



PARENT HANDBOOK

AT FRANKLIN SCHOOL IN 2020

Please use the gym entrance at the back of the school when picking up and dropping off your child. The gym entrance can be accessed through the parking lot at the back of the school between 171 and 177 Cherry Street.

My Child's Group is _____

My Child's Counselors are _____

Camp Phone # 617-938-2097

ALBEMARLE ACRES SUMMER PROGRAM PARENT HANDBOOK 2020

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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. Albemarle Acres will be held at the **Franklin School at 125 Derby Street in West Newton for the summer of 2020. Drop off and pick up is in the gym behind the school off of Cherry Street.** Camp is held rain or shine. On rainy days, activities will take place inside. Campers will bus or walk to the Gath Pool for swimming.

The camp runs Monday through Friday and operates from July 6 – August 21, 2020. The hours are 8:30a.m. – 3:30p.m. for Basic Day, 8:00a.m. – 5:00p.m for Extended Day, and 8:00a.m. – 6:00p.m. for Extended Day till 6. There will be no afternoon Extended Day on the last day of camp and the extended day fee will be pro-rated for that week.

TELEPHONE NUMBERS:	Camp Cell Phone	617-938-2097
	Parks and Recreation Office	617-796-1500
	Gath Pool	617-552-7129

If your child is going to be absent from camp please call the Albemarle Acres Office 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, bathing suit and towel, rain gear (for rainy days), and bag (or backpack to hold everything). 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. Please check this bin at the end of each week to make sure you have all of your camper's belongings. At the end of the summer, all items left in the lost and found bin will be donated to a shelter.

REGISTRATION AND CAMP PAPERWORK

Registration for Albemarle Acres for Newton residents begins the Wednesday after the Camp Fair. Non residents may register beginning March 1. Brochures and registration information can be received by calling the Parks and Recreation Department at (617) 796-1529 or online at www.newtonma.gov/gov/parks. 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.

Newton Parks & Recreation is using ePACT- an online system to collect and manage our participants' emergency information and waiver releases. With ePACT you can securely add, manage and share your child's key health and emergency contact details with us.

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 your account 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. All paperwork needs to be submitted by May 15th.

TUITION

Camp fees are per week that your child is signed up. This year's rates are in the camp brochure and on our website at www.newtonma.gov/gov/parks then click on Camps and Albemarle Acres. A \$30.00 non-refundable deposit per week is due with the registration form. There will be no refund of your deposit. We do understand, however, 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. Scholarships are available to Newton residents that qualify.

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 due to an injury that prevents the child from participating, or the space is filled by another camper.

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.

To respect the rights of all campers, please do not take pictures of children other than your own without the camp's permission.

CAMPER EXPECTATIONS

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

1. Listen to the counselors or leaders at all times.
2. Stay with your buddy/group at all times.
3. Never go anywhere alone. Tell a counselor or leader if you need to leave the group and they will send somebody with you.
4. Respect the rights of others and treat others with the same respect and dignity with which you expect to be treated.
5. Fighting, bullying, or aggressive behavior toward staff or campers will not be tolerated.
6. Destroying or stealing property belonging to another person or camp will not be tolerated.
7. Please do not bring money, toys, ipods, cell phones, or other unnecessary belongings to camp to avoid misplacing or losing such items.
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.

If a child is misbehaving, group counselors will try to give the child choices to change his or her behavior. Counselors will reinforce improved behavior and compliment acceptable behavior. If a child is not responding to their counselors and continues to exhibit inappropriate behavior, he or she will be brought to the camp office. Once at the camp office, the director and counselor will talk to the child about their behavior. If necessary, the child's parents will be called and the child may be sent home.

Children showing aggressive or abusive behavior towards themselves, other campers or staff, or children running away from the group, may be sent home and a report will be filed in the camp office. Depending on the severity of the offense, the child may 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

In an effort to keep traffic moving and campers safe, please park in the designated parking spaces in the **back parking lot at Franklin School. This parking lot can be accessed from the drive between 171 and 177 Cherry Street.** Please do not double park and please also keep a lookout for parents and children walking in the parking lot.

Parents and campers can enter the school through the gym entrance off of the parking lot. The main front door of the school will be locked during the summer.

Basic Day Campers

1. Basic day campers should arrive between 8:25 and 8:35 a.m. and should check in with their parents at their group location in the gym. Counselors will be at their group area in the gym to check in campers and answer camper and/or parent questions. 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 adults must sign the camper out on the attendance sheet.
4. Counselors must be made aware, in writing, if someone other than the parent/guardian will be picking up your child. The individual picking up the child must be prepared to show identification to the counselor.
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

Recognizing that many parents work and need additional care for their children, Albemarle Acres offers Extended Day options for camp families for an additional fee. Extended Day is offered in the morning before camp starts, and in the afternoon after camp ends. 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 in the Gym with the Extended Day staff. Parents must sign their child in on the attendance sheet. Extended Day campers will then go with staff to play inside games.
2. Afternoon extended day will include activity choices throughout extended day.
3. Pickup for afternoon Extended Day will be inside the gym as well. Parents must sign their child out on the attendance sheet each day.
4. The latest Extended Day pick-up time is 6:00 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.
5. All parents, or designated pick-up adults, must sign the camper out on the Extended Day attendance sheet.
6. Parents who are late picking up their child may be assessed a late fee.

Extended Day and Late Pick Up Policy

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.

We have 2 options for extended day at Albemarle Acres. The first option is extended day until 5:00 pm, the second option is extended day until 6:00 pm. Prices for each option are available in our camp brochure and on our website.

Sign up for the Extended Day program is for the entire week. Staff is hired to work for the week based on the number of kids that sign up for Extended Day. We do not pro-rate the week or reimburse for days that are not used.

Children that are signed up for the 5:00 option, but are picked up after 5:00 will be charged the Extended Day until 6:00 fee.

Children picked up after 6:00 will be charged \$1.00 per minute that they remain at camp (a child picked up at 6:10 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.

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 6:00 PM. Camp activities include sports, arts and crafts, music, inside games, playground activities, group time, swimming, creative writing, STEM activities, gym activities, field trips, and special events. Please refer to your child's group schedule for exact times and activities.

Sample Daily Schedule

8:00 – 8:25	Extended Day	11:00 – 12:40	Bus & Swimming
8:25 – 8:35	Morning Sign In	12:40 – 1:10	Lunch
8:35 – 8:45	AM Announcements	1:15 – 1:55	Activity Period 4
8:50 – 9:25	Activity Period 1	2:00 – 2:40	Activity Period 5
9:30 – 10:05	Activity Period 2	2:45 – 3:25	Activity Period 6
10:10 – 10:45	Activity Period 3	3:25 – 3:30	Afternoon Sign Out
10:45 – 11:00	Snack	3:30 – 6:00	Extended Day

SWIMMING

Swimming is an integral part of the camp experience and we are fortunate to have the Gath Pool available to us for swimming. Swimming occurs on Mondays, Tuesdays and Thursdays. Campers will take a school bus to Gath Pool for swimming. On nice days, our older campers may walk to Gath Pool with their staff.

Swimming is free swim. Campers must pass the deep end test if they want to swim in the deep end, otherwise they will swim in the shallow end which is approximately 3 feet deep. 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.

Campers that choose not to swim will stay back at camp and participate in inside games and gym activities with camp staff. 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.

People with open wounds, rashes or contagious diseases will not be allowed to swim.

THEME WEEKS

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

SPECIAL EVENTS

Special events help to enhance the camp experience. Whole camp special events will be on Wednesday afternoons (when there is not a field trip) and on Friday afternoons. 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, and cooking. Past special events have included a Hawaiian Luau, Rainforest Reptiles show, Camp Carnival, International Day, Camp Olympics, and the Camp Show. Please refer to the camp calendar for a listing of this year's special events.

FIELD TRIPS

Throughout the summer, campers will go on off site field trips to enhance their camp experience. While on field trips, campers will adhere to the **BUDDY SYSTEM**. Like at camp, campers will be supervised at all times while on a field trip. Past field trips have included the Museum of Science, the New England Aquarium, Roller Kingdom, the Auburndale Cove, and the West Newton Cinema. Please refer to the camp calendar for a listing of this year's field trips.

Every camper will receive an Albemarle Acres T-shirt. Camp t-shirts must be worn on field trip days. Additionally, on field trip days, campers should pack their lunch in a paper bag with their name on it. Transportation to and from the field trips will be by hired school bus.

STAFF

The strength of the program lies in our qualified, enthusiastic, caring and responsible camp staff. Well-motivated professionals are teamed with carefully screened high school and college students to provide the skills and energy needed to ensure the success and enjoyment of each camper. Many former campers return year after year to become CIT's and counselors. Staff are trained in First Aid and CPR. 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 boys and girls 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 closely 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. Only staff trained in CPR and First Aid will be allowed to treat injuries that campers receive while at camp. 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 and keeping the facility clean and disinfected.

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.

Meningococcal Disease and Camp Attendees: Commonly Asked Questions

What is meningococcal disease?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes.

How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is most at risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

Are camp attendees at increased risk for meningococcal disease?

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

Should my child or adolescent receive meningococcal vaccine?

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

How can I protect my child or adolescent from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
3. not share food, drinks or eating utensils with other people, especially if they are ill.
4. contact their healthcare provider immediately if they have symptoms of meningitis.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at www.mass.gov/dph.

Provided by the Massachusetts Department of Public Health in accordance with M.G.L. c.111, s.219 and 105 CMR 430.157(C).

Massachusetts Department of Public Health, Division of Epidemiology and Immunization, 305 South Street, Jamaica Plain, MA 02130 Updated March 2018

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.

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
- 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. All medications (with the exception of inhalers and epi pens) will be stored in the camp office in a locked cabinet.

Any campers needing an inhaler or epi pen will be allowed to keep that medication with the group at all times. Staff will be responsible for carrying the epi pen or inhaler to administer as necessary.

WEEKLY NEWSLETTERS

Each week we put together a newsletter with important things to know for that week of camp. Newsletters are typically emailed out the Thursday or Friday before each week and are also available on the Albemarle Acres website. Be sure to check the newsletter each week for any changes to the camp schedule, information on upcoming field trips and special events, and other things to know.

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!