

***SEEKONK PARKS & RECREATION
SUMMER DAY CAMP***

**Parent Handbook
2018**



Location of Summer Camp
Seekonk High School
261 Arcade Avenue
Seekonk, MA 02771

Massachusetts Regulations

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

Our Mission

To provide a safe, fun, supportive environment in which campers explore new, challenging and educational experiences, and learn from positive role models that will create a summer experience that builds good character and supports teambuilding and a cooperative learning environment. That the camp will provide an appropriate environment to protect the health, safety, and well-being of the campers.

Affirmative Action

It is the policy of the Seekonk Parks and Recreation Summer Day Camp to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed. The Seekonk Parks and Recreation Summer Day Camp prohibits discrimination on the basis of race, color, sex, age, gender identity, disability, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

Facility

The Seekonk Parks and Recreation Summer Day Camp is held at the Seekonk High School and on its Grounds.

Staff Ratios

Seekonk Parks and Recreation Summer Day Camp has a camp ratio that ranges from 1:5 to 1:10. Each camp session has a head counselor and at least 2 to 3 junior camp counselors. All staff go through a training process and staff orientation and a volunteer orientation. All staff and volunteers over 18 years of age are given a Cori check. All staff, volunteers, and campers have updated immunizations that are on record at the camp.

Session Dates

Camp Session is two weeks in length
July 9 – July 20

Hours of Operation

Camp Day 9:00am to 12:00pm 3 hours Monday – Friday

Camp Communications

- **EMAIL** - queenane.seekonksummerprogram@gmail.com
- **PHONE** – The Camp is using Active Connect to send important updates and information for the Seekonk Summer Program. You will be connected to this automatically through the registration process and you will be prompted to accept texts as well as and/or emails.

Welcome to Seekonk Parks & Recreation Summer Day Camp,

Dear Parents and Guardians,

I am delighted that you have decided to make the Seekonk Summer Day Camp part of your family's summer plans. In my 15 years as an elementary Physical Education school teacher, I have had the pleasure and opportunity to work with various types of students in Seekonk and other schools in nearby local towns. Of course, being a father of 3 wonderful elementary aged girls as well as being an educator has helped me to understand how important it is to help young people develop good character traits. It is my goal, in my first year as Camp Director, to build a culture and experience in this camp that your kids will carry with them for the rest of their lives. This year we are hoping to have a huge family day of activities at the end of camp that will allow parents to enjoy water activities, family races, team challenges and games that will just make your family summer camp experience an epic one!!

It's a wonderful opportunity I have to motivate my staff and volunteers to approach their goals with excitement and energy. When I completed my Masters in Administration, I knew that building young adults and helping other colleagues to grow would be part of the culture building process. Our local Board of Health now licenses The Seekonk Parks & Recreation Summer Camp. Our camp activities and classes are designed for fun, but along the way, our goal is to help our campers become better citizens. Our goal is to provide an opportunity for kids to find their best selves. The safety of each camper is our highest priority. To help ensure that your child's experience is a positive one, we outline Camp Policies and Practices in the pages that follow. In this Parent Handbook, you will find information regarding transportation, healthcare tips, packing information, contact information, as well as other pertinent items. To help us in ensuring that we are able to meet your family's expectations, we have streamlined the registration process online and only require your child's immunization records to be returned to us. I realize that the online registration is new to everyone so we have made two in person registration dates for a second option, and I appreciate your help in this matter. Please feel free to contact me at any time if you have any questions or if we may be of any help. 2018 marks the Camp's 11th summer, and whether this is your first or eleventh summer with us, we look forward to having your child at camp!

Sincerely,
Earl Queenan
Camp Director
Seekonk Parks & Recreation.
queenane.seekonksummerprogram@gmail.com

Cell Phone Policy

We want are campers to grow independently and without distraction. During camp no campers, are allowed to bring cellphones to camp. Cellphones are not permitted for campers. The Campers are busy for the time we have them. Being engaged in the camp activity and enjoying the experience is the focus of The Seekonk Parks and Recreation Summer Program.

Elastic Policy

Seekonk Parks & Recreation Summer Day Camp Staff reserves the right to rule on any matter covered, or uncovered, in this Camp Handbook that insures a positive learning experience for all participants and that protects the integrity and standards of excellence that we strive for in the offering of Seekonk Parks & Recreation Summer Day Camp.

Photo Release Policy

Seekonk Parks & Recreation Summer Day Camp may take photos of your children during our day camp program. The camp also has a photography class that allows campers to take pictures. We use these for a camp slide show and the following year's brochure for promotional and advertisement for the Seekonk Parks & Recreation Summer Day Camp. The Seekonk Parks & Recreation Summer Day Camp is not required to contact you regarding using photos. By reviewing this policy and signing the parent handbook authorization form I hereby grant the Seekonk Parks & Recreation Summer Day Camp permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Seekonk Parks & Recreation Summer Day Camp and will not be returned.

Sunscreen Permission Policy

I give the Seekonk Parks & Recreation Summer Day Camp Staff my permission to apply sunscreen as needed to my child. I understand that if I do not send my own sunblock labeled with my child's name, or if I send sunblock that has expired the camp will use their own.

Insect Repellent Permission Policy

I give the Seekonk Parks & Recreation Summer Day Camp Staff my permission to apply insect repellent as needed to my child. I understand that if I do not send my own insect repellent labeled with my child's name or if I send insect repellent that has expired the camp will use their own.

HEALTH CARE

MINOR FIRST AID PROCEDURES will be administered by camp personnel in case of an injury. Further treatment will be referred to parents. If a major injury occurs, emergency medical personnel will be contacted and emergency procedures will be followed.

EMERGENCY PROCEDURES (transportation method & notification of parent)
Administer immediate first aid. Contact parent or emergency contact if applicable.
Transport camper via ambulance with staff person. Child's information sheet and physical form should accompany the child.

(if parents cannot be contacted) Continue trying to contact parent or next emergency contact.

PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT

- Location of first aid kits: Camp Home Base, one with each group or class
- Location of first aid manual: First Aid Kit
- First aid is administered by: Red Cross First Aid Certified Staff
- First aid kits are maintained by: Earl Queenan, Camp Director

Contents of first aid kit: sterile gauze squares, compresses, 4-inch roll-flexible gauze bandage, 2-inch roll- flexible gauze bandage, 1-inch roll-bandage tape, 1 triangular muslin bandage, scissors, tweezers, barrier protection gloves-non-latex, instant cool pack/plastic bag for ice cubes, non-perfumed soap, mask- 1-way valve.

PLAN FOR INJURY PREVENTION AND MANAGEMENT (monitoring the environment)
Each Camp Counselor will be responsible for inspecting his/her program area for safety hazards and/or equipment that is in need of repair. Hazards will be removed or fixed or the campers will be moved to a safer area. Camp Director will be notified immediately of all concerns.

PROCEDURE FOR IDENTIFYING AND PROTECTING CHILDREN WITH ALLERGIES AND/OR OTHER EMERGENCY MEDICAL INFORMATION

Health Supervisor will be responsible for reviewing all physical forms, which will indicate allergies, and any other conditions relative to the safety of the child at camp. Once identified, special consideration lists will be distributed to the appropriate staff in charge of dealing with the identified child.

PROCEDURE FOR HANDLING SERIOUS INJURY

If the Seekonk Parks & Recreation Camp staff is unable to treat a camper, an ambulance will be called to transport the camper to the nearest hospital. The parent will be called and will be advised to meet the ambulance at the hospital. A staff member along with a copy of the child's medical form will accompany the child to the hospital.

MEDICAL RESTRICTIONS

Campers should stay home or find alternative care if he/she exhibits any of the following symptoms:

*Fever *Diarrhea *Head Lice *Communicable diseases (chicken pox...)
*Vomiting *Conjunctivitis (Pink Eye) *Severe Rash

If a camper should become ill while at camp, a parent/guardian will be called immediately. In the event that a parent cannot be reached, we will call the next authorized adult on the registration form.

PROTECTION FROM THE SUN

Seekonk Parks & Recreation Summer Camp encourage campers and staff to reduce exposure to ultraviolet sunlight. Such measures shall include, but need not be limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 15 or greater and lip balm.

DISCIPLINE POLICY

Should a discipline problem arise, we follow a three step process, and each step will be documented in writing along the way. We will communicate with the camper each step along the way to help them understand why they have been disciplined.

1st Offense – Verbal Warning and if deemed necessary by camp counselor a written record of behavior with time and date.

2nd Offense – 5-minute reflection time will be given for Camper and Camp Counselor to conference. If deemed necessary, the Camp Director may call the parent/guardian to pick up a camper if the behavior is not resolve. The camper will then write a think sheet to take home and give to parent/guardian to be signed by parent and returned by camper on the next day of camp.

3rd Offense – Conference with Camp Director and camper to resolve behavior. The camper will write a think sheet to take home and give to parent/guardian. If the camper is allowed back to camp and has not been suspended or expelled they will return the sheet with a parent/guardian signature.

A repeat visit to the Camp Director will result in a phone call to the parent about the behavior, and a meeting may be scheduled. Suspensions will be issued for violent or inappropriate behavior, or repeated visits to the Camp Office for 3rd Offenses. Expulsions from camp occur when a camper's behavior puts anyone at risk (including themselves), or the camper has already received one suspension.

In addition to the procedures outlined above, the following discipline policies are in effect at camp.

In accordance with 105 CMR 430.191: Requirements for Discipline

Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

1. Corporal punishment including spanking is prohibited
2. No camper shall be subjected to cruel or severe punishment
3. No camper shall be denied food or shelter
4. No camper shall be punished for soiling, wetting themselves
5. Records shall be kept regarding a camper's behavior which will include the date, time and the name of the camper & staff member involved in the incident.

TRAFFIC CONTROL PLAN AND CAMPER RELEASE POLICY

Traffic Control

The Camp Director will coordinate traffic with assistance of other Camp staff and volunteers. Cars will enter the camp by the back entrance of the Seekonk High School directly across from Dean street. Camp Signs and staff will help direct traffic and campers safely to the Camp Entrance at the back of the school located next to the school cafeteria. Parents will then follow the arrival procedure.

Arrival /Drop Off

In the morning, after parents arrive at the Camp Entrance designated at the Seekonk High School located at the back of the school, they will then be required to sign their camper in with a staff member. This staff member will accompany the child to the campers first class. There will be a table designated in the cafeteria where the arriving campers can sit at the start of camp from 8:45-9:00. The staff member and or volunteer will then accompany their class of campers to their first class location. If no staff member is available at the entrance to have them signed in and brought to the table, then the parent will accompany their camper to the table assigned to their first class. After 9:00 AM. all remaining campers that arrive will need to be signed in at the Camp Director's desk and home base. Camp staff or volunteer will then accompany the camper to their first class located outside or inside.

Camp Staff will then be responsible for each camper signed in.

Departure / Pick Up

Parents, or individuals previously authorized in writing to pick campers up, will be directed to one of two designated pick up areas according to their camper's last class. The Camp Director and camp staff will assist in traffic flow. Once in their designated pick up area, parents/authorized individuals will stay in their car or in the designated pickup area and tell the area specialist their camper's name and last class. Campers will be accompanied to the car or parent by their counselor or available camp staff and will be signed out by parents/authorized individuals only after the counselor has checked their proper identification to make sure that they are authorized to pick the camper up. In the event that an individual who is not authorized attempts to pick up a camper, the Camp Director will call the parents to obtain temporary authorization.

How to File Grievances

The camp will immediately investigate all complaints / grievances and will take steps necessary to remedy the situation. Grievances will be discussed with camp counselors. The Camp Director should be contacted directly with your concerns.

Procedures for the Background Review of Staff

Each staff person will fill out a CORI check form issued by the Criminal Systems History Board (CHSB), which will have a unique association identification number on it. Each staff person will sign the form.

Each Seekonk Parks & Recreation Camp staff person who can have unsupervised contact with the campers must have a background free of conduct, which bears adversely upon his/her ability to provide for the safety and well-being of the campers.

Parents Right to Review

Upon registering for camp, families may request copies of background checks, health care & discipline policies, in addition to procedures for filing grievances.

All information is located within the parent handbook; however, leadership staff may assist families in acquiring the information on these subjects.

Your Campers Typical Day Schedule

During a typical day group movement will be supervised and each camper will be accounted for in transition by their class instructor and assigned to a camp counselor during the transition phase.

July 9 – July 20

Monday – Friday

8:45-9:00 arrive at camp report to cafeteria

9:00-10:00 1st class

10:00-11:00 2nd class

11:00-12:00 3rd class

11:55 Report to cafeteria Depart from Camp

Special Camp Performance Day Schedule

During a performance group movement will be supervised and campers will be assigned to their class instructor and camp counselors during the performance.

July 11, July 13, July 17,

8:45-9:00 arrive at camp report to cafeteria

9:00-10:00 1st class

10:00-11:00 Scheduled Performance

11:00-12:00 3rd class

11:55 Report to Cafeteria Depart from Camp

Family Fun Day

During a performance group movement will be supervised and campers will be assigned to their class instructor and camp counselors during the performance. Once the performers are done if you intend on leaving early you must sign out your camper. During the luncheon at Outback Steak House the camp is no longer supervising your child and he/she is in your care. Please make every effort to sign out your camper before leaving the fun festival at the Seekonk High School.

July 19

Thursday

8:45-9:00 Arrive at camp report to cafeteria

- Student Work Displays

9:00 – 9:30 Auditorium

- Camp Slide Show
- Dance Performance

9:30 – 12:00 Outside Performances and Games

- Face painter
- Magician
- DJ
- Blowup Obstacle Course
- Games – Prizes
- Food

All Items Brought to Camp Should Be Labeled with Each Campers Name

What to bring to Camp?

- ✓ A refillable water bottle
- ✓ If you need special sunscreen. (The camp does provide sunscreen)
- ✓ Bug Repellant (*Please see the Sunscreen & Bug Repellent Policy*)
- ✓ Swimsuit and towel, but only if enrolled in the town swim lesson program
- ✓ Snack if so desired
- ✓ A bag to hold all items if needed

What to keep home?

- ✓ **No Flip Flops unless you can bring a 2nd pair of proper footwear for outdoor classes and woods.**
- ✓ **No Cell Phones**
- ✓ **No Electronics**

PLEASE LEAVE VALUABLE PERSONAL ITEMS AT HOME. Campers should not bring or wear any valuable, personal articles such as expensive footwear, watches, jewelry, phones, personal music devices, electronic games, trading cards, key chains, toys, etc. Children are not permitted to use these items at camp. Do not bring sporting equipment unless it is approved by the camp counselors and/or to be used in a specialty sports class. The Seekonk Parks & Recreation Summer Day Camp is not responsible for stolen items.

Lost and Found

PLEASE LABEL EVERYTHING! We strongly urge you to mark or tag all of your child's belongings. We do our best to return all left behind items at the end of the session it's easier if the items are labeled! Please check the camp lost and found, located in the main corridor near cafeteria, if your child happens to lose something. We are not liable for any lost items.

IMPORTANT REMINDERS

Early Bird Registration Open until June 2nd

Online Registration: Please make every effort to register online it's a streamlined process to make it easier for you to register and for your camper to get their class selection before they fill up. Register at <http://www.seekkonkrecreation.com/>

In Person Registration: Save the dates parents that want to register in person and pay by check can do so at the Seekonk Human Services Center at 540 Arcade ave Seekonk Mass. The Camp Director Earl Queenan and/or the Parks & Recreation Director John Pozzi will be available to answer any questions/concerns you may have about the program.

*All Parents are welcome to **bring** their campers **Immunizations to the In Person Registration dates** as well. *

First Day of Camp and On the first session of every day: Parents and campers are required to check-in with the Camp Director at the camp entrance or as directed by camp staff from the Camp director's desk. They will then be directed to his/her counselor(s) to sign in. When pulling into camp, please note that the parking lot is in the back. Follow the signage to the appropriate parking area.

Use of the Pool: The camp will be limited to the use of the pool in its first year at its new location. There will be no time during camp this year that the campers will use the pool. However, if a parent chooses and registers separately with the swim lessons program. We will make arrangements to transfer your swimmer/camper to and from his/her swim lessons. Any Questions or concerns please email Mr. Queenan at Queenane.seekkonksummerprogram@gmail.com.

Parent Handbook and Online Registration can be found at:

<http://www.seekkonkrecreation.com/>

To Do List!

- Read Brochure
- Read and Review Parent Handbook
- Register your camper Online at <http://www.seekonkrecreation.com/>
- You will receive Two Emails
 - Email with Parent Login Information
 - Email with Camp Registration Confirmation
- During Registration
 - If a class is full make sure you add to the waiting list.
- Mandated by Massachusetts Law
Campers Immunizations
(Dated Within 24 Months of The Camping Session)
- UPLOAD TO WEBSITE IMMUNIZATIONS
 - Parents can upload from their online parent account created during Registration.
 - You can also attach them to an email:
queenane.seekonksummerprogram@gmail.com
 - Or mail or drop off Immunizations to
 - Seekonk Parks & Recreation
Seekonk Elementary Summer Program
John Pozzi Jr
Town Hall, 100 Peck St; Seekonk MA 02771
 - Or Immunization can be submitted by: place forms in metallic boxes located at both Aitken and Martin Elementary Schools.
- Label all of your camper's belongings for camp
- ENJOY YOUR SUMMER!