

SPEC DAY CAMP 2024 PARENT MANUAL

**Please Read Carefully!
Important Information on:
Refunds, health records, attendance, and more**

**WILBRAHAM PARKS & RECREATION DEPT. (WPRD)
45C Post Office Park
Wilbraham, MA 01095
413-596-2816
www.wilbrahamrec.com**

**ALL PARENTS AND/OR GUARDIANS MUST BE AVAILABLE BY
CELL PHONE DURING CAMP HOURS AND ABLE TO PICK THEIR
CHILD UP WITHIN AN HOUR IF SICK.**

2024 SPECIAL NOTES:

- **REGISTRATIONS WILL ONLY BE ACCEPTED AT WPRD (NOT ONLINE)**
- **All health/parent information forms are due when registering. NO INCOMPLETE PACKETS WILL BE ACCEPTED.**
- **No sneakers = no camp. Tie or Velcro sneakers are required.**
- **Arrivals after 9:00am will not be allowed to participate at camp that day.**
- **Bring a water bottle with camper's name on it- staff will refill as needed.**

Spec Day Camp complies with the regulations of the MA Dept. of Public Health and is licensed by the local board of health.

CHECKLIST OF ITEMS NEEDED FOR A COMPLETE REGISTRATION

- 2024 SPEC DAY CAMP REGISTRATION FORM**
- ALL REQUIRED HEALTH FORMS**
- SPEC DAY CAMP PARENT INFORMATION FORM**
- PAYMENT (please note that a convenience fee is charged when payment is made with a credit/debit card. To avoid this additional fee, we welcome checks for payment)**

WELCOME TO THE SPEC DAY CAMP

Spec Day Camp has been operated by the Wilbraham Parks & Recreation Department for over 30 years and complies with the regulations of the MA Dept. of Public Health and is licensed by the local board of health. We feel attending a recreational day camp should be a wonderful experience for your child. The staff is looking forward to a safe, enjoyable and memorable summer.

This packet has been designed to answer the many questions parents and campers may have. If you have any questions and/or concerns not addressed in this manual, feel free to contact the Wilbraham Parks & Recreation Department (WPRD) at (413) 596-2816. Office hours are Monday - Friday, 8:30AM-4:30PM. For more camp information and to register, feel free to visit the Spec Day Camp page on our website: WilbrahamRec.com. **Please read this Information Packet carefully.**

PHILOSOPHY OF SPEC DAY CAMP

Spec Day Camp is committed to children. Each year, the staff is carefully chosen and trained to provide campers with a fun and supportive atmosphere where everyone can enjoy a wide variety of activities in a friendly and caring environment. Attending our camp is a wholesome experience that will enhance a child's growing-up process.

SPEC POND DAY CAMP COVID GUIDELINES/POLICIES

The state requires us to have plans in place for a variety of COVID related items. Some of the key COVID points are:

- If a child is showing symptoms, they will be isolated. Examples of symptoms include, but are not limited to, fever, cough, rash, difficulty breathing, vomiting, etc. Parents or guardians must be available by cell phone throughout the day and must pick their child up within an hour.
- Campers are required to wash hands regularly and or use hand-sanitizer. Campers must bring hand sanitizer to camp each day.
- Campers are required to cover all coughs or sneezes

These items and other camp-related COVID details are covered on the following pages. For any COVID-related or camp-related matters, parents or guardians should schedule a time to speak with Camp Director Amanda Ingerson or WPRD Director Bryan Litz.

Health Care Supervisors

The Spec Pond Day Camp will have a minimum of two Health Care Supervisors on site at all times. These Health Care Supervisors are First Aid and CPR certified.

Isolation and Discharge of Sick Children and Staff

The Spec Day Camp has designated three areas as separate spaces to isolate children or staff who may become sick. Isolated children will have a staff member supervising them at all times. If needed, the unisex bathroom will be made available for use by sick individuals only. The three isolation spaces are:

- Grill Pit
- Kitchen
- Directors office

If a child becomes symptomatic, the Spec Day Camp will follow these protocols:

- Immediately isolate from other children and minimize exposure to staff.
- Whenever possible, cover children's noses and mouths with a mask or cloth face covering.
- Contact the child's parent or guardian and send home as soon as possible. **ALL PARENTS AND/OR GUARDIANS MUST BE AVAILABLE BY CELL PHONE DURING CAMP HOURS AND ABLE TO PICK THEIR CHILD UP WITHIN AN HOUR.**

If a staff member becomes symptomatic:

- If a staff member becomes symptomatic, they must cease childcare duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms.

If a Child or Staff Contracts COVID-19:

- Please refer to Current Massachusetts EEC COVID-19 isolation and quarantine guidance at this link:
 - <https://www.mass.gov/info-details/covid-19-isolation-and-exposure-guidance-for-children-and-staff-in-child-care-k-12-out-of-school-time-ost-and-recreational-campprogram-settings>

Hygiene and Health Practices

- A. **When to Wash Hands:** Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and children must be regularly washing their hands with soap and water for at least 20 seconds when the following criteria are met:
- (1) Upon entry into and exit from program space;
 - (2) When coming into the program space from outside activities;
 - (3) Before and after eating;
 - (4) After sneezing, coughing or nose blowing;
 - (5) After toileting and diapering;
 - (6) Before handling food;
 - (7) After touching or cleaning surfaces that may be contaminated;
 - (8) After using any shared equipment like toys, computer keyboards, mouse, climbing walls;
 - (9) After assisting children with hand-washing;
 - (10) Before and after administration of medication;
 - (11) Before entering vehicles used for transportation of children;
 - (12) After contact with facemask or cloth face covering; and
 - (13) Before and after changes of gloves.
- B. **Cover Coughs or Sneezes:** Children, families, and staff must avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available and with parental permission and careful supervision as appropriate to the ages of the child).
- C. **Additional Healthy Habits:** Programs are encouraged to teach, model, and reinforce the following healthy habits.
- Ask caregivers to wash their own hands and assist in washing the hands of their children before dropping off, prior to pick up, and when they get home.

PROGRAM STAFF

The Spec Day Camp is committed to recruiting and developing an outstanding group of counselors and directors, dedicated to providing the best possible day camp experience. Our carefully chosen staff participates in a pre-camp training program which includes background checks on all staff members; and are CPR and first aid certified. Our Spec Beach lifeguards are certified in their respective areas, which includes CPR and Standard First Aid. Some of our staff have been campers themselves and/or have participated in our Counselor-in-Training program. The counselor to camper ratio is in accordance with the Massachusetts State camp regulations.

ATTENDANCE POLICY

Parents are required to call the Camp Director before 8:45AM on the day the child is absent. The phone number for the pavilion is 413-596-8253. Late arrivals after 9:00am will not be accepted. This is to due to our child safety management and knowing how many campers we have in camp for the day. Once set, this number is concrete and stragglers may cause confusion in an emergency. If, in a legitimate emergency, you know you are going to be late, please call the Camp Director at 413-596-8253 for attendance approval.

FACILITIES

Spec Pond is located at the Spec Pond Recreational Complex, 5 Spec Pond Way in Wilbraham, MA. The eighteen-acre wooded site includes a fully operational pavilion (with a kitchen and bathrooms) adjacent to a picnic area with beachfront accessibility and a beautiful accessible-to-all playground. Playing fields are available for various sports, games, and other outdoor activities. Spec Pond Beach is staffed with qualified lifeguards during camp hours (see below **MANDATORY SWIM TESTING, SWIM-TO-DOCK and KAYAK POLICY**). The pond is spring fed and the refreshing water is laboratory-tested on a weekly basis.

PROGRAM ACTIVITIES

The Spec Day Camp is designed for campers ages 5 – 13 and each season is filled with games, activities and crafts. Each week has a different theme, and activities are focused around the theme. Activities are well supervised and planned with education, nature, safety and fun in mind, and meet the family- friendly G-rated standard. Recreational swimming is part of every day's activities, weather permitting.

FIELD TRIPS

Field trips are planned for Weeks 1, 2, 3 & 5 and all campers are required to attend. If you do not want your child to attend the field trip, please keep him/her at home on that day; there is no staff at the camp grounds during field trips. Cost for the field trip is included in the registration fee and cannot be refunded. Campers may not be dropped off at the field trip location for any reason. For safety and security reasons, all campers must leave camp and return to camp as a unit on the designated day. Field trips are run rain or shine. Parents are not permitted to attend field trips with our camp.

GROUP PLACEMENT

The WPRD places children in groups according to their age at attendance. The Spec Day Camp generally divides children into six groups comprised of similarly aged campers. Changes may be made in a session as attendance requires. The counselor to camper ratio is in accordance with the Massachusetts State camp regulations.

RAINY DAYS

The camp is held rain or shine. Rainy days activities are arranged so participants spend time in our pavilion. While in the pavilion, children will participate in skits, games, arts & crafts, songs, movies, etc. During rainy days, children may get wet and dirty. Though we will do our best to spend time in the pavilion, please dress your child accordingly for the weather.

HOURS OF OPERATION

The 2024 Spec Day Camp runs for six weeks beginning July 8, Monday through Friday beginning at 9:00AM and ending at 3:30PM. Extended hours are available and described in this manual under the heading "Extended Hours". **NOTE: The \$35.00 pre and/or post camp program fee will be charged per camper if child is on the camp premises before 8:45AM and/or after 3:45PM. Such fees are to be paid within 24 hours. All balances due remain on the family account, and children will not be allowed to register for any further program offered by the WPRD until balance is paid.**

EXTENDED HOURS

To accommodate the needs of working parents, pre and post-camp hours are available for an additional fee. Pre-camp hours are 7:30-9:00AM. Post-camp hours are 3:30-5:00PM. Extended hours are available at an additional rate of \$35.00 per session, per week, per child. No daily rates are offered. Supervision and very modified activities are offered.

2024 SPEC DAY CAMP FEES (PER SESSION)

The field trip cost is included in the weekly fee.

| | | <u>RESIDENT</u> | <u>NON-RESIDENT</u> |
|------------------------|-----------------|------------------|---------------------|
| WEEKS 1, 2, 3, 4, 5, 6 | 9:00am- 3:30pm | \$150.00/Session | \$175.00/Session |
| EXTENDED AM HOURS | 7:30am – 9:00am | \$35.00/Session | \$35.00/Session |
| EXTENDED PM HOURS | 3:30pm – 5:00pm | \$35.00/Session | \$35.00/Session |

REGISTRATION, CANCELLATIONS AND REFUNDS

Spec Day Camp is a very popular camp and enrollment is limited to meet our program goals for excellence. We thank you for your cooperation in complying with the following registration policies.

REGISTRATION may be done at the Parks & Recreation office, no online option for the summer of 2024.

- Payment must be made at time of registration. A payment plan is possible when registering for multiple weeks as follows:
 1. 50% of the each week must be paid at time of registration to secure your spot(s).
 2. **The remaining balance must be paid no later than Friday, June 7 or your deposit will be forfeited and your spot will be released.**
- We accept check or debit/charge. No cash is accepted.
- Medical forms and other pertinent information will be available prior to registration and is when registering.

REFUND POLICY: The refund policy is strictly enforced to allow completion of camp preparations ranging from staff hiring, camper groupings to supply purchasing. Once you have registered your child in the Spec Day Camp, a refund may be issued only under the following condition:

No refunds will be given after Friday May 10th for any reason.

- Refunds will be given prior to Friday, May 10th if proper notification is sent. Proper notification would be a voicemail left at WPRD or sending an email to a WPRD staff member prior to Friday, May 10th.
- Once you have registered, a session date may be switched only if space is available
- Parents assume the full risk of changes in personal affairs or health issues that would prohibit a child from attending camp.
- No refunds will be given for a missed day.
- No refunds will be given in the case of behavior suspension.

The WPRD works very hard to keep this program affordable. Your understanding and cooperation is greatly appreciated.

ADDITIONAL SESSIONS

If you wish your child to attend additional sessions of camp, you may do so by checking on line or at the WPRD office for possible openings. Generally sessions fill well before the opening day. Do not wait until a few days before to notify the office of your interest, as the camp is planned well in advance and supplies and staff are arranged based on enrollment. Remember also, space is limited in each session, and a spot might not be open. You may not simply notify the Camp Director or a counselor.

WAITING LISTS

Space fills fast in this camp. Children will be accepted on a waiting list only if a completed registration packet and payment is on file at the WPRD office. Space will be filled on a first come basis as we are contacted by parents.

PARENT RESPONSIBILITIES FOR HEALTH REQUIREMENTS

Each child must have a Certificate of Immunization / Health History Form and Parent Information Sheet on file in order to be allowed to attend camp. Immunizations must be up to date and a physical must have been completed within 24 months of participation in the camp program. Printouts of the health forms from your Dr. Office are also acceptable. The WPRD does not keep forms on file from year to year. To avoid any issues or delays in camp attendance, please make necessary appointments and record requests early; physician's office get extremely busy in the spring!

If a child is not feeling well, he/she should not be sent to the camp. It is important for their own well being as well as the health of all the other children and staff attending camp. The usual symptoms of illness are fever, nausea, vomiting, headache, and rash, sore throat, runny eyes, etc. NOTE: Conjunctivitis (Pink Eye) is highly contagious, parents should watch out for this. Any additional specific health information should be directed to the Camp Director. **If a child is ill or unable to attend the program, parents should call the Camp Director on the day he/she is out at 413-596-8253.**

HEALTH HISTORY AND PARENT INFORMATION FORMS

The Health History/Immunization Record is to be completed by your physician. Doctor's offices are extremely busy during the spring and summer; please make your arrangements as early as possible. The camper information form must be completed by a parent/guardian and both need to be returned to the Parks & Recreation Department **when registering** in order for a spot to be reserved for your child (incomplete registration packets will not be accepted, registration packets without health forms are incomplete). Information on these forms is confidential and kept in a secure place. All information should be sent to the WPRD. **For all health forms, Doctor's office printout is accepted.**

MEDICAL AND DRUG ADMINISTRATION POLICY

Medications will **not** be administered under any circumstances. If a child needs medication of any kind, it is the parent's responsibility to make arrangements to come to camp and administer it in person. This must be arranged with the Camp Director the first day of enrollment. The exception to this is prescribed Epi-pens or inhalers for campers with a known allergy or pre-existing medical conditions for which inhalers or Epi-pens have been prescribed. This exception must be in writing by the physician on the camp physical form and brought to the attention of the Camp Director on the first day of camp.

DROP OFF AND PICK UP PROCEDURE

Each morning, cars must be parked in the adjoining lot and campers must be escorted to the appropriate check in table. All children must be signed in and out by a staff member. Do not allow your child to roam. Your cooperation in this area will ensure camper safety. For safety and security reasons, no campers will be allowed in the program after 9:00AM. No refunds will be given for a missed day.

At 3:15PM each day, campers report to the pavilion area with their counselors. Parents must report to the appropriate group check-out table and sign out their child. **No child will be released to anyone other than the appointed parent unless a list of other acceptable people is given to the Director prior to the session by the parent (list of names can be filled in on parent information form). Do not send anyone not on this list to pick up your child.** And please make every effort to be prompt at pick up time. Late pick-up will be billed to the parent and causes undo stress to a child who may be hungry and tired from a full day at camp as well as to a well-worn staff member. In case of a legitimate emergency, call the pavilion at 413-596-8253.

No child will be allowed to be dropped off before 8:45AM.

WEEKLY PARENT INFORMATION

Each Monday you will receive a parent information flyer. The information will include details on the events scheduled for the week as well as administrative reminders and permission slips if necessary. Please review this information carefully. There is a large bulletin board placed at the entrance to the pavilion as well. Please take a moment to check this for daily reminders. The camp staff is also listed there.

LUNCHES/SNACKS

Please send a nonperishable snack and lunch (that requires no heating) and drinks and **include hand sanitizer** so your camper can clean their hands before eating. There is an optional concession visit each afternoon with a \$3.00 limit. Summer days can be very hot; campers should bring a water bottle with their name on it. Staff will refill it as needed.

LOST AND FOUND

The WPRD is not responsible for lost or stolen items. We will try to return marked items, but we cannot guarantee the return of unidentified articles. If you feel an item is missing, immediately ask to see the lost and found. All unclaimed items will be kept for three days after the last day of each session. After that, all unclaimed items will be donated to a local shelter.

WHAT TO BRING AND NOT TO BRING TO CAMP

Items that **should** be brought to the program:

Lunch and snack, a drink or two (nothing to be heated)
Water bottle with camper's name (refills provided by staff)
Hand sanitizer/wipes for pre-lunch wash ups!
No more than \$1 - \$3 for ice-cream/snacks (optional)
Arts & Crafts Supplies
Sunscreen (should be applied prior to arriving at camp or bring spray sunscreen)
Comfortable play clothes and sneakers (Tie or Velcro sneakers required)
Face Masks
Rain gear (if necessary)
Hat (required if heat policy is implemented - see policy below)
Insect repellent (should be applied prior to arriving at camp)
Personal Flotation Device (if an at-risk swimmer)
Swim suit and towel (Plastic bag to put wet suit in after swim)

Items that **should not** be brought to the program

Extra money
Radios/MP3 player/ video games
Expensive items such as iPods, jewelry, etc.
Toys
Glass bottles or containers
Pocket knives or possible weapons
Cell Phones

Your child's name should be on everything that s/he brings to camp. Camp is a physical experience. Please understand that your child may come home very dirty. Do not dress your child in attire that cannot get dirty.

Sneakers/shoes are a must. Flip flops, Crocs or sandals can be brought for beach time only. Enclosed sneakers are required- foot injuries are the #1 injury of most camps. **Hats are highly recommended and required if the heat policy is implemented.**

HEAT POLICY

During days where the temperature may reach over 90 degrees with high humidity, **at the Director's discretion**, the camp may invoke our heat policy which involves the following:

- After 10:30 no camper may play outside the pavilion without a hat.
- At swim time campers must apply sunscreen or they will not be allowed to the beach. Spray sunscreen is encouraged.
- After lunch and during breaks, the children must drink water or not be allowed back outside the pavilion to play.
- Priority will be given to 'under the pavilion' play.
- Extra out of the sun breaks will be given

All of the above is enacted to ensure the sun safety of children and your understanding is appreciated. Please send your camper prepared.

MANDATORY SWIM TESTING, SWIM-TO-DOCK and KAYAK POLICY

Swimming in the cool pond water is one of the highlights of the hot summer camp day schedule. All campers enjoy swim time and in compliance with the 2012 MA State Legislature "Christian's Law" regulation, the Spec Pond Waterfront staff will enforce a mandatory swim test for all campers for their safety and well-being.

If a swimmer is deemed a non-swimmer or an 'at-risk' swimmer, a regulation flotation device will be required. Such devices are provided at the waterfront by a lifeguard.

The determination as to whether a camper is permitted to swim to the dock will be made at the time of the mandatory swim test. If you have any questions about this mandatory swim test, please contact the Waterfront Director once the Spec Pond Beach opens.

All campers using the kayaks must wear the supplied life vest at all times.

SPEC CAMP BEHAVIOR AND DISCIPLINE

Spec Day Camp is a fun and enjoyable place to be for summer with very few behavior issues as a result. At camp we follow a discipline policy that gives positive guidance, allows for redirection of negative behavior, and sets clear behavior limits. We believe that an interesting and challenging program along with positive and cooperative relationships with parents and children will help minimize behavior issues. We favor positive reinforcement for good behavior and believe it is the best and easiest way to produce good behavior! Camp staff will do their best to be proactive and avoid incidents where possible.

Minor Offenses - Minor offenses include but are not limited to: disregarding the Directions or the camp staff, rough-housing, instigating trouble, ignoring speakers, disrespectful behavior, or any other minor offense deemed inappropriate in a camp setting by a staff member.

These incidents will result in parent/s being notified at time of pickup or by a phone call. A minor offense will be recorded in Counselor's Daily Journal, written daily by Counselors and placed on file in the camp office. For minor offenses, a redirection by staff will be given or a time out will occur. Continuing minor offences will result in a major offense being recorded.

Major Offenses - Major offenses include but are not limited to behaviors listed below, as well as gross or repeated violations of safety rules, repeated intentional disruptions of an activity, being disrespectful to an adult (i.e. ignoring, talking back, & rude comments, continued non-compliance with staff directions), repeated use of vulgar language, intentional physical aggression, and intimidation and cruelty either physical or mental.

The following behaviors are classified as major and will not be tolerated...

Physical Safety

- hurtful behavior
- hitting others
- kicking others
- tripping others
- pushing others
- continued roughhousing
- play fighting
- biting others
- bullying of any form

Mental/Emotional Security

- disrespectful behavior
- swearing
- vulgar language
- personal insults
- encouraging violence
- ignoring speakers
- threatening harm
- instigating trouble
- inappropriate yelling/screaming

Environmental Care

- destructive behavior
- defacing furniture
- defacing walls
- destroying anything
- vandalism
- stealing/borrowing without permission
- damage to flora/fauna
- intentional misuse of equipment or property

A major offense will result in the filing of an Incident Report by the observing staff member with the Camp Director and the following action will be taken:

The Camp Director will discuss the incident with the child/ren and discuss alternatives to undesirable behavior. If the incident involves more than one child, the director will encourage the child(ren) to develop alternative solutions or behaviors co-operatively. The Director will then call the first available person on the child's contact list, explain the incident and generally the following action is taken:

- 1st offense - sent home for the day and welcomed to return the next day. No refunds will be issued.
- 2nd offense - sent home for the rest of the week and welcomed back the following week. No refunds will be issued.
- 3rd offense - sent home and not welcome back for the remainder of summer. No refunds will be issued.

Severe Offenses - Severe offenses will not be tolerated at camp and will result in immediate expulsion from camp. These include, but are not limited to: severe violent behavior, severe bullying, weapons at camp, and any incident at which the police are called.

The determination of all incidents is solely at the discretion of the Camp Directors.

Parents are welcome to discuss any incidents with the Camp Director, but this policy will be followed and no exceptions given. If parents are still unsatisfied with an outcome, they are welcome to discuss the matter with the Director of the Parks & Recreation Department.

Please note:

- Daily journals and incident reports are available for parents to view their own child's upon request.
- Parents agree to support this behavior policy if sending their children to camp. If parents are found to be non-supportive, a child's right to attend Spec Day Camp may be forfeited.
- No monies will be refunded due to non-attendance as a result of this behavior policy.