

Dear Parents,

Thank you for sharing your daughter with us this summer. Her successful camp experience is the result of a team effort. As part of the team we want you to understand our parent notification policies and procedures.

The notification guidelines have been reviewed by Hollymont's nurses, camp directors, and the board of directors. The notification guidelines will be reviewed periodically by the aforementioned group.

Please refer to the attached sheet for parent notification guidelines and implementation policies.

Please be aware that in the camp community the camp nurses serve a dual purpose. They are the providers of health care and they are surrogate mothers. It is not uncommon to see homesick campers visit the health care center and approach the camp nurse outside the health care center whenever they feel the need for that "added mother's touch". During the first few days of camp when the camp nurses see such a behavior in a child they will notify the head counselors and camp directors at the morning central staff breakfast meeting. The staff team and the camper's counselor will work together to help the camper adjust to camp life. The situation will usually resolve itself within the first 72 hours of camp and the camp nurses will not see the child thereafter. Occasionally a child will resolve her homesickness by making daily contact with the camp nurses. Once the "mother's touch" is given, the camper is off and running again. If there are no substantial symptoms and the child is not in emotional distress after her daily dose of camp nurse TLC, there will be no parent notification.

If homesickness persists for longer than 60 hours with persistent emotional distress leading to an inability for the child to function in particular and a disruption of camp life in general, then a camp director will contact the parent.

We look forward to a healthy, happy summer. Please let us know if we can be of any assistance to you and your camper.

Sincerely,

Lauren Glass
Director

Amy Lewallen
Director

Parent Notification Guidelines

- PNG1** When a child stays overnight in the infirmary one of three things will occur in the morning.
- The child will go to breakfast and return to her normal routine. A health care provider will contact a parent/guardian by phone or e-mail and let them know that their child stayed overnight and has now returned to her normal camp activities.
 - The child will not be able to return to her normal camp routine and the health care providers will follow **PNG2**.
 - The child will remain in the health care center and the health care providers in consultation with the camp physician will continue to provide care and supervision in the health care center. The health care providers will contact a parent/guardian.
- PNG2** In the event of a non life-threatening injury or illness that requires outside medical attention (physician's office, urgent care, emergency room), a camp health care provider will contact a parent/guardian to advise them of the upcoming visit to the doctor. Upon returning to camp, a camp health care provider will call the parent/guardian with a diagnosis and treatment plan.
- If there are major options to be considered in the treatment plan, then a parent/guardian will be contacted from the outside medical location.
- PNG3** In the event of a life-threatening injury or illness that requires medical attention at the emergency room, appropriate camp personnel will proceed to the emergency room with the child. A camp director and/or a camp health care provider will contact a parent/guardian parents with the request to stand-by for further communication from the emergency room.
- PNG4** In the event a child loses consciousness, the Camp Health Care provider and/or a camp director will notify a parent/guardian.

NOTIFICATION IMPLEMENTATION POLICIES

In the event of an emergency or an immediate health concern, a camp director and/or a health care provider will contact a parent/guardian by phone. Each camper's health form contains contact information as well as designates alternate contacts if the parents/guardians cannot be reached. Also parents who will not be available at the numbers listed on their health form may leave their itinerary with the business office.

If no responsible party can be contacted directly, the camp personnel will leave voice messages on answering machines that communicate the need for a given parent to call the camp. We will also attempt to contact the parents via e-mail. All contact – successful and unsuccessful – is documented.