



**BOYS & GIRLS CLUBS
OF STONEHAM & WAKEFIELD**

Summer Camp 2021 Handbook

Ages 5-15

June 21 – August 27, 2021

15 Dale Court

Stoneham, MA 02180

(781) 438-6770

Ages 5-15

June 28 – September 3, 2021

Moulton Playground

467 Main Street

Wakefield, MA 01880

(781) 246-1343

The Boys & Girls Club of Stoneham & Wakefield does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, disabilities, national origin, or sexual orientation.

Important Phone Numbers

Police	911
Fire	911
Ambulance	911
Winchester Hospital	(781) 756-2000
Melrose-Wakefield Hospital	(781) 979-3300
Poison Control	(800) 222-1222
Department of Children and Families	(800) 792-5200

Boys & Girls Club of Stoneham and Wakefield Phone Numbers

Boys & Girls Club of Stoneham	(781) 438-6770
Boys & Girls Club of Wakefield	(781) 246-1343
Adam Rodgers, CEO	(781) 879-4315
John Brinkman, COO	(774) 644-5281

Mission of the Boys & Girls Club of Stoneham & Wakefield

The Mission of the Boys & Girls Club of Stoneham & Wakefield is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Camp Philosophy

The primary goal of the Boys & Girls Club of Stoneham & Wakefield Summer Camp is to provide children a fun, safe environment with activities that promote the physical, social, and emotional development of its participants. Campers will have the opportunity to socialize with children of various ages, backgrounds, and abilities as they participate in physical, recreational, and enrichment activities.

Staff Background Check

The Boys & Girls Club of Stoneham & Wakefield prides itself on its dedicated, enthusiastic and well-trained staff. All of our staff takes part in a selective interview and training process including background checks with CORIs, SORIs with First Advantage, CPR & First Aid and emergency certifications.

Intake Procedures

Parents may enroll their children in the Boys & Girls Club of Stoneham & Wakefield Summer Camp by registering at www.bgcstoneham.org. *Children must be between the ages of 5 and 15.* Parents are required to provide their child's current medical history including immunization records. Parents must also sign release forms. The required deposit(s) must be submitted with the completed registration materials. This deposit is non-refundable as space is limited.

Pick Up

Pick up must be by parent or guardian. Authorization must be in writing to release campers to a designated individual. At the end of each camp day parents must pull up to the camp parking lot, greet a program staff and their children will be walked over to their vehicle. Parents/guardians will be able to collect any informative flyers and speak to camp leadership if necessary.

Daily Routine

Summer Camp hours are 9:00 am to 4:00 pm. Campers enjoy numerous camp activities such as arts & crafts, social recreation activities, sports and cooperative games, technology programs. Camp theme week specials and a weekly trip to the pool are planned in advance. *Note: field trips will not be held for Summer 2021 in accordance with guidelines set by the Commonwealth of MA.*

Parental Responsibilities & Rights

To ensure the fun and safety of all our Campers, parents are required to send children with the following each and every day to Camp:

- **Food:** Parents must send their children with lunch, snacks, and a water bottle daily.
- **Camp T-Shirts:** Campers will be given one Camp T-shirt.
- **Bags:** Campers must bring a bag with a hat, water bottle, shoes, etc. Group leaders are prohibited from carrying bags and belongings of campers.
- **Sunscreen:** A bottle of sunscreen should be sent with your child daily. Campers will be instructed to re-apply sunscreen three to four times per day. We advise parents to teach children how to apply sunscreen.
- **Clothing:** Campers are required to wear comfortable clothing and shoes (sneakers please). Sandals with heels and flip-flops are not recommended for camp. *Note: for Summer 2021, face coverings are to be worn inside our buildings in accordance with guidance from the Commonwealth of MA. Please have your camper attend camp with their own mask(s).*
- **Parent input:** Parent input is welcome. Concerns, complaints or suggestions should be addressed to the Camp Director. Please be aware that the Camp Staff is instructed to focus on the care, safety and welfare of the campers at all times. As a result the Camp Staff may be very busy with the children and may not have time to speak with parents at length during the Camp Day. If need be, parent conferences can be arranged.
- **Lost Items:** The Boys & Girls Club of Stoneham & Wakefield will not be responsible for lost or stolen items. Cell Phones, iPad/iPods and similar electronics are not allowed at camp. Items of great sentimental value and/or of monetary value should be left at home for safekeeping.
- **Payments:** Payment for Camp is due 10 days prior to attendance. After this time space is released to campers on wait lists. Deposits are non-refundable.

Payment Information

Weekly rates

Camp day runs 9:00 am – 4:00 pm

(Rates do not include a one-time \$50.00 registration fee)

Ages 5-15

1. A deposit of \$50 per week, per child is due with the registration materials. The remaining balance for each week must be paid 10 days before each week the child attends. All fees are non-refundable.

2. Children without a current Immunization Form on file in the office cannot attend camp until the Immunization Form has been submitted.

Late Pick-up fee Policy

The Camp Day ends at 4:00 pm. For those registered and paid for late pick-up the day ends promptly at 5:30 pm. We expect that parents will pick up their children by 5:30 pm.

The late fee policy is as follows:

1. Parents will be charged \$5.00 for every 5 minutes they are late in picking up their child(ren). Example: parents arriving between 5:30 and 5:35 will be charged \$5.00; parents arriving between 5:30 and 5:40 will be charged \$10. The late fee must be paid the following morning.
2. Chronic late pick-ups could result in a child's termination from the camp program without refund.

Parents who anticipate being late for any reason must call the program as early as possible. If a parent or other authorized individual has not arrived to pick up a child by 6:00pm, an attempt will be made to reach a parent or other emergency contact. ***If no one is reached and the child has not been picked up by 6:30, the police will be notified.***

Behavior Management Plan

All discipline and guidance shall be consistent and based on an understanding of the individual needs and development of the child. Staff will draw on a range of skills to work with children in promoting positive behavior that will assist them with socializing with other children and promoting individual self-esteem. The Camp Director will handle all major discipline issues. The staff shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

- No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
- In all cases, (individual behavioral cases and/or where two or more children are involved in an argument or altercation), each child will be encouraged to discuss the course of events that led to the issue.
- No child shall be subjected to abuse or neglect.
- Corporal punishment shall not be used, including spanking.
- No child shall be punished for soiling, wetting, or not using the toilet.
- No child shall be punished related to eating/not eating foods
- If a child needs time away from the situation, staff will pick a chair (or suitable area if outside) and ask the child to sit for no more than ten minutes to calm down. A child may be redirected to another activity if he or she is having a difficult time in any one play situation.

Disciplinary Procedures

We believe through a consistent, well-articulated and respected system of discipline, children will understand and accept the importance of considerate individual and group behavior. Staff will set clear limits, offering children the

option to exercise choice. Staff members are encouraged to include children in the process of developing program rules and guidelines. Once clear expectations have been established, each case of inappropriate behavior will be handled according to the severity of the situation, the staff's knowledge of the individual child, his or her age, and the child's ability to respond appropriately. The following procedures may serve as a general guide, taking into consideration the specific situation and children involved:

- Soothe any injured or unhappy child.
- Encourage participants to verbalize feelings and events.
- Identify the problem, explaining how the behavior has infringed on the rights of other children, materials, safety considerations, etc. Redirect the child to an appropriate activity.
- Communicate clearly what the consequences will be if the inappropriate behavior continues.

Consequences will vary with the situation and may include directing the child to another activity of the room/area or having the child rectify the problem his/her behavior has created. In some situations, a brief 'time-out' may be appropriate where the child is seated apart from the activity and other children. The child will never be visually isolated and the staff will decide when he/she is ready to return to the group. Time-out will never exceed ten minutes. All consequences will be logically related to the behavior they follow. The goal of a disciplinary measure is not to punish, but empower children to naturally develop a sense of responsibility for personal actions.

Procedures for reporting child abuse or neglect

1. All staff of the Boys & Girls Club of Stoneham & Wakefield are mandated reporters of child abuse or neglect. If, in the opinion of a staff member, there is a reasonable cause to believe that a child is suffering from serious physical or emotional injury as a result of abuse or neglect by a caretaker, he or she will immediately make a verbal complaint to the Camp Director, who will then inform the Chief Operating Officer who will contact the Department of Children and Families.
2. The Chief Operating Officer or designee will notify the Health Department immediately after filing a 51A, alleging abuse or neglect of a child while in care of the program.
3. The Boys and Girls Club of Stoneham & Wakefield will cooperate in all investigations of abuse or neglect.
4. In the case of alleged abuse or neglect by a staff person, The Boys & Girls Club of Stoneham & Wakefield will ensure that staff person does not work directly with campers until the DCF investigation is completed.

Suspension & Termination

Suspension

A child may be suspended from the program if the Camp Director and the staff feel the child's behavior is disruptive or severe enough to warrant suspension from one day or more including:

- Fighting or physical aggression towards a staff member or other camper in the program.
- Swearing.

- Stealing.
- Destruction of Club property.
- Disrespect of Club staff.
- Loss of temper.

Termination

The Boys & Girls Club of Stoneham & Wakefield reserves the right to permanently dismiss any child whose chronic behavior problems interfere with the safety and enjoyment of other children in the program. The decision to terminate will be made only after observation, documentation of behaviors, and meetings with parents. However, in cases involving danger to other campers or Staff, the Boys & Girls Club of Stoneham & Wakefield reserves the right to immediately remove any child from the program until a final decision regarding permanent termination has been made.

Additionally, other grounds for a child's termination include:

- Non-payment.
- Failure of a parent to cooperate with program policies and procedures.
- Inappropriate parent behavior.
- Frequent late pick up.

If a child is suspended or terminated due to the behavioral issues stated above the camper/parents forfeit any reimbursement for the duration of the suspension given.

Emergency Procedure/Disaster Plans:

The Boys & Girls Club of Stoneham & Wakefield could be affected by an emergency situation relating to the Club itself, or as part of a larger scale community event. The following pages describe some of those potential emergency procedures, as well as the emergency procedures and contingency plans to be followed by Boys & Girls Club personnel.

Severe Weather:

Severe weather may be predicted over several days in advance, such as hurricanes and winter storms, or within a few hours or less for tornadoes and other wind, rain, or ice storms. The National Weather Service on television and over the radio issues storm watches and warnings.

Tornado/Hurricane:

Tornadoes do occur in Massachusetts, with late spring and summer presenting conditions where tornadoes can form. Weather fronts that can produce tornadoes may also generate severe rain, wind, and hail that can cause serious damage. A tornado watch means that a tornado is likely over a large area, and a Tornado Warning means that a tornado has been sighted, or is indicated on weather radar in a specific area. Hurricanes generate heavy rain and wind from 74-160 miles per hour. In the event Campers are outside they will be directed back to the Club building.

Flooding:

Flooding may result from heavy precipitation and build over several days, or occur rapidly in the form of flash floods. The Boys & Girls Club facility should be

a safe place during a flood. Campers and staff would remain indoors when there is a flooding emergency in the area. In an extreme situation, if ordered by public officials to do so, the Club would be evacuated.

Lightning:

If indoors, staff and children will be advised not to use the telephone or any other electrical appliances. If outdoors, staff and campers will seek shelter immediately, avoiding isolated trees and water.

Fire:

Fire is perhaps the most common hazard. Fire can occur for many reasons, including as a result of damage from an earthquake, damaging wind or water damage to electrical equipment, etc. Fire extinguishers are inspected annually and are mounted on the walls near the emergency exits, as well as in the kitchen and art room. Fire exit signs are lit. *The following describes the Boys & Girls Club Summer Program Fire Evacuation Plan, as well as general evacuation procedures.*

Fire Evacuation Plan:

- If the Fire alarm goes off, the Camp Director will notify the Fire Department immediately to let them know the cause.
- Their counselors will walk campers through the drill, and the intercom system will be used to notify the building's occupants to leave the building.
- When the fire alarm is used, the staff will lead their groups to the nearest emergency exit and out of the building.
- The groups will meet across the street at
 - Recreation Park (Stoneham)
 - Galvin Middle School (Wakefield).
- In the event of a fire, all campers will immediately be taken out of the building. A designated staff member will check the bathrooms and each program room. The Camp Director or senior staff member on site will be responsible for alerting the fire department, giving the building name and address, the location of the fire in the building, and any other helpful information once outside of the building. Another senior staff member will be in charge of taking the attendance and making sure everyone is outside.
- Upon arrival at the meeting area, attendance will be taken. Staff and campers will go back into the building when fire department personnel determine it is safe to do so. If the fire is severe, and the building must remain vacant for a longer period of time, parents will be notified to pick their children up.

General Evacuation Procedures

In the event of an emergency situation requiring the evacuation of the Boys & Girls Club of Stoneham & Wakefield, the following steps may be implemented:

- Children and staff will leave the building via the closest emergency exit.
- Children will walk with staff to Recreation Park in Stoneham or Galvin Middle School in Wakefield and await further instructions.

- If the emergency necessitates taking shelter, children and staff will walk to the Recreation Park house in Stoneham or Galvin Middle School in Wakefield to await further instructions.
- The Camp Director and senior staff will be responsible for bringing the children's files and medications, alerting emergency personnel, and contacting parents to arrange the pick-up of their children. The Camp Staff will communicate via cellular phones and make any other necessary calls during the evacuation.

Contingency Plans

1) Absent Camper

- If, after a double check of the attendance, a child has not arrived for a scheduled day at the camp by 9:30 a.m. and a parent has not called the child out absent, an attempt to contact the parents at home and/or at work will be made. (Parents should never bring a child to the camp after a scheduled field trip departure time).
- If a parent cannot be reached, an attempt will be made to reach an emergency contact person listed on the child's form.

2) Unregistered Child

- If a child who is not registered for camp arrives to the program without prior notification and approval by the Camp Director, an attempt to contact a parent or guardian will be made.
- If no one can be reached, and the child is unknown to club personnel, the police will be notified.

3) Lost Camper

- If a child does not arrive at the point of pickup following the day's activities, the Camp Director or senior staff member will use the intercom system to call all of the campers to one area for a roll call and headcount.
- A thorough search of the area will be made, including bathrooms, rooms not in use, exit areas, and the outdoor area (if the child is missing from the Club). If the campers are on a field trip, that area will be searched.
- Staff members will communicate with the Camp Director and/or the office personnel to see if the camper was picked up early.
- A parent or emergency contact will be contacted to determine if the child is in their care. The police will be notified once it has been determined that the child was not picked up by a parent or other authorized individual.

4) Lost Swimmer

- If a child becomes missing at a swimming area, the lifeguards on duty will be asked to clear the swimming area and call the child to the lifeguard area.
- The authorities will be contacted immediately.
- Senior staff members will gather all of the campers to one area for a head count and roll call.
- One or two adult staff members may assist lifeguards in searching the shallow area of the beach or pool, while other staff search the bathrooms or playground area.
- The senior staff member on site should question the person who first noticed the child missing to try to determine the child's last location.

- The Club office will be notified about the situation. A parent will also be notified in accordance with the procedures described under the “Lost Camper” plan.
- The search will continue until the child is found, or until emergency personnel arrive.

Meeting the Needs of Mildly Ill Children

Any child who appears mildly ill and shows no sign of an emergency is taken aside, encouraged to rest and observed for symptoms. Parents or emergency contacts are notified of symptoms. Based on symptoms, a decision will be made, if the camp will care for the child.

Illness Policy

Parents will be contacted to pick up their children if any of the following conditions exist. Children must be picked up as soon as possible.

1. Fever (temperature of 100 degrees or above)
2. Abdominal pain, breathing difficulty, or other pain, which is persistent, lasting 20 minutes.
3. Indications of a contagious disease.
4. Other symptoms (i.e. vomiting, diarrhea, rash), which the staff feels, warrant such action.
5. Any additional COVID-19 related symptoms, in accordance with the guidance issued by the Commonwealth of MA.

Children may return to the program under the following conditions:

1. The child is well enough to attend the program.
2. Results from a throat culture are known.
3. Antibiotic treatment has been given for 24 hours.
4. Lesions from chicken pox have dried and crusted.
5. Children are able to participate in regular program activities.

Parents will be notified in case of any communicable disease such as Measles, Mumps, or Chicken Pox.

Extended Day Schedule:

Extended Day Hours are available for an additional fee.

Morning Extended Day

7:30am - 9:00am

Afternoon Extended Day

4:00pm - 5:30pm

Extended Day Fees:

Mornings	M-F	\$30.00 per week
Afternoons	M-F	\$30.00 per week