



ALBEMARLE ACRES

NEWTON PARKS & RECREATION

AT FRANKLIN ELEMENTARY SCHOOL

We use the cafeteria entrance at the back of the school for drop off and pick up.

PARENT HANDBOOK

My Child's Group is _____

My Child's Counselors are _____

Camp Phone # 617-938-2097

ALBEMARLE ACRES SUMMER PROGRAM PARENT HANDBOOK

HISTORY	1
BASIC CAMP INFORMATION	1
WHAT TO BRING	1
REGISTRATION AND CAMP PAPERWORK	2
TUITION	2
PARENT INVOLVEMENT	3
CAMPER EXPECTATIONS	3
BEHAVIOR MANAGEMENT	3
ARRIVAL, DISMISSAL AND LATE PICKUP	4
LATE PICK UP POLICY	4
CAMPER GROUPS	5
DAILY SCHEDULE AND ACTIVITIES	5
THEME WEEKS	5
SPECIAL EVENTS & FIELD TRIPS	5
SWIMMING PROGRAM	6
STAFF	6
CIT PROGRAM	6
FIRST AID	7
HEALTH AND ILLNESS	7
ALLERGY GUIDELINES	7
MEDICATION	7
RESPONSIBILITIES FOR PARENTS	8

HISTORY

Since the inception of Albemarle Acres in 1982, the Newton Parks and Recreation Department and each individual staff member at Albemarle Acres has strived to meet the changing needs of the Newton Community by designing a quality day camp program. Our mission to provide children with a fun and exciting recreational program within a highly supportive, low key, yet structured and innovative environment is reflected in our program.

Over the years the Albemarle Acres Summer Program has provided activities that are designed to take advantage of the recreational facilities and opportunities offered at the site, and to satisfy a child's craving for adventure, socialization, cooperative effort and FUN!

BASIC CAMP INFORMATION

Albemarle Acres is for children entering 1st grade through 5th grade in the Fall of the current year. We will also accept children going into 6th grade if they have previously attended Albemarle Acres or have a younger sibling attending the program. Camp is held at Franklin Elementary School and runs rain or shine. We are fortunate to have access to indoor and outside space to run our program. Some of the classrooms have air conditioning. Campers rotate through all activity areas throughout the day. On rainy days, activities will take place inside the school.

The camp runs Monday through Friday with the standard camp day running from 8:30 a.m. – 3:30 p.m. We also offer a morning extended day option starting at 8:00 a.m. and an afternoon extended day option running until 5:30 pm for the convenience of camp families.

TELEPHONE NUMBERS:	Camp Cell Phone	617-938-2097
	Parks and Recreation Office	617-796-1500
	Gath Pool	617-796-1520

If your child is going to be absent from camp please call the Albemarle Acres Camp Cell Phone between 8:15 a.m. and 9:00 a.m. to let us know.

WHAT TO BRING

Each day, campers should bring a morning snack, lunch, water bottle, sunscreen, and bag (or backpack to hold everything). Campers should bring a bathing suit and towel on swim days and a bathing suit and towel or change of clothes for water play. The weekly newsletter will provide information about swim and water play days. Children in Extended Day should bring an afternoon snack.

Children should wear play clothes. They may get dirty and possibly wet. You may want to pack an extra change of clothes. Children should wear sneakers and socks to camp. Please no sandals or flip flops except for at the pool. ALL ITEMS BROUGHT TO CAMP SHOULD HAVE THE CHILD'S NAME ON THEM!

Items that are left behind at camp will be placed in a lost and found bin.

REGISTRATION AND CAMP PAPERWORK

Registration for Albemarle Acres for Newton residents begins on the Wednesday following the last Sunday in January. Non residents may register beginning March 1. Registration is on a first come first served basis and continues until the camper groups fill up. A waiting list will be started once groups fill up. Registration is available online at www.newtonmarec.com Additional information for each camp can be found online at <https://www.newtonma.gov/camps>

Newton Parks & Recreation uses ePACT to collect camper health paperwork.

Why are we using ePACT?

- **Saves You Time:** Once your account is created, your basic information will automatically transfer to each program you are signed up for. This will save you time in filling out the online form and waiver for each additional program you sign up for. In future years, you'll only need to review the information and make any changes, then resubmit the online form, taking less than a minute! You can also begin filling out the form and the information will automatically save, allowing you to go back to finish the form later.
- **Saves Paper:** The online database allows you to fill out forms without having to print them out. Organization Administrators can also access the forms electronically through a secure log in procedure eliminating the need to print out the forms.
- **Improved privacy and security:** Paper forms can be lost or misplaced. ePACT's privacy and security measures exceed those of online banks and they are HIPPA compliant.

Next Steps

After March 15th you will receive an email invitation that will guide you through a few quick steps to set up an account with ePACT and share your child's information with us. If your child is a returning camper, you will only need to reconfirm your information, sign this year's waivers, and upload a new physical form. Paperwork is due by May 15th.

TUITION

Camp fees are per week that your child is signed up. A \$30.00 non-refundable deposit per week is due with the registration. There will be no refund of your deposit and deposits are not transferrable from camp to camp. Scholarships are available to Newton residents that qualify. Scholarship applications are available online at www.newtonma.gov/camps and are due by May 1st.

We do understand that sometimes plans change, so you will have until March 15th to make any changes to the weeks you have registered for. If you cancel out of weeks by March 15th, the deposit that you have already paid will be applied to the remaining weeks of camp and lower your balance due. If you cancel after March 15th you will lose your deposit.

Final payments are due May 15th. A \$25.00 late fee will be assessed for registrations, paperwork and payments received after May 15th. There will be no refunds issued for programs after May 15 unless the space is filled by another camper. Unpaid balances will result in those weeks being cancelled in order to open up the space for campers that want to attend. Payment plans are available to pay remaining balances if needed.

PARENT INVOLVEMENT

Parents are encouraged to talk with their child's counselors on the first day of camp and throughout the summer. You know your child best. It is helpful to let the counselors know information about your child that will ensure your child has a great time at camp.

If you come to camp during the day, please report to the camp office so we can assist you. If you have any questions or concerns that need to be addressed, please schedule a meeting with the director and counselors at a mutually convenient time. Please remember that counselors and other staff must spend their time with the children and may not be available to talk with you. Parents interested in viewing camp policies and procedures should submit a written request to the Parks and Recreation office.

CAMPER EXPECTATIONS

For the enjoyment and safety of everyone involved at Albemarle Acres, campers and CIT's are expected to adhere to the following rules while at camp:

1. Campers that are not feeling well or have a contagious disease must stay home.
2. Listen to the counselors or leaders at all times.
3. Stay with your group throughout the day and never go anywhere alone. If you need to leave the group tell a staff person and they will send someone with you.
4. Be kind to each other and respect the rights and beliefs of everyone at camp. Be understanding of each other's differences and abilities and include others in your activities. If someone is doing something that is bothering you, please tell them first and ask them to stop, then talk to a staff person if you need help.
5. Fighting, bullying, aggressive or abusive behavior toward staff members or campers will not be tolerated and may be cause for dismissal from camp.
6. Respect camp property and shared materials. If it doesn't belong to you, be sure to ask before using it, and use it carefully and appropriately to avoid breaking it.
7. Please do not bring unnecessary belongings to camp to avoid misplacing or losing such items. Camp is not responsible for lost or misplaced items. Campers may be asked to put certain items in their locker or backpack if it is becoming a distraction.
8. Most important – HAVE FUN AND ENJOY THE SUMMER!!!!!!

BEHAVIOR MANAGEMENT

For various reasons, children sometimes exhibit inappropriate behavior. The staff will assist the child in the learning process of appropriate and acceptable behaviors at camp. Rules will be reviewed during activities to help children understand what is expected.

If a child is not behaving as expected, camp staff will try to re-direct the child or give the child choices to change their behavior. Staff will reinforce improved behavior and compliment acceptable behavior. If needed, staff may have the child sit out for part of the program. If a child is not responding to the staff and continues to exhibit inappropriate behavior, the child's parents will be called, and the child may be sent home.

Anyone showing aggressive or abusive behavior towards themselves, other campers or staff, or children running away from or hiding from the group will be sent home. Children that are sent home may be allowed back at camp with conditions. If the behavior continues on additional days, the child will be dismissed from the program.

ARRIVAL AND DISMISSAL INFORMATION

Specific drop off and pick up information will be emailed before the start of camp. This will allow us to provide the most up to date information for the program.

Basic Day Campers

1. Basic day campers should arrive between 8:25 and 8:35 a.m. to get signed in with their group. Parents must sign their child in on the attendance sheet each morning.
2. If your child is leaving before 3:25 p.m. please notify their counselor in writing.
3. Pick up time is between 3:25 and 3:30 p.m. All parents or designated pick-up people must sign the camper out on the attendance sheet.
4. Please be sure to include any adults that are approved to pick up your child in your online paperwork.
5. Children that have not been picked up by 3:40 p.m. will be brought to Extended Day.
6. Parents who are late picking up their child may be assessed a late fee.

Extended Day Campers

Albemarle Acres offers 2 Extended Day options for camp families for an additional fee. There is a morning extended day option and an afternoon extended day option. Families needing both morning and afternoon extended day need to sign up for both options. Families needing only morning or only afternoon can sign up for what they need. During Extended Day, children will have the opportunity to play games, play on the playground, read books, and socialize with their friends.

1. There is no supervision before 8:00 a.m. Extended Day hours begin at 8:00 a.m. Campers in morning Extended Day should check in with their parents with the Extended Day staff. Parents must sign their child in on the attendance sheet. Campers will participate in inside games and coloring activities for morning extended day.
2. Afternoon extended day will include activity choices throughout extended day.
3. The latest Extended Day pick-up time is 5:30 p.m. We ask parents to be on time when picking up their child. If you know you are going to be late, please call the camp cell phone number to let us know.
4. All parents, or designated pick-up adults, must sign the camper out on the Extended Day attendance sheet.
5. Parents who are late picking up their child may be assessed a late fee.

Extended Day and Late Pick Up Policy

We understand that at times traffic may be bad or there may be an emergency that prevents you from picking up your child on time. If you are going to be late, please call the camp to let us know you will be late.

The standard day pick up time is 3:30 pm. Children that have not been picked up by 3:40 p.m. will be added to the Extended Day roster and will need to pay for Extended Day for that week or pay the \$1.00 per minute late fee.

Children picked up after 5:30 will be charged \$1.00 per minute that they remain at camp (a child picked up at 5:40 would need to pay an additional \$10.00). This is because our staff must stay late with your child and we need to pay them for the time they spend at camp. Excessive late pick-ups will be cause for termination from the extended day program. Please remember to call the camp if you are going to be late picking up your child.

CAMPER GROUPS

Children are placed into camper groups based on the grade they are going into and the school the child attends. Each camper group has approximately 15 - 20 campers and 3 – 4 staff members. Groups may be a single grade or combined with another grade and include multiple schools. Groups will have the opportunity to see other groups throughout the day, typically at snack, lunch, swimming, and during a few other times. Please understand that we may not be able to accommodate group change requests depending on the number of campers that are already in a specific group. Parents can indicate school in the questions section when registering to help us group children for the summer.

Campers participate in all daily activities with their group. During special events, groups will participate in special activities with other groups. Extended day is not grouped by grade. All campers staying for extended day will participate in activities together.

DAILY SCHEDULE AND ACTIVITIES

Camp is in session from 8:30 AM to 3:30 PM. Extended hours are available from 8:00 AM to 5:30 PM. Camp activities include sports, arts & crafts, music & drama, inside games, playground activities, group time, swimming, creative writing, STEM activities, gym activities, and special events. Please refer to your child's group schedule for exact times and activities.

Sample Daily Schedule

8:00 – 8:30	Extended Day	11:00 – 12:30	Swimming or Activity
8:30 – 8:40	Sign In	12:35 – 1:10	Lunch
8:45 – 9:20	Activity Period 1	1:15 – 1:55	Activity Period 4
9:25 – 10:00	Activity Period 2	2:00 – 2:40	Activity Period 5
10:05 – 10:20	Snack	2:45 – 3:20	Activity Period 6
10:25 – 11:00	Activity Period 3	3:25 – 3:30	Sign Out
		3:35 – 5:30	Extended Day

THEME WEEKS

Each week of camp will have a special theme. Activities and special events will revolve around that theme. Please refer to the camp calendar to find out what this year's theme weeks will be.

SPECIAL EVENTS & FIELD TRIPS

Special events help to enhance the camp experience. Special events will take place on non field trip Wednesdays and on Fridays. Each special event will be based on the theme of the week and will offer many activities such as hired entertainers, arts and crafts, music, sports, games, other activities.

Every other Wednesday campers will go on off-site field trips to enhance their camp experience. Like at camp, campers will stay with their group and be supervised by group staff while on field trips. Transportation to and from field trips will be by hired school bus.

Every camper will receive an Albemarle Acres T-shirt to wear on field trip days. Additionally, campers should pack their lunch in a disposable bag for field trips. Please refer to the camp calendar for a listing of this year's special events and field trips.

SWIMMING

We are fortunate to have the Gath Pool available to us for swimming. Campers will take a school bus to Gath Pool for swimming on designated swim days. In the event of inclement weather, swimming may be cancelled with alternate activities happening at camp.

Swimming is a choice activity. Campers that choose not to swim will stay back at camp and participate in games and activities with camp staff that are staying back. Campers choose each day if they want to swim or not. Please talk with your child's counselors if you have concerns about whether or not your child is swimming. Campers that choose to go swimming will need to bring a bathing suit and towel to camp.

Swimming is free swim. During swimming, 1 counselor from each group will be in the water to play with the campers, and others will be on the pool deck to supervise campers. Lifeguards will be on duty as well. On occasion, parents will send in a life jacket for their child to wear in the pool. Please be aware that the pool does require a staff person within arms reach of anyone wearing a life jacket. If there are more campers than staff available that are wearing life jackets, they will need to take turns being in the water.

People with open wounds, rashes or contagious diseases will not be allowed to swim and will stay back at camp for games and activities at camp.

STAFF

The strength of the program lies in our caring, enthusiastic, and responsible camp staff. Our group counselors are typically high school and college aged students that provide the skills and energy needed to ensure the enjoyment of each camper. Activity specialists and directors help to implement creative activities and support the smooth operations of camp. Many former campers return year after year to become CIT's and counselors.

Our staff to camper ratio is approximately 1:5 for our younger groups and 1:7 for our older groups. All staff must pass Cori/Sori checks to work at the program. The staff and the program meet the Commonwealth of Massachusetts Camping standards and the Newton Health Department licenses the program.

CIT PROGRAM

There is a Counselor in Training program for youth ages 13 – 16 at Albemarle Acres. This program is run by a CIT Director and emphasizes skills necessary to become a camp counselor. All CIT's attend a training session to learn what it takes to become a camp counselor. After attending the training session, CIT's work closely with camper groups to gain experience on how to become great counselors.

CIT's are supervised by camp staff and the CIT Director to make sure they are interacting with campers appropriately. Because CIT's are still learning how to become counselors, they will never be left alone with a group of campers.

FIRST AID

If campers get bumped or scraped while playing they will be taken to the camp office for first aid. Any time that first aid is administered to a camper, the date, camper name, injury, treatment, and the person administering first aid is recorded in the first aid log book in the camp office. If the injury is severe and 911 is called, parents will be contacted immediately. If the parents can not be reached, the emergency contact will be called. If a child needs to leave camp in an ambulance, a staff member will travel in the ambulance with the child and stay with the child until a parent or the emergency contact arrives.

HEALTH AND ILLNESS

Albemarle Acres is certified by the Newton Health Department. In addition, Albemarle Acres makes a strong effort to prevent the spread of illness by encouraging hand washing.

If your child is not feeling well during camp, every effort will be made to care for them at camp. However, should your child be better cared for at home, you will be asked to pick them up. Please do not send your child to camp if they are vomiting, have a fever, diarrhea, chicken pox, conjunctivitis, or any other illness that may be spread through contact.

ALLERGY GUIDELINES

Many children have allergies to a variety of foods and the environment. It is important that parents talk with the Recreation Manager to ensure that all staff at the program are aware of potential allergens and reactions to look out for. Our camps are not nut or allergen free, as we allow participants to bring in what they wish for snack and lunch.

Newton Parks and Recreation has developed the following guidelines to ensure the safety of all of our campers:

- Maintain a no sharing/no trading policy on food that is brought from home
- Monitor snack and lunch to ensure that children are eating their own food
- Separate areas may be set up for eating if a child's allergies are severe
- Ensure children wash hands before and after eating to avoid coming into contact with potential allergens
- Wash all tables or countertops before and after all activities involving food
- All staff are trained in the signs and symptoms of allergic reactions and what to do if an allergic reaction occurs
- Several staff at the program are trained in the administration of epi pens

MEDICATION

If your child will be taking any kind of medication that they will need to be given at camp, you must notify the Camp Director. The camp is only able to administer oral medication, inhalers, and epi pens. Parents must fill out the appropriate paperwork per Health Department and State regulations. No child will be able to receive medication at camp without completion of the appropriate paperwork.

Medication must be brought to camp in its original container with correct administration and dosing information written in English. Please put all medication in a zip lock bag with your child's name on it.

IMPORTANT RESPONSIBILITIES FOR PARENTS

Always call the camp when your child will be absent.

Label all belongings and remember to check the lost and found bin at the end of each week for missing items.

Be on time when dropping off and picking up your child or call to let the camp know you will be late.

Ensure that all camp forms are filled out completely.

Make the camp aware in writing if someone other than a parent/guardian will be picking up your child.

Advice camp directors and counselors of any health concerns your child might have (medications taken, allergies, etc.).

Read the Parent Handbook and be familiar with camp policies.

Let your child's counselors know about likes, dislikes, and personality traits that your child might exhibit at camp.

Explain camp rules to your child prior to the start of camp.

Ask questions. If you want more information on camp activities or if you have questions about the camp just ask and we will be happy to answer any questions that you have.

Check your child's backpack or the camp bulletin board for notices pertaining to camp.

Remit camp balances on time or set up a payment plan to make payments.

Evaluate the program and let us know how we are doing. We strive to make camp a wonderful experience for both campers and parents. Evaluation forms can be filled out or you can talk to the directors or recreation manager and let them know what you think.

Smile and enjoy the summer!