



Acton Recreation Summer Day Camps Parent Handbook 2022

NARA Summer Camp: 978-929-6641

**NARA Park
25 Ledge Rock Way
Acton, MA 01720**

Camp Hill Top: 978-929-6643

**Acton Recreation Center
50 Audubon Drive
Acton, MA 01720**

Acton Recreation Department: 978-929-6640 x0

recreation@actonma.gov

Welcome Parents and Guardians!

We are delighted that you have chosen Acton Recreation Camps for your child this summer! You and your family are encouraged to visit our camp locations and facilities prior to your child's first day of camp.

The *Parent Handbook* describes our programs, philosophy, policies, and practical details that make our camp experience easy for you and rewarding for your child. Please read this handbook and keep it for future reference. Our staff at NARA Camp, Camp Hill Top, and the Acton Recreation Department are always happy to address your questions or concerns.

ACTON RECREATION'S MISSION / VISION:

Building a sense of community through quality recreation.

OUR PROGRAM

The goal of our program is to create an atmosphere for children to grow socially and physically. Our dedicated staff works with peer groups to engage children in activities both challenging and fun.

A variety of age-appropriate activities is offered each week including:

Arts & Crafts, Drama, Sports, Group Challenges, Nature, Swimming or Water Play, and more.

Additional special activities are based on the week's theme (excluding field trips).



NARA SUMMER CAMP INFORMATION

CONTACT LIST

NARA Camp Staff: 978-929-6641

Camp Director, *Gabriella Ricciardone*

gricciardone@actonma.gov

Assistant Camp Director, *Nick Reinhardt*

nreinhardt@actonma.gov

Waterfront Director, *Wendy Hammond-Wildes*

wwildes@actonma.gov

Recreation Staff: 978-929-6640 x0

Recreation Director, *Melissa Rier*

mrrier@actonma.gov

Recreation Event & Program Coordinator, *Maura Haberman*

mhaberman@actonma.gov

Recreation Officer Manager, *Mary Lou Repucci*

mlrepucci@actonma.gov

Absences

If your child is not going to attend camp for the day, please report any absence by calling the NARA Park office at 978-929-6641.

Drop-Off and Pick Up Address

NARA Park Miracle Field

75 Quarry Road

Acton, MA 01720

Camp Hours

Monday – Friday

8:00am to 4:00pm

Extended hours for additional prices are available as follows:

7:30am to 8:00am for Pre-Camp

4:00pm to 5:30pm for Post-Camp

CAMP HILL TOP INFORMATION

CONTACT LIST

Camp Hill Top Staff: 978-929-6433

Camp Director, *Caroline Larson*

clarson@actonma.gov

Recreation Staff: 978-929-6640 x0

Recreation Director, *Melissa Rier*

mrrier@actonma.gov

Recreation Event & Program Coordinator, *Maura Haberman*

mhaberman@actonma.gov

Recreation Officer Manager, *Mary Lou Repucci*

mlrepucci@actonma.gov

Absences

If your child is not going to attend camp for the day, please report any absence by calling the Camp Hill Top office at 978-929-6433.

Drop-Off & Pick Up Address

Town of Acton
Recreation Center
50 Audubon Drive
Acton, MA 01720

Camp Hours

Monday – Friday
9:00am to 4:00pm

Extended hours for additional prices are available as follows:

7:30am to 9:00am for Pre-Camp
4:00pm to 5:30pm for Post-Camp

Drop-Off NARA Camp

All campers will be dropped off at the Miracle Field's drop-off area, located at 75 Quarry Road. When dropping off and picking up, a staff member will assist with helping the camper out with their belongings.

The staff member will then contact the appropriate Camp Counselor to let them know that their camper has arrived and will be joining their group. Additional staff and CITs will help with guiding children to their group. Parents/Guardians should not physically go past the check-in point unless indicated by staff.

Drop-Off Camp Hill Top

All campers will be dropped off at the front of the Recreation Center at 50 Audubon Drive. When dropping off, please make a line outside the door and we'll send check the campers in one-by-one and send them to their appropriate group.

Early Pick-Up

If your child will be leaving early, please notify the Camp Director in writing on the morning of the designated day. The staff will have your child prepared to depart at your requested time.

Pick-Up NARA Camp

NARA Staff will then be stationed where they were in the morning at drop-off. Again, the pick-up system will be a drive-through system where the staff member will check IDs and radio to the Camp Counselor that the camper's parent is there for pick-up. The child will then walk over to their car. Parents will not be physically signing their children in and out. Camp Counselors will help campers keep their belongings neat and together throughout the day so children remember to grab everything at the end of the day. Parents should not leave their vehicle when picking up their child.

Pick-Up Camp Hill Top

Staff will then be stationed where they were in the morning at drop-off. The pick-up system will be consistent with the drop-off method. Please make a line outside the door and we'll send the child out, one-by-one. Parents will not be physically signing their children in and out. Camp Counselors will help campers keep their belongings neat and together throughout the day so children remember to grab everything at the end of the day.

Late Pick-Up

We close promptly at 5:30pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

NOTE: When a child is not pick up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above “late pick-up” policy listed above starting 45 minutes from when the parent has been informed of the need for campers to be picked-up.

Children at Risk

Parents who arrive at camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child’s emergency contact list
- Call the other parent or guardian
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

2022 CAMP SCHEDULE

NARA Summer Day Camp runs for 9 consecutive weeks, with each week having its own unique theme. Please refer to our highlights document for specifics about each week.

Weekly Camp Dates:

Session 1: June 27 – July 1

Session 2: July 5 – July 8

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 9: August 22 – August 26

CAMP T-SHIRTS

Every camper who registers for camp will receive a free camp t-shirt.

CAMP ATTIRE

Please remember to dress your child appropriately for camp. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials. Here are some reminders of clothes for camp:

- T-Shirts
- Shorts
- Socks
- Appropriate clothing for camp: No halter or tube tops; No clothing with inappropriate language.
- Tennis Shoes or Sneakers (No sandals or flip flops, please!)
- LABEL EVERYTHING!

COMMUNICATION

Every Friday, before the start of the new session, the Camp Director sends out an email to all the registrants explaining what will be happening at camp in the upcoming session. If you are not registered by the Thursday before, you will not be receiving this email. You can access additional recreation department information on our website.

CONDUCT

Acton Recreation staff is committed to providing a safe and welcoming environment for all of our registrants and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are at our facilities or participating in our programs. We do not permit language or actions that can hurt or frighten another person. Specifically, this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Acton Recreation management will investigate all reported incidents. Dismissal from camp or termination may result. **No refunds will be given for these instances.**

DISABILITIES

In order for the Acton Recreation Department to provide the best camp experience for your child, we ask that prior to registration, you consult with recreation staff regarding any special needs your child may have. Due to the fact that there are some medical treatments and procedures that legally camp staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

DISCIPLINE POLICY

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from an activity, removal from an activity and placed with a staff member away from the group, suspension from camp, removal from camp. Unacceptable measures may include; verbally degrading a camper, physical punishment, isolation without proper supervision.

EXPECTATIONS

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the campers toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from camp. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child.

POTTY TRAINING POLICY

All campers are expected to be fully potty trained before attending camp. Acton Recreation Camps do not have the facilities conducive to a young child's development when it comes to potty training needs. Staff are also not trained to help children with potty training. If your child is not yet completely potty trained, our program is not recommended for your needs.

ENROLLMENT, WITHDRAWAL & PAYMENT POLICIES

There are two ways to enroll your child: 1) Online – www.actonrec.com or 2) With our paper registration form completed with a check made out to "Town of Acton," cash, or credit card. All withdrawals from camp and/or refund requests must be submitted in writing by email: recreation@actonma.gov. Refunds/credits will be issued as follows:

- **Mighty Mini Program (Ages 4 & 5)**
 - You may withdraw up to 7 business days prior to the start of each session.
 - A \$50 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1st day of session start date.
 - Refunds will not be issued due to weather conditions or any water closure.
 - All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.
- **Youth Program (Ages 6 – 13)**
 - You may withdraw up to 7 business days prior to the start of each session.

- A \$50 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1st day of session start date.
- Refunds will not be issued due to weather conditions or any water closure.
- All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.
- CIT Program (Ages 14 & 15)
 - You may withdraw up to 7 business days prior to the start of each session.
 - A \$50 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1st day of session start date.
 - Refunds will not be issued due to weather conditions or any water closure.
 - All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.

If you'd like to transfer your child to a different session, there will be a \$25 processing fee. All transfer requests must be made in writing. The Acton Recreation Department reserves the right to remove a child from any program due to behavioral or other concerns. In this event, there will be no refund given.

FIELD TRIPS

Every Thursday the entire camp will go on a field trip. NARA Campers go to fun places within New England and Camp Hill Top campers go to NARA for swimming. All field trip prices are included in the registration price for camp. If your child attends camp that day, they will be going on the field. Please have your camper wear their camp t-shirt every Thursday to make them easily identifiable to all staff.

FINANCIAL ASSISTANCE

The Acton Recreation Department seeks to make its services available to all people, regardless of their ability to pay. The Doli Atamian Campership Program helps families in need of childcare through our camp. Please visit their website to see if you qualify:

<https://www.doliatamiancampership.com/>.

GENERAL CAMP SCHEDULE (for NARA Camp)

Children participate in a variety of activities each day. The activities can be camp wide activities, personally selected activities, and group activities. Here is an example of what a typical camp day could look like:

7:30 – 8:00am	Pre-Camp Care (if applicable)
8:00 – 8:15am	Attendance & Morning Meeting

8:20 – 9:05am	Drama
9:10 – 9:55am	Lower
10:00 – 10:20am	Snack Time / Sunscreen
10:25 – 11:10am	Upper (Sports on the fields)
11:15 – 12:00pm	Swim / Water Play
12:05 – 12:45pm	Lunch
12:50 – 1:35pm	Arts & Crafts
1:40 – 2:25pm	Nature
2:30 – 2:45pm	Sunscreen / Water Break
2:50 – 3:35pm	Swim / Water Play
3:40 – 3:50pm	Pack-Up
3:50 – 4:15pm	Pick-up
4:20 – 5:30pm	Post-Camp Care (if applicable)

Camp activities have been designed to fit the theme of each camp session and include: ice breakers, arts & crafts, games & fitness, music & drama, transitional activities, special events, and swimming.

EXTENDED HOURS PROGRAM

Children in our post camp program will be given a variety of structured and non-structured activities to choose from each day. Activities may include: puzzles and board games, books, Legos, and group games. Post Camp for NARA Camp will be held at the Sports Pavilion and Miracle Field with options of different activities while waiting for their guardian to pick them up.

LOST AND FOUND

Acton Recreation has a lost and found for both camps. It is highly recommended that you label all items with your child’s name. While we make every effort to keep all campers’ belongings in their backpack or with them, Acton Recreation will not be held responsible for lost or stolen items. Please take a quick check of your child’s backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost.

LUNCHES & SNACKS

Campers should bring a non-perishable lunch, beverage, and filled water bottle to camp daily. Please pack a healthy and balanced meal. Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper’s first and last name. Please do not provide

your camper with food that will need heating or to be microwaved. Camp staff will not be heating meals.

We have one snack period daily. Please send extra food for these times as well as a water bottle.

The snack bar at NARA will be in operation by an outside vendor. Please pack a snack just in case the snack bar does not open at all. Our vendor will be providing a lunch program for NARA Campers on Mondays, Wednesdays, and Fridays where you can buy lunch instead of packing it for that day.

NUT-FREE CAMPS

Acton Recreation Camps are nut-free. Please do not send your child in with items that are made with any types of nuts.

MEDICAL / EMERGENCY INFORMATION

Essential Forms:

As required by the local licensing authority, each camper must have a completed:

- ✓ **Camp Registration Form or Online Registration**
- ✓ **A copy of their physical (must be within 18 months) and immunization forms submitted online to CampDoc.com**

Physical and immunization forms must be submitted online. The Recreation Department will not accept paper copies. All medical forms should be submitted at least 2 weeks prior to when your child starts camp. Physicals must be dated within 18 months. Please be sure that the information on the registration forms is accurate and complete. Please do not leave any of the fields blank on the forms.

Illness Policy:

Children must be healthy enough to participate in the program's daily routine. For the safety and comfort of your child and other campers, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 7:45am and let the Camp Director know of your child's absence. When your child has a fever (of 100) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. ***If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.***

The following are defined as illness or communicable health problems:

- COVID-19
- Influenza
- Conjunctivitis (Pink Eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Knowledge that the child has had a fever within the past 24 hours

Accidents / Emergencies

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by our certified camp staff. The following procedures will be followed:

- ✓ First Aid will be provided and the incident recorded in the camp log.
- ✓ The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff and the Camp Director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parents or other responsible adults will be notified. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- ✓ Immediate First Aid will be administered by the camp staff until professional services arrive.
- ✓ 911 will be called.
- ✓ You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- ✓ A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- ✓ The incident will be described in writing in the camp incident report log.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

Emergency Plan

Both camps have a site-specific emergency plan including an assembly area program, notification system, locations of fire extinguishers, first aid kits, etc. Staff has been trained and is expected to be well-versed in emergency procedures. Drills will be conducted throughout the summer to practice safety procedures.

Shelter at NARA: In the event of an emergency that requires an inside shelter, campers and staff will assemble in the basement of the Sports Pavilion, NARA Bathhouse building, and Amphitheater building. With inclement weather, the staff will bring their group to their assigned shelter/tent.

Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the area and meet at the Miracle Field at NARA Camp, and the front parking lot at Camp Hill Top. Camp staff will take attendance of campers in their groups, directors will make sure that everyone has left the facility, and the Camp Director and Assistant Camp Director will be responsible for medication and first aid kits.

Medication Policy

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and “over-the-counter” medications will not be dispensed without written consent from the child’s parent.

- Complete the medication authorization form included in your camp registration packet.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child’s name, the name of the medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, etc.) to the Camp Director. Campers are not allowed to keep medications with themselves, backpacks, or lunch bags.
- All medications will be locked up and given to your child at the prescribed times.

Sunscreen & Hand Sanitizer

The Acton Recreation Department encourages your camper to use and bring sunscreen to camp every day. Camp staff will help children with application of the sunscreen if requested. Every child must complete a sunscreen permission form and submit it to the Recreation Department or camp before or on the day they start camp.

All children and staff are required to either wash their hands or use hand sanitizer before transitioning to the next activity/block. Every child must complete a hand sanitizer permission

form and submit it to the Recreation Department or camp before or on the day they start camp.

Bug Spray

The Acton Recreation Department encourages your camper to use and bring bug spray to camp every day. Camp staff can only help with spraying the bug repellent on the child without rubbing it in.

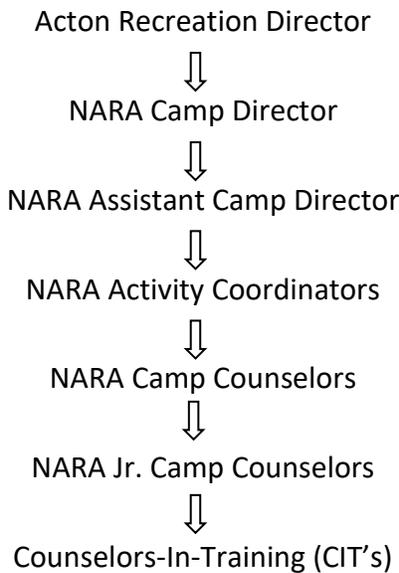
Allergies

Recreation Staff will try their best efforts to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the Acton Recreation Department in advance so we can take the proper precautions.

Special Diets

Camp staff must be made aware of any child who requires a special diet due to medical or religious reasons.

ORGANIZATIONAL CHART – NARA SUMMER CAMP



PERSONAL BELONGINGS

Please do not allow your child to bring personal belongings to camp. The Acton Recreation Department cannot be responsible for the loss or damage of phones, toys, games, clothes, or other personal belongings.

Please do not bring the following items to camp:

- Any electronic games / devices (including, but not limited to: Nintendo Switches, Gameboys, PSPs, iPods, mp3 players, iPads, etc.)
- Cell phones
- Trading Cards
- Weapons of any sort – fake or real!
- Valuable items

PHONE CALLS

Please do not call to speak to your child or your child’s counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Camp Director with your questions or concerns at any time.

RULES & SAFETY

Safety is paramount to our camp program. All children MUST be brought to and picked up from camp by a parent or authorized person. All adults picking up children will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

General Rules

1. Stay with your group at all times.
2. No climbing on gates, fences, or trees.
3. No inappropriate or abusive language is permitted.
4. No hitting, kicking, or other physical abuse is permitted.
5. Listen to and respect the rules and boundaries of games and activities.
6. All campers will be expected to display *good teamwork*. How we play is more important than whether we win or lose!

STAFF

The Acton Recreation Department strives to hire a highly qualified, well-trained staff to conduct our summer camp. The summer camp staff is comprised primarily of college students, high school students, recent graduates, and schoolteachers. The camp staff members are innovative and creative individuals who love working with children. All staff go through a camp staff training and are certified in First Aid and CPR. The camper:staff ratio for the 4-5 year olds are 5 to 1, and 10 to 1 for ages 6-13.

SWIMMING

Please send your child to camp with a swimsuit and towel EVERYDAY. Children will be swim tested at the beginning of their swim block. A certified lifeguard will determine whether they can swim in the deep or shallow water. Camp staff and certified lifeguards will supervise the pond at all times.

TAX INFORMATION

The Town of Acton's Federal tax ID number is 046-001-062.

TRANSPORATION

There is no transportation available to and from Acton Recreation camps. Bus transportation will be provided to and from all field trips.

WEATHER

As a recreation department, we believe that outdoor play is an important element in a child's life. There are no indoor areas at NARA Park; however, there are pavilions and tents for shelter on rainy days. Rainy days are specially programmed days and may include low impact games and activities. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the morning.

During periods of extreme heat, the camp staff will scale down physical camp activities. Campers will not be in direct sunlight for more than 20 minutes at a time. The staff will also remind children to increase their water intake by having many water breaks throughout the day. All precautions will be taken to prevent heat related injuries during these times.

Hints for the Heat:

1. Provide at least two drinks for your child.
2. Drinking water is encouraged at camp.
3. Provide your child with a hat to wear and dress them in light colors.

COVID-19 Guidelines (Subject to change):

- We ask that all staff and/or campers stay home if they are sick.
- Cough or sneeze into a tissue or your elbow.
- Camp enrollment and activities will follow the recommendation by the Acton Board of Health.
- All campers must bring a filled water bottle labeled with their name on it.

- Campers and Staff will wash their hands or use hand sanitizer every time they switch activities. For an example, leaving arts & crafts, before and after lunch, leaving nature block, after sunscreen application times, etc.
- Masks are optional.
- Staff will clean and disinfect frequently touched objects and surfaces, such as door knobs, faucets, equipment, and more.
- Visitors (including parents) are not permitted.

QUICK REFERENCE CHECKLIST

Did you remember to send?

- Backpack (labeled)
- A healthy lunch and snack that is labeled (no glass containers)
- Sunscreen (labeled)
- Hand Sanitizer (labeled)
- Swimsuit and towel
- A plastic bag for wet stuff
- Bug Spray (labeled)
- A poncho / raingear on wet days
- A complete change of clothes for younger campers
- Mask

If you have any questions or concerns, please feel free to contact the Acton Recreation Department at 978-929-6640 or recreation@actonma.gov.

We look forward to a happy and safe summer with your child! 😊😊😊