



LDC

LAUREL DAY CAMP

**Family Handbook
2023**

WELCOME

The following pages describe our policies, procedures, and guidelines. They are designed to ensure that children receive the best camp experience possible!

Please review all information in this handbook to be familiar with our program and retain this handbook to use as a reference source for the future.

THE LAUREL SCHOOL and LAUREL DAY CAMP
1436 Long Pond Road, Brewster, MA 02631
(508) 896-4934 Fax 508-632-6555

Exit 85 onto RT-137 towards Brewster off of US-6
Turn right onto RT - 137 (Long Pond Rd)
The Laurel School and Day Camp is located 1.3 miles on the left

The Laurel School and Laurel Day Camp is a small, independent, nonprofit, nonsectarian school and day camp offering an enriching program for Toddler (15 months) - Grade 5 children. Our camp program also provides a counselor-in-training youth leader program for ages 11 - 17.

Mission Statement

Laurel's mission is to encourage children to discover their unique talents through exploration, critical thinking, and intellectual discipline which helps them to become responsible architects of positive change in the world. To accomplish these ends, we engage in a total human development approach to education with a focus on the arts, music, nature, and service.

Our Purpose

- Inspire a lifelong love of learning, a cultural appreciation, and environmental sensitivity.
- Emphasize honesty, respect, kindness, gentleness, cooperation, laughter, thoughtful resolution, positive reinforcement, awareness of differences and tolerance.
- Promote a sense of community.
- Enable each child to develop the skills, the creativity, and poise to become a responsible individual capable of enriching his or her self and community.

We welcome the opportunity to discuss with parents/guardians their child's experience. We are looking forward to getting to know all of our camp families and to provide a positive summer camp experience.

YOUR FIRST DAYS!

The first day in a new environment can be challenging for any child. We make every effort to be aware of the circumstances that can produce anxiety during the first few days, and we partner with parents/guardians and each child to help ensure a smooth adjustment. We find that transition is easiest for the child when parents/guardians give a big hug and kiss, and then leave quickly. We encourage parents/guardians to call any time during the day to see how their child is adjusting. For the younger children, some separation anxiety is normal and expected. We find that children make the adjustment quickly but we are sensitive to the challenge.

Promotional Literature and Brochures - 430.159 & 430.190

The following pages in our handbook describe our policies, procedures, and guidelines. They are designed to ensure that children receive the best camp experience possible. Please take a few minutes to review this information to be familiar with the program and retain this handbook to use as a reference source for the future. 430.190 Parents/guardians may request copies of background check, health care, and discipline policies as well as procedures for following grievances. This Camp must comply with regulations of the MA Department of Public Health and be licensed by the Board of Health. 430.159

Camp Programs and Hours: Arrival & Dismissal Procedures

Guppy Program - (Four our School Families only) Our guppy program is for our youngest campers, ages 15 months to 2.8 years of age. We offer half days (9am-1pm) and full days (9am-3pm)

Lower Camp Program - Our lower camp program is for children who are 2.9 to 3.11 years of age. We offer half days (9am-1pm) and full days (9am-3pm)

Middle Camp Program - Our middle camp program is for children ages 4 years to entering Kindergarten. This is a full day option only (9am-3pm)

Upper Camp Program - Our upper camp program is available for children entering 1st grade through entering 6th grade. This is a full day option only (9am-3pm)

CIT (Counselor in Training - Youth Leadership Program) - Our CIT Youth Leadership program promotes youth leadership skills for children entering 7th through 9th grades. Counselors in training assists in camp rooms and activities and learn useful self-help skills, organizational methods, and how to effectively communicate with campers and counselors of all ages. This is a full day option only (9am-3pm)

Extended Care - All students must be registered in order to participate
Earlier Risers Program - Morning Care starting at 8am until 9am

After Care Program - Afternoon Care starting at 3pm until 4pm

Staggered Drop-Off & Pick-Up Times

- Guppy Program - 8:45 a.m. to 9 a.m. - 2:45 p.m. to 3 p.m.
- Lower Campers - 8:45 a.m. to 9 a.m. - 2:45 p.m. to 3 p.m.
- Middle Campers - 9 a.m. to 9:20 a.m. - 3 p.m. to 3:15 p.m.
- Upper Campers/CIT's - 9 a.m. to 9:20 a.m. - 3 p.m. to 3:15 p.m.

Campers will be dropped off at the main front door entrance to start the camp day. This will support and assist with a positive and smooth transition into the camp program. Please also see our articles that help support a positive and healthy transition to Camp.

For pick up (both half day and full day), parents/guardians will be asked to pick up their campers by coming into the camp building. Campers will be dismissed at Closing Circle and then with their parents/guardians go to their locker/cubby to collect and gather their belongings.

*If families have siblings and need similar drop off and pick up times, please contact the camp office.

Child Release 430.190B

Parents/guardians should feel secure and confident when staff members are aware of who may or who may not pick up their child. Parents/guardians complete our camper application authorizing specific individual permission to pick up their child, as well as emergency contact persons who may also pick up. Parents/guardians are responsible for maintaining accurate, complete, and current information.

Written authorization must be on file prior to the child's release. Telephone requests are not acceptable. Please inform those individuals listed on the camper application that they may be asked to verify their identity with photo identification for anyone who is not positively known to them. We will not release a child to anyone younger than 16 years of age.

Late Pickup

We ask that parents/guardians make every effort to pick up their child on time. If a late pick up is unavoidable, please let us know as soon as possible.

If a child is not picked up after the normal closing time and parents/guardians have not notified us, we adhere to mandated guidelines as follows:

- Attempt to contact parents/guardians or person(s) authorized to pick up the child.
- If no contact has been made with parents/guardians or other authorized person, we determine whether and when the police or appropriate authorities should be contacted.
- If police or appropriate authorities are contacted and they place the child into protective custody, a note in a sealed envelope is posted on our front door advising parents/guardians that the child has been taken into protective custody and provides the contact person's phone number.
- We will make every effort to contact parents/guardians while keeping the child calm and comfortable.
- Late Pick Up Fees Policy - if campers are picked up later than 4pm, more than three times there will be a \$5 per minute charge.

SAFETY AND SECURITY

Security

The primary mechanism for ensuring the security of our camp is strict adherence to established procedures for arrival and departure procedures. We ask that parents/guardians use our front door for arrival and departures, alert us when a new person is picking up their child, and be aware of strangers or strange cars in our parking lot.

Special Contingency Plans for Day Camps 430.191

(A) Children who are registered and on the camp roll but fail to arrive for a given day's activities: Camp staff will inform the Camp Director, who will re-check the attendance, the child's application, and the voice mail for updated messages. The Camp Director will then call the child's parents/guardians.

(B) Children who fail to arrive at the point of pickup following a given day's activities: Camp staff will re-check attendance, check with the main office to determine if the child was picked up early or is absent, and then check the camp property in accordance with the Lost Camper Plan.

(C) Children who appear at camp without having registered and without prior notification: Camp Director will inform the parent/guardian that the child is not registered and/or not scheduled for that day or session. If there is space in the program, parents/guardians may complete a camper application and submit all required medical forms. If space is not available, the parents/guardians will be asked to take the child home.

Weapons

Parents/guardians, guests, and campers are prohibited from possessing firearms or other weapons on camp property and at events sponsored by the camp. For persons authorized to carry concealed weapons, we respectfully request that any/all weapons be locked in the vehicle during the short period of time visiting our camp.

PARENT/GUARDIAN COMMUNICATION AND INVOLVEMENT

Communications

The success of our camp is based on establishing a partnership between our families and our staff members. Open and frequent communication among us helps each child have a positive camp experience. We utilize many opportunities to communicate and keep parents/guardians informed about their child's experiences. We will send notifications via Remini App, e-mail information, post on our website as well as our facebook page that can be checked for updates.

Remini

- All camp families will receive an "Invitation" to Remini to join the app
- All families will check their child into camp and out at the end of the day; multiple QR codes will be available for scanning at the front of the camp main entrance.

Family Involvement and Support

As in most independent schools and camps, tuition and fees do not cover operating expenses. Over the past years families have donated funds, our present building, equipment, expertise and time. There are numerous opportunities to support the school and camp by volunteering for projects, making donations of funds, materials, and supplies, and/or maintaining the camp and grounds. Please see our camp office for more information on how to become involved.

Custody/Visitation

During the enrollment process, please discuss any custody and visitation situations and include information about the other parent/guardian. We can not deny access rights for the other parent/guardian regardless of incomplete paperwork. In the case of divorce or custody issues, legal paperwork submitted as part of the child's file dictates child access rights for non-custodial parents/guardians.

SAFETY PROTOCOL & MITIGATION STRATEGIES

We are continuing with our health protocols, providing a low-risk environment for our students, families and faculty members by using the following strategies to lower the spread of illness.

- Hand washing protocols - promoting frequent hand hygiene
- Utilizing Air Purification systems in both wings of the school and separate classrooms with windows and doors open for additional ventilation
- Hand sanitizing stations available
- Disinfecting Products from Purifyly <https://purifyly.com>
- Outdoor spaces for learning and play
- Designated isolation space for children who are displaying any symptoms of illness
- Faculty/Administrators wearing non-latex gloves when: diapering/toileting, administering medication, cleaning

Hygiene & Handwashing:

All campers must wash their hands and/or use hand sanitizing stations when:

- When arriving or departing camp
- Before and after mealtimes such as: snack/lunch
- After bathroom use
- After coughing or sneezing
- After contact with bodily fluids or surfaces that may be contaminated

Cleaning & Disinfecting Protocol

- Disinfectant Product: The camp is utilizing Bioesque Botanical disinfectant solution product from the company Purifyly.
- The liquid-based Bioesque Botanical Disinfectant Solution is used
- Sanitizes soft services in just two minutes, eliminates 99.9% of all allergens on contact, is not abrasive, non-corrosive | no harmful chemicals
- EPA registered as a broad-spectrum disinfectant and safe for everyday use
- No unpleasant or overwhelming odors
- Active ingredient is botanically derived

Cleaning Equipment:

- To disinfect, we have spray bottles for classrooms as well as seven Electrostatic sprayers for each section of camp, inside and outside.
- Electrostatic technology encompasses 360° of all surfaces ensuring illumination of any possible coronavirus contaminant. This application method is ideal for a school environment where children and employees handle and come in contact with numerous pieces of equipment, electronics and high touch surfaces.

ILLNESS AND EXCLUSION

The following symptoms, if observed in a student or faculty member are cause for immediate isolation and exclusion from camp:

- a. Fever (100 degrees and higher), feverish, chills
- b. Cough
- c. Sore throat
- d. Difficulty breathing
- e. Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- f. New loss of taste or smell
- g. New muscle aches

The following symptoms, if observed in combinations with symptoms listed "a - g" above are cause for immediate isolation and exclusion from camp:

- a. Fatigue
- b. Headache
- c. Runny nose or congestion
- d. Any other signs of illness

Responding to Illness:

1. If a child becomes symptomatic during the camp day:
 - a. Child will be brought to designated "Isolation Room"
 - b. Office will contact family or emergency contact for pick-up
2. If a faculty or administration member becomes symptomatic during the camp day
 - a. Adult will leave camp premises, and another teacher in camp will take over

Returning to Camp:

1. Return to camp after exclusion and diagnosis, or isolation for a **NON-COVID-19** related illness **means being 24 hours symptom free without the use of any medication**. If the non-COVID 19 related illness is a reportable infectious disease other than COVID-19, we will consult with the local Board of Health or the State Health Department to establish a return to camp.

Definitions:

COVID-19 - is a respiratory disease caused by SARS-CoV2, a new coronavirus discovered in 2019.

PCR Test - PCR means polymerase chain reaction. It's a test to detect genetic material from a specific organism, such as a virus.

Rapid Antigen Test - A rapid diagnostic test suitable for point-of-care testing that directly detects the presence or absence of an antigen.

FDA - Food and Drug Administration

BOH - Board of Health, our local agent Brewster Board of Health

DPH - Department of Public Health

DEEC (EEC) - Department of Early Education and Care

Day Zero - When determining COVID contact/exposure day zero is considered the date of a positive test or the date when symptoms begin (whichever date comes first)

COVID Isolation and exposure guidance and protocols:

- Quarantine is no longer required nor recommended for children or

- staff in these settings, regardless of vaccination status or where the exposure occurred. All exposed individuals may continue to attend programming as long as they remain asymptomatic.
- Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals, below.
 - Children and staff who test positive must isolate for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever free without the use of fever-reducing medicine for 24 hours, they may return to programming **after** Day 5 and should wear a high-quality mask through Day 10:
 - If the individual is able to mask, they must do so through Day 10.
 - If the child has a negative test on Day 5 or later, they do not need to mask.
 - If the individual is unable to mask, they may return to programming with a negative test on Day 5 or later

SEVERE ALLERGIES

Children with severe allergies such as allergies to bee stings, peanuts, tree nut products, milk allergies and other items, may be at risk of a serious allergic reaction in a camp setting due to contact with or ingestion of the allergen. Depending on the nature and severity of the specific allergy, we may determine it is in the best interest of the child to restrict the allergen from being brought into the camp. However, if we restrict a particular allergen from camp, it is advised that we cannot guarantee that the allergen will never be present or that it will not be unknowingly introduced.

If your child has a severe allergy, prior to your child's first day of attendance, you are responsible for explaining the nature of your child's allergy, including:

- Events/substances that may trigger an allergic reaction.
- With respect to food allergies, limitations on the child's food consumption.
- Symptoms of the allergic reaction.
- When and how to administer treatment for an allergic reaction.

MEDICATION 430.160

Medication will be administered in accordance with state licensing regulations and camp policy.

PARENTS/GUARDIANS RESPONSIBILITIES

You are encouraged to dispense medication prior to arriving or after leaving camp and to request from the physician or pharmacy for prescriptions with 12-hour dosages.

You accurately complete a Medication Administration Authorization Form or such other forms as required by the applicable state licensing authority, to authorize the dispensing of prescription, topical, and non-prescription medication, indicating the number of days and frequency the child is to receive the medication.

- Provide information on possible side effects of the medication.
- Bring medication to the office in a clear bag, labeled with your child's name.

- Do not store medication in lunch bags, backpacks or any other personal belongings.
- Take unused medications at the end of the day or by the end of the day on Friday from the office.
- Any students taking the first dose of a new medication that they have not had before should not attend school for 24 hours after their first dose.

AUTHORIZATIONS

Prescription Medication

- For all medications, you must complete a Medical Administration Authorization Form
- For all prescription medication, physician's approval is required.
- All medications must be in original containers including a prescription label with specific dispensing instructions and a current date

Non-Prescription Medication

- For any child under 3 years of age, physician's approval is required for all non-prescription medications. Obtain a dated and signed note by the child's physician approved for six months duration listing all over-the-counter medications that can be administered with specific instructions for each listed medication.
- For any child over the age of 3 years, provide written authorization for staff members to administer non-prescription medication in accordance with written instructions that correspond to the manufacturer's directions on the label.

Topical, Non-Prescription Medication

- Physician's approval is not necessary for topical non-prescription medications (example: sunscreen and insect repellent).

Medical Records

We adhere to state licensing regulations regarding medical examination and immunization records for each child. Medical examination and immunization records must be provided upon enrollment and kept current. Every camper shall prior to attending a day camp, furnish to the camp:

1. A current medical history which lists allergies, required medications and any health conditions or impairments which may affect the individual's activities while attending the camp. The medical history shall be signed by a parent or guardian, or by a licensed health care provider.
2. A certificate of immunization. Written documentation of immunization shall be required for all campers and staff under 18 Years Old as follows:
 1. Measles, Mumps, and Rubella (MMR) Vaccine
 2. Hepatitis B Vaccine

Illness and Exclusion

Children need to be in good health in order to get the most of their day, but occasionally children become ill during the day or may show signs or symptoms prior to arrival. In order to reduce the spread of illnesses, please do not send children to camp with any of the following conditions:

- A reportable condition that the local health department or physician determines to be contagious and has not had sufficient treatment to reduce the risk to others.
- An illness or symptom that prevents participation in routine daily program activities.
- An illness that results in more care than we can provide without compromising the health and safety of others.

Communicable Disease Reporting

In the event that a child or staff member becomes ill at camp and we suspect a highly contagious disease, the child and/or the staff member is isolated from others. In the case of a child, we notify the parent/guardian and require them to seek medical attention.

When a contagious disease is confirmed, the local health department and the Massachusetts Department of Public Health are immediately notified by telephone. The local health department directs our notification process and may act as a resource for information regarding transmission of disease, procedures to take to reduce the spread, symptoms, complications, and the length of isolation.

Severe Allergies

Children with severe allergies such as allergies to bee stings, nuts, milk, and other items may be at risk of a serious allergic reaction in a camp setting due to contact with or ingestion of the allergen.

If a child has a severe allergy, prior to their child's first day of attendance, parents/guardians are responsible for explaining the nature of their child's allergy, including:

- Events/substances that may trigger an allergic reaction.
- With respect to food allergies: limitations on the child's food consumption.
- Symptoms of the allergic reaction.
- When and how to administer treatment for an allergic reaction.

Medical Personnel - 105 CMR 430.159 (A), (A)(6), 430.160 (C)(E)(G)(H)

Our Health Care Consultant is a designated Massachusetts licensed physician, nurse practitioner or physician assistant with pediatric training as the camp's health care consultant. The consultant shall:

- Review and approve the policy initially and at least annually thereafter;
- Approve any changes in the policy;
- Review and approve the first aid training of staff;
- Be available for consultation at all times; and
- Develop and sign written orders to be followed by the on-site camp health supervisor in the administration of his/her health related duties.

Daily Routine includes:

Daily health supervision, infection control, handling of health emergencies and accidents, available ambulance services, provision for medical, nursing and first aid services.

Healthcare Consultant:

Cynthia Vella, NP, #1285804567

Medical Requirements Staff

Each full time staff member shall receive a copy of our Health Care policy and shall be trained in the program's infection control procedures and implementation of the policy during staff orientation.

Storage and Administration of Medication

- Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.
- All medication prescribed for campers are kept in a locked storage cabinet used exclusively for medication, which is kept locked except when opened to obtain medication. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored at temperatures of 38° to 42°F in a locked box, used exclusively for medications, and physically affixed to the refrigerator.
- Medication shall only be administered by the health supervisor or by a licensed healthcare professional authorized to administer prescription medications. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. The health care consultant

shall acknowledge in writing a list of all medications administered at the camp. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

All medications will be returned to a parent or guardian whenever possible.

If the medication cannot be returned, it shall be destroyed as follows:

(1) Destruction of prescription medication shall be accomplished by the health care consultant, witnessed by a second person and recorded in a log maintained by the camp for this purpose. Said log shall include the name of the camper, the name of the medication, the quantity of the medication destroyed, and the date and method of destruction. The health care consultant and the witness shall sign each entry in the medication destruction log. (2) The medication log shall be maintained for at least three years following the date of the last entry.

Rest

- Guppy and Lower Campers have a mandated rest period during the afternoon and rest on mats. Please supply a clean blanket, sheet, and pillow.
- Due to disinfecting and cleaning protocol, we will ask that all rest belongings return home every day.
- Since our storage space is limited, please consider a small size blanket, pillow, and sheet (small enough so that all belongings fit in a standard size pillow case).
- Older Four- and five-year-olds may spend time doing quiet activities such as: puzzles, books, or listening to music. Older children may rest during the day, if needed, and we will provide a mat in a convenient and quiet area.

Snack and Lunch

- All groups have a scheduled time for snack and lunch break. We ask that snacks and lunches are balanced and nutritious.
- Good choices could include the following: cheese, fruit, vegetables, and cereals, soups, yogurt, pasta and high protein sandwiches, such as tuna, egg salad, meat and/or cheese.
- **WE ARE PEANUT AWARE! Please do not pack peanuts or peanut products.**
- Please send lunches and snacks with a cold pack or heated items in a thermos. We do not have the ability to heat or keep food cool.
- Please do not pack soda or glass containers.

Outdoor Play

Our daily schedule includes many outdoor periods. Children who are well enough to attend our program must be well enough to participate in all

activities, including outdoor play. Each child needs adequate outdoor clothing and footwear for all weather conditions.

Birthdays and Special Celebrations

Birthdays and celebrations are important cultural events. Families are welcome to bring in something to celebrate if they wish. Although we like treats, we are mindful that many campers have food allergies and/or restrictive diets. Please check with us to determine what food items or non food activities may be appropriate at camp. In the spirit of inclusion, we ask that parents/guardians do not distribute outside party invitations at camp. We do not distribute class list information.

Child Guidance/Discipline Policy - 430.191

We believe that guidance and discipline steps should bring a new awareness and a method to change negative behavior. Our goals are for each child to be aware of his/her potential to display outstanding character and an ability to develop a sound mind and body. A child's camp experience should give him/her a sense of pride in achievement and self-dignity. Our steps to guide and discipline include the following:

Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

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

In addition,

- Staff members are expected to reinforce positive behavior consistently.
- The word "no" will be avoided and what to "do" as optional behavior will be made clear. Examples include: "You may leave the circle..." Older campers may be given a choice to remove themselves from the group until they feel they are able to behave appropriately.
- A child may, on occasion, be guided gently and firmly away from an undesirable activity to a desirable one.

If a child is not responding to corrections or suggestions, if the child physically or verbally assaults another child, or the child is unable to maintain self control, the child will be given the opportunity to calm down, regain composure away from the group and/or meet with the Camp Director.

The Camp Director meets with the child and counselor to determine appropriate next steps. Usually, the child and/or children, counselor, and

Camp Director resolves the issue. If the issue can not be resolved, the family and/or families will be contacted.

Character Building by Practice and Modeling Seminars

Our staff follows a positive anti-bullying approach.

- Promotes an educational framework for modeling and teaching basic values
- Incorporates the subjects of trust, respect, responsibility, fairness, kindness, and citizenship.
- Focuses on positive interactions.
- Develops written and verbal critical thinking skills; working in cooperative groups; and developing conflict resolution skills.
- Teaches tolerance and acceptance; and,
- Practice common courtesy.

We promote a culture of kindness and tolerance and immediately address any incidents of bullying and/or harassment.

Minor Incident Procedure

Incidents, which will result in a meeting with the Camp Director, and possibly a parent conference, include but are not limited to:

- Throwing rocks, sticks or other objects that could endanger another child.
- Hitting, scratching, kicking, pushing, shoving, and biting another child.
- Continuous disregard for playground or group rules.
- Continuous inappropriate language.
- Continuous abusive or disruptive behavior.

The counselor documents the incident in writing describing the behavior or action of the child and/or children and the resolution. A copy of the report is sent home with the parent and a copy given to the Camp Director and a copy placed in the child record.

If the situation continues, parents/guardians are asked to meet with the Camp Director and counselor. If the behaviors continue after the above steps, s/he may be excused from the program for a day or longer, especially in cases where the safety of the child or other children can not be assured.

No-Tolerance Policy for Upper Campers

Violations which will result in suspension and/or parent/guardian conferences:

- Frequent dishonesty.
- Bullying, harassing, making fun of, humiliating or embarrassing another child.
- Deliberate and continuous verbal or physical assault on another child.

Violations which will result in immediate suspension or dismissal include, but are not limited to:

- Possession, distributing or selling any illegal substances or alcohol on camp grounds or at a camp sponsored event.
- Behavior that is dangerous or intentionally abusive to another camper or staff member.
- Serious threats.
- Possession of any type of weapon on camp grounds including pocket knives.
- Intentional vandalism of camp property or another person's possessions.

Suspension and Dismissal

In these cases, the following procedures will be followed:

- Camper meets with the Camp Director.
- Parents/guardians are called and asked to meet with the Camp Director immediately.
- Written documentation describing observations and incidents are reviewed with parents/guardians at their request and filed in the child's records.
- Parents/guardians will be provided with information and referral for other services if necessary.
- Camper will meet with the Camp Director before returning to camp.
- No tuition refunds are granted for suspension time or dismissal.

Camper Apparel

All Upper Campers and CIT's must wear LDC T-Shirts for Off Campus activities; This includes Afternoon Electives and Field Trips!

Campers are to **come to camp** dressed in their bathing suits each day. We ask that parents/guardians put sunscreen on their child in the morning, as well as send sunscreen for the counselors to apply later in the day. We encourage campers to be comfortable at camp yet we require our campers to wear appropriate attire at all times. Our guidelines include:

- T-Shirts with appropriate words, symbols or pictures.
- Sneakers or other soft soled shoes.
- Sandals - sport or leather with low heels/ rubber soles and heel straps.
- Please dress children according to the weather. Most days campers are outdoors and expected to participate.
- Please mark ALL clothing and other personal property with the camper's name.
- Hats and sunglasses are for outside use only.
- No gum chewing is permitted anywhere on camp grounds.

Not permitted:

- T-Shirts with aggressive, violent or inappropriate graphics or language
- Construction boots, rubber boots (for outdoor use only)
- Cowboy boots, hard-soled dress shoes
- Oversized baggy pants
- Any clothing where undergarments are visible
- Any clothing that does not cover the midriff
- Pocket chains

We are not responsible for lost, stained, soiled, or torn clothing.

Protection from the Sun

At all times, campers and staff are encouraged to reduce exposure to ultraviolet exposure from the sun. We encourage the use of wide-brimmed hats, long sleeve shirts, long pants, screens with a SPF of 15 or greater and lip balm.

Personal Belongings

Please do not bring toys or personal belongings from home. Children's personal space is limited and it is distressing for children and staff members when belongings are lost or misplaced. Unfortunately, we cannot assume responsibility for loss or damage to any belongings.

Prevention of Abuse and Neglect Policy - 430.093

According to Massachusetts General Laws Chapter 119, all administrators of child care centers, licensed family child care providers, and their employees (teachers, aides, and assistants) are *mandated reporters*.

430.093

- (1) All staff shall immediately report any suspected child abuse or neglect. The report shall be made either to the Massachusetts Department of Social Services or to the Camp Director.
- (2) The Camp Director shall immediately report suspected abuse or neglect to the Massachusetts Department of Social Services.
- (3) The Camp Director shall notify the board of health if a 51A report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed. The 51A report itself shall not be forwarded to the Board of Health.

The state does not require that the reporter have proof that abuse or neglect has occurred before reporting. The law specifies reporting *suspected* incidents and includes the phrase "reasonable cause to believe." *Reasonable cause* means that, after examining all the facts in a particular

situation, most people with training and expertise would also suspect abuse. This is the "reasonable person" standard commonly used in the law: staff members should use their professional knowledge of the child to make an informed decision. **Incidents must be reported as soon as they are noticed, since waiting for proof may involve grave risk to the child.** Some situations are clearly reportable; others are less clear. Whenever unsure about what to do, we will call DSS and speak with a trained social worker about our concerns. The social worker can then advise us whether or not it is appropriate to file an actual report.

Mandated Reporter

A mandated reporter **must** file a report if s/he has reasonable cause to believe that:

- A child is suffering from physical or emotional injury from abuse, including sexual abuse
- A child is suffering from neglect, including malnutrition
- A child is physically dependent upon an addictive drug at birth

Complaint Filed Against a Staff Member 430.093

(C) The operator shall cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents/guardians of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.

(D) The operator shall ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Social Services investigation is completed. Pending the outcome of the investigation, the administration will determine what action to take.

Emergency/Evacuation Plans - 430.210

Parents/guardians are contacted when any emergency occurs. Emergency contact names and numbers are maintained in each child's file. Please keep emergency contact information current. Parents/guardians receive a written injury report form when minor incidents occur and first aid is administered. When parents/guardians can not be reached, we will call the names listed on the camper's application. If we are unable to reach parents/guardians or any of their contact names, we will take the necessary emergency action. If the situation is critical, we will call 911 for medical assistance. Children may be transported by ambulance when necessary. A staff member will go with the child if the parent/guardian is unable to get to the camp.

NATURAL DISASTERS - 430.210

Heat and Electricity Loss

In the event of electricity loss, parents/guardians will be contacted if our electricity cannot be restored within one to two hours. We appreciate efforts to pick up children promptly in this situation so that we may close the camp.

Water

If there is a loss of water in the building for more than two hours or if there is significant flooding, we will close the camp. In less critical situations, when we have a temporary loss we will monitor the situation and utilize bottle water, if necessary.

Hurricane and Tornado

In the event of a hurricane and/or tornado, we follow these procedures:

- Camp is canceled when we have timely notice.
- If camp is in session and it is safe to leave, we contact parents/guardians and close the camp.
- If there is not enough time for parent notification and camper pick up, we will contact the Brewster Police Department for immediate proper safety procedures.

Fire and Smoke

In the event of a fire and/or smoke, we evacuate the building following our fire drill procedures. Campers remain outside of the building until the fire department gives us permission to re-enter our building. In the case when we are not permitted back into the building, we take the following steps:

- Parents/guardians are contacted and directed to pick up their child.
- If we are unable to contact parents/guardians and campers need to be removed from the property for safety, the Brewster Fire Department assists us in sheltering the campers. We will contact parents/guardians as soon as possible to direct them to their child's location.

Emergency Evacuation from Camp Grounds

In the event of an emergency requiring complete evacuation from the camp and camp grounds, the following plan is followed:

- Call 911 to notify the appropriate emergency personnel (Brewster Fire & Rescue).
- Call student rental bus service to have the campers transported to a pre-arranged secure location (Brewster Town Hall). If a bus is unavailable, the police have agreed to make arrangements to transport the children and staff.
- Contact Brewster Town Hall to notify them of our estimated arrival time.
- Staff members maintain:

- Accurate attendance list.
- Cell phone, first aid kit, and any necessary medications.
- Phone list to notify families and coordinate pick-ups.

The children (under the supervision of the camp director and staff) will then be transported to the Brewster Town Hall where they will be met by the Police Department representation and emergency medical personnel. Parents/guardians are notified and directed to their child's location.

Because we strive to maintain a safe environment for each child, we make every attempt to be prepared to handle emergency situations. We schedule and practice emergency evacuations regularly and in accordance with state licensing regulations. An emergency plan with emergency numbers and procedures is posted in each room. Please be aware of the procedures and evacuation locations in the event of an emergency evacuation.

Emergency Preparedness Plan includes roles and responsibilities and is written to maximize our ability to protect children and employees in emergency and/or evacuation situations.

The Director provides basic guidelines for all emergency situations including the following:

- Keep current and readily available emergency contact information for faculty and families;
- Maintain a working phone (mobile, cell, and/or portable)
- Develop and communicate a plan to notify and reunite families in the event of an emergency requiring complete evacuation of the camp and camp grounds;
- Develop a plan to obtain information from local authorities to determine whether to evacuate off premises or to shelter in place, particularly important for natural disasters.
- Communication plan;
- Escape routes for evacuation; and
- Designated meeting place outside and away from the camp and/or camp grounds.

Staff and administration members are responsible for the following:

- Post evacuation plan (primary and secondary routes in each classroom and by all exit doors;
- Keep and take updated emergency contact and attendance records during evacuations;
- Supervise campers under their charge and direct campers to the designated location;
- Take emergency medications and supply bag during evacuations;

- Take attendance when class relocates to an outside area or evacuates to another location.
- Report missing campers to administration staff or Camp Director;
- Render first aid if necessary and
- Have a phone (mobile, cell, and/or portable) charged at all times.

Family responsibilities:

- Encourage and support camp safety, violence prevention, and incident preparedness programs within the camp.
- Provide the camp with requested information concerning the incident, early and late dismissals, and other related release information; and,
- Understand family responsibilities during a camp emergency

Lost Camper Plan

All staff are required to have camper rosters with them at all times of the day taking attendance at each activity (approximately every 30 minutes) If a camper is unable to be found on site the campus will go into a lock down procedure of camp. This will include the following steps:

- All exterior doors will be closed
- Designated staff will search the interior of the building
- Designated staff will search the exterior of the building
- The Director of Camp will call 911 to report missing camper and request assistance
- The Director of Camp will notify families

Lost Swimmer Plan -

On-Site:

Lifeguards and Staff are responsible for constant supervision of campers in the pool area. Staff and Lifeguards are required to take attendance before entering the pool area and after exiting the pool area. The pool area will be locked if it is not in use. If a swimmer is unable to be located, the Director of Aquatics will notify the Camp Director immediately. The Lifeguards will immediately:

- Conduct a search of the Pool Area
- If a camper is not located in the pool area, the pool will be locked and closed.
- Procedures for Lost Camper will be followed.

All staff including lifeguards are required to take attendance before leaving our site, when arriving on-site, during activity and when exiting the off-site location. If during any of these times a camper is unable to be located the following steps will be taken:

- Notification of Staff located at area

- Contact 911
- Contact Camp Office - Director, Assistant Director, Administrators at Camp Site
- Administrators on site will contact family while staying in contact with counselors/lifeguards on site
- All campers will be required to wait in designated area with counselors while designated counselors conduct a search of the area

Child Incidents/Injury and Reports

Although many precautions are taken to ensure a safe environment, occasional incidents do occur. If an incident or injury occurs and first aid is administered, we complete a Child Incident Report and provide a copy for parents/guardians.

If a child is injured at camp and treatment by a physician is needed, we will make every effort to contact parents/guardians and/or the physician they have chosen to treat their child. In the event of an emergency, we will make sure that the child receives the necessary emergency treatment until we can reach parents/guardians. Parents/guardians complete authorization for emergency treatment as part of the camper application. Please update the information on this form when necessary.

Transportation

Parents/guardians provide transportation to and from The Laurel Day Camp. Parents/guardians may choose to car pool and make other arrangements for their child's transportation. Parents/guardians submit a written note designating and authorizing others to transport their child.

Field Trips - Upper Campers and CIT's ONLY

We will rent student buses to transport children for field trips. We also may transport children on our Laurel Day Camp Van.

Traffic Control Plan

If the camp has any events, a traffic control plan will be put into place. The Brewster Police Department, 631 Harwich Road, Brewster, MA 02631 - (508)896-7011, will be contacted to hire a traffic detail to help control any congested traffic that occurs on Rte. 137. In order to avoid any traffic congestion in the parking lot, parking guidelines will be followed.

Parking

Parking guidelines include:

- Park in one of our three designated areas (Please see Parking Map)
- Car pool when possible
- Do not park on Route 137 per order of the police department.

POLICIES AND PROCEDURES

Registration and Enrollment

- To enroll or re-enroll each child, parents/guardians must complete and sign the camper application and pay a one-time new camper application fee and pay in full tuition
- Enrollment Agreement, Health Form, updated physical and immunization information is also required.
- Please be sure to update all emergency information as needed, including address, home and work telephone, cell phone numbers, email addresses, any changes in the child's medical information, and/or changes of authorized individuals.
- All forms provided to you upon enrollment must be completed before your child may attend.
- A change in a campers schedule or additions must be made to the Camp Director for approval.
- Complete a request for a change form (found in the business office.)/or send an email to the camp office. We will not accept verbal requests, or requests made through counselors.

Non-Discrimination/Confidentiality

The Laurel School and The Laurel Day Camp do not discriminate on the basis of race, color, religion, age, cultural heritage, political beliefs, national origin, marital status, gender, sexual orientation, Vietnam Era status or disability, in the administration of its educational, employment, or admissions policies. All requested personal information is kept confidential.

Tuition and Payment Policy

Your tuition fees are due upon receipt of the application. Any additions or changes to the camper schedule after July 1st are due immediately. Failure to pay tuition by the date due will result in late fees and/or termination of services. Any arrangements and/or financial agreements are confidential and between The Laurel School/Laurel Day Camp and the family. **There are no credits or refunds.**

State Licensing Regulations

Laurel Day Camp is in compliance with regulations of the Massachusetts Department of Health and is licensed by the local board of health. We are also Accredited by AISNE (Association of Independent Schools of New England)

Camp Cancellation

On rare occasions, particularly bad weather conditions, we must cancel camp. Cancellation guidelines include:

- We will post our closing on www.laurelschoolcapecod.org by 7:00 AM.
- You will receive an alert via the Remini App

Staff Qualifications

The quality of our staff members is an important determinant in the quality of our program. We strive to maintain high quality members by providing a thorough orientation week. The following staff qualifications include:

- All state background checks, CPR and first aid certifications.
- Physician's health form and immunization record.
- Staff members must meet or exceed state licensing requirements in education and experience.

Attendance

We ask that parents/guardians notify the camp if their child is going to be tardy or absent.

Vacations/Absences

There are no credits or refunds for vacations, illnesses, or other reasons for absence. There is no schedule guarantee if you reduce or change your schedule. Please notify the front office if your child's going to be absent.

Withdrawals

Withdrawal procedure includes:

- Submit a dated letter to the Camp Director with the reason(s) and expected withdrawal date
- All financial obligations must be made.
- Meet with the Camp Director and camp staff
- Meet with the Director of Operations and/or Bookkeeper to settle any account balances.
- **There are no credits or refunds for withdrawals.**

Termination of Services

We reserve the right to terminate services at any time as deemed necessary or appropriate with or without notice.

Access to Camp Records

Information in a child's record is privileged and confidential. During the time a camper is attending camp, records remain in the office at all times. Records will only be released or distributed with parents/guardians signed consent. Records may be seen by parents/guardians upon request.

Please feel free to reach out to the Camp Director - Dan Simson at dan@laurel-school.org or Director of Operations - Courtney Mills at office@laurel-school.org if you have any questions.

We thank you for choosing Laurel Day Camp for your child(ren)'s summer camp experience!