

WELLESLEY RECREATION



Something for Everyone

90 Washington St.
Wellesley, MA 02481
www.wellesleyma.gov/recreation
781.235.2370

Dear Parents and Campers:

Thank you for choosing Wellesley Recreation for your summer camp this year! We know you had lots of camp options to choose from and we are thrilled that you chose to spend your summer with us! This year we have taken many steps to improve your overall experience and we are very excited for you to have a fun and memorable summer.

To ensure that your child has the best summer possible, we ask that you take the time to review the packet provided here. Within this document is important information regarding our camp program that you will need to know for this summer. Please pay close attention to the items in bold, as vital information has changed or added from previous years.

Thank you for your time and if you have any additional questions or concerns please do not hesitate to ask any of our well trained staff. You may also contact the Wellesley Recreation Department at 781.235.2370.

See you this summer!

Chad Norton

Chad Norton
Wellesley Recreation
Associate Director
Camp Program Coordinator

Camp Session Dates:

- Session 1:** June 27 - July 1
Session 2: July 5 – July 8* (closed Monday, 7/4)
Session 3: July 11 - July 15
Session 4: July 18 - July 22
Session 5: July 25 - July 29
Session 6: August 1 - August 5
Session 7: August 8 -August 12
Session 8: August 15 - August 19

Session 8 is located entirely at the Wellesley Recreation Department - Warren Building

All camps run 9:00a – 4:00p

Drop off begins at 8:15am and Pick up ends at 4:45pm

Please Note: Your child will only be allowed to attend the sessions that you pre-registered and paid for in full. If you have questions regarding your child's registration, please contact the Recreation Department at 781.235.2370.

CAMP JOEY

Location

Wellesley Recreation Department - Warren Building
90 Washington St.
Wellesley, MA 02481

CAMP QUEST

Location

Wellesley High School
50 Rice St.
Wellesley, MA 02481

CAMP ODYSSEY

Location

Wellesley High School
50 Rice St.
Wellesley, MA 02481

PROJECT EXTREME - C.I.T. PROGRAM

Location

Wellesley Recreation Department - Warren Building
90 Washington St.
Wellesley, MA 02481

CAMP OPEN HOUSE

Date: THURSDAY - June 23, 2016 (subject to change)

Time: 3:00pm - 6:00pm

This is a perfect opportunity for you and your child to tour your summer camp's facility, meet your child's counselors, ask questions, and receive the necessary information needed to make this a worry free summer.

The Open Houses will be located at the camp sites. Joey campers and CITs should go to the Warren Building while Quest and Odyssey campers should go to the High School.

ACTIVITY SCHEDULE

This schedule will be provided at the beginning of each week. The schedule is subject to change in the event of inclement weather or scheduling conflicts. Dates and times of special activities will be posted in the weekly schedule or may be obtained by asking a camp counselor. Reminders will be given to you if any activities require materials from home.

FIELD TRIPS

Campers **MUST** wear his/her Wellesley Summer Day Camp T-shirt on Field Trip Days. One camp T-Shirt is included in the camp tuition and will be distributed before field trips. Notices will be sent home throughout the summer about the field trips and any other special events that will be occurring. A schedule of field trip/entertainment days for each camp will be released the 1st day of camp. If you do not want your child to go on a field trip, you must make other arrangements for your child on that day.

SWIMMING & WATER ACTIVITIES

MORSES POND

Campers will be transported to Morses Pond 3-4 days a week for 1-1.5 hours in the afternoon. Campers are expected to follow all Morses Pond rules and regulations. For more information on specific Morses Pond rules and regulations please contact the Recreation or Pond offices.

In accordance with Christian's Law, all campers will be tested for their swim ability the Monday of each camp session. Campers will be evaluated if they are new to camp or need to be re-tested. We reserved the right to re-test any camper who we believe needs to be re-evaluated at any point during the summer. Campers will receive a brightly colored wristband that corresponds to their swim level which must be worn to the pond every day.

RED - Minimal swim experience

Camper must stay in very shallow water (below the knee deep/first buoy line) and wear a Recreation Department life jacket if going into shallow section

BLUE - Minimal swim experience

Camper must stay in very shallow water (below the knee deep/first buoy line) and wear a life jacket brought in from home if going into shallow section.

GREEN - Slide

Camper has good water experience and may use the slide on the docks. The camper is permitted to go down the slide but must return immediately to the dock once in the water.

YELLOW - Deep Water

Camper is an experienced swimmer and is allowed to swim anywhere within the large buoy line. Campers may utilize the slide and swim to the floating docks.

PERSONAL ITEMS

<i>What to Bring EVERY DAY</i>	<i>What NOT to Bring</i>
Comfortable clothing (shorts, sneakers, T-shirt) A healthy lunch, two snacks, & water bottle A swimsuit, towel, and beach shoes Backpack for change of clothes and other items Hat or visor (optional) Wellesley Recreation Summer Camp T-Shirts (field trip days only) Sunblock (camp staff cannot apply)	Toys Jewelry iPods/MP3 players Cell Phones Gum or Candy Money Video Game Devices Laptops

Please label all clothing and personal belongings

LUNCH & SNACK

It is recommended that each camper comes to camp with a healthy lunch, two snacks, and a beverage (please no glass containers). Lunches and snacks will not and cannot be refrigerated (unless required for medical reasons) or heated in a microwave – please plan accordingly. We also ask that if possible you avoid sending your camper with nut products for lunch as we have some campers who have a sensitive allergy to the nuts.

Below are some healthy suggestions for lunch/snack:

- Sandwiches: Turkey, ham and cheese, roast beef
- Fruits: Apples, oranges, bananas, raisins
- Crackers: Goldfish, pretzels, crackers
- Drinks: Water or fruit juices are the best drink options – soda and sugary drinks can dehydrate.
- Lunches with mayonnaise and cheeses must be kept cool to keep them from spoiling. Consider packing a cold pack or frozen juice box in a thermal lunch bag to keep food cool until lunch.

Campers play constantly throughout the day and need substantial food and water to replenish burned calories!

SUNBLOCK

Please apply sunscreen on your child **every day** before arriving to camp. **Camp staff can not apply sunscreen to the participants once they arrive at camp.** The counselors will remind the campers on multiple occasions throughout the day to apply their sunscreen when necessary. Please send children to camp with **SPRAY** sunscreen so they may be able to reapply sunscreen throughout the day independently.

HIGH HEAT DAYS

Children will take part in limited outdoor activities on high heat days and will be given several water and shade breaks. Alternative activities may include quiet games, water play, and special events. Please send your child with a water bottle every day that they can fill and carry with them. Hydration begins the night before so please help keep your children hydrated by encouraging them to drink lots of water throughout the camp sessions, even at home.

HIRING POLICIES & PROCEDURES

Parents have the right to review the policies and procedures for the following: background checks, health care, discipline, and grievance procedures, upon request.

DAILY DROP-OFF AND PICK-UP

Camp Joey	Camp Quest & Odyssey
Camp headquarters will be located in the Children's Room at the Recreation Department (Warren Building). This will be the main location where you may drop your child off between 8:15am and 9:00am, and pick-up your child NO LATER than 4:45pm unless you pre-register for extended day.	Camp drop-off/pick-up will be located at Wellesley High School, at the main entrance. Our home base will be the cafeteria inside the main entrance and will serve as the main drop off and pick up location. You may drop your child off between 8:15am and 8:45am, and pick-up your child NO LATER than 4:45pm unless you pre-register for extended day.
Please DO NOT leave your child unattended at any time. Only adults listed on your pick-up list may receive your child at pick-up time. We ask that each child is personally signed out . Our Camp Directors will check the IDs of the people who pick up the campers until they become familiar with you. They reserve the right to check the ID of anyone picking up a child at anytime.	

CAMP LATE FEE POLICY

Campers must be picked-up by 4:45pm. After 4:45pm you will be charged for extended day services (\$10). If you are enrolled in extended day you may pick up your child any time before 6:15pm. After 6:15pm an additional fee will be assessed at \$1 per minute payable directly to the camp counselor when you pick up your child. **THERE WILL BE NO EXCEPTIONS MADE TO THIS POLICY.** If you need extended day at the last minute, you must contact the recreation office and pay for the afternoon in addition to informing the camp staff that you need a late pickup.

EXTENDED CARE

All camp locations have extended day until 6:15pm at \$10/day. If you would like to sign up for this option please call 781.235.2370 or go online. Space is limited. Camp Staff are not permitted to be hired as babysitters and are not allowed to transport participants to and/or from camp. **There will be a limit on how many children are allowed in extended day (due to staffing issues) so please register as soon as possible to ensure your spot!**

EARLY/ADJUSTED DISMISSAL

A note signed by a parent/guardian is **required** if a camper is going to be dismissed early, will be picked up by a person who is not listed on your approved pickup list in CampDoc, or if a camper is going to another place other than home. We ask for this information as far in advance whenever possible.

CAMP BEHAVIOR POLICY

Appropriate behavior is expected from all participants at all times in recreation programs. To ensure safe and enjoyable programs and facilities for all participants, all campers are held to these expectations. Wellesley Recreation has a zero tolerance bullying policy.

Campers must:

- Show respect to all participants and staff
- Refrain from using foul language and obscene behavior
- Refrain from causing bodily harm to other participants or staff
- Show respect for equipment, supplies and facilities

CAMPER HEALTH POLICY & PROCEDURES

****Per order of the Massachusetts Department of Public Health and the Wellesley Board of Health****

CAMPFORMS

All children must provide the Wellesley Recreation Department with the following:

- Completed CampDocs online profile
- A record of immunizations
- A record of a physical that has been completed within the last 24 months

REGISTRATION FORMS

All camper forms will be done electronically through CAMPDOC.com. After registration with the recreation department you will be contacted by CAMPDOC.com via email with a username and password. You will then be required to log in and fill out your camper's information forms. All fields must be filled out. In addition, a copy of your camper's most up to date physical (not older than 2 years from the start of camp) and immunization record must be scanned and submitted.

Campers with incomplete forms (Camper Information Packet & Physical/Immunizations) WILL NOT BE ALLOWED to attend camp. NO EXCEPTIONS.

If your child arrives at camp with no forms on file, the child will be brought to the camp office and a parent will be contacted for pick up. The child will remain in the office until a parent or guardian arrives.

MEDICATIONS

Any medication to be administered at camp must be contained in the original pharmacy bottle and with the original pharmacy label on it. Prescription containers must detail the child's name, name of medication, dosage directions, and the name of the person ordering the medication. Medications will be held by the Camp Director, who will dispense it appropriately. All medication must be accompanied by the following:

- A note from the parent/guardian giving permission for the program staff to administer the medication.
- A doctor's note stating the dosage of the medication, times the medication will be administered, any side effects the medication may have.

ALLERGIES

According to our records, some campers are allergic to some fruits, nuts, dairy products, etc. The counselors in each group will be aware of campers' and any allergies they may have. Also, lunch and snack times will be planned accordingly to avoid any allergic reactions. Please notify the Wellesley Recreation Department if your child has an EPI-PEN or an Inhaler. All EPI-PENs or Inhalers should be given to the Camp Director.

FIRST AID

General First Aid will be administered during camp by the camp staff. Minor cuts or abrasions will be washed and a Band-Aid will be applied. A note indicating any injury will be sent home with the injured camper notifying parents/guardians.

SICK CAMPER PROCEDURES

Please report a sick child by calling the recreation office. We ask that you do not send your child to camp if they are not feeling well that morning. A child may not remain at or come to camp if he/she has any of the following symptoms:

- Fever over 100F
- Vomiting
- Diarrhea
- Inflammation of the eyes
- Abscess or draining sores
- Rash, unless determined to be non-contagious by a Doctor's note.

A child may need to be sent home 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. Parents will be contacted when a camper becomes ill at camp. 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. The following are some common illnesses 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° 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. Please provide a note from a parent/guardian indicating if swimming activities are allowed.
- **Rash:** Please notify the Camp Director of any existing rashes when arriving at camp. Parents will be contacted if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.
- **Vomiting:** A vomiting child must remain at home 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 doctor's note must indicate if swimming activities are allowed.
- **Impetigo:** A child must stay at home until he/she has been on medication 24 hours.
- **Conjunctivitis:** Campers with conjunctivitis may return to camp the day after treatment has begun. If medication is not prescribed, a doctor's note must state that the camper does not present a health threat to others. A doctor's note must indicate if swimming activities are allowed.
- **Head Lice:** Campers with head lice may not attend camp. If lice or nits are identified on a camper while at camp, the parents will be contacted and the camper will be sent home. A child may return to camp once treated. A note will be sent to all parents and staff notifying them that lice has been discovered at camp.

A doctor's note is **REQUIRED** to return to camp and/or participate in camp under the following situations:

- Camper was sent home from camp due to illness, injury, or other situations as indicated by camp staff.
- Camper is unable to partake in specified activities (as a result of a medical conditions).

*All Wellesley Recreation summer camps are licensed by the
Board of Health under Massachusetts Camp Regulations 105 CMR 430.000*

***If you have any questions about anything in this manual*
Contact the recreation office at 781.235.2370**