

Camp Mary Orton  
Discovery Day Camp: Back to Nature  
and  
Discovery Day Camp: Career Development  
Parent Information  
(Ver 1.6)  
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## ePact – Electronic Camper Forms



Camp Mary Orton uses the ePACT Network to collect camp forms electronically, including waivers, pickup authorizations, and medical and emergency contact information. Not only does ePACT replace paper forms, but it also allows us to communicate with you in the event of an illness, injury, or larger-scale emergency.

### Why are we using ePact?

- To save you time - With ePACT, you only need to complete the majority of your child's information once and verify that it is still correct for additional programs or subsequent years (which can be done in just a few minutes)!
- Improved privacy and security – Eliminating paper forms ensures your information is safe and secure, while authorized staff members can still access this information whenever needed.
- Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details so that we can provide the best support to your child. You can update this anytime, and we will automatically receive those new details.

### How it works

- You'll receive an email invitation to share information with Camp Mary Orton.
- Click 'Complete Request' to create a free account or log in if you already have an ePACT account. Please do this using the same email address you used to register for camp with Active Works.
- Enter the required information, Such as medical conditions, and share it with Camp Mary Orton so program staff can access your forms.

### ePACT Frequently Asked Questions

What email should I be checking for my ePACT invitation?

Your ePACT invitation will be sent to the emails associated with your Active Works camp registration. Please check your Spam Folder as well. Reminders to fill out your ePACT forms will be sent frequently until you have filled them out and shared them with Camp Mary Orton.

I have multiple campers attending camp. Will I get one ePACT invitation?

No, you will get an invitation for each of your campers. Each camper has a unique invitation to set up their profile in ePACT. Please ensure you are filling out the correct information for each camper.

I am not comfortable sharing this information via the Internet.

As stated above, ePACT is a secure emergency network. We transitioned from paper forms to electronic

ones not only for the ease of families but also to increase the security of our camper's information. Only specific Camp Mary Orton staff will have access to certain information. We will only be accepting camper forms via ePACT.

I need to add/edit my camper's Authorized Pick-up List.

This is the website to log into ePACT <https://www.epactnetwork.com/>.

1. When you log in, you will click on your camper's profile under "My Household." If you have multiple campers, you will need to update their profiles.
2. A new box will appear when you click on their name. You will then click "Camp Mary Orton" under Organizations.
3. Scroll down to Emergency Contacts and click "Edit."
4. Scroll down to the green button "Add New Pick-up Contact." Make sure you press SAVE.
5. PLEASE REMIND EVERYONE ON YOUR LIST THAT THEY WILL NEED TO BRING A GOVERNMENT-ISSUED PHOTO ID TO SIGN OUT YOUR CAMPER.

### ePact Support

Have questions or feedback? Don't hesitate to contact [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855- 773-7228 ext. 1 to speak with ePACT's Customer Success Team.

## Welcome to Discovery Day Camp

During their time at Discovery Day Camp your camper will participate in various camp activities from 8:30 AM - 3:30 PM, including swimming, hiking, creeking, crafts, and nature experiences. On Fridays, your campers will also have the chance to enjoy our Ravine Crossing Zipline, weather dependent. These activities are planned to match the week's theme, foster fun, and nurture friendships.

### Schedule

Drop off is at 8:30 AM & Pick-up is at 3:30 PM

Our approximate daily schedule:

- 8:30 – 9:00 AM Group Game
- 9:00 – 10:00 AM Activity 1
- 10:00 AM Snack
- 10:15 – 11:15 AM Activity 2
- 11:30 – 12:00 PM Lunch
- 12:00 – 1:00 PM Swimming
- 1:00 – 2:00 PM Activity 3
- 2:00 PM Snack
- 2:00 – 3:00 PM Activity 4
- 3:00 – 3:30 PM Closing Activity

### Theme Weeks

Every week at Discovery Day Camp is based around a different theme. Activities and crafts done during the week will be geared to fit in with these themes.

Week 1	June 10 – June 14, 2024	Animal Adventures
Week 2	June 17 – June 21, 2024 (Closed June 19 <sup>th</sup> )	Art Attack
Week 3	June 24 – June 28, 2024	Video Game Design
Week 4	July 1-3, 2024 (Closed July 4 and 5)	Splash Zone
Week 5	July 8– July 12, 2024	Medic!
Week 6	July 15– July 19, 2024	Digital Animation
Week 7	July 22 – July 26, 2023	CMO Cup
Week 8	July 29 – August 2, 2023	Sound the Alarm

### What To Bring

- Reusable/refillable water bottle
- Sunscreen and bug spray
- Swim gear, goggles & towel

- Flexible, comfortable footwear. They must be closed toe, no Crocs. tennis shoes/sneakers are preferred.
- Casual, layered clothing appropriate for the weather. Jacket or rain gear when necessary.
- Face mask (if desired)
- Beginning Summer 2024 Discovery Day Camp will offer a catered lunch program as well as a morning and afternoon snack. Please see our “Frequently asked questions section” for information regarding food allergies.

### What to Leave at Home

- Cell phones, smart watches, and other electronic devices
- Soda, juice, gum, candy
- Pocket or camping knives (or other weapons)
- Flip-flops, Chacos (or other open-toe shoes), Crocs.

### Lunch and Snacks

Beginning in Summer 2024, Camp will provide all campers with lunch supplied by Blue Bow Tie catering. As well as a store-bought morning and afternoon snack. If your camper generally has more than one snack in morning or afternoon additional snacks will need to be supplied from home.

### Discovery Day Camp curb-side drop-off & pick-up

Discovery Day Camp drop off and pickup will occur in the main Camp Mary Orton lot. We will have signs and staff in place to help you get to this location, and traffic cones for car lines.

Discovery Day Camp will begin signing campers in at 8:30 am and out at 3:30 pm. Our staff begins each day with a team meeting and are not available for earlier drop off. If you have a sibling in Adventure Academy Camp, please drop off/ pickup. your Discovery Day Camp Camper in the right most lane and remain there until the Adventure Academy carline begins (9:00 am / 4:00 pm) Adventure Academy Campers will need to stay with you until their camp begins so we recommend arriving closer to the end of the Discovery Day Camp carline periods.

During drop-off & pick-up, *please stay inside your vehicle*. CMO staff will meet you at your vehicle to check your camper in or out for the day. *For everyone’s safety, campers should not exit or enter their vehicle until directed by CMO staff to do so.*

At pick-up, staff will ask for a valid ID to check if the individual is on the authorized pick-up list. EITHER A PARENT OR AN AUTHORIZED ADULT LISTED IN ePACT MUST SIGN EACH CAMPER OUT EACH DAY! We will only release a camper to someone listed on your pick-up form. An attempted pick-up by an individual not listed will result in a member of the camp leadership team calling the primary or secondary phone number on file for confirmation. If you are not picking up your camper, please have your phone on and accessible in case of a call.

## Frequently Asked Camp Question

### My camper has special dietary needs; how do you accommodate them?

Campers are served lunch, snacks daily, and dinner Thursday night. If your child has any special dietary needs (allergies or restrictions), please include that when you register through Active Works Camp & Class Manager (our camper registration program) AND on your camper's ePACT Form. We work to provide suitable substitutions for allergies, dairy or gluten sensitivity, vegetarian, vegan, and other dietary restrictions. There are limitations to what we can offer, and campers may not like the options provided, so please consult program staff if you have questions.

### I am running late for pick-up. What should I do?

We ask that you honor the scheduled times of 8:30 AM and 3:30 PM as closely as possible. We recognize that work and traffic can affect everyone's best efforts to be on time, so we have built a 15-minute grace period into the end of our daily schedule for late pickups. If you are running late, please either call or send a quick text to the Adventure Academy camp cell phone number listed at the end of this handbook.

After the 15-minute grace period, a \$15.00 fee will be charged for every 15 minutes, or portion thereof, that your camper remains at camp. This fee will be applied to your Active Works account and automatically charged to any card on file.

### Are campers outside all day? What about water breaks, sunscreen, or heat index?

YES! Your child will spend the entire day outside unless the weather is severe. On hotter days, we use our natural shade, take plenty of water breaks, and maybe even throw in some water games. We will remind campers to fill water bottles and apply sunscreen regularly. We ask that campers can apply their own sunscreen. The spray sunscreen is the best for camp! When Mother Nature provides us with some rain, or what we call "liquid sunshine," our camp day proceeds as usual. Please pack rain gear!

All campers are moved to covered or indoor areas when there is thunder and lightning. In the summer these occurrences are usually brief, but if campers will spend a prolonged period indoors, we will provide alternative indoor games and activities if the weather is severe enough to move the entire camp indoors. If COVID-19 case levels rise and Franklin County issues an indoor mask advisory, as happened towards the end of our 2022 season. We will have masks available for campers who do not have their own.

Camp Mary Orton Day Camps are outdoor camp programs, so all our activities are weather-dependent. We do our best to flex activities around thunder and lightning, but we can't guarantee that we will fit in every scheduled activity in the event of a thunderstorm.

### My camper is going with their friend or sibling. Can I request that they be together?

While we do our best to honor friend requests, please understand that many factors affect how we put groups together, so requests cannot be guaranteed. We believe that making new friends is a core value of our camps, and when too many campers already know each other in one group, the experience of any new campers is less positive. *Accordingly, ANY friend request is limited to 2 friends in total.* If requests are made, the SAME requests must be made from ALL parties. For example, if “Bobby” requests to be placed with “Billy,” then “Billy” must also request “Bobby,” and so on. All three parties must request each other for the placement of 3 to be considered. Attempts to daisy chain friend requests together to sidestep this guideline will not be honored (e.g., Billy requests Jon, Jon requests Ava, Ava Requests Suzi, Suzi requests Faith, and Faith requests Billy). Friend requests must be finalized in Active Works two weeks before your camp week begins. If we identify friend request issues while assembling group rosters, we will attempt to reach out to the affected parties and resolve the issue prior to your camp week.

*Be mindful that throughout the summer, we have six distinct camp programs:* Adventure Academy Base Camp A (ages 7-10 excluding week 4), and Base Camp B (10-14 excluding week 4), Peak Adventures Base Camp A (ages 7-10, Week 4 only), and Base Camp B (10-14 excluding week 4), Discovery Day Camp (6-12), and Leaders in Training occurring for two, three week sessions, weeks 1-3 and 5-7). To be placed in the same group, all the requested friends must be signed up for the same program and base camp!

### My camper isn't a strong swimmer. How deep is your pool & do you have Lifeguards?

Our pool is 3.5' to 7.5' deep. Campers must pass a swim test to swim in the pool's deep end. We have two (2) or more guards on duty during swim time along with our counselors. Campers will swim daily (except Adventure Academy on Friday), so please pack a bathing suit, goggles, and towel.

### Our plans have changed & I need to cancel. Do I get a refund?

For details about our cancellation, reschedule, and refund policies, visit our CMO Policies section.

## CMO Policies

### Late Drop-off & Pick-up

Please honor the scheduled program times. For any camper not picked up by 3:45 pm for Discovery Day Camp and 4:15 pm for Adventure Academy (12:15 PM on Friday), a \$15.00 fee will be charged for every 15 minutes or portion thereof that your camper remains at camp. This fee will be applied to your Active Works account and automatically charged to the card on file.

### Friend Requests

While we do our best to honor friend requests, please understand that many factors are considered when assembling groups, so not all requests can be guaranteed. Campers are allowed to request up to 2 friends when registering for camp. All three parties must request each other for the placement of 3 to be considered. These must be finalized in Active Works two (2) weeks prior to your camp week. Please refer to Frequently Asked Camp Questions for more information on this policy.



## Refunds

Deposits are never refunded except when a program is canceled by Camp Mary Orton. Registration fees minus the deposit can be refunded when cancellation occurs at least 21 days prior to the start of your child's camp session. Participants assume risk and responsibility for changes in personal schedule or health.

## Cancellations

To cancel a registration, please contact the Camp Mary Orton office at 614.885.1023. You must speak with Camp Mary Orton administrative staff to cancel. A voicemail message will not be considered proper notification of cancellation for refund purposes. Please note that your \$75 deposit is non-refundable if you cancel your registration.

## Summer Camp Communicable Disease Safety Plan 2023

### Communicable Disease Policy

Being outdoors in small groups, regular hand washing, sanitizing of surfaces, and ongoing health monitoring by camp staff are our primary defense against the spread of communicable diseases at camp. We ask that families do their part by keeping campers home if they are showing signs of illness within a 24-hour period prior to coming to camp. Campers will be isolated, and parents will be notified to pick them up if they show signs of illness, such as:

- A temperature of at least 100.4 in combination with at least one other symptom of illness
- Diarrhea
- Severe coughing
- Difficulty breathing
- Evidence of untreated lice
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by any other symptom of illness

As we have for the last four years, CMO and the Godman Guild will be following health protocols for COVID-19 based on the most recent guidance from the Centers for Disease Control and Prevention (CDC), The Ohio Department of Health, Franklin County Public Health as well as Godman Guild internal policies. The COVID-19 pandemic is an evolving challenge, and our policies may be updated based on the public health situation and new guidance from these organizations. Future communications with registered 2023 families about updated policies will be distributed via email through Active Camp.

We strongly suggest that campers be fully vaccinated for COVID-19 and up to date on any available booster prior to coming to camp. Vaccination status has important implications for those who need to quarantine when exposed to a case of COVID-19. All of our camp staff have received, at minimum, their initial COVID vaccination series. It is important to note that under current ODH guidelines, campers who are not up to date on COVID-19 vaccines need to stay home after exposure, while those up to date on COVID-19 vaccines do not (if they test negative and wear a well-fitting mask when needed, typically if weather forces us to be indoors for a prolonged time).

Campers or staff who test positive for COVID-19 must stay home and quarantine according to health guidelines in place at the time, regardless of vaccination status or whether or not

symptoms are present. In past years, we were required to report confirmed COVID-19 cases for campers or staff to Franklin County Public Health, and we expect the same reporting requirement in 2024.

If we learn of a COVID-19 case for someone at camp, within 24 hours, we will notify potential close contacts (usually limited to other staff and campers in a single group) and discuss options for those close contacts, which typically involve reviewing vaccination status, presenting testing options, and implementing social distancing and masking protocols within the group. In general, vaccinated, asymptomatic close contacts who have tested negative and are able to wear a mask where required will be able to continue attending camp. If a camper is exposed to COVID outside of camp, we will follow a similar procedure, but absent a positive test for that camper, we will not notify other camp families.

Last year, we had test kits on hand to administer with a parent's permission or to give to parents to administer the test themselves, and we hope to have them available again this year. If not, you may be asked to take your camper to an outside testing location before returning to camp.

## Important Contact Information

Adventure Academy / Peak Adventures	614-653-2838 (June – August) <a href="mailto:adventure@campmaryorton.org">adventure@campmaryorton.org</a> (June – August)
Discovery Day Camp / Leaders in Training	614-580-2651 (June – August) <a href="mailto:discovery@campmaryorton.org">discovery@campmaryorton.org</a> (June – August)
Jason Peck, Youth Camp Supervisor	614-706-2550 <a href="mailto:jason.peck@campmaryorton.org">jason.peck@campmaryorton.org</a>
Camp Mary Orton Main Office	614-885-1023

The Ohio Department of Jobs & Family Services (ODJFS) requires that registered day camps provide these numbers to families:

Franklin County Department of Health	614-525-3160
Franklin County Children’s Services	614-229-7000

*Camp Mary Orton Federal Tax ID# 31-437978*