



NEWTON
Parks & Recreation

SPECIALTY CAMPS PARENT HANDBOOK

At Nahanton Park

455 Nahanton St, Newton, MA 02459

At Emerson Community Center

1 Pettee St, Newton, MA 02464

UPDATED 6/11/2021 TO INCLUDE COVID GUIDELINES

SPECIALTY CAMPS PARENT HANDBOOK 2021

| | |
|--|---|
| BASIC CAMP INFORMATION | 2 |
| WHAT TO BRING | 2 |
| ENROLLED SESSIONS | 2 |
| REGISTRATION AND CAMP PAPERWORK | 3 |
| CAMPER EXPECTATIONS | 4 |
| BEHAVIOR MANAGEMENT | 4 |
| CAMPER GROUPS | 4 |
| ARRIVAL, DISMISSAL AND LATE PICK UP POLICY | 5 |
| STAFF | 5 |
| HEALTH AND ILLNESS | 6 |
| FIRST AID | 6 |
| ALLERGY GUIDELINES | 6 |
| MEDICATION | 6 |
| COVID GUIDELINES FOR CAMPS | 7 |
| IMPORTANT RESPONSIBILITIES FOR PARENTS | 8 |

BASIC CAMP INFORMATION

Our Specialty Camps are for children entering 2nd grade and above. Some camps have additional grade restrictions in order to offer quality programming. Please pay close attention to the grade requirements when signing up your child. Grades listed are what your child will be entering in the Fall of the current year.

The Specialty Camps offer different specialties each week, and many specialties are offered for more than 1 week. Campers sign up for the specific specialty option listed for that week and may sign up for any number of specialty programs they are interested in. Campers attending more than 1 week of a specific specialty will continue to develop the skills they learned in the first week.

Specialty Camps at **Nahanton Park** run June 28 – August 5 and run Monday – Thursday with Friday as a rain date. Please see the website for specific specialty offerings. These programs are outdoors. Please have your child put on sunscreen and bug spray before arriving.

Specialty Camps at **Emerson Community Center** run for several weeks in June, July and August and run Monday – Friday rain or shine. Please see the website for specific specialty offerings. These programs occur indoors in a classroom or gym. Some activities may also use outdoor space for part of their program.

WHAT TO BRING

All campers should bring a water bottle, face covering, and bag (or backpack to hold everything) to camp each day. A second, back up face covering is also recommended. Campers should wear comfortable clothes and sneakers to camp. Campers doing outdoor sports activities should come to camp with sunscreen on.

Campers signed up at the Emerson Specialty Camp for both the morning and afternoon session can sign up for a supervised lunch and will need to bring their lunch from home.

Many of our specialty camps often require constructing, gluing, using a variety of tools, or playing sports. It's best to wear comfortable, but not baggy clothes. Please avoid wearing things that hang or dangle, either from clothes, or jewelry that may hang or get caught on something. Campers with long hair may want to bring something to tie their hair back with during the specialty instruction.

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.

ENROLLED SESSIONS

To see what you are enrolled in go online to www.newtonmarec.com and click on the account tab to log in. Once logged in, click on the registrations button to see what your child is registered for.

REGISTRATION AND CAMP PAPERWORK

Registration for our Specialty 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. Registration is available at www.newtonmarec.com Additional information for each camp can be found online at <https://www.newtonma.gov/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 15th to make any changes to the weeks you have registered for. If you cancel out of weeks by April 15th, 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 Specialty Camps, 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. 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, 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 re-direct the child or 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 director. 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 director 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.

If your child is exhibiting unsafe behavior during a specific activity, they may have to sit out or may be removed from the program. The Specialty Camp instructors running the program are responsible for determining if a child needs to be removed from the program. Tuition will not be returned if a child is removed from a program. Please consider this when signing up your child.

CAMPER GROUPS

Campers may be divided into smaller groups for more specialized instruction during the specialty camps. The instructors, coaches and teachers will decide what groups campers should be in considering grade, ability, and other factors.

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.

Late Pick Up

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.

We will have a staff person stay with your child until you are able to pick your child up or arrangements can be made to have your child picked up. Please note that we do have to pay the staff that are staying late with your child so a fee of \$1.00 per minute will be charged for campers that are picked up late. Parents that are consistently late picking up their child may be dismissed from the program.

Helpful Things to Know

1. A Camp Director will be available during drop off and pick up to answer any questions.
2. Directors can relay questions to instructors or coaches of our Specialty Camps.
3. Please try to be on time when dropping off. Instructors will do their best to catch kids up that are late, but instruction or activities may be delayed for late arrivals.
4. If your child is leaving early please let the Directors know during drop off.

STAFF

The strength of the program lies in our qualified, enthusiastic, caring and responsible camp staff. Instructors, coaches and teachers 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. 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.

HEALTH AND ILLNESS

Our Specialty Camps are 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.

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. In the rare case that 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.

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. Campers are not allowed to store or keep medications in their backpacks. Appropriate camp paperwork needs to be filled out in order for the camp to administer medication.

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.

COVID GUIDELINES FOR CAMPS

Newton Parks, Recreation & Culture is following the CDC and state of Massachusetts guidelines and recommendations regarding face masks. These guidelines include important mitigation strategies that limit the spread of the COVID-19 virus and are based on the best practices of maintaining distance, practicing good hand hygiene and staying home when sick.

For those who are fully vaccinated, a face mask is no longer required. For those that are not fully vaccinated, a face mask is strongly recommended indoors.

What does this mean for our summer camps?

1. Our expectation is for campers and staff to wear a mask indoors when social distancing can't be maintained.
2. Parents should do a home health assessment each day to check for signs and symptoms of illness. Any child that is not feeling well or showing symptoms such as a cough, fever, chills, nausea or diarrhea, headache, runny nose (not allergy related) etc, must stay home.
3. Campers will be assigned to a specific cohort group for each week of camp. Cohort groups may at times be in the same area as another cohort group, but they will maintain social distance between cohort groups when possible.
4. Campers and parents should maintain social distancing if they arrive at the same time as another participant during drop off and pick up.
5. Activities that occur indoors will be designed to encourage social distancing.
6. Windows will be open to aid in ventilation when possible.
7. Hand sanitizer will be available in each room throughout the duration of the program.

IMPORTANT RESPONSIBILITIES FOR PARENTS

Submit balances before the program starts.

Please be on time when dropping off and picking up your child.

Explain the camp rules to your child before starting camp.

Complete camp paperwork on time to ensure your child can attend camp.

Items brought to camp should have your child's name on them.

Advice camp directors and counselors of any health concerns your child might have.

Look through the lost and found if your child is missing any of their belongings.

Tell us if there are any unique things that we need to know about your child.

Yearly physicals need to be uploaded as part of your child's paperwork.

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.

Smile and enjoy the summer!