

2021 Summer Fun Camps

with Newton Parks & Recreation

**AT COUNTRYSIDE
AT HORACE MANN
AT PEIRCE
AT WILLIAMS
AT LOWER FALLS COMMUNITY CTR**

PARENT HANDBOOK

SUMMER FUN PROGRAM PARENT HANDBOOK 2021

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BASIC CAMP INFORMATION

Our Summer Fun camps are similar to our traditional day camps but are modified for health and safety during the pandemic. Camps will follow all of the current CDC and City Health Department guidelines for face coverings, social distancing, and handwashing. Campers will be assigned to a cohort group each week and will participate in activities with their cohort group. Each cohort group will have a designated classroom space for their indoor activities, and will participate in outdoor and gym activities throughout the day. Camps run Monday through Friday and are held rain or shine.

LOCATIONS, DATES AND HOURS

Because we are using cohort groups this year, people will need to register for the half day, standard day or extended day cohort. Switching between cohorts will only be allowed if space is available.

Location	Grades	Dates	Hours
At Countryside 191 Dedham St	Going into grades K-6	Weekly sessions July 6 – August 20	8:30 am – 3:30 pm or 8:00 am – 5:30 pm
At Horace Mann 225 Nevada St	Going into grades 1-6	Weekly sessions July 6 – August 20	8:30 am – 3:30 pm or 8:00 am – 5:30 pm
At Williams 141 Grove St	Going into grades K-6	Weekly sessions July 6 – August 20	8:30 am – 3:30 pm or 8:00 am – 5:30 pm
At Peirce 170 Temple St	Going into grades K-4	Weekly sessions July 12 – August 13	8:30 am – 3:30 pm or 8:30-11:30 or 12:30-3:30
At Lower Falls 545 Grove St	Going into grades K-6	Weekly sessions June 28-July 2, August 23 – Sept 3	8:30 am – 3:30 pm or 8:00 am – 5:30 pm

WHAT TO BRING

All campers should bring a water bottle, sunscreen, face covering and backpack each day. Standard day campers should bring a morning snack and lunch, and Extended day campers should bring a morning and afternoon snack and lunch. It is a good idea for Standard and Extended day campers to bring a second face covering to switch into after lunch, or in case theirs gets wet or dirty.

Children should wear play clothes. They may get dirty and possibly wet. You may want to pack an extra change of clothes just in case. Children should wear socks and sneakers to participate in our outdoor activities. **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 our Summer Fun camps for Newton residents will begin on March 17th and continue until the program fills. A waiting list will be started once groups fill. Non-residents will be able to register starting May 1st if space allows. Additional information for each camp can be found online at <https://www.newtonma.gov/government/parks-recreation-culture/camps>

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 April 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. 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. We do understand, however, that sometimes plans change, so you will have until April 1st to make any changes to the weeks you have registered for. If you cancel out of weeks by April 1st, the deposit that you have already paid for the program will be applied to the remaining weeks of that program 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.

CAMPER EXPECTATIONS

For the enjoyment and safety of everyone involved at our Summer Fun programs, campers are expected to adhere to the following rules while at camp:

1. For the safety of everyone at camp, campers must keep face coverings on during daily activities. During snack and lunch, campers will be seated at least 6 feet apart from each other so they can remove their face coverings to eat. Campers not able to comply with face covering requirements will be dismissed from the program.
2. Social distancing is another important aspect of keeping everyone healthy at camp. We understand everyone will need some reminders during the day, but if a child is having difficulty maintaining social distance on a consistent basis they may be dismissed from the program.
3. Listen to the counselors or leaders.
4. Stay with your group and never go anywhere alone. Tell a counselor or leader if you need to leave the group and they will send somebody with you.
5. Respect the rights of others and treat others with dignity and respect.
6. Fighting, bullying, or aggressive behavior toward staff or campers will not be tolerated.
7. Destroying or stealing property belonging to another person or camp will not be tolerated.
8. Please do not bring money, toys, ipods, cell phones, or other unnecessary belongings to camp to avoid misplacing or losing such items.
9. 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, will be brought to the camp office and a report will be filed. 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

Specific drop off and pick up information for each location will be emailed before the start of camp. This will allow us to follow the most current guidelines for each program.

Children that are picked up late will be assessed a late pick up fee of \$1.00 per minute that they remain at camp. 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 program.

CAMPER COHORT GROUPS

Children will be placed into cohort groups based on the hours they are signed up for at camp. Each cohort group will have approximately 10 - 12 campers and 2 - 3 staff members. CIT's may be assisting with groups as well. Groups may be a single grade, or combined grades. We try to place kids from the same school and grade in the same cohort group. Parents may request their child be in a group with another child. We do our best to accommodate such requests but can't always guarantee that will happen.

Campers will participate in all of their daily activities with their group. If special events occur, those will be done in cohort groups as well.

DAILY SCHEDULE AND ACTIVITIES

Camp activities include field games, arts and crafts, language arts activities, inside games, playground, STEM activities, gym and more. Staggered snack and lunch times for each group allow time for handwashing before and after eating. Please refer to your child's group schedule for exact times and activities.

Sample Half Day AM or PM

8:30 – 8:45	Sign In	12:30–12:45	Sign In
8:45 – 8:55	Morning Welcome	12:45–12:55	Afternoon Welcome
9:00 – 9:40	Activity 1	1:00 – 1:40	Activity 1
9:45 – 10:25	Activity 2	1:45 – 2:25	Activity 2
10:30–11:10	Activity 3	2:30 – 3:10	Activity 3
11:15–11:30	Sign Out	3:15 – 3:30	Sign Out

Sample Standard Day

8:30 – 8:45	Sign In	11:50–12:25	Lunch
8:45 – 8:55	Morning Welcome	12:30–1:00	Activity 4
9:00 – 9:40	Activity 1	1:05 – 1:40	Activity 5
9:50 – 10:25	Snack	1:45 – 2:25	Activity 6
10:30–11:05	Activity 2	2:30 – 3:10	Activity 7
11:10–11:45	Activity 3	3:15 – 3:30	Sign Out

Sample Extended Day

8:00 – 8:30	Sign In	12:30–1:05	Lunch
8:35 – 8:45	Morning Welcome	1:10 – 1:40	Activity 5
8:50 – 9:35	Activity 1	1:45 – 2:25	Activity 6
9:40 – 10:20	Activity 2	2:30 – 3:10	Activity 7
10:25–11:00	Snack	3:15 – 3:50	Afternoon Snack
11:05–11:40	Activity 3	3:55 – 5:15	Extended Day Fun
11:45–12:25	Activity 4	5:15 – 5:30	Sign Out

THEME WEEKS

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

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

Counselor in Training programs are for boys and girls ages 13 – 16 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 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

Campers will get first aid for bumps or scrapes they get while playing. 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 go with the child to the hospital and stay with the child until a parent or the emergency contact arrives.

HEALTH AND ILLNESS

Our Summer Fun Camps certified by the Newton Health Department. In addition, our camps make a strong effort to prevent the spread of illness by encouraging hand washing and keeping the facility clean and disinfected.

Parents should do a health assessment on their child each day before coming to camp. If your child is not feeling well or has come into contact with someone that is sick please do not send them to camp. If your child feels unwell during the camp day, parents will be called to pick up their child.

In the event that a child or staff member in the program is diagnosed with COVID, we will follow all necessary protocol to inform participants. These guidelines may change as the summer gets closer so we will have updated information closer to the start of summer.

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. Be sure to check the newsletter each week for any changes to the camp schedule and other important things to know.

IMPORTANT RESPONSIBILITIES FOR PARENTS

Submit camp paperwork and balances on time.

Understand drop off and pick up procedures to help keep social distancing.

Make sure items brought to camp are labeled with your child's name. It makes it easier for us to return things to the correct person.

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

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

Read the Parent Handbook and be familiar with camp policies.

Check email reminders for notices pertaining to camp.

Always call the camp when your child will be late or absent.

Masks, masks, masks. Please send in an extra face covering with your child each day.

Pack a water bottle and sunscreen each day. Standard or extended day campers should bring a snack and lunch as well.

Smile and enjoy the summer!