

CONCORD RECREATION

2018 Summer Camps Parent Packet & Required Paperwork

Please fill out and return by May 11th!



90 Stow Street Concord, MA

(978) 287-1050

www.concordrec.com

IMPORTANT!



Thank you for registering with Concord Recreation this summer! We are excited to announce that we will be using Camp Doc this summer to collect all of our required paperwork and information. This includes physical and immunization forms. We hope this system will make the process smoother for both parties.

After registering for a summer camp session with Concord Recreation, we will inform Camp Doc of your registration. They will then create an account for you and send you an email. This email will contain information on how to access the site and enter your campers information.

Please note you will not be able to access your Camp Doc profile immediately. You will receive an email directly from Camp Doc when your profile has been set up. Please note that this is something done manually and it may take up to a **week** to receive the Camp Doc email.

Profiles can transfer from year to year to make the camp required paperwork easier! There are numerous free applications for smartphones, like Genius Scan, you can download to scan documents using your phone. Please contact Concord Recreation at 978-287-1050 if you have any questions regarding or while using the Camp Doc system.

ATTENTION

This information does not apply to campers registered for Concord Recreation's Preschool Adventures and Kaleidoscope summer camp programs. Parents will receive a different parent packet upon registration.

Required paperwork is different for these programs under EEC Licensing and NO paperwork is submitted through the Camp Doc system!

CONCORD RECREATION SUMMER CAMPS PARENT PACKET

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Dear Parents,

It's time to get in gear for another great year of Concord Recreation Summer Camps! We are fortunate to have many returning staff from last year as well as some energetic new staff that are excited to meet your camper. The purpose of this packet is to give you some general information about how the program is run, answer frequently asked questions, provide you with all required paperwork, and update you on the changes that will take place for this summer. Concord Recreation is committed to recruiting and retaining the most qualified candidates for employment each summer season. This year's Camp Directors are as follows:

Concord Recreation and Independent Contractor Run Specialty Camps, Trekker Travel Program

Zach Vaillette (W)978-287-1053 (C)978-505-6519 ZVaillette@concordma.gov

Camp Three Rivers: Concord River, Assabet River, Sudbury River (Includes Inclusion Program)

Mardi Hutchinson (W) 978-287-1054 (C)978-505-6522 MHutchinson@concordma.gov

Workrecreation and Community Service

Patti Doherty (W) 978-287-1060 (C)978-505-6518 PDoherty@concordma.gov

Camp Nurse

978-505-6526

All Concord Recreation Camps comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health. 190 (C). When reading this parent packet, you will notice general policies that apply to ALL camps and then camp specific directions including site locations, attire, field trip information, etc. Please pay close attention to the details that surround you child's specific camp.

Please do the following things to help us:

- Read your ENTIRE Parent Packet.
- Call when your child will be absent **978-287-1050**.
- Post Recreation phone numbers at home and at work.
- Label all belongings.
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- Drop off and pick up on time or take advantage of our great Extended Day or Early Drop Off options.

All participants are welcome to join us at our Concord Recreation Summer Camps open house on:

Friday, June 22, 2018 5:00-7:00PM

At time of registration families may request copies of background check, health care and discipline policies as well as procedures for filing grievances.

The deadline to submit all paperwork is Friday, May 11th or you may lose your spot. NO child will be allowed to attend camp without paperwork! We hope this packet will answer some of your questions and clear up any concerns. Looking forward to summer!

Yours in Recreation,

The Concord Recreation Team

TRANSPORTATION TO & FROM CAMP

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

CAMP HOURS

All camps run from 9:00AM-4:00PM. Camp Three Rivers offers an early drop off and extended day program. Please see page 9 for more information.

CAMPER TO STAFF RATIOS

Concord Recreation Summer Camp Programs abide by State camper/counselor ratios. This is staff per 10 kids ages 6+ and 1 staff per 5 campers ages 6 and under. Campers with disabilities will have 1 counselor per 4 mildly disabled campers and 1 counselor per 2 severely disabled campers.

DROP OFF & PICK UP PROCEDURES

Drop Off

Parents/guardians are asked to walk their child to their camp's sign in station each morning to sign them into the program. Drop off will begin at 8:50AM in all camp programs. *Drop off locations vary by program. Please see camp specific pages for exact program details.*

Pick Up

Campers will only be released with adults that have been listed on the camper's authorized pick up form. To assure the safety of your child, **A PHOTO ID WILL BE REQUIRED AT PICK UP.** These procedures are to guarantee the safety of your child. Pick up will begin at 3:50PM in all camp programs.



Concord Recreation's policy is based on the MA Camp Code **.190 (B) Camper Pick up Other Than Parent(s):** 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 Lead Counselor has been made. *Pick Up locations vary by program. Please see camp specific pages for exact program details.*

Late Pick Up Policy

Concord Recreation's policy is based on the MA Camp Code arrives **.211 (B) Camper does not show up at point of pick up:** 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 4:10PM a staff person will contact the campers parents to determine at what time pick up will occur and a \$5.00 will be charged. If a camper stays longer than 4:30PM they are subject to the full cost of Extend Day, \$24.00. In programs where it applies, Concord Recreation reserves the right to deny any camper access to the ex-

tended day program if they are continually picked up later than 6:00PM.

CONTINGENCY PLANS & POLICIES

Absent Camper Policy

Concord Recreation's policy is based on the MA Camp Code .211(A) Camper Does Not Show Up to Camp:

At the start of each camp day the Lead Counselor will take attendance. If a child that is scheduled to attend has not arrived after attendance the Lead 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. Please help us by letting us know when your child can't make it by calling 978-287-1050.

Unregistered Camper Policy

Concord Recreation's policy is based on the MA Camp Code arrives .211 (c) Child not Registered:

If a child arrives to camp that is not registered for that program day/week, the child will be brought to the Camp Director's 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.

Rainy Day Procedures

Camps will run rain or shine. In the case of inclement weather, please send your child with a rain coat in the case we do activities outside in between bouts of rain.

PARENT COMMUNICATION & VISITATION

Parent /Guardian 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.

Parent /Guardian Conferences

There are no scheduled parent conferences. If parents have any questions or concerns that need to be addressed they are encouraged to contact their Camp Director to coordinate a meeting at a mutually convenient time.

Parent /Guardian Input

We welcome comments and suggestions regarding your camper's experience. Comments can be emailed to the Camp Director or left with the Hunt Recreation receptionist.

Parent /Guardian Communication

Concord Recreation will communicate with parents via email, phone, and notes. If you have a preferred communication method, please let your Camp Director know.

NO WEAPONS POLICY

Concord Recreation Department has a no weapons policy. A camp participant that violates this policy may be subject to discipline, up to and including termination from Day Camp. The policy is as follows:

The Town of Concord/Recreation Department/Day Camp 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.

Weapon Definitions

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. **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.
- “Possession” shall include possessing, carrying, storing or using firearms or other dangerous weapons, as herein defined, upon Town of Concord property.

BEHAVIOR MANAGEMENT POLICY

Concord Recreation’s policy is based on the MA Camp Code .191 Requirements for Discipline:

(A) Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of the 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.

(B) Prohibitions:

1. Corporal Punishment, including spanking, is prohibited.
- 2.No camper shall be subjected to cruse or sever punishment, humiliation, or verbal abuse.
- 3.No camper shall be denied food or shelter as form of punishment.
- 4.No child shall be punished for soiling, wetting, or not using the toilet.

(C) The operator shall describe in writing, the camp’s procedures for disciplining campers. The written plan shall also include the prohibitions of **105 CMR 430.191(B)(1) through (4).**

All Camp Staff guide behavior by creating a trusting environment that promotes appropriate behavior. The staff fosters good behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating behavior problems and creating an environment that helps avoid bad behaviors. Expectations are realistic and limits clearly explained and supported by the environment. 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. 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 Director is notified whenever a behavior becomes hard to manage and/or when a parent must be notified of the child’s behavior in a formal manner.

TERMINATION AND SUSPENSION POLICY

A child may be terminated or suspended from a 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. Program refunds will not be granted.

EMERGENCY PROCEDURES

Emergency telephone numbers are posted at each phone at all camp locations. 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 staff member will always accompany a child to the hospital. The child's medical forms will be brought, as they contain pertinent medical information.
2. If poisoning is suspected, poison control will be called at 1-800-222-1222.
3. The child's parent will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
4. An accident report will be completed for any injury.
5. A copy of the accident report will be placed in the Recreation office.
6. Parents will be notified of the minor accidents/injuries by the nurse at dismissal.
7. All injuries must be logged in the central log book with the camp nurse.
8. When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs and a carrier bag for each group.



MEDICATION ADMINISTRATION POLICY

Camper's that will be taking medications while at camp must fill out a medication authorization form. Additionally, the following procedures must be met:

1. 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.
2. If the medication is an over-the-counter drug, the medication must be accompanied by a parent's note including child's name, dosage, date and instructions for administering. All medications must



come in their original boxes with clear directions.

3. For any prescription medication, a written consent form must be signed by the doctor and parent. To get a copy of the medication authorization form, please contact the Hunt Recreation Center as soon as possible. **This includes authorization to use inhalers and epi pens even if the child can self-treat.**
4. Permission for topical ointments must also be on file for medications such as calamine lotion, hydrocortisone cream, etc.

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 medical log.

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

REPORTING SUSPECTED ABUSE/NEGLECT POLICY

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:

1. Suspected abuse must be reported to the overall Camp Director immediately, with documentation.
2. A Director will consult with the health consultant or other appropriate professionals.
3. A meeting with the parents will be arranged.
4. If necessary, the Camp Director will report the suspected case to the Department of Social Services pursuant to M. G. L. c199s 51A.
5. The Day Camp Director will then notify the parents of the filing of a 51A pertaining to his/her child. 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.

REQUIRED RECORDS

All information in the camper's 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:

1. Registration form
2. Emergency Form
3. Health Records, including proof of immunization
4. Permission Slips for field trips
5. Documentation of any injuries/medications

HEALTH AND ILLNESS INFORMATION



All Camp staff will have CPR/First Aid certification. 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. Concord Recreation 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 degrees 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.

CALLING OUT SICK

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

If your camper will be staying home due to an illness, please call the Hunt Recreation front desk to let the Camp Director's know.



SWIMMING SAFETY POLICY



Any camper that participates swimmers 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 pre-

CONCORD RECREATION ORGANIZATIONAL CHART

1. Town Manager
2. Assistant Town Manager
3. Recreation Director
4. Assistant Recreation Director
5. Camp Directors
6. Camp Three Rivers Lead Counselor/ Specialists
7. Counselors
8. Vendors

SUMMER CAMP STAFF JOB DESCRIPTIONS

Assistant Camp Director



The Assistant Director will aid the Camp Director in overseeing all aspects of the Three Rivers Camps including ongoing camper assessments, group placement, program development, activity analysis, staff evaluations, weekly group preparation, and direct communication with families. The Assistant Directors will report directly to the Camp Director. Through the camp summer, the Assistant Director will be expected to develop rapport with each camper and staff, offering support to campers in need on a

daily basis.

Lead Counselor

Lead Counselors guide children through their daily activity schedule while encouraging and empowering them to participate in activities such as sports, music, art, swimming, and more. Lead counselors also oversee the administrative aspects of group management including rosters, child specific plans, morning and afternoon meetings, lost and found, and child specific documentation.

Camp Counselor

Camp Counselors lead children through their daily activity schedule while encouraging and empowering them to participate in activities such as sports, music, art, swimming, and more. Camp Counselors work in collaboration with their lead counselor assuring all campers are safe and having fun.

Inclusion Aide

The Inclusion Aides will assist campers with disabilities to successfully participate in the camp day. Inclusion Aides actively facilitate friendships and assure successful participation in all camp activities. Additionally, these aides will work with the Recreation Therapist, general summer staff, and parents to create child-specific success plans. Aides will work with different campers on a daily basis depending on the activities and the level of assistance required.

Camp Nurse

The Camp Nurse will assure that all campers, regardless of their medical needs, are engaged in all camp activities while having the care and medication needs met. Nurses are responsible for assisting campers with all activities of daily living (toileting, eating, dressing, etc.) as well as dispensing medications, administering first aid for minor injuries, providing g-tube feedings, adhering to seizure protocols, and obtaining accurate medical records. Nurses must communicate clearly with all staff, parents, and leadership staff to assure health and safety for all campers and staff.

Art Specialist

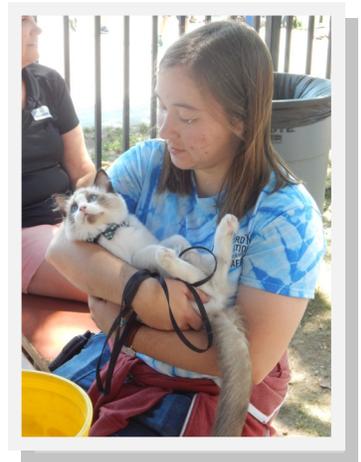
The Art Specialist will develop and implement all activity plans in the area Arts and Crafts and assure that activities are skill and age appropriate for all camp groups. This individual will work with campers grades K-8 and explore a variety of art mediums including paint, clay, abstract art, and more.

Sports Specialist

The Sports and Recreation Specialist will develop and implement all activity plans in the area Sports and Recreation and assure that activities are skill and age appropriate for all camp groups. This individual will work with campers grades K-8 and explore a variety of sports and movement based initiatives including tennis, archery, physical education initiatives, and more.

Outdoor Adventure Specialist

The Outdoor Adventure Specialist will develop and implement all activity plans in the areas of Outdoor Education, Science, and Nature and assure that all activities are skill and age appropriate for camp groups. This individual will work with campers grades K-8 and explore a variety of nature based mediums including team building activities, gardening, and more.



Music and Theater Specialist

The Music and Theater Specialist will develop and implement all activity plans in the area of Music and Theater and assure that activities are skill and age appropriate for all camp groups. This individual will work with campers grades K-8 and explore a variety of music and theater mediums including instrument exploration, music education, small group theater, and more.

CAMP DATES

Week 1	June 25-June 29
Week 2	July 2-July 6
Week 3	July 9- July 13

Week 4	July 16- July 20
Week 5	July 23- July 27
Week 6	July 30- August 3

Week 7	August 6- August 10
Week 8	August 13- August 17
Week 9	August 20- August 24

	CAMP NAME	LOCATION	GRADE/AGE	WEEKS
Concord Recreation Camps	Assabet River Camp	Hunt/Emerson Field	Gr K-2	Weeks 1-8
	Sudbury River Camp	Hunt/Emerson Field	Gr 3-6	Weeks 1-8
	Concord River Camp	Hunt/Emerson Field	Gr K-7	Weeks 1-4
	Trekker Travel Camp	Hunt/Emerson Field	Gr 7-8	Weeks 1-8
	Arts & Rec	Hunt/Emerson Field	Gr K-5	Weeks 2-8
	Inclusion Program	Hunt/Emerson Field	Gr K-6	Weeks 1-8
	Workreation	Hunt/Emerson Field	Gr 9	Weeks 1-8
	Extended AM & PM	Hunt/Emerson Field	Gr K-6	Weeks 1-8
	Post Camp	Hunt/Emerson Field	Gr K-6	Week 9
Concord Recreation Specialty Camps	Super Hero Camp	CCHS	Gr K-5	Week 5
	Happiest Place on Earth	CCHS	Gr K-5	Week 6
	Who are the People in Your Neighborhood	CCHS	Gr K-5	Week 7
	Top Chef Camp	CCHS	Gr 1-6	Week 8
Independent Contractor Camps	Mary Poppins	CCHS	Gr 7-9	Week 7 & 8
	Bye Bye Birdie	CCHS	Gr 7-9	Week 7 & 8
	Skyhawks Volleyball	CCHS	Gr 1-6	Week 8
	Skyhawks Multi-Sport	CCHS	Gr K-8	Week 1
	Musical Theater: Crazy for You	CCHS	Gr 6-11	Week 8 & 9
	Softball and Baseball Camps	CCHS	Gr 8-12	Week 3



Camp Three Rivers

CAMP THREE RIVERS

Camp Three Rivers is made up of Three Camp Groups:

Sudbury River Camp

This group 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. This group will go on two field trips per week, off campus. Sudbury River Camp is in session from 9:00AM-4:00PM Monday-Friday. This camp is for kids entering 3-6.

Assabet River Camp

This group 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. This group will go on one field trip per week, off campus. Assabet River Camp is in session from 9:00AM-4:00PM Monday-Friday. This camp is for kids entering K-2

Concord River Camp

This group has been developed specifically for the children who attend the Concord Public Schools summer school programs. Concord Recreation has worked with the school system to organize an afternoon program for these campers that includes swim lessons, arts and crafts, sports and games and many other activities. Camp staff will meet campers at the Alcott School and walk them to the Emerson Field at noon. Concord River Camp is in session from 12:00-4:00PM weeks 1-4 only. Each afternoon will start with lunch in the Alcott cafeteria. **This camp is for kids entering K-7.**

Camp Three Rivers Inclusion Program

The Three Rivers Inclusion Program, a program running in collaboration with Camp Three Rivers, strives to provide participants of all abilities with a well-equipped environment in which behavioral support, activity adaptations and friendship facilitation are the main objectives. Same dates/times, ages, activities, and prices as listed within the Sudbury, Assabet and Concord River Camp. Participants must have an IEP to qualify for the inclusion program. This camp is for kids entering K-6.

CAMP LOCATION

Camp Three Rivers (Concord River, Sudbury River and Assabet River Camp) take place at the Hunt Recreation Center, located at 90 Stow Street Concord, MA.

CAMP THREE RIVERS STAFF

Concord Recreation’s Camp Three Rivers is committed to recruiting and retaining the most qualified candidates for employment each summer season. 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 day camp groups are staffed with a Lead Counselor and two Counselors. We also have the Workreation, students going into 9th grade, and Community Service students who assist Counselors within the camp groups. All Head Counselors are certified in CPR, AED, and First Aid. 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. Day Camp employees have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations.

A TYPICAL DAY

Camp Three Rivers runs on a block schedule. Children will be rotating indoors and outdoors for various programs and activities. Children have a swim lesson, free swim, arts & crafts, music & drama, sports, outdoor adventures, a free block (with their counselor), and of course lunch. The actual time schedule of these activities is different for each group because we are on a rotation system.

SAMPLE DAILY SCHEDULE
ASSABET & SUDBURY RIVER CAMPS

9:05	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	Music and Drama
12:00	Lunch-brought from home
12:45	Naturist
1:30	Afternoon snack-brought from home
2:15	Sports and Games
3:00	Free Block
3:45	Pick up begins

12:00	Lunch-brought from home
12:45	Naturist
1:30	Afternoon snack-brought from home
2:15	Sports and Games
3:00	Arts and Crafts
3:45	Pick up begins

DROP OFF & PICK UP PROCEDURES

Drop Off Location

Parents/guardians are asked to walk their child to their camp’s sign in station each morning to sign them into the program. Drop off will begin at 8:50AM and will be located at the art picnic tables near the basketball court outside of the Hunt Recreation Center.

Pick Up

Campers will only be released with adults that have been listed on the camper’s authorized pick up form. To assure the safety of your child, **A PHOTO ID WILL BE REQUIRED AT PICK UP.** These procedures are to guarantee the safety of your child. Pick up will begin at 3:50PM and will be located in the yard space on the corner of Stow and Everett Streets, outside of the Hunt Recreation Center. If a child is not picked up by 4:10PM a staff person will contact the campers parents to determine at what time pick up will occur and a \$5.00 will be charged. If a camper stays longer than 4:30PM they are subject to the full cost of Extend Day, \$24.00.

LATE PICK UP PENALTY PROCEDURE

Concord Recreation’s policy is based on the MA Camp Code .211 (B) Children who fail to arrive at the point of pickup following a given day’s activities. If a child is not picked up by 4:10PM a staff person will contact the campers parents to determine at what time pick up will occur and a \$5.00 will be charged. If a camper stays longer than 4:30PM they are subject to the full cost of Extend Day, \$24.00.



EARLY DROP OFF & EXTENDED DAY PROGRAM

Early drop off/extended day is available for Camp Three Rivers participants, only. Early drop off is available from 7:30-9:00AM and extended day is from 4:00-6:00PM. Campers that are enrolled in Concord River Camp will be walked over to the Alcott School at 8:45AM**Please note that inclusion aides will NOT be present at early drop or extended day.

FIELD TRIPS

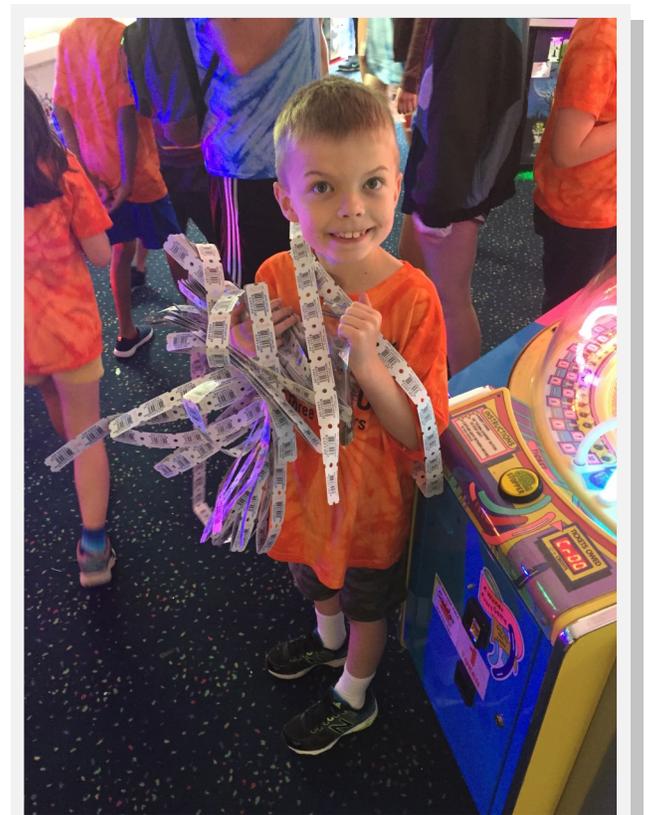
Parents will be notified of field trips prior to the trip. On an all camp field trips, if you do not wish your child to participate in the trip, notify a Camp Director. If your child does not wish to attend, please make other arrangements as their will not be supervision for them at the Recreation Center. Parents may be required to sign permission slips for certain trips. If this is the case, these document will be sent home at the start of the camp week.

Each child will be given a camp shirt and they MUST wear their camp shirt on field trips. Staff will always wear staff shirts so your child can quickly identify which adults are with Concord Recreation. Additionally, all staff will be equipped with a two-way radio to communicate while off site.

Camp Directors will attend all of the field trips along with the Inclusion Aides, camp nurse, program specialists, and sometimes, lifeguards. Parents are not allowed to drop campers off or pick campers up at field trip sights without prior written permission.

ASSABET, SUDBURY, & CONCORD RIVER CAMP SAMPLE FIELD TRIP SCHEDULE

9:00A	Morning Meeting and Attendance
9:15A	Call any campers not at camp
9:30A	Recheck attendance and board busses
10:00-10:30A	Estimated arrival time followed by snack
10:30-2:30P	Field Trip Activity (Lunch Scheduled on site for each trip)
2:30P	Departure-attendance to be taken before and after boarding bus
3:50P	Pick up begins



WHAT TO WEAR

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable **play clothes to camp that you won't mind getting a little dirty**. Concord Recreation is not responsible for clothing that is lost, damaged, or stained.

FOOTWEAR



Campers will be participating in a variety of activities including sports, art, and more. Please assure that your child comes with a heel strapped, toe-covered shoe. Examples of preferred shoes include sneakers or crocks. Please do not send your camp with flip flops.

BATHING SUITS

If your child has an early swim lesson, we highly recommend sending your child to camp with their bathing suit on under their clothing. Children will also need a towel. **Both the towel and swimsuit should have their name clearly written on the tags in case they get misplaced.** *Helpful Hint: Send your child with a plastic bag for their wet suite and towel after swimming!*

SUNSCREEN

Lather your child up with sunscreen before the start of the camp day. If necessary, your child can ask their counselor to reapply sunscreen that is brought in from home. Please put sunscreen in a small plastic bag labeled with your child's name. Hats are also a good idea to keep kids safe from the hot sun. Sunscreen will be made available to campers who do not come with their own.

SPENDING MONEY

There are no vending machines available to campers at any camp site. On field trip days, spending money is optional. Gift shops, snack shacks, and ice cream stands are sometimes part of the fun of our trips and groups will usually make time for them. Bringing large amounts of spending money is discouraged. Please have a conversation with your child as to your expectations on how they are to spend their money.

SNACK

Please send your child with his or her own snack and plenty of water. Snack is not provided at Camp Three Rivers due to the high number of allergies.

LUNCH

Be sure to pack a good size lunch, the children's appetites do seem to increase with the day's activities. Lunches will be stored in large bins (assigned to each group) until it is time to eat. Camp Three Rivers does not provide lunch for campers and we do not allow campers to share food due to allergies. A sturdy lunch bag or box is best so lunches won't get crushed (although bagged lunches are best for field trip days). Please include an ice pack as there will not be refrigeration available.



FOOD ALLERGIES

Camp Three Rivers *does* allow peanut and nut products to come in lunches to camp. Any camper that has an allergy to a nut (or any other food) will sit at an "allergy free table" to assure safety.



WATER BOTTLES

Please include extra drinks (water or sports drinks) to prevent dehydration. *Please do not send your child with soda or excessive amounts of juice as it is a dehydrator.* We recommend bringing a labeled water bottle that can be refilled in one of our many "hydration stations" during the day. *Helpful Hint: Freeze drinks the night before and they will remain cold for most of the day.*

LOST AND FOUND

Our Lost and Found will be located by the sign in station during camp hours and in the Recreation office after hours. You can't miss the heaping pile of clothes! Please do not send your child with any valuables—children will be moving from activity to activity which will increase the likelihood of belongings getting lost (especially on field trip days). **Once again, please label everything!**

TOILETING PROCEDURES

All children will be accompanied to the bathroom by a Camp Three Rivers staff person. 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.

CAMP THREE RIVERS INCLUSION PROGRAM



Concord Recreation and the Three Rivers Summer Inclusion Program welcomes children of all abilities to come join in on the fun! The Inclusion Program, a program running in collaboration with Camp Three Rivers, strives to provide participants of all abilities with a well-equipped environment in which behavioral support, activity adaptations and friendship facilitation are the main objectives.

A Certified Therapeutic Recreation Specialist as well as two friendship facilitators will be available at camp to work with your child and support his/her needs. In addition, all children have access to: Visual schedules, positive behavioral supports, indoor cool down room, sensory toys, summer success plans, activity adaptations, floating inclusion aides, staff trained in inclusion, and a pre-camp open house.



Participants must have an IEP to qualify for the inclusion program. Please register for one of the available spots (activity number is different) per week and the Recreation Department will place your child in the correct camp once you have met with the Inclusion Director. At that point, your household will be billed the correct camp fee.

Want the Inclusion Director to talk with your child’s teacher/IEP team?

Please ask your child’s team to call Anna Wood, Assistant Director/Inclusion Director, CTRS, at 978-287-1057. She will be happy to set up a meeting to talk with them about your child, with your permission.

REQUIRED PRE-CAMP INCLUSION MEETING

If you have registered for the inclusion program, we ask that you schedule a pre-camp meeting with the Inclusion Director prior to the start of camp. To schedule this meeting, please call or email Anna Wood at 978-287-1057 or awood@concordma.gov .

<p>Safe hands and feet</p>	<p>Stay with your group</p>
<p>Calm voice</p>	<p>Have your water bottle</p>
<p>Listen to directions</p>	<p>Put on sunscreen</p>
<p>Tell someone if you need a break</p>	<p>Use kind words</p>
<p>Calm body</p>	<p>Hands to your own body</p>
<p>Good Choices</p>	<p>follow game rules</p>

THIS MEETING WILL REVIEW THE FOLLOWING:

- Review Daily Schedules
- Review Odds and Ends, Participant Info Form, etc. as found in your inclusion packet
- Review of medications and medical policies
- Review your child’s IEP or 504 plan
- Review recreation and school goals
- Review pool policies and Information
- Review Field Trip Information
- Review Open House details

PLEASE BRING THE FOLLOWING ITEMS TO YOUR MEETING:

- All camp paper work, completed (if you have not submitted the paperwork already)
- Your child’s IEP and other materials used at school (optional)
- Your child’s medications and a medication schedule for the camp nurse
- Your child’s schedule for the session (days leaving early, coming late, etc.)
- Any questions you may have for the Inclusion Director, Pool Staff, or nurse

CAMP LOCATION

Trekker camp will begin and end each day at the Hunt Recreation Center, located at 90 Stow Street Concord, MA.

TREKKER CAMP

A weekly field trip program based at the Hunt Recreation Center. Each day there will be an offsite trip with the potential for time for activities at The Emerson Field (games, sports, crafts free swim). Destinations may include White Water Rafting, Canobie Lake Park, Altitude, Hiking Mt. Watchusett, Tree Top Adventures as well as many more. Trekker Travel Camp is in session from 9:00AM-4:00PM Monday-Friday. This camp is for kids entering 7-8 grade.

TREKKER CAMP STAFF

Concord Recreation’s Camps are committed to recruiting and retaining the most qualified candidates for employment each summer season. Our staff consists of certified teachers, and college and high school students. 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 day camp groups are staffed with a Lead Counselor and two Counselors. We also have the Workreation, students going into 9th grades, and Community Service students who assist Counselors within the camp groups. All Head Counselors are certified in CPR, AED, and First Aid. The Camp Nurse will not be travelling with Trekker on trips.

Concord Recreation’s Camp 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. Day Camp employees have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations.

DROP OFF & PICK UP PROCEDURES

Drop Off Location

Parents/guardians are asked to walk their child to their camp’s sign in station each morning to sign them into the program. Drop off will begin at 8:50AM and will be located at the art picnic tables near the basketball court outside of the Hunt Recreation Center. Campers can sign themselves in if they are walking.

Pick Up

Campers will only be released with adults that have been listed on the camper’s authorized pick up form. To assure the safety of your child, **A PHOTO ID WILL BE REQUIRED AT PICK UP**. These procedures are to guarantee the safety of your child. Pick up will begin at 3:50PM and will be located in the yard space on the corner of Stow and Everett Streets, outside of the Hunt Recreation Center. Campers are allowed to sign themselves out of the program if listed on CampDocs. If a child is not picked up by 4:10PM a staff person will contact the campers parents to determine at what time pick up will occur and a \$5.00 will be charged. If a camper stays longer than 4:30PM they are subject to the full cost of Extend Day, \$24.00.

LATE PICK UP PENALTY PROCEDURE

Concord Recreation’s policy is based on the MA Camp Code .211 (B) *Children who fail to arrive at the point of pickup following a given day’s activities*. If a child is not picked up by 4:10PM a staff person will contact the campers parents to determine at what time pick up will occur and a \$5.00 will be charged. If a camper stays longer than 4:30PM they are subject to the full cost of Extend Day, \$24.00.

**SAMPLE SCHEDULE
TREKKER CAMPS**

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 (Lunch Scheduled on site for each trip)
2:30	Departure-attendance to be taken before and after boarding bus
3:50	Pick up begins

A TYPICAL DAY

Monday-Thursday Trekker campers will attend morning meeting and prepare to leave the campus. On Fridays, campers will swim at The Beede Center and participate in on campus camp activities. **Campers should pack a lunch and snack unless otherwise noted**. The camp day will run from 9:00AM -4:00PM. There is no early drop or extended day care for Trekker camp.

WHAT TO WEAR

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable **play clothes to camp that you won’t mind getting a little dirty**. Concord Recreation is not responsible for clothing that is lost, damaged, or stained.

FOOTWEAR

Campers will be participating in a variety of activities. Please assure that your child comes with a heel strapped, toe-covered shoe. Examples or preferred shoes include sneakers or crocks. Please do not sent your camp with flip flops.

BATHING SUITS

You will be notified if your child’s schedule includes swimming. If it does, all campers must bring a one piece bathing suite as well as a towel.

SUNSCREEN

Lather your child up with sunscreen before the start of the camp day. If necessary, your child can ask their counselor to reapply sunscreen that is brought in from home. Please put sunscreen in a small plastic bag labeled with your child's name. Hats are also a good idea to keep kids safe from the hot sun. Sunscreen will be made available to campers who do not come with their own.



SPENDING MONEY

There are no vending machines available to campers at any camp site. On field trip days, spending money is optional. Gift shops, snack shacks, and ice cream stands are sometimes part of the fun of our trips and groups will usually make time for them. Bringing large amounts of spending money is discouraged. Please have a conversation with your child as to your expectations on how they are to spend their money.

SNACK

Please send your child with his or her own snack and plenty of water. Snack is not provided at Camp Three Rivers due to the high number of allergies.

LUNCH

Be sure to pack a good size lunch, the children's appetites do seem to increase with the day's activities. Lunches will be stored in large bins (assigned to each group) until it is time to eat. Trekkers does not provide lunch for campers and we do not allow campers to share food due to allergies. A sturdy lunch bag or box is best so lunches won't get crushed (although bagged lunches are best for field trip days). Please include an ice pack as there will not be refrigeration available.

FOOD ALLERGIES

Trekkers *does* allow peanut and nut products to come in lunches to camp. Any camper that has an allergy to a nut (or any other food) will sit at an "allergy free table" to assure safety.



WATER BOTTLES

Please include extra drinks (water or sports drinks) to prevent dehydration. *Please do not send your child with soda or excessive amounts of juice as it is a dehydrator. Helpful Hint: Freeze drinks the night before and they will remain cold for most of the day.*

LOST AND FOUND

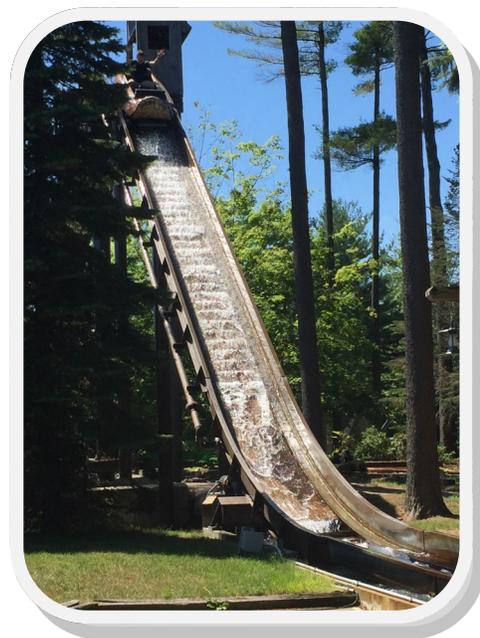
Our Lost and Found will be located by the sign in station during camp hours and in the Recreation office after hours. You can't miss the heaping pile of clothes! Please do not send your child with any valuables—children will be moving from activity to activity which will increase the likelihood of belongings getting lost (especially on field trip days). **Once again, please label everything!**

WHAT TO PACK

All campers should bring a back pack with them everyday. This backpack should fit all their personal belongings including lunch, swimsuit, snacks, sunscreen, etc.

CELL PHONE POLICY

Cell phones, I Pads, I Pods, hand held video game systems, or any other type of electronic device is not allowed to be used at camp. It is our goal to provide our exciting and memorable experience that is technology free. If we see a student using an electronic device, we reserve the right to take it away for the remainder of the camp day.



SPECIALTY CAMP LOCATIONS

This summer, The Concord Recreation Department will be offering new camp options, known as Specialty Camps, that strive to engage children in a variety of unique interest areas. Camp Three Rivers staff will oversee these specialty camps and will work together to plan a week of exciting activities and games focused around the camp’s theme. These programs will encourage imaginative play, friendship facilitation, creativity, and fun all while providing a typical day camp feel. Camps will be held at Concord-Carlisle High School. As with all Concord Recreation Summer camps, these programs will be licensed with the Concord Board of Health Department. This summer’s specialty camps include:



- **Super Hero's Camp (Week 5, July 23-27)**
- **Place on Earth (Week 6, July 30-August 3)**
- **Who are the People in Your Neighborhood (August 6-10)**
- **Top Chef (August 13-17)**

SPECIALTY CAMP STAFF

Concord Recreation’s Specialty Camps are committed to recruiting and retaining the most qualified candidates for employment each summer season. 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 day camp 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.



Concord Recreation’s Specialty Camp 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. Day Camp employees have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations.

A TYPICAL DAY

During all specialty camps, children will be rotating indoors and outdoors for various programs and activities. The camp day will run from 9:00AM-4:00PM. There is no early drop or extended day care for specialty camps.

**SAMPLE SCHEDULE
SPECIALTY CAMPS**

9:00A	Welcome
9:15A	Group Meeting
9:30A	Specialty Activity 1
10:45A	Specialty Activity 2
12:00P	Lunch
12:45P	Specialty Activity 3
1:30P	Swimming
3:00P	Outdoor Games

WHAT TO WEAR

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable **play clothes to camp that you won’t mind getting a little dirty**. Concord Recreation is not responsible for clothing that is lost, damaged, or stained.

FOOTWEAR

Campers will be participating in a variety of activities. Please assure that your child comes with a heel strapped, toe-covered shoe. Examples or preferred shoes include sneakers or crocks. Please do not sent your camp with flip flops.

BATHING SUITS

Your child may have the opportunity to swim at The Beede Center or Emerson Pool depending on their camp location. You will be notified if your child’s schedule includes swimming. If it does, all campers must bring a one piece bathing suite as well as a towel. **Both the towel and swimsuit should have their name clearly written on the tags in case they get misplaced.** *Helpful Hint: Send your child with a plastic bag for their wet suite and towel after swimming!*



SUNSCREEN

Lather your child up with sunscreen before the start of the camp day. If necessary, your child can ask their counselor to reapply sunscreen that is brought in from home. Please put sunscreen in a small plastic bag labeled with your child's name. Hats are also a good idea to keep kids safe from the hot sun.

SNACK

Please send your child with his or her own snack and plenty of water. Snack is not provided at Specialty Camps due to the high number of allergies.

LUNCH



Be sure to pack a good size lunch, the children's appetites do seem to increase with the day's activities. Specialty Camps do not provide lunch for campers and we do not allow campers to share food due to allergies. A sturdy lunch bag or box is best so lunches won't get crushed. Please include an ice pack as refrigeration is unavailable.

FOOD ALLERGIES

Specialty Camps *DO* allow peanut and nut products to come in lunches to camp. Any camper that has an allergy to a nut (or any other food) will sit at an "allergy free table" to assure safety.



WATER BOTTLES

Please include extra drinks (water or sports drinks) to prevent dehydration. *Please do not send your child with soda or excessive amounts of juice as it is a dehydrator.* We recommend bringing a labeled water bottle that can be refilled in one of our many "hydration stations" during the day. **Helpful Hint:** *Freeze drinks the night before and they will remain cold for most of the day.*

LOST AND FOUND

Lost and Found will be located at the check in station, daily. Please do not send your child with any valuables—children will be moving from activity to activity which will increase the likelihood of belongings getting lost. **Once again, please label everything!**

TOILETING PROCEDURES

All children will be accompanied to the bathroom by a Camp Three Rivers staff person. 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.

DROP OFF & PICK UP PROCEDURES

DROP OFF AT CCHS

- Drop Off time begins at 8:50 a.m. Camp begins at 9:00 a.m.
- You must drop off your child at CCHS and sign your child in with their counselor.
- There is no drop off allowed without signing your child in. Authorized individuals must provide ID.
- Please park on the left side of the main lot at the high school. Follow the Concord Recreation signs and enter the left hand side doors to sign in for the program.



PICK UP AT CCHS

- Pick Up Time begins at 3:55 p.m.
- You must pick up your child at the CCHS and sign your child out with their counselor.
- There is no pick up allowed without signing your child out. Authorized individuals must provide ID
- 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.
- Please park on the left side of the main lot at the high school. Follow the Concord Recreation signs and enter the left hand side doors to sign out for the program.



CAMP THREE RIVERS

BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY 2018

Program participants and staff share a responsibility for maintaining a safe and positive environment within any program hosted by the Concord Recreation Department. When participants are disruptive, their behaviors can hinder the educational and recreational environment that Concord Recreation seeks to provide. Therefore, the Camp Three Rivers Program has a zero-tolerance policy for behaviors that continually disrupt the nature of a program, its participants, or its staff. Examples of these disruptions include, but are not limited to:

- 1. Bullying or actions that make any other camper or staff feel unsafe, unwelcomed, or uncomfortable.**
- 2. Failure to follow the rules, policies and procedures of the Program.**
- 3. General misconduct, including loud or boisterous behavior that tends to disturb others. This includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.**
- 4. A camper's persistent refusal to follow the instructions given by program staff, program administrators, or any other employee.**
- 5. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any camper or employee.**
- 6. Mutual physical confrontations between campers (fighting).**
- 7. Destruction of property or stealing.**

While most participants consistently behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Counselors and other staff use a variety of behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it may be necessary for additional action to be taken. At no time will a camper ever be subject to physical punishment, psychological abuse, humiliation, or coercion for any reason (including toileting accidents). Staff will never use derogatory remarks or threats and will never withhold or threaten to withhold food as a punishment. All behavior management techniques will be adjusted to the individual needs and development of the child. The following information outlines disciplinary procedures that may ensue:

1st Offense: Verbal redirection by staff.

2nd Offense: Removal from activity/loss of preferred activity and verbal or written notice to parent/guardian.

3rd Offense: Required meeting with a parent/guardian regarding continued behavior issues. Camper will not be allowed at camp the following camp day. Camper may not be allowed to participate in next fieldtrip. *No refunds will be given for any missed camp days.*

4th Offense: Suspension from summer camp program for remainder of the camp day, week, or summer. *No refunds will be given for remainder of camp day or week suspensions. Refunds for future camp weeks will be given minus Department's \$25 cancellation fee if a child is not allowed to return.*

Note: Staff reserves the right to advance the consequences depending on the severity of the action or behavior, as approved by the Summer Camp Directors and the Recreation Director.