

Centre
Acres



2020

PARENT HANDBOOK

My Child's Group is _____

My Child's Counselors are _____

Camp Phone #

69 Tyler Terrace, Newton 02459

CENTRE ACRES SUMMER PROGRAM PARENT HANDBOOK 2020

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HISTORY

The City of Newton has offered summer day camp programs since 1982 when the first four week pilot program was held at Albemarle Playground/Horace Mann School. The popularity of this program led to the formation of Centre Acres. The Newton Parks and Recreation Department and each individual staff member at Centre 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 environment is reflected in our program.

Over the years the Centre 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

Centre Acres is for children entering 1st grade through 6th grade in the Fall of the current year. Centre Acres is held at Jannette West Recreation Center which is located at 69 Tyler Terrace in Newton Centre. Camp is held rain or shine. On rainy days, activities will take place inside the building and in classrooms at the Mason Rice School.

The camp runs Monday through Friday and operates from July 6 through 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.

TELEPHONE NUMBERS: Centre Acres Office	617-244-9434
Centre Acres Camp Cell	
Parks and Recreation Office	617-796-1500
Crystal Lake	617-552-7124

If your child is going to be absent from camp please call the Centre Acres Office between 8:00 a.m. and 9:00 a.m. to let us know.

WHAT TO BRING

Campers should bring a morning snack, lunch, water bottle, sunscreen, backpack and sneakers each day. Campers should bring a bathing suit and towel (Mondays, Tuesdays and Thursdays), or change of clothes (for water play at camp) each day. Campers should bring raincoats or umbrellas for rainy days. Children in Extended Day should bring an afternoon snack. Please do not send beverages in a glass bottle!

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 lake. **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

Registration for Centre Acres for Newton residents begins online on January 29, 2020 at newtonma.myrec.com. Non-residents may register beginning March 1. Brochures and registration information can be received by calling the Parks and Recreation Department at (617) 796-1500 or by going to the Parks and Recreation website at www.newtonma.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.

All parents will be required to fill out the following forms and submit the appropriate documents in order to for their child to attend Centre Acres:

- Medical, Liability, and Photo Release Form
- Emergency Identification Form
- Physical Form
- Medication Forms (if child will be on medication at camp)

TUITION

The cost for each week of camp is as follows:

		<u>Residents</u>	<u>Non Residents</u>
Standard Day	8:30 – 3:30	\$255.00	\$270.00
Extended Day to 5	8:00 – 5:00	\$325.00	\$340.00
Extended Day to 6	8:00 – 6:00	\$360.00	\$375.00

A \$30.00 per week non-refundable deposit is due with each registration form. Final payments are due May 15, 2020. A \$25.00 late fee will be assessed for registrations, paperwork and payments received after May 15, 2020. People canceling a program on or before May 15 will be given a refund of the program cost minus a \$30.00 per week non refundable registration fee. There will be no refunds issued for programs after May 15.

Campers will not be allowed to attend camp if the tuition has not been paid. If needed, parents can set up a payment plan in order to pay off camp before the summer. Scholarships are available to Newton residents that qualify. Call the Parks and Recreation Department for more information.

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 is 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.

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 for a visitor's pass. It is important for camp staff to know that you are a visitor at the camp and not a stranger. If you choose to visit, please remember that counselors and other staff must spend their time with the children and may not be available to talk with 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. 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 Centre 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, discmans, 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.

Any child showing aggressive or abusive behavior towards themselves, other campers or staff will be sent home and a report will be filed in the camp office. Depending on the severity of the offense, the child may be allowed back to camp the next day.

ARRIVAL AND DISMISSAL INFORMATION

In an effort to keep traffic moving and campers safe, please park in the designated parking spaces on Tyler Terrace when dropping off and picking up your campers and walk along the paved sidewalk to and from the building. Please do not double park.

Basic Day Campers

1. Basic day campers should arrive between 8:20 and 8:30 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, Centre Acres offers Extended Day options for camp families for a nominal 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. During afternoon Extended Day children may be outside at the playground or on the field, or in the building at the Newton Centre Hut. **In the event of inclement weather, children will be inside the Hut.**
3. 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 number before 4:00 p.m.
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 extended day staff.**
5. All parents, or designated pick-up adults, must sign the camper out on the Extended Day attendance sheet. Parents should park in the legal parking spots along Tyler Terrace.
6. Parents who are late picking up their child may be assessed a late fee.

CAMPER GROUPS

There are 6-7 camper groups at Centre Acres. Children are placed into camper groups based on the grade they are going into and the area in which they live. Each camper group has approximately 10 - 20 campers and 2 - 4 staff members.

Campers participate in all daily activities with their group. During special events, groups will participate in special activities with other groups.

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, storytelling, gym activities, cooking, field trips, and special events. Please refer to your child's group schedule for exact times and activities.

Lower Camp

8:00 – 8:25 Extended Morning
8:25 – 8:35 Basic Day Sign In
8:40 – 9:20 Activity 1
9:25 – 10:05 Activity 2
10:10 – 10:35 Snack
10:40 – 11:20 Change & Walk to Lake
11:25 – 12:00 Swimming
12:10 – 1:00 Back to Camp & Lunch
1:05 – 1:45 Activity 3
1:50 – 2:30 Activity 4
2:35 – 3:15 Activity 5
3:15 – 3:30 Basic Day Sign Out
3:30 – 6:00 Afternoon Extended Day

Upper Camp

8:00 – 8:25 Extended Morning
8:25 – 8:35 Basic Day Sign In
8:40 – 9:20 Activity 1
9:25 – 10:05 Activity 2
10:10 – 10:35 Snack
10:40 – 11:20 Activity 3
11:25 – 12:05 Change & Walk to Lake
12:20 – 12:55 Swimming
1:05 – 1:45 Back to Camp & Lunch
1:50 – 2:30 Activity 4
2:35 – 3:15 Activity 5
3:15 – 3:30 Basic Day Sign Out
3:30 – 6:00 Afternoon Extended Day

On Wednesdays and Fridays campers will have all camp special events starting after snack and continuing until 2:30 pm. Please refer to the weekly newsletter for specific scheduling for field trip days.

SWIMMING

Swimming is an integral part of the camp experience and we are fortunate to have Crystal Lake within walking distance to the camp. Swimming will take place on Mondays, Tuesdays and Thursdays unless the Lake is closed. Swimming is general swim. We do not provide swimming lessons.

During swimming, counselors will be in the water and on the Lake shore/docks to supervise campers, and lifeguards will be on duty as usual. Campers who do not want to swim will go to Crystal Lake and play games with counselors in the grass picnic area.

When extreme hot weather occurs Centre Acres will have special water activities at camp. Please send a bathing suit and towel, or change of clothes with your child each day.

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 Big daddy Racing, Concerts on the Green, 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 a Centre 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 or Parks and Recreation Department vans.

CIT PROGRAM

There is a Counselor in Training program for boys and girls ages 13 – 16 at Centre 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 certified 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

Centre Acres Summer Program is certified by the Newton Health Department. In addition, Centre 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 make arrangements for them to be picked 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.

Staff will do head lice screenings throughout the summer. Any child found to have head lice or nits will be sent home until they have been appropriately treated and the child is free of lice and nits.

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.

IMPORTANT RESPONSIBILITIES FOR PARENTS

Check in with Camp Director with any questions.

Ensure that all camp forms are filled out completely.

Never forget enough food for the day.

Take time to talk to your child's counselors.

Read the Parent Handbook and be familiar with camp policies.

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 news letter 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!