

CONCORD 
RECREATION
Camp Three Rivers

**CAMP THREE RIVERS PARENT HANDBOOK
2016**



CAMP THREE RIVERS PARENT HANDBOOK 2016

Welcome to Concord Recreation Department's Camp Three Rivers. We look forward to having your child in our program. This handbook is designed to give you important information about camp. Please feel free to ask any questions you may have about our policies and procedures. We look forward to providing your family a wonderful camp experience.

Parent and camper open house will be held Thursday, June 23rd from 5:00pm-7:00pm. This is a great opportunity to meet all of our staff, tour the facility, ask any questions you may have, and see what is new with our summer camp programs.

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





CAMP THREE RIVERS PARENT'S HANDBOOK

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I. Program Information

a. History

In 1980, the Concord Recreation Department began to offer a Day Camp. This replaced the traditional “Playgrounds” Program that was offered each summer for the children of Concord. The children were housed at the Emerson Playground with the “Hunt Gym” as their headquarters. They were bussed each day to Walden Pond for Red Cross swim lessons. In 1988 the Hunt Gym was renovated providing a wonderful new space for the Day Camp: a full size gym, locker rooms and showers, with indoor meeting space. In 1990 the Recreation Department built an outdoor teaching pool on Emerson Playground to support the Day Camp swim program. In 1994 the Day Camp expanded to offer a Junior Camp for children entering Kindergarten through third grade and Senior for children entering fourth grade through seventh grade. The facilities include the beautiful Emerson Field, the Hunt Recreation Center and introduced in the summer of 2006, swimming for Sudbury River Camp at the Beede Swim and Fitness Center. 2016 marks a new era for Concord Recreation. The new Camp Three Rivers includes Concord River Camp (Concord River Camp), Sudbury River Camp (Sudbury River Camp), and Assabet River Camp (Assabet River Camp).

The Concord Recreation Department does not discriminate on the basis of race, sex, religion, cultural heritage, political beliefs, marital status, disability, national origin, or sexual orientation. Concord Recreation Camp Three Rivers complies with regulations of the Massachusetts Department of Public Health and is licensed by the Concord Board of Health.

b. Goals

Concord Recreation’s Camp Three Rivers is a non-profit, non-denominational summer program offered to residents of Concord and surrounding communities. Our goal is to provide a safe, nurturing environment that encourages children to socialize and feel comfortable and confident in an active group setting. We recognize each child as a growing and developing individual. We provide a quality outdoor program that features Red Cross Swimming lessons, Archery, Sports and Games, and Crafts, Field Trips and much more.

c. Philosophy

The staff at Concord Recreation’s Camp Three Rivers offers a safe, nurturing environment where a child can experience physical, social, emotional, and cognitive growth while engaged in fun recreational activities. Children are encouraged to become involved in experiences to build self-esteem and confidence by facing challenges, coping with disappointment and, most important, enjoying success.

All Concord Recreation summer camp programs are licensed by the Concord Board of Health and are in compliance with Massachusetts State Law.

d. Staff

Concord Recreation's Camp Three Rivers is committed to recruiting and retaining the most qualified candidates for employment each summer season. This year's Camp Directors are as followed:

Assabet River Camp: Mardi Hutchinson

Email: mhutchinson@concordma.gov phone: 978-287-1054

Sudbury River Camp: Zach Vaillette

Email: zvaillette@concordma.gov phone: 978-287-1053

Concord River Camp: Anita Hill

Email: ahill@concordma.gov phone: 978-318-3045

Workreation: Patti Doherty

Email: pdoherty@concordma.gov phone: 978-287-1060

Hunt Recreation Phone: 978-287-1050

Our staff consists of certified teachers, college and high school students, and a licensed nurse. Prior to working in the camp and with your child, they completed our orientation/training sessions. Each camp group is staffed with a minimum of a Lead Counselor and Counselor. The younger Camp Three Rivers groups are staffed with a Lead Counselor and two Counselors. We also have the Workreation, students going into 8th through 9th grades, and Community Service students who assist Counselors within the camp groups. All Head Counselors are certified in CPR, AED, and First Aid.

Special members of the Camp Three Rivers staff consist of the following

- Nurse
- Certified Aquatics Director
- Certified Lifeguards and Swim Instructors
- Arts and Crafts Teacher
- Sports and Games Professional
- Certified Archery Specialist

The Camp Three Rivers Staff meets and exceeds the requirements set forth in the Camp Code— Rules and Regulations mandated by the State of Massachusetts and enforced by the Concord Board of Health. Camp Three Rivers employees have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations.

Parents have the right to review background checks, health records, and discipline policies and grievance procedures upon request.

e. Organizational Chart

Town Manager
Assistant Town Manager
Recreation Director
Assistant Recreation Director
Camp Directors
Camp Three Rivers Lead Counselor/ Specialists
Counselors

II .Program Policies and Procedures

a. Enrollment Procedures

Parents wishing to enroll their child in Concord Recreation Department's Summer Camp Three Rivers Program should follow the following procedure:

Registration begins in January for the summer season which begins the end of June after the Concord Public School Year has ended. If enrollment is desired, bring in person, sign up online, by phone with a credit card, mail a registration form with a deposit to:

Concord Recreation Department
90 Stow Street
Concord, MA 01742
(978) 287-1050

If you have any questions or would like to schedule a site visit please feel free to call the (978) 287-1050. For more information visit our website at www.concordsummercamps.com

Enrollment is on a first come-first served basis. A wait list is maintained when program capacity is reached (no fees are necessary for those on the wait list).

b. Daily Schedule

Camp Three Rivers is in session from 9:00 a.m. to 4:00 p.m. Monday through Friday. The daily schedule includes arts and crafts, Red Cross Swim Lessons, sports and games, and for the older groups, archery. It also includes snack time and lunch, planned group activities-both active and quiet, and local walking field trips.

Sudbury River Camp will spend a portion of each day at the Beede Swim & Fitness Center located across from Concord Carlisle High School. Parents will drop off and picked up their children as usual at the Hunt Recreation Center each day. Campers will walk to the Beede Swim and Fitness Center rain or shine. They should come prepared with rain gear or an umbrella if the weather seems threatening. Campers will not walk to Beede during a thunder and lightning storm. Swim lessons in the competition pool allowing them to progress to levels beyond what

they could at the Emerson Pool. They will also have the opportunity to use the diving well, play some water polo or basketball, and as always have free swim. Sudbury River Camp will also have archery up at the high school site.

Assabet River Camp will spend the majority of time at camp on the grounds of Emerson Field located at 90 Stow Street. Campers will participate in swimming lessons, sports and games, arts and crafts and a number of planned activities throughout the day. Swim lessons and free swim will take place in the outdoor pool which is staffed by certified water safety instructors and lifeguards. Throughout the summer there are a few off campus field trips planned. These trips will have an informational sheet sent home describing in detail the trip.

Concord River Camp has been developed specifically for the children who attend the Concord Public Schools and Concord Recreation summer programs. Concord Recreation has worked with the school system to organize an afternoon program for these children that will include swim lessons, arts and crafts, sports and games and many other activities. The Alcott School will be the “home base” for this program, but campers will walk with staff to the Emerson playground and pool for activities. Concord River Camp is in session from 12 noon to 4:10p.m. Each afternoon will start with lunch in the Alcott cafeteria.

See below for sample schedules:

Sample Daily Schedule-Assabet and Sudbury River Camps (on campus)

9:00	Morning Meeting and Attendance
9:15	Arts and Crafts
10:00	Morning snack-brought from home
10:15	Swimming Lessons
10:45	Schedule to be determined by Lead Counselor
11:30	Swimming-Free Swim
12:00	Lunch-brought from home
12:45	Archery (Sudbury River Camp)
1:30	Afternoon snack-brought from home
2:15	Sports and Games
3:00	Free Block
3:45	Pick up begins

Sample Field Trip Schedule-Assabet, Sudbury, & Concord River Camp (off campus)

9:00	Morning Meeting and Attendance
9:15	Call any campers not at camp
9:30	Recheck attendance and board busses
10:00-10:30	Estimated arrival time followed by snack
10:30-2:30	Field trip activity-a lunch block will be provided during trip
2:30	Departure-attendance to be taken before and after boarding bus
3:45	Pick up begins

Sample Daily Schedule-Concord River Camp (on campus)

12:00	Lunch-brought from home
12:45	Archery (3 rd Grade and Up)
1:30	Afternoon snack-brought from home
2:15	Sports and Games
3:00	Arts and Crafts
3:55	Pick up begins

c. Tuition

The tuition for Assabet River Camp and Sudbury River Camp is \$295 per week. Concord River Camp is \$270 per week. Tuition is prorated for Week 2 which is a four day week. A deposit of 50% is due upon registration. Payment plans are available. We are a self-supporting fee-base program. It is our policy to offer Camp Three Rivers scholarships for those in need. For scholarship information please call Zachary Vaillette at (978) 287 1050. Requests are approved by Recreation Director Ryan Kane based off need and availability.

d. Inclement Weather

Camp Three Rivers is offered rain or shine. In the case of rain, the camp will be housed in the Hunt Recreation Center, or in another local facility. Often field trips will be arranged. On rainy or partially rainy days, there will be outdoor activities whenever possible.

e. Drop Off/Pick Up Policy

The drop off policy for Assabet and Sudbury River Camp participants is as follows:

Drop Off

- Drop Off time begins at 8:50 a.m. Camp begins at 9:00 a.m.
- You **must** drop off your child at the Hunt Recreation Center and sign your child in with their counselor.
- There is **no** drop off allowed without signing your child in. Authorized individuals must provide ID.
- Staff will be outside of the Recreation Center to welcome and assist the children.
- Please park on Stow Street, Hubbard, or Everett Street. We ask that no cars enter Stow Street from the Everett Side to keep traffic flow consistent.

The pick-up policy for Assabet, Sudbury, and Concord River Camp participants is as follows:

Pick up

- Pick Up Time begins at 3:55 p.m.

- You **must** pick up your child at the **Hunt Recreation Center** and sign your child out with their counselor.
- There is **no** pick up allowed without signing your child out. Authorized individuals must provide ID
- Staff will be outside of the Recreation Center to welcome and assist the children.
- Campers will **only** be allowed to leave with individuals listed on their emergency form. If you wish to add individuals authorized for pick up, please contact the Camp Director.
- Children that have not been picked up by 4:05 p.m. will be escorted to Extended Day.
- Please park on Stow Street, Hubbard, or Everett Street. We ask that no cars enter Stow Street from the Everett Street side to keep traffic flow consistent.

f. Behavior Management

Camp Three Rivers' staff guides behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating inappropriate behaviors and creating an environment that helps avoid them. Expectations are realistic and limits clearly explained and supported by the environment. Positive reinforcement is used to maintain appropriate behavior.

When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. Time is allowed for children to learn alternative behaviors and guidance is given in expressing emotions such as anger. In extreme cases, the child may need to be separated from the group with a counselor. This "time out" will be for a reasonable amount of time, appropriate to the child's age. The child will be supervised at all times. All discipline is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment.

The Camp Three Rivers Directors are notified whenever a behavior becomes hard to manage and a parent will be notified of the child's behavior. The Camp Three Rivers Directors are available for support in dealing with difficult behavior and for coverage if a child's needs demand a great deal of counselor time.

g. Termination and Suspension

A child may be terminated or suspended from the program for behavior dangerous to him/her or to others. A child may be terminated or suspended without warning due to the severity of the behavior. However, every effort will be made for each camper to have a successful and fun experience. In the case of termination or suspension from the program parents will be contacted immediately.

h. Weapons Policy

Concord Recreation Department has a weapons policy. A camp participant that violates this

policy may be subject to discipline, up to and including termination from Camp Three Rivers.

The policy is as follows: The Town of Concord/Recreation Department/Camp Three Rivers is committed to providing a safe environment for all its employees, volunteers and program participants. This policy is being implemented effective immediately, in furtherance of that commitment. This policy prohibits employees and/or volunteers and participants from carrying, possessing, or using firearms and other dangerous weapons.

Definitions

1. For the purpose of this policy, a firearm shall mean any handgun, rifle, shotgun, smoothbore, or other similar device, including, BB and/or pellet handguns or rifles, whether loaded or unloaded, from which a shot, bullet, pellet, or other projectile can be discharged by any means.
2. The term “dangerous weapons” (as outlined in Massachusetts General Law) shall mean:
 - Any instrument or weapon commonly known as a dirk knife or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, or a device or case which enables a knife with a locking blade to be drawn or being propelled by any mechanism
 - any jackknife, pocket knife or tool such as a Leatherman
 - a slingshots, slingshot, bean blower, sword cane, pistol cane, blackjack, bludgeon, nunchaku, zoo bow, “clackers” or “kung fu” sticks, or any similar weapon,
 - a shuriken, or any similar pointed object intended to injure a person when thrown,
 - or a manrikugsari, or similar length of chain having weighted ends,
 - or metallic knuckles or knuckles of any substance which could be put to the same use,
 - any electrical weapon,
 - or any other device not mentioned herein when its intended function or design is clearly that of a weapon.
3. “Possession” shall include possessing, carrying, storing or using firearms or other dangerous weapons, as herein defined, upon Town of Concord property.

i. Toileting Procedures

All children will be accompanied to the bathroom by a Camp Three Rivers staff person. Children will be supervised in toileting and hand washing. Hands will be washed under running water, with liquid soap and dried with paper towels. If a child has a toileting accident, they will not be punished or humiliated. Each child is treated with kindness and respect and is given assistance in changing his/her soiled clothing. Soiled clothing is doubled bagged in plastic bags

and sent home to be washed.

j. Clothing

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable play clothes to camp. For safety reasons, rubber-soled shoes or sneakers are preferred. Campers are asked to come dressed in bathing suits to make the schedule flow fluently.

Unless the weather is severe, your child will be outdoors for most of each day. Please dress your child appropriately for the weather and label all clothing with your child's name.

k. Health and Illness

The Camp Three Rivers has a full time nurse on staff daily to dispense any medications, first aid or other medical needs that might arise during a normal camp day. The nurse station is located in the upstairs offices of the Hunt Building. They are often patrolling the grounds and are easily accessible. All camp groups and staff members have walkie-talkies to communicate. Should your child not feel well during camp, every effort will be made to care for them at camp. However, should their illness be better cared for at home you will be asked to make arrangements for them to be picked up. We ask that you do not send your child to camp if they are not feeling well that morning.

The Concord Recreation Camp Three Rivers makes a strong effort to prevent the spread of illness by the following procedures:

- 1) a strict hand washing policy for children and adults
- 2) coughing and sneezing toward the floor or into one's arm (and teaching this to the children) -washing hands after coughing or sneezing
- 3) keeping the facility clean and disinfected

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness, when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided and the camp nurse or a staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interests into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illness encountered in camp and our policies concerning attendance with them:

Coughs/Colds: Children with colds and coughs may attend camp as long as they feel well enough to follow daily routines (especially outdoor play). If a fever accompanies cold symptoms, the child must stay at home.

Fever: A child with a fever over 100°F should remain at home until the fever has been absent for 24 hours.

Strep: A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.

Ear Infections: A child may attend camp as long as he/she is not experiencing great discomfort or fever. A note must be provided as to whether or not swimming lessons are allowed.

Rash: Please notify your child's counselor if your child has an existing rash when he/she comes to camp. The nurse will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

Vomiting: A vomiting child must remain at home for 24 hours or until he/she can tolerate a normal diet.

Diarrhea: A child with diarrhea must remain at home until free of diarrhea for 24 hours.

Chicken Pox: A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried. A note from the doctor will be required regarding the status of swimming for your child.

Impetigo: A child must stay at home until he/she has been on medication for 24 hours.

Conjunctivitis: A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others. Note from the doctor will be required regarding the status of swimming for your child.

Head Lice: If your child has head lice they may not come to camp. The policy is that campers must be lice and nit free in order to be at camp. If lice or nits have been found in your child's head while at camp, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, campers must first be inspected by the camp nurse. The nurse will determine if they can return to camp. All campers that are participating in the overnight camping trip will be checked for head lice by the nurse prior to the trip.

Should your child contract any of the listed illness or any other contagious illness, please contact the camp as soon as possible.

General First Aid will be administered during camp by the camp nurse. Minor cuts or abrasions will be washed, and a topical ointment and a Band-Aid will be applied.

I. Emergency Procedures

All Directors and Head Counselors are certified in CPR/AED. Emergency telephone numbers are posted at each phone. If a child is injured we follow this procedure:

- 1) If a child needs emergency medical attention, an ambulance will be called. A Director or Counselor will always accompany a child to the hospital. The child's file will be brought, as it contains pertinent medical information.
- 2) The child's parent will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
- 3) If poisoning is suspected, Poison Control will be called 1-800-222-1222.
- 4) An accident report must be completed for **any injury**.
- 5) A copy of the accident report must be placed in the child's file.
- 6) A copy of the injury report must be given to the Camp Three Rivers Directors and the Camp Nurse before the end of the day.
- 7) All injuries must be logged in to the central injury log by the Camp Nurse.
- 8) When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs, and a barrier bag. The camp cell phone will also be included with the first aid kit.

m. Medication

If necessary to maintain the health of a child, we will administer medication if the following requirements are met:

Medication must be a prescription for the child with clear instructions for use or medication may be over-the-counter if accompanied by a doctor's/parent's note including child's name, dosage, date and instructions for administering.

A written consent form must be signed by the parent.

Topical medications may be administered with written consent of parents. This includes sunscreen, calamine lotion, etc.

All medication (including topical medications) should be in the original container, labeled with the child's name, the name of the medication (include brand names) and instructions for administration and storage.

We **highly** encourage sun protection. Sun screen will be available to campers if need be, but please bring your own.

The on-site nurse will administer medication meeting these requirements following this procedure:

1. read instructions and dosage carefully
2. check medication log in child's file **prior** to giving medication
3. double check dosage and give medication to child
4. document medication and dosage in log

All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent.

n. Required Records

All information in the students' file is strictly confidential. Written consent must be obtained from the parents to share this information with anyone. Each child's file will contain the following:

- Registration form
- Emergency Form(includes permission for field trips, sunscreen application, photo release, insect repellent application)
- Health Records, including proof of immunization
- Documentation of all parent contact (including phone calls, notes to or from the parent, emails and faxes)
- Documentation of any injuries/medications
- Medication Log

o. Field Trips

Parents will be notified of field trips prior to the trip. On an all camp field trips, if you do not wish your child to participate in the trip, notify the counselor. If it is an all-camp field trip, we will not be able to accommodate your child that day. Parents will sign a permission slip for all field trips. Campers will be supervised at all times on all field trips.

p. Transportation

Parents are responsible for transporting their children to and from Camp Three Rivers. Field trip transportation is provided by the Concord Transportation Department via school buses.

q. Ratios

Concord Recreation Camp Three Rivers abides by State camper/counselor ratios. This is staff per 10 kids over 6 and 1 staff per 5 campers 6 and under. Special Needs is 1 counselor per 4 mildly disabled campers and 1 counselor per 2 severely disabled campers

r. Media

No child will have their picture or name appear in the media without written consent of the parent.

s. Concord Recreation Camp Three Rivers Aide Policy

Children attending Concord Recreation Summer Programs with aides provided by the Concord Public Schools and/or privately by parents/guardians may only attend programs when said aide is present. The school system and/or parent/guardian must provide an appropriately trained substitute for the aide when he/she is not able to attend the program. Children must be kept home in absence of an aide and/or parent.

Aides hired to assist in Concord Recreation Summer Programs must participate in all camp activities. Most importantly, aides must be willing to swim with their campers when deemed necessary by the Aquatics Director. This allows staff to teach all children while maintaining safety precautions for those not able to fully attend to instruction.

t. Reporting Suspected Abuse/Neglect

State law mandates that reports be filed of suspected abuse and/or neglect. If a staff person suspects that a child is a victim of neglect and/or abuse, the procedure is as follows: Suspected abuse must be reported to the Camp Three Rivers Director immediately, with documentation.

1. The Camp Three Rivers Director will consult with the health consultant or other appropriate professionals.
2. A meeting with the parents will be arranged.
3. If necessary, the Camp Three Rivers Director will report the suspected case to the Department of Social Services pursuant to M. G. L. c199s 51A.
4. The Camp Three Rivers Director will then notify the parents of the filing of a 51A pertaining to his/her child.
5. If a staff member is suspected of abuse of a child in the program, that person will be suspended from duties directly involved with children until an investigation is complete.

u. Contingency plans-Camp Three Rivers

1. *Camper does not show up to camp .211(A)*

At the start of each camp day the Head Counselor will take attendance. If a child that is scheduled to attend has not arrived after attendance the Head Counselor will notify the Camp Director. The Camp Director will contact the family to determine the reason for the absence. The Camp Director will also notify the family that notification is required for all absences.

2. *Camper does not show up at point of pick up .211 (B)*

All campers that have not been picked up at the normal end of camp (4:00pm) will be escorted to Extended PM and added to the attendance list. If a child is not picked up by 4:15pm a staff person will contact the campers parents to determine at what time pick up will occur. If a camper stays longer than 4:15pm they are subject to the cost of one day at Extended PM.

3. *Child not registered arrives .211(C)*

If a child arrives to camp that is not registered for that program day/week, the child will be brought to the camp director office. The Camp Director will locate the parent/guardian to determine a solution. If a camp has room for enrollment that family may choose to enroll only after all the correct paperwork has been completed.

4. *Camper pick up other than parent(s) .190 (B)*

For a camper that is to be picked up by someone other than a parent a written note must be on file with the person's name, contact info and copy of license and date(s) of pick up. The note must be signed by a parent and will be placed in the camper file after notification to the Head Counselor has been made

v. Swimming

Campers will swim daily at the Emerson outdoor or Beede Center pools. Campers will be required to take a swim test during their first session to determine their level of ability. We have the right to deny a camper from participating in water based field trips if their swimming abilities do not meet the required regulations. (White Water Rafting, etc.) WSI certified instructors are present at both locations.

III .Parental Information

a. Visitation

Parents may visit their child's group at any time. If you choose to visit, please remember that the counselors 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 you may schedule a meeting with the counselors at a mutually convenient time. A courtesy call letting us know that you will visit gives us the opportunity to prepare the children for visitors, but is not required.

b. Conferences

There are no scheduled conferences for the Camp Three Rivers. If parents have any questions or concerns that need to be addressed you may schedule a meeting with the Directors and Counselors at a mutually convenient time.

c. Parental Input

We welcome comments and suggestions from parents. The Directors will respond to all parent suggestions.

d. Parent Communication

Concord Recreation Camp Three Rivers maintains contact with parents through direct contact, phone calls, email, notes, and memos.

e. Things You Can Do To Help Us

1. Read your Parent Handbook.
2. Call when your child will be absent, 978-287-1050.
3. Post our phone number at home and at work.
4. Label all of your child's belongings.
5. Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
6. Arrive on time -late arrivals may miss activities.
7. Pick up on time -children worry when their parents are late.
8. Check daily with your child or in their backpacks for any camp notices.

f. Field Trip Schedule

Summer 2016-Field Trip/Special Events Schedule (Subject to change.)

Week 1	June 27	28	29	30	1
		All Camp Old North Bridge		Sudbury River Camp Kimballs	4th of July County Fair
Week 2	4	5	6	7	8
July 4th Observed No Camp		Sudbury River Camp CODZILLA		All Camp Splash Day	
Week 3	11	12	13	14	15
		Sudbury River Camp Blue Hills		Sudbury River Camp Breezy Picnic Grounds Assabet River Camp Davis Farm Land	Field Day
Week 4	18	19	20	21	22
		Sudbury River Camp Take Flight		All Camp Southwick Zoo	
Week 5	25	26	27	28	29
		Sudbury River Camp 5 WITS		Sudbury River Camp White Water Rafting Assabet River Camp Wingaersheek Beach	Field Day
Week 6	August 1	2	3	4	5
		Sudbury River Camp Launch Trampoline Park		ALL Camp Canobie Lake Park	
Week 7	8	8	10	11	12
		Sudbury River Camp Jay Gees		Sudbury River Paw Sox Assabet River Camp Ice Skating	Olympics/ Talent Show
Post	15	16	17	18	19
	Duck Tour	Eco Tarium	Chunkys	Lazer Craze	Water Wizz

g. Job Descriptions

Lead Counselor Job Description

- Provide an excellent camp experience for all children in the group; creating a safe, caring, and nurturing environment that campers will feel confident, self assured and happy.
- Responsible for knowing the whereabouts of all children in his/her group at all times, including lunch time. Campers must be supervised at all times, especially at the close of camp.
- Plans and directs activities on a daily basis as designated on the Camp Three Rivers Daily Schedule.
- Responsible for turning in required weekly written schedule of planned activities.
- Assist with Specials: Sports and Games, Archery and Arts & Crafts if Specialists request it.
- Mentor and supervise assigned counselors, Community Service and Workrecreation staff, delegating appropriate responsibilities.
- Assist Camp Directors in performance evaluation on subordinate staff. Perform written evaluations for Workrecreation students.
- Call all campers in group prior to each session to introduce yourself, welcome the child to camp and answer any questions. Mail introduction letter to any campers that could not be reached by the Wednesday prior the session beginning.
- Responsible for maintaining discipline in his/her group. Responsible for seeking out Directors when more serious problems occur.
- Responsible for scheduling breaks accordingly. Responsible for delegating swim lessons supervision and assigning group's task to be done by non-supervising staff during swim lessons.
- Responsible for reading and following all Camp Three Rivers policies as outlined in the Staff Handbook.
- Attendance at all staff meetings required.
- Responsible for planning and coordinating one Field Day, and actively participating in the other two Field Days.
- Responsible for motivating and maintaining group's participation in Field Day by "example" and enthusiasm

Counselor Job Description

- Provide an excellent camp experience for all children in the group; creating a safe caring and nurturing environment that campers feel confident self assured and happy.
- Directly responsible to the Head Counselor. For carrying out and following schedule and guideline set by the Head Counselor. Responsible for supporting, enforcing and maintaining group guidelines (regulations, rules directions, etc.) that have been specified by Head Counselor and or Camp Directors.
- Responsible for knowing the whereabouts of all children in his/her group at all times including lunchtime. Campers must be supervised at all times especially at the close of camp.
- Serve as a role model for Community Service and Workrecreation students.
- Responsible for reading and following all Camp Three Rivers policies as outlined in the Staff Handbook.
- Assist with Specials: Sports and Games, Archery and Arts & Crafts if Specialists request it.
- Responsible for any equipment (sports, arts, games,) used during the day. **Materials must be returned and stored neatly when no longer being used.**
- Responsible for motivating and maintaining the group's participation in Field Day by "example" and enthusiasm.
- Attendance at staff meetings is mandatory.

Swimming Instructor/Lifeguard Job Description

Swimming instructors must hold a current Water Safety Instructor Certification. Lifeguards must hold a current Lifeguarding Certification. For staff located at Emerson Pool the hours shall be 8:45 A.M. to 4:00 P.M., Monday through Friday and report director to the Head Lifeguard. For staff located at the Beede Center the hours shall be Monday, Wednesday, & Friday from 9:30am-3:30pm. and report directly to the Assistant Aquatics Director. During this time they shall perform the following duties:

- Arrive at work with the proper attire: a long sleeve guard shirt and sleeveless guard tank, a rash guard shirt, whistle, visor for sun protection, and sunscreen. These items will be provided. You are responsible for providing your own competition style bathing suit.
- Teach classes according to your assigned schedule.
- Issue written evaluations to all campers at the end of each session.
- Prepare records for filing with the American Red Cross.
- Issue Red Cross Certifications.
- Be required to attend all water field trips. Proper dress required for all field trips.
- Attend all weekly staff meeting as scheduled by their Supervisor.
- Be responsible for implementing activities for field day.

- Put out all safety equipment at the beginning of the day.
- Maintain cleanliness of the pool area and grounds.
- Attend in-house training sessions (as scheduled by their Supervisor) whereby they shall practice techniques for which they may be responsible such as backboarding, implementing facility emergency action plans and CPR.
- Responsible for joining and participating with an assigned Camp Three Rivers group upon request of the Camp Three Rivers Directors.

Lifeguard Duties

- Lifeguards shall arrive at work with the proper attire: a long sleeve guard shirt and sleeveless guard tank, a rash guard shirt, whistle, visor for sun protection, and sunscreen. These items will be provided. You are responsible for providing your own competition style bathing suit.
- Put out all safety equipment at the beginning of the day.
- They shall monitor an assigned area of the pool during Camp Three Rivers's free swim and observe that area from a position providing maximum visibility. Schedule will be determined by their Supervisor.
- They shall be responsible for prevention of accidents, safety of the campers and assisting any person having problems in the water.
- They shall enforce all rules of the pool by implementing their facilities whistle communication system.
- Maintain cleanliness of the pool area and grounds.
- Attend in-house training sessions (as scheduled by their Supervisor) whereby they shall practice techniques for which they may be responsible such as backboarding, implementing facility emergency action plans and CPR.
- Be required to attend all water field trips. Proper dress is required for all field trips

Schedules

All head counselors will be given a schedule of daily activities prior to the beginning of camp. This schedule must be followed and counselors are responsible for making sure their group is at each activity on time. Directors only may make changes to daily schedules. If a group expects to be late or is unable to participate in an activity, head counselors must let specialists know ahead of time. Counselors are responsible for creating and implementing their own activities when a specialist is not scheduled. First block activities are cancelled on the first day of each session so groups may focus on establishing themselves. In the event of rain, groups must follow the rainy day schedule.

Archery Job Description

- An Archery Instructor is responsible for the supervision of campers, archery-specific instruction, providing a safe and fun learning environment, and serving as a positive role model for campers.
- Group supervision of campers with attention to: behavior and group management, health and safety, security, and personal and skill development
- Ensure safety of campers and team members in and out of the archery range
- Enforce all archery range rules and regulations
- Daily supervision of the archery range
- Daily archery instruction to campers between the ages of 7 and 12 with different ability levels
- Organize and prepare daily lesson plans in a fun and creative manner
- Work effectively with fellow Activity Specialists and collaborate on daily responsibilities
- Serve as a positive role model to campers
- Have fun
- The ability to work effectively with others in all levels of the organization in a professional manner
- Positive attitude
- Commitment to producing consistent, high-quality work
- **Level 1 Archery certification (minimum required)**
- Outstanding communication skills which include the ability to use clear, concise and grammatically correct written and oral language in all aspects of professional interaction with campers, their families, peers, leadership team and the larger community

Specialist will check supplies daily to insure that equipment is in good repair and will insure that safety precautions are taken with all materials. Equipment will be stored in a locked area. Range will be away from other activity areas, clearly marked as danger area. Must have common firing line and 25 yards clearance behind targets. Specialist should encourage sun protection for all and water breaks. Specialists shall not use personal arrows or bows.

Sports and Games Specialist Job Description

A Sports Activity Specialist is responsible for the supervision of campers, the implementation of camp curriculum, promoting and actively participating in all camp activities, providing a safe and fun learning environment, and serving as a positive role model for campers and counselors.

- Assabet River Camp and Concord River Camp: 5 – 7 year olds
 - **Sports:** Campers build sportsmanship and teamwork while learning the fundamentals of soccer, street hockey, basketball, baseball, flag football, tee-ball, track and field, wiffle ball and more. Campers also enjoy weekly recreational games and age appropriate, athletic tournaments.

- Sudbury River Camp and Concord River Camp: 8 – 12 year olds
 - **Sports:** Instruction, game play and fun! Get energized while playing soccer, street hockey, basketball, baseball, lacrosse, flag football, and ultimate frisbee. Campers also enjoy weekly recreational games and age appropriate, athletic tournaments.

Essential Job Responsibilities

- Group supervision of campers with attention to: behavior and group management, health and safety, security, and personal and skill development
- Organize and prepare daily lesson plans in a fun and creative manner
- Implement ESF curriculum; bring lesson plans to life for campers through your participation, support and guidance
- Motivate campers by creating fun for them in your activity (i.e. - songs, games, cheers, etc.)
- Encourage creativity and critical thinking while making a positive impact on each of your campers
- Use effective classroom management skills to lead the activity and effectively create an inclusive, fun environment.
- Promote and actively participate in all camper activities
- Work effectively with fellow Activity Specialist and collaborate on daily responsibilities
- Complete assigned paperwork
- Serve as a positive role model to campers
- Have fun
- Assist at carline both in the mornings and afternoons
- Attend pre-camp trainings

Other Skill Requirements

- Outstanding communication skills which include the ability to use clear, concise and grammatically correct written and oral language in all aspects of professional interaction with campers, their families, peers, leadership team and the larger community

Reporting Relationships

- Reports directly to and takes direction from Day Camp Director. May also take direction from and is overall accountable to the Site Director.
- Good physical condition which enables candidate to execute all responsibilities associated with this position

Activities and physical environment must meet the needs of campers; do not pose hazard to health and safety. Specialist should encourage sun protection for all. Specialist will encourage water breaks.

Arts and Crafts Specialist Job Description

Plans, coordinates, and participates in a variety of arts and craft activities for the campers; organizes activities and promotes participation; Monitors the arts and crafts activities to ensure safety of participants; instructs campers and staff in proper methods for operating tools; monitors and directs behavior at all times to ensure compliance with camp rules; Assist counselors with the development of art kits for use during free time; Maintains accountability and inventory of all arts and craft tools, materials, and supplies; orders or purchases needed supplies and materials as approved; Ensures the arts and crafts area and supplies are clean and free from debris at all times. Identifies potential hazards and responds appropriately and in a timely manner; Secure and lock all arts/crafts equipment and supplies after each session; Performs all duties in accordance with prescribed regulatory compliance guidelines. Trains other camp staff to lead, chaperone and monitor arts and crafts activities.

Specialist will check supplies daily to insure that equipment is in good repair and will insure that safety precautions are taken with all materials.

Health Supervisor Job Description

- Will be on site at all times.
- Must be older than 18 years old
- Will be First Aid and CPR certified OR MD, PA, NP, RN, LPN or EMT
- Must adhere to the Health Care Policy

Must follow all rules set forth by the Board of Health

- Medication must be stored in original containers
- Meds stored in secured cabinet and if necessary refrigerated in box affected to
*refrigerator (if no secondary lock)
*Cabinet used for no other purpose
Refrigerator temperature 38-42 Degrees F
- Medication administered by Health Supervisor
*HCC written acknowledgement of all medications administered at the camp (if HS is not MD PA NP RN LPN)
*Written premising from parent/guardian
- Injury Reports completed for fatality or serious injury. Copy sent to MDPH within 7 days.
- Medical Log Book – bound, pre-numbered pages, ink entries, no skipping lines
- Infirmary will be provided
*clearly labeled as Infirmary/Medical Area

First Aid Kit

- Non perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, CPR mask, tweezers, cold pack, gloves. Health Forms and immunization records will be kept for all campers, staff, administrators and volunteers. [See Camper and Staff](#)