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Welcome!

Your child is about to embark on an exciting new adventure this fall! They will explore nature, learn to live cooperatively in a group setting, develop a sense of community and responsibility, while also getting the support they need to navigate remote learning. Your child will have opportunities to push the limits of his or her comfort in an emotionally and physically safe environment that will foster self-confidence. This fall is unlike any other we have faced, but we'll get through it together and your camper will grow immensely alongside a group of their closest friends in their bubble, aka smallcamp. At Trail Blazers, we refer to every group who lives, plays, and learns together as a smallcamp.

At Trail Blazers, we envision a world of children and young adults who are productive, responsible and compassionate citizens in their communities. Play and outdoor-focused small group experiences promote development that leads to these long-term positive outcomes. We facilitate the development of these outcomes through outdoor play and adventure, and focus on fostering an appreciation for our four core values of showing care for ourselves, each other, our community, and the environment.

We are so excited that you have chosen Trail Blazers for your child this year. The purpose of this handbook is to help you understand and anticipate your child’s experience, reassure you of your child’s safety, and offer some tips of what you, as the parent/guardian, can do to help your child succeed and have a great experience with us.

This is a brand new program and we have put in place many new protocols and procedures to respond to the current health pandemic. Our full NYS Safety Plan, developed based on guidance from NYS Department of Health, Center for Disease Control and Prevention, and the American Camping Association, can be found in this Handbook.

Within this environment of minimized risk, this Trail Blazers program will continue to be a place of joy and playfulness. We’ve always taken a small group approach to programming, knowing that this approach lends itself to creating strong bonds among campers as well as between campers and their group leaders. We feel that this is as important now as it has ever been.

We can’t wait to see your child!
Getting Started

Registration Information

Enrollment

Enrollment in all Trail Blazers programs is done online through our Active portal. You can register directly by visiting https://campsself.active.com/TrailBlazers. Questions regarding program availability, enrollment, or waitlists should be directed to the Trail Blazers registration team: registration@trailblazers.org or 212-529-5113.

Before your smallcamp’s program can begin, payment must be made in full. If you need an individual payment plan, please contact our registration team.

Registration Forms

The registration forms required to enroll your child in camp can be accessed by logging into your Active account. Your login email is the one you used to create your camper’s application. If you have forgotten your password, you can request to have a new password link sent to you right from the Active home screen, or call the Brooklyn office for assistance.

All forms must be completed before your smallcamp’s program can begin.

Tiers and Scholarship

The bubble program cost is set as a flat rate for the semester, divided equally amongst participants. This means that a group of 5 campers will have a higher cost per individual than a group of 6.

To ensure that this program is accessible to all, we have scholarships available to any family who needs additional support - cost should not be a barrier to enrolling in the programs. To request a scholarship for your camper this season, please complete this scholarship request form.

It is the responsibility of the parent/guardian to reach out to Trail Blazers within two weeks of registering for your program if additional scholarship assistance is required, otherwise it will be assumed that you intend to pay the total amount as per your self-selected tier.

Tuition and Payment

Payment in full for the semester is due before your smallcamp’s first day.

If you need an extension or an individualized payment plan, contact registration@trailblazers.org and we can assist you. To check your balance, the status of your forms, or to make a payment, log into your Active dashboard.

Cancellation and Refunds
Cancellation by Parent(s):

- **Cancellation 28 days in advance**: Full refund prorated based on weekly per-camper rate, minus 20% administrative fee
- **Cancellation fewer than 15-27 days**: 50% refund prorated based on weekly per-camper rate, minus 20% administrative fee
- **Cancellation fewer than 14 days**: no refund

Cancellation by Trail Blazers: 35% administrative and operations reduction; remaining 65% prorated based on days operated.

Refunds or credits will not be given for unused program days or weeks while participating in the program, as staffing must be committed based on the number of children enrolled.

**Schedule Change Requests**

Although we will do our best to accommodate developing needs, we cannot guarantee that we will be able to accommodate schedule changes. Schedule changes may result in different staffing for your smallicamp. No refunds will be given if individual campers leave the program; in the event of a camper drop, another camper with the same schedule may take their place.

Requests can be made with the registration team registration@trailblazers.org and will be approved at the discretion of the program administrator.

Potential schedule changes may be worked out directly with the smallicamp’s group leader; however, all changes must be approved by the program administrators before they may take effect.

**Medical Forms and Immunization**

Every camper must have a complete health history on file and have up to date immunizations.

While we will always aim to ensure that Trail Blazers is as inclusive as possible, per the NYS DOH, we can no longer accept campers with religious exemptions for immunizations. Requests for medical exemptions will be considered on a case by case basis. Medical exemption forms must be signed by a NYS-licensed physician. If you feel this situation applies to your child, please contact the director who would be happy to discuss your registration further.

Medical forms must be completed before your smallicamp’s program can begin.

**Medical Examination and Coverage**

Every camp group is provided with a first-aid kit and all groups will have leaders who are first aid trained and can deal with most minor injuries. Trail Blazers employs staff that are RTE and CPR/AED certified that are available to support all groups.
Parent Communication

We will communicate with you regularly throughout the summer using email. When you meet your group leader, you will receive an email address and phone to contact them directly. Please note that they will only check their Trail Blazers email and phone during their work hours.

Leadership Team

We can’t wait to spend this fall with your camper!

   Director of Programs - Jennifer Bombardier, jbombardier@trailblazers.org
   Camp Director - Callie Radday, cradday@trailblazers.org
   Camp Director - Christopher Thomasson, cthomasson@trailblazers.org
   Program Director - Maggie Siddens, msiddens@trailblazers.org
   Virtual Program Director - Katie Cuthbert, kcuthbert@trailblazers.org
   AM Team Supervisor - Matt Ward, mward@trailblazers.org
   PM Team Supervisor - Nia Watson, nwatson@trailblazers.org
Trail Blazers Program

General

Learning bubbles are groups of up to 6 campers of blended ages. The bubbles, or “smallcamps,” have customized schedules and may take place in the morning, afternoon, or for a full day. The bubble will meet at a camper’s home, the Trail Blazers center, or another community space or park. Morning bubble programs will focus on remote learning support while campers complete their school work, while afternoon programs will focus on play and outdoor activities.

Learning bubbles are a very new experience for us all, and we understand that you may have a mix of feelings as this program begins. Rest assured that we are committed to providing as kind and stable an experience for you and your campers as possible. We are eager to support our campers as they move through their remote learning so that they are engaged and excited about learning, even in this new environment.

Trail Blazers’ Core Values

Our four core values are integrated into all of the activities that we do and conversations that we have each day. These values are showing:

- Care and Respect for Ourselves
- Care and Respect for Each Other
- Care and Respect for Our Community
- Care and Respect for Our Environment

Value Beads

Through the fall your camper will be recognized for behaviors and accomplishments that signify growth in these areas. Achievements are celebrated through the use of value beads, which function as a tangible representation of each child’s development in the four above areas. It helps our young people acknowledge and identify the skills and values they are growing and it enhances their experience of our program.

Value beads are a physical representation of your campers’ effort and accomplishment, based on observable behavior. Our hope is that your child returns to you beaming with pride about their accomplishments that day.

Daily Program Components
The purpose of our jobs is to empower young people to take ownership of making their own lives good – to learn and practice taking charge of themselves while being aware and concerned for the lives of others.

Beyond fun and excitement, each component of the Trail Blazers program serves a specific purpose and plays a key role in positive development of children. The following program components are required to be a part of each smallcamp group’s day.

**Drop off:** Hug your camper goodbye!

**Sunrise:** This meeting takes place at the start of every session, and serves as an opportunity to frame the day. During Sunrise, the group sits together in a circle, sets/revisits group and personal goals, and reviews the schedule together.

**Remote Learning Support:** Time dedicated to focused academics. Your group leader will actively support your camper during learning time by helping them stay engaged with their virtual learning, giving positive encouragement, and ensuring that their work is completed. They will incorporate play and movement breaks into the remote learning portion of the day in order to keep energy up and spirits high. (AM programs only)

**Structured Play and Team Building:** Structured games and activities that have pre-set rules and boundaries and are led by group leaders.

**Unstructured Play:** Time is set aside each day for unstructured play, where group leaders are engaged with their campers but not leading activities. During this time, group leaders are to encourage exploration, curiosity, and creativity. In Prospect Park unstructured play can take place in the playgrounds, open fields or exploring woodland areas.

**Outdoor Time:** Groups will bring their structured and unstructured play activities outside as often as possible.

**Lunch:** This is a great opportunity for the group to chat about how the day is going so far, and for group leaders to fine tune game or play break ideas based on the energy of the group and what the campers are enjoying the most.

**Solo (full day programs):** Time for quiet independent activities such as reading, writing, drawing or watching the clouds. This is a necessary opportunity for campers to relax, breathe and for group leaders to check in with each child one-on-one.

**Music and Song:** We sing as an activity, during transitions, when playing games, any time at all!

**Transitions:** Transitioning from place to place (for example, the Trail Blazers Center or a home to a park) involves time checks and countdowns when wrapping up activities, head counts when moving, and games and songs while travelling, cleaning up, and waiting. During transitions, all campers are required to wear masks.
**Sunset:** Sunset is the final activity of every program and serves as the group’s closure on the day. It’s a great opportunity to publicly recognize camper achievements. During this time the group sits in a circle around an imaginary campfire, answers a reflective question, revisits group and personal goals, plays games and sings songs.

**Pick Up:** During pick up campers will be collected and signed out by their authorized adult.

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**Remote Learning Support**

**Group Leader Responsibilities**

To set your camper and their group leader up for success on day, we ask that you provide a copy of your child’s daily remote learning schedule and instructions (for example, where to find a link to a live session). You can provide the schedule in one of the following ways:

- Print a copy of the schedule for day 1
- Email the schedule to your group leader (email is provided in your confirmation letter)

During your camper’s remote learning time, the group leader will ensure they are on schedule, provide tech support, and give lots of encouragement and praise. They will not be able to provide individual tutoring or academic instruction.

**Devices**

Your camper is expected to provide their own device, charging cable, and headset/headphones. We have a few available for bubbles at the TBC Center but supplies are limited - give us a heads up in advance if you need to borrow one.
Covid-19 Operations

Safety Plan
Keeping our community safe and healthy continues to be at the front of our minds. Our full safety plan can be found on our School Programs webpage. It outlines programmatic changes and precautions we are taking to keep our campers, families, and staff safe this year, as recommended by the NYS Department of Health. This Safety Plan is updated as new requirements are put in place. The most up-to-date version can be found at trailblazers.org/schoolprograms.

As the situation continues to evolve, we will always abide by the requirements set forth by the New York State Health Department, as well as the CDC and American Camping Association. We will share new updates via email as they arise.

Symptoms or Confirmed Case

Campers may return to the program after presenting a negative covid test or quarantining for a minimum of 2 weeks. They must be fever and symptom free for at least 72 hours before rejoining the program.

CDC guidelines on quarantine/isolation

- If a member of the household is being quarantined as a precautionary measure, the camper may attend the program for the duration of the quarantine.
- If a member of the same household has tested positive and must quarantine, the camper may not return to the program for the duration of the quarantine.
- If a child/camper or their household member becomes symptomatic for COVID-19 and/or tests positive the camper must quarantine and may not attend the program until after quarantine is complete as per CDC guidelines.

We will not conduct covid tests on campers.

Preventing Spread

Physical distancing

Trail Blazers staff will be firmly adhering to rules and regulations pertaining to covid prevention measures, including:

- All of our staff will wear masks at all times and maintain 6 feet of distance from each other, unless responding to the needs of a camper requires them to be closer.
- Staff will ensure that their group remains six feet away from other people in the park or other public spaces.
There will be distant markers that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. check in/out stations, health screening stations).

Within this environment of minimized risk, camp will continue to be a place of joy and playfulness. As such children will not be asked to socially distance from one another or from the group leaders in their small camp. We’ve always taken a small group approach to programming, knowing that this approach lends itself to creating strong bonds among campers as well as between campers and their group leaders. We feel that this is as important now as it has ever been.

Campers will need to wear them in the following situations:
- when they enter public restrooms
- in the event that the group cannot avoid being within 6 feet of another group in the park
- whenever the group is transitioning from one activity to another.
- during the morning screening process

Please make sure your camper arrives equipped with a mask every day.

**Handwashing**
- At least 20 seconds
- Staff may carry soap to use in the event that a public restroom does not have an adequate supply
- If handwashing facilities not available, use alcohol-based hand sanitizer
- Minimum frequency of handwashing:
  - upon entering and departing the program
  - before and after meals
  - after using the restroom
  - between every activity
  - after sneezing/coughing
  - after handling shared materials or surfaces

**Personal Protective Equipment (PPE)**

PPE supplies are ordered from our supplier - PPE made available on site by a Site Director who distributes to team members. Training on all procedures done by senior staff and camp director. Staff are required to have 3 face masks, which will be provided by Trail Blazers.

- Clean face coverings and clean staff shirts are required as part of the daily uniform.
- Staff are required to wear face coverings at all times; masks will be provided to staff members at no cost.
- Staff are required to wear gloves when handling soiled clothing.
- Staff are required to wear face coverings:
  - Anytime they are with children
  - When indoors or within 6 feet of another person
  - When within 20 feet of their group
- If a staff member needs to take their mask off for a moment, they must communicate with their co-leader before stepping away.
- It must be clear to any onlookers that the staff member without a mask is not responsible for their group during that moment.
- Masks are never to be worn under the chin; they are either fully on or fully off.

- Campers are required to bring their own mask. We will have disposable masks available as needed if a mask is lost or forgotten.
- Families within the same bubble for home-based bubbles will decide together whether their campers will be required to wear PPE, and whether campers should social distance when they are together. Families will sign a waiver and an agreement to ensure that everyone in the bubble is in agreement.
- Bubbles based in the TBC Center will wear masks when inside the facility if they are not able to maintain 6 feet of distance.
- Campers are always required to wear masks when entering a public indoor space or when they cannot avoid being within 6 feet of another group.
- We will have packages of disposable face coverings available as needed, when reusable coverings are soiled or not available. Disposable coverings will be purchased from our bulk supplier.
- Campers are required to bring their own face coverings each day. We will have disposable coverings available as back-up.

Coughing/Sneezing

- Sneeze and cough into elbow
- Wash/sanitize hands immediately after

Cleaning/Disinfection

- Staff to disinfect shared equipment (ie phones) between use.
- Equipment to be handled by a designated staff member and passed to a co-leader only when necessary.
- Camper backpacks to be sanitized by group leader each morning.
- All materials used by employees over the course of day - pens, binders, first aid kits, etc - are assigned to the employee for the duration of the season and will be labeled with the employee’s name.
- Campers will be provided a bag of commonly used camp supplies that is uniquely theirs for the week; these bags will be returned at the end of the week for disinfecting and replenishing.
- Staff will have the following on hand at all times
  - Extra face coverings (child and adult)
  - Gloves
  - Disinfectant wipes
  - Hand sanitizer
  - Soap
  - Ziplock bags for storing soiled clothing
**Shared materials and equipment**

- Campers and staff will sanitize hands before and after use of shared equipment.
- Shared equipment will be sanitized after use when possible; if not possible, it will be sanitized at the end of the day.
- Each camper will be provided an individual bag of supplies for the week (markers, glue stick, etc.) that they are to keep in their backpacks and bring to camp each day. This bag will be turned in at the end of the week for sanitization and replenishing.
- When materials must be shared, opt for sharing between buddies and not among the whole group.
- Employees will not share any items. All materials used by employees over the course of day - pens, binders, first aid kits, etc., will be assigned to the employee for the duration of the season and will be labeled with the employee’s name. All materials will be sanitized at the end of each day.
- If groups use a shared space within the park, for example a picnic table, the surface will be cleaned and sanitized before and after use with disinfectant.
- Families within each bubble will decide together the extent to which shared surfaces will be used in their homes. Employees will have disinfectant on them at all times.
- Families will be required to provide a clean and sanitized space for groups that are meeting with their home (ie free of debris, sanitized work surfaces)
- Employees will wipe down all shared surfaces (for example, computer keyboards used for camper remote work) at 30 minutes intervals.
- Trail Blazer Center bathrooms will be stocked with disinfectant for employees to use before and after bathroom use.

**Program Protocols in Consideration of COVID-19**

**Group Activities**
- Each small camp group will be made up of 6 campers and 1 group leaders.
- Campers will remain consistent throughout the duration of the program.

**Drop Off & Pick Up**
- Each small group will have a unique location for drop off and pick up. Groups will never gather with other small groups.
- All parties will be required to wear masks throughout the drop off and pick up process.
- Only one adult will be permitted to approach the group for drop off or pick up. Other family members should remain away from the camp group at all times.
- Campers and their authorized adult will need to remain 6 ft away from the group until the screening process is complete.
- Staff will sign campers in at the beginning of each day.
- Sign out will require parent signature. Materials will be sanitized between each use.
- Campers will use hand sanitizer upon arrival and departure each day.
- For TBC Center programs, adults will be required to drop off and pick up at the building entrance and will not be permitted to enter.
Bathrooms

- Campers will be required to wear masks when entering restroom facilities, except if they are in a family’s home and the entire bubble has agreed not to wear PPE while inside that space.
- One camper will be permitted to enter a restroom at a time.
- Campers and staff will be required to wash hands thoroughly for at least 30 seconds after use. Campers will be taught camp songs that are 30 seconds long.
- In addition to handwashing, staff and campers will use hand sanitizer after leaving the restroom facilities.

Meal Times

- Trail Blazers will not provide any food. No food sharing will be permitted except by agreement of the bubble families.
- Campers will use alcohol-based hand sanitizer before and after meals.

Contact Tracing and Communication

A note about bubble host households: If at any point a camper is excluded from the program, their household may not be used as a host site until the campers is again eligible to rejoin the group.

- If a camper or staff member does not pass the screening process due to a display of symptoms:
  - The camper/staff member must be excluded from the program and return 24 hours after they are symptom-free.
  - All group members will be notified.

- If a camper or staff member does not pass the screening process due to travel within restricted states/area:
  - The camper/staff member must be excluded from the program until the precautionary quarantine period has ended or after presenting a negative covid test.
  - All group members will be notified.

- If a member of a camper or staff member’s household has a positive covid test:
  - Before returning to the program, the related camper or staff member must present a negative covid test or quarantine for 2 weeks beginning after the household member meets the criteria to end home isolation.
  - All group members will be notified.

- If a camper or staff member has a positive covid test:
  - Every member of the group must present a negative covid test or quarantine for 2 weeks before returning.
Additionally, the camper who tested positive must be fever and symptom free for at least 72 hours before rejoining the program.

Specific considerations for bubble host families:

- If a member of a bubble host’s household displays symptoms:
  - If a member of the bubble host’s household displays symptoms, they must not share any space with the bubble during program time.
  - A different member of the household must be available to host the group.
  - All group members will be notified.

- If a member of a bubble host’s household does not pass the screening process due to travel within restricted states/area:
  - The host family’s household will be excluded from the program until the precautionary quarantine period has ended or after all household members present a negative covid test.
  - All group members will be notified.
  - Parents of all bubble members must re-sign an agreement to use the family house as a program location.

- If a member of a bubble host’s household has a positive covid test:
  - Every member of the group must present a negative covid test or quarantine for 2 weeks before returning.
  - The host family’s household will be excluded from the program until every member of the group, as well as every member of the host household, presents a negative covid test or quarantines for 2 weeks before returning.
  - All group members will be notified.
  - Parents of all bubble members must re-sign an agreement to use the family house as a program location.
Animals and Pets

Animals and pets are not permitted to stay with campers during the course of the program. If you choose to bring a dog or other pet with you for drop-off/pick-up, we ask that the animal remain leashed. Please be mindful of fears and allergies that others may have.

For home-based programs, the group must decide together what the expectations are for pets in the host home. This will be reviewed with your group lead on the first day of the program.

Drop Off and Pick Up

Daily drop off will be at your small camps agreed upon start time. Early drop-offs will not be accommodated.

Drop-Off will take place at the entrance to the building or apartment for both TBC Center and home-based programs. Parents will not be permitted to enter the space. Day 1 goodbyes may be tough for your little one so talk to them ahead of time about what will happen and practice saying quick goodbyes.

At drop-off, campers will be welcome at the entrance by a staff member and screened using a touchless thermometer and a series of health questions. Everyone - adults and children - must remain masked during this process. While you are waiting for your camper to be screened, please leave 6 feet of space between you and the person in front of you. Once your camper is checked in, they will join the group. Parents and caretakers will not be allowed to join the group; we hope that you understand.

For home-based programs, the host will also be screened using a touchless thermometer and asked a series of health questions about the household.

End of Day Pick-Up will also occur at the same entrance as drop-off at the time indicated on your confirmation letter. Campers will only be released to grown-ups on the Authorized Adults list with proper photo ID.

Personal Items and Materials

We will supply all of the equipment and materials needed for our amazing and fun summer programs. Please leave anything valuable at home. We do not allow campers to bring electronics (including cell phones, electronic games, radios), expensive cameras, personal sports equipment, or other expensive equipment to camp.
Each camper will have their own kit of supplies to be kept in a sealed container within their backpacks. This kit will be collected at the end of the week to be sanitized and replenished, and returned to the camper at the start of their next week.

**Medications**

We do not supply OTC medication at camp. We encourage you whenever possible to schedule prescription medication dosages for out of camp times. When this is not possible, or for emergency medication such as rescue inhalers or epi-pens, we require that all medication:

- Must be in original container
- Must be clearly labelled with your child’s name
- Must be handed to the group leader who will store it as part of the first-aid kit

**Allergies and Food**

Trail Blazers is a nut-free program. Please refrain from packing foods that contain nuts as part of your campers’ healthy lunch. Group Leaders are instructed to remove food that presents an allergy risk from the group. If this results in a new lunch being required for your child (we will call you first) this cost will be added to your registration balance. At no time will campers be allowed to share food.

Host families for home-based programs may be permitted to provide and share food if the group decides together that this will be allowed. This will be reviewed with your group leader on the first day of the program. Your group leader will have a list of food allergies and dietary restrictions for each camper.

**Bathrooms**

When on park trips, group leaders will always be conscious to plan routes around proximity to bathrooms. However, they may not always be immediately accessible such as on trip days or are a significant walk away. For this reason we ask that every camper should be able to communicate their need to use the bathroom in advance to their group leader. Campers should be able to use bathroom facilities unaided, but if additional assistance is required our group leaders are trained to safely step in as needed.

Bathroom considerations and procedures:

- Campers will be required to wear masks when entering restroom facilities.
- One camper will be permitted to enter a restroom at a time.
- All other campers needing to use the restroom will queue outside of the facilities maintaining 6 ft of space from one another.
- Campers and staff will be required to wash hands thoroughly for at least 30 seconds after use. Campers will be taught camp songs that are 30 seconds.
In addition to handwashing, staff and campers will use hand sanitizer after leaving the restroom facilities.

**Behavior Expectations**

We expect our campers to act respectfully and try their best every day. We believe that with the right support and coaching, all of our campers have the ability to make positive choices and we give our campers opportunities for second chances. Group leaders and our other staff members are always available to talk with your camper if they are feeling uncomfortable with any experiences or need assistance while attending the program, and to help them share in the values of Trail Blazers: showing care and respect for ourselves, each other, the community, and the environment.

Behaviors that present serious safety concerns for the individual camper or group will not be permitted. These behaviors include, but are not limited to, acts of physical violence towards others, derogatory language or discrimination, leaving the group without permission, or behaviors that require consistent one-on-one attention from their group leader.

In cases where a camper is having difficulty following behavior expectations, we will take the following approach:

1. Group Leaders will redirect the camper to more appropriate behavior.
2. If the inappropriate behavior continues, the camper will be reminded of behavior expectations. Together with their group leader, the camper will make a plan for correcting his/her behavior.
3. If the behavior continues and is affecting the experience of their small camp, a Team Supervisor will step in to reevaluate and reinforce that plan.
4. As a final action step the Team Supervisor will schedule a conference with the camper’s parents/guardians. They will work together to determine a further course of action.
5. If after this point the inappropriate behavior continues, the camper may be dismissed from camp.

Examples of unacceptable behavior include:

- Refusal to follow behavior expectations or camp policies
- Using profane or vulgar language
- Refusal to follow directions or cooperate with staff
- Stealing or damaging property - camp property or that of other campers
- Acting in manner that is disruptive to the camp group
- Walking away from the camp group
- Fighting of any kind
- Teasing or bullying of others
- Physical violence

Camper fees are non-refundable if a camper is sent home for disciplinary reasons.
Parent Notification

We will always give you a call if your child:

- Appears to need medical care, including if she/he:
  - has a fever
  - throws up
  - has diarrhea
- Experiences an urgent injury or illness necessitating a trip to the hospital
- Is experiencing severe separation anxiety
- Engages in behavior that puts herself/himself or others in danger

Some situations may require that your child is picked up early. This decision is made at the discretion of the Camp Director. By default, we will contact the adult listed as the ‘Primary Parent’. Please inform the Group Leader at drop off if an alternative contact is required each day.

Smoking, Illegal Drugs, and Weapons

Trail Blazers is a smoke free program. This regulation applies to campers as well as staff. For the health and safety of our campers, we ask that all parents/guardians refrain from smoking during drop off/pick up.

The possession and use of alcohol, illegal drugs, firearms, weapons, and explosive devices is strictly prohibited and will result in dismissal.
Packing List

Please send your child to camp with the following items every day:
- Learning device (ipad, chromebook, laptop)
- Charger cable
- Headset or headphones
- A book
- Lunch or snack (nut-free)
- Reusable water bottle
- Mask or face covering
- Small bottle of hand sanitizer
- Extra clothes (because you never know!)
- Weather gear (raincoat, boots)

MyQuest Virtual Program

Designed to complement in-person programs or be used on its own, MyQuest Virtual Programs will be filled with environmental science missions and outdoor challenges for the whole family to experience together. Every day, there will be a live zoom session led by one of our awesome staff members! This is the perfect afternoon complement for a bubble group.

If you registered for any of our other fall programs then you don’t need to do anything to enroll in MyQuest. You will automatically receive the quest link each week.

The live sessions will take place via Zoom on the following schedule:

<table>
<thead>
<tr>
<th>Session Schedules</th>
<th>Zoom Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 - 3:30 Pre-K/K</td>
<td>5 minute</td>
</tr>
<tr>
<td></td>
<td>Welcome and Icebreaker</td>
</tr>
<tr>
<td>3:45 - 4:15 1st/2nd Grade</td>
<td>20 minute</td>
</tr>
<tr>
<td></td>
<td>Structured Activity</td>
</tr>
<tr>
<td>4:30 - 5:00 3rd-5th Grade</td>
<td>5 minute</td>
</tr>
<tr>
<td></td>
<td>Closing and reflection</td>
</tr>
</tbody>
</table>
Thank you!

You may still have questions after reading this handbook; please reach out to us at any time. We are very excited that you have chosen to send your child to Trail Blazers this year, and can’t wait to meet them. See you outside!
Addendum A
School Programs Parent Service Agreement

All bubble hosts and participants must review and agree to the terms set forth in this service agreement for home-based bubble programs. If bubble hosts are unable to follow the provisions of this agreement, the bubble will be asked to find an alternate program location.

Bubble families are expected and encouraged to communicate with each other to ensure that they are on the same page regarding expectations from each other during the program. This includes but is not limited to approaches to food, guests, and space.

Home Requirements
Each bubble home must adhere to the following policies:

- **Smoking** - The program space must be smoke-free, even when not in use.
- **Guests/visitors** - Guests to the home are not permitted during bubble time. Guests and visitors are not permitted to interact with the bubble.
- **Pets** - Pets should be kept away from the bubble, preferably in another room.
- **Food** - All campers will bring their own nut-free lunch/snack from home. Bubble homes may provide food for the group if agreed upon by the full and with consideration for any group allergies. Access to drinking water is required.
- **Masks** - All adults, including family members, guests, and Trail Blazers staff are required to wear a mask when in the same room as the bubble or whenever interacting with the bubble, even if outdoors.
- **Cleanliness of space** - Families will be required to provide a clean and sanitized space for groups that are meeting with their home (ie free of debris, sanitized work surfaces)
- **Cleaning supplies** - Home locations will be required to have soap, water, and paper towels available for hand washing; Families will be required to have disinfectant available in their bathroom for employee use.

In addition, homes hosting remote learning activities must provide:
- Consistent internet access for the full bubble
- Adequate workspace for the full bubble, including tables and chairs with access to electrical outlets for devices.

Group Leader Responsibilities
The group leader is a Trail Blazers employee and is trained in the Trail Blazers program approach. Additionally, the content and structure of the day is determined by Trail Blazers.

A group leader’s responsibilities include:
- Group and behavior management, including conflict resolution and coaching campers through challenges.
- Supporting virtual learning by providing technical support, managing the group schedule, and providing encouragement to the group and individuals.
- Facilitating games and activities during play breaks and non-remote learning times.
- Preparing and cleaning up the activity space before and after the activity.
A group leader is not responsible for:
- Additional house clearing, aside from the messes made by the bubble and program activities.
- Caring for any children not in the program, such as siblings.
- Providing academic tutoring or instruction.
- Preparing meals for the bubbles.

Communication
At your first meeting with the group leader (on or before the first day), the following items should be communicated:
- What spaces and materials are available for use by the program
- Home etiquette (for example, shoes off inside the house)
- How the space should be arranged during program time
- Who will be home during program times (parents, siblings, etc)

Feedback for Group Leaders
Group leaders receive regular coaching and support from their supervisor. This is a brand new program for all of us and we anticipate that group leaders will need additional support in the first weeks to navigate effective remote learning support, group dynamics, and more. Our leadership team is on call to help group leaders through any challenges that arise.

Parents/guardians may have feedback about how a group leader handles a situation. We advise that you do not intervene unless the bubble is believed to be in danger or struggling significantly. It can also be very challenging for a group leader to work with a parent watching over - this may make even the most experienced staff member nervous. We encourage parents to check in with the group occasionally but also give the staff member space to work.

Feedback or constructive advice may be given at the end of the session, or directly to the group leader's supervisor. This approach will help to build a relationship of trust between all parties.

Schedules
Requests for schedule changes or adding additional hours must be directed to the administrative team. Group leaders cannot be scheduled for additional hours without prior approval from their supervisor and additional cost will be incurred for bubble families.

Hiring Group leaders for evenings or babysitting:
On occasion, a parent/guardian may want to hire the group leader for babysitting services for an evening or special event. This is at the discretion of the parent/guardian and the group leader. The group leader is not required to accommodate these requests and Trail Blazers is not responsible for the service, rate of service, or quality of service.
On Your First Day

On the first day, your group leader will arrive 30 minutes early to meet you, see the space, and learn more about your group’s expectations. They’ll review the following specific items with you so please make sure your bubble has discussed and agreed upon the same expectations:

**Masks:** As per the Covid-19 Safety Plan for Bubbles, bubbles can decide together the mask expectations for campers in their group. (If families have not discussed or come to a consensus, then campers will be required to wear masks anytime they are indoors unless they are eating or drinking). You group will decide if campers are required to...

- Wear masks at all times when indoors, except when eating or drinking.
- Wear masks indoors unless they are working independently on remote learning or other solo activities. (Masks on for group activities)
- Campers are not required to wear masks when indoors, after the screening process has taken place.

**Food:** Campers are required to bring their own nut-free lunch and snack to the program each day. Trail Blazers does not provide food and campers are not permitted to share food. Host homes may only provide food and beverages (other than water) if the full bubble has agreed and food allergies are accommodated (Group Leaders will have allergy lists for all campers). The group has agreed that food and beverages...

- may be provided by the host home or other bubble parents.
- Will not be provided or shared at all.

**Pets:** We love our pets but some members of the group may be uncomfortable with animals or experience allergies. Pets must be kept separate from the group for the duration of the program, unless the group agrees otherwise. The group leaders preferences and comfortably must also be taken into consideration. During the program, pets will be...

- kept in an area or room separate from the group.
- free to roam the home during the program.
- There are no pets in this home.

**Outdoor Time and Supervision:** At Trail Blazers, we LOVE going outside. We aim to provide 2 group leaders for outdoor adventures but if a group wants added flexibility and to maximize their outdoor time, they can opt to allow the group out with 1 group leader. This is subject to approval by Trail Blazers leadership based on camper age and behavior. The bubble agrees that they will go outdoors...

- only when there are 2 group leaders available.
- as much as possible! We are comfortable with 1 group leader taking them outdoors.