



Dear Parents and Guardians,

Thank you for sharing your camper 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/guardian notification policies and procedures.

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

Please refer to the attached sheet for parent/guardian 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 if 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/guardian notification.

If homesickness continues for longer than 72 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/guardian.

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,

Emily Levy  
Camp Director

Missy Roper  
Executive Director

Gail Mashburn  
Administrative Director

## **Parent/Guardian Notification Guidelines**

The Hollymont infirmary is staffed by health care providers who are licensed or endorsed by the appropriate Georgia medical board. Camp health care providers are generally registered nurses but may be physicians, nurse practitioners, or certified nursing assistants working under the supervision of a camp registered nurse, nurse practitioner, or physician.

### **PNG1**

When a child stays overnight in the infirmary one of three things will occur in the morning.

1. The child will go to breakfast and return to her normal routine. A camp health care provider will contact a parent or legal guardian by phone or e-mail and let them know that their camper stayed overnight and has now returned to her normal camp activities.
2. The child will not be able to return to her normal camp routine and the camp health care providers will follow **PNG2**.
3. The child will remain in the health care center and the camp nurses in consultation with a camp selected advanced health care provider (physician or nurse practitioner) will continue to provide care and supervision in the health care center. A camp based health care provider 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 her/him of the upcoming trip to the outside health care provider.

Upon returning to camp, a camp health care provider will call the parent or legal 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 with the request to stand-by for further communication from the emergency room.

### **PNG4**

In the event a child loses consciousness, a 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 or legal guardian cannot be reached. Also parents/guardians 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 a voicemail message communicating the need for a given parent or legal guardian to call the camp. We will also attempt to contact the parents/guardians via text and/or e-mail. All contact – successful and unsuccessful – is documented.