Need medications readily available such as Epi-pens, asthmatic inhalers, and prescription medicines.
 - e. Department staff and volunteers WILL NOT be permitted to do the following:
 - i. Administer needle injections (such as those for insulin) of any type, except for an Epi-pen or “auto injectors”.
 - ii. Dispense “over the counter” medications (such as Tylenol, Benadryl, etc.) unless they have been prescribed by a licensed physician showing scheduled time and dosage.
 - f. Medications:
 - i. All medications must be in their original labeled containers with clear instructions of scheduled time and dosage (pharmacist may provide a second labeled container). A general statement such as ‘take in AM or PM’ will not be accepted; specific times are required.
 - ii. If a medication requires a measuring device (cup, spoon, etc.) for proper dosage, it must be provided with the medication and include the participant’s name and home phone number on it. Pills that are to be split and given as half-doses must be provided as such.

- iii. Provide only the amount of medication necessary for the program session.
- iv. Over-the-counter medications must be accompanied by written doctor's instructions and signed by a licensed physician with dosage and specific times.
- g. Transfer of medications:
 - i. The transfer of all medications will be documented, both into and out of staff control. Confirmation of medication name and quantity will also be documented.
 - ii. If medications are transferred into staff control for the duration of a program, and medication remains at the end of the program, the parent/guardian must pick up the medication within one week of the end of the program. Medications left unclaimed after one week will be destroyed.
- h. On-site medication storage:
 - i. Medications will be stored in a secure area that is accessible only to authorized staff persons.
 - ii. OCAC, OCAA, EAM cannot guarantee refrigeration for medication at the program site. Medications requiring refrigeration should be packed in a non-breakable cooler with sufficient ice to keep the medication cold for the duration of the program day, and for travel away from the program site, if applicable.
 - iii. If participants travel off-site as part of the program, their medication will be always kept in the possession of a staff member.
- i. Any changes in medications, dose, administration, or conditions under which medications are administered require a new ADMINISTRATION OF MEDICATION CONSENT FORM be completed.
- j. OCAC fulltime staff are responsible for implementing this policy for their program, fully training part-time staff, contractors, and volunteers in the policy and procedures and for all documentation and archiving for three years.

Parent/Guardian Initials _____