

MAPLEWOOD COUNTRY DAY CAMP
PARENT HANDBOOK

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Maplewood Country Day Camp

Parent Handbook

Welcome to Maplewood Country Day Camp. The Pinstein family has directed the day camp since 1965. We are pleased that you have selected our camp program for your child. This handbook details the policies and procedures of the camp. We hope it will help you and your child become familiar with our program. Please know that you can ask for any of the procedures and policies in this booklet at any time.

Philosophy

Maplewood Country Day Camp was established with the purpose of providing campers an opportunity to express their creativity; to strive for achievement; to experience fun and adventure; to participate and develop skills in physical fitness; and to form long-lasting friendships and unforgettable memories. Maplewood's success is derived from a well-balanced program. The key components of this program include:

Active, Non-competitive Program:

Our philosophy at Maplewood is to promote self-esteem by helping children build their physical and social skills. In order to support children in their development of self-esteem, we offer a nurturing environment where children feel comfortable learning and participating in activities. We focus on making each learning experience a positive one for the child. At Maplewood, emphasis is placed on activity and participation, not competition.

Wide Variety of Activities:

Maplewood offers an extensive program with many activities for children to reinforce strengths, develop new skills, and encounter different learning experiences. Activities are designed to foster success at every age and skill level. The feeling of success and achievement that a child gains through participation, positively impacts self-esteem, provides motivation to try new activities, and encourages interaction with other campers.

Individual Attention:

Our well trained, highly qualified staff members develop programs that challenge campers and promote learning. Nurturing staff members focus on furthering the development of their campers both as individuals and as a group. A high staff to camper ratio allows for individual attention and numerous opportunities for campers to participate. It also gives counselors the chance to observe and offer timely, positive feedback which is an important factor in building self-esteem.

American Camping Association (ACA) Accreditation

Maplewood Country Day Camp was started in 1965 and has been accredited by the American Camping Association since 1993. ACA camp accreditation is a voluntary process in which camps allow an outside team of trained professionals to visit the camp personally to verify compliance with almost 300 standards relating to health and safety, management, personnel, programming and facilities. ACA accreditation assures you of the best kind of quality control in the areas of camping most important to the welfare of your child.

Orientation

Preparing Your Child

It is important for parents to prepare their children for the transition from their typical school day to a summer camp schedule. Even if your child is a returning camper it is important to thoroughly discuss the camp routine. Children will feel more prepared to start camp if parents discuss the following information:

- The Camp day begins with Roundup at 9:15 a.m. As the buses arrive at camp or parents drop-off children, counselors are present to greet campers and take them over to the basketball court for Roundup. At Roundup there is singing, dancing, and announcements.
- The morning at camp is broken down into activity blocks. These blocks include instructional swim, specialty activities (gymnastics, dance, arts & crafts, karate, drama, rock climbing, music, boating), and counselor led activities (sports, miniature golf, group games), and lunch.
- The afternoon consists of different activity blocks that include general swim, free block for group time, and specialty and counselor led activities.
- Tuesday, Wednesdays and Thursday afternoon is Club Day, where campers entering the first grade and above choose from a variety of exciting and challenging electives. In addition to regular camp activities, Club Day includes such programs as magic, nature, fishing, science, puppet making, kite flying and yo-yo workshops.
- Each week there are exciting special events including Backwards Day, Carnival, Penny Dive, Scavenger Hunt, and much more.

- The camp day ends with a Pow-Wow . Campers get a snack of ice-cream or some other treat. During Pow-Wow different awards are handed out to recognize campers who tried hard on that day and had a positive attitude. We keep track of the awards to make sure everyone receives at least one during their stay at camp.
- Maplewood Country Day Camp expects cooperative and courteous behavior and language from each camper, and requires it from each staff member. Mutual respect is at the heart of the successful camping experience.

Participation and Goals

The camper must be able to communicate their basic needs and receive basic instructions to help maintain a safe environment. To fully enjoy the benefits of any program or activity, the camper must follow the established rules and expectations of his/her camp group. Campers cannot present a safety threat to themselves or to others when participating in any camp program. Campers must be willing to work toward the goals presented for any program or activity offered at Maplewood.

Open House

An open house is held the week-end before the first Monday of camp. The purpose of the open house is for you and your child to become familiar with Maplewood and its programs. Campers will meet their counselors, camp specialists, camp nurse and administrative staff. Parents will be given the opportunity to have any last minute questions answered and to share information about their child with his/her counselor.

This is a wonderful opportunity to help your child get into the camp spirit and ease the first day jitters. There are going to be a number of surprises including performances by Maplewood magician, John Henry. Animal Adventures will bring some of their favorite animals. Archie the amazing kite flyer will be there to demonstrate the art of flying a kite. Ooch the yo-yo guy will also entertain the campers and their families.

During the open house, Maplewood T-shirts, sweatshirts, and hats will be available for purchase.

Necessary Supplies

All campers need to bring a camp bag daily that contains:

- *waterproof sun block SPF 15 or higher
- *two swimsuits
- *pool shoes/sandals
- *two towels
- *a hat

Dress will depend upon weather conditions. On warm days, shorts and a jersey are most comfortable. Sneakers should be worn every day because of our active program. Beach slippers,

sneakers or sandals must be worn to the pool. Sweatshirts and raincoats should be sent if the weather is cool or rainy.

Each item needs to be labeled with the camper's name. Labeled clothes are much easier to return to the camper than clothes without a name.

Camp Policies

Child Guidance and Discipline

Our guidance and management philosophy is, simply stated, that children and adults may not misuse or hurt themselves, others or materials. The most effective discipline we know is self-discipline. We see the staff's role as one that helps children gain control for themselves rather than our being "disciplinarians." We maintain a high staff to camper ratio so that children's individual needs can be met and addressed. If a child is repeatedly having difficulty controlling their behavior in camp, the counselor will consult with the administrators and parents to determine an appropriate behavior management strategy. Reasonable accommodation that does not fundamentally alter the nature of our program, service or activity will be considered for those requiring assistance depending upon the individual's needs and the availability of camp resources. The Director(s) reserve the right to dismiss a camper from an activity or the camp when, in their judgment, that camper's behavior interferes with the rights and safety of others. If a child needs extra assistance at camp, has any special requirements, has trouble integrating with peers, or in any way may be unable to fully participate in all activities, the parent must share all relevant information with the camp director prior to sending in Maplewood's application. Failure to share information with the director may severely compromise the child's adjustment to camp and potentially end the child's enrollment with no refunds.

Lunch

Children bring their own lunches. Lunches should be packed in a small paper bag with the child's name written on it. These will be refrigerated. We do not have the space to refrigerate lunch boxes. A beverage is served with lunch. Campers eat under shaded picnic tables with their camp group. Please send an appropriate amount of food with your child, as campers become very hungry after an energetic morning of camp.

Snack

A snack is provided to the entire camp every afternoon during Pow-Wow. The snack selections include fudgsicles, ice cream sandwiches popsicle's, ice-cream cones and other treats. In addition to an afternoon snack, preschool and kindergarten groups have juice and graham crackers in the morning.

Food Allergies

Many of our campers have severe food allergies. During lunch, each group will have a peanut free table. The sharing of food is strictly prohibited. The majority of snacks that are served by the camp are peanut free. Maplewood is sensitive to the dietary needs of its campers, however, we are unable to provide lunch and snack environments that address the needs of every camper. (i.e. lactose, egg, wheat, soy, gluten allergies) Children with food allergies are encouraged to bring appropriate lunch and snacks from home.

Birthdays

Campers who celebrate their birthdays during the camp season are honored with a special rendition of “Happy Birthday” sung during Pow-Wow. It is a very special moment for campers to stand in front of the entire camp and staff and hear everyone singing to them.

We have many serious food allergies at camp. We ask that birthday snacks such as cakes, cupcakes, etc. not be brought into camp. Popsicles are a great birthday treat and we are happy to store them in our freezer until your child’s group is ready to celebrate his/her birthday.

Clothing

Every item of a camper’s clothing should be clearly labeled with the camper’s name. All campers change for swimming twice a day. Towels and bathing suits are hung up to dry each day. The camp does not supply extra towels so be sure your child returns to camp with clean towels each day.

Every effort is made to keep each child’s belongings organized, however due to the daily changing of clothing (and movement of the groups) some items end up in lost and found.

Lost and Found

Lost items are placed in the lost & found bucket located in the alcove of the music room or kept in the camper’s changing room. Each week all labeled items are returned to the campers group. Any unlabeled items that are not claimed are sent to a charitable organization at the end of the season. Parents are welcome to check the lost and found area at any time. Parents can also send a note to their child’s counselor describing the missing item(s) and the counselor will assist the camper in locating the missing items. Lost underwear and socks are not kept in lost and found for sanitary reasons.

Personal Belongings

Campers are not to bring personal items such as cell phones, I-Pods, sports equipment, hand-held electronic games, etc. to camp. The camp supplies all necessary equipment. Campers are prohibited from bringing alcohol, drugs*, weapons or animals to camps. (* prescription and over the counter drugs are carefully monitored and kept in the nurse’s office)

The camp assumes no responsibility for loss or damage to campers’ personal property.

Parental Visitations

Parents are welcome and encouraged to visit the camp at any time. Upon entering the camp grounds, please stop in at the main office to sign in and receive a visitor’s badge.

Attendance

Parents are asked to call the camp office if their child will be absent. You can reach the camp office at (508)238-2387. Attendance is taken every morning. If a camper arrives after the morning attendance, please bring him/her to the main office so the attendance can be corrected and they can be escorted to their group.

Please understand, there are no make-up days for sickness or vacation and no refunds are given for missed days.

Parent Drop-Off and Pick-Up

In order to make the drop-off and pick-up process run smoothly, familiarize yourself with the following guidelines:

- Please drive slowly (no faster than 15 miles per hour), and cautiously.
- Park outside the camp gates near the soccer field and boating area. For safety reasons, do not drive past the gates, as there are many children in this area.

Arrival Information

- Extended day drop-off begins at 7:30 a.m. Bring your child to sign in with an extended day staff member. Extended day staff members will be in the playground area.
- Regular camp drop-off begins at 9:00 a.m. Bring your child to his/her group. Counselors and their groups will be in the bus area until approximately 9:15 a.m. If you arrive after 9:15 a.m., bring your child to the main office. Office personnel will then bring the child to his/her group.

Dismissal Information

If your child needs to be picked up prior to the end of camp (before 4:00 p.m.) please send a signed note to the staff member that day informing him/her of the time of pick up. The staff member will inform the office and make sure that the camper is waiting for you at the appropriate time. Please be sure to sign in and pick up a visitor's pass at the front office. Your camper will be waiting for you in the nurse's office. Please sign your child out on the sheet located in the nurse's office. If the parent/guardian is not familiar to us, we may ask for a form of identification. Although we try to recognize all our camp parents/guardians, it is not always possible. Please understand that this is for the safety of the child.

If you are picking up a child at the close of the day, when the entire camp is gathered for Pow-Wow, please send a note to the counselor that morning so that your child will not be put on the bus. We also need to inform the bus driver that your child will not be getting off at their stop. Your camper can be picked up and signed out at the nurse's office.

For children who do not use bus transportation during the summer, the parent/guardian should arrive by 3:45 p.m. The entire camp will be meeting under the canopy for Pow-Wow. Please check in with your child's counselor, inform them that you have arrived and are leaving with your child.

After 4:00 p.m., all campers must be picked up at the office.

Afternoon extended day runs from 4:00 p.m. to 6:00 p.m. The parent/guardian must see an extended day staff member to sign the child out on the extended day sign out sheet. Most days, campers will be in the pool area from 4-5 PM and in the playground area from 5-6 PM.

Communication

Our staff uses a variety of methods to communicate with parents. The Camp Director calls each family during the summer to discuss how their child is doing. Counselors also send home up-to-date notes when they need to relay information to the parents. Although all staff members handle routine communication, it is the responsibility of the Camp Director and Administration to handle problem situations or individual concerns. A newsletter is sent home weekly which includes highlights of the camp week and announcements from the camp administration.

All staff members are available for brief conversations at the parent drop-off and pick-up. For more involved conversations parents should set up a time for a phone call or conference with the staff member.

The camp is proud of its long-standing reputation of open communication with its families. Please do not hesitate to call the office to resolve any particular questions you may have.

As a private entity, we reserve the right to cancel a program/activity for any reasonable cause; deny registration or entry into a program or camp when it is deemed necessary to assure public safety; to adjust details printed in this handbook including fees, locations, times and starting dates.

Health and Well Being

The camp considers the health and safety of its campers to be of utmost importance. Our health care policy is in compliance with the American Camping Association Accreditation Standards. Each camper is required to be in good health, to have an annual physical examination, and to be fully immunized.

If your child is ill, we ask that you keep them home from camp. This is for the protection of all campers and staff. Campers must be fever free for 24 hours before they will be allowed back at camp.

The camp nurse has the ultimate responsibility for all health care and emergencies under the guidance and supervision of a back-up primary care physician.

Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a person's health and/or when a situation is not progressing as expected. If the injury or illness appears to be severe or if the camper is unable to participate in the program (broken bone, bad bruise, headache, and nausea), parent/guardian is immediately notified. If the injury or illness appears to be minor (small cut, bloody nose, cramp), parent/guardian is notified by a call or note from the nurse.

By signing the parent and guardian signature page of this handbook, you agree to release, defend and hold harmless Maplewood Country Day Camp Inc. its officers, directors, and employees, from liability on account of injury to your children/child's body, health, well-being or property, or for any other loss, claim or damage without limitation.

Health Forms

Each camper is required to have a health form completed and signed by a physician. Each health form must state that a physical has been completed within the past year and that all immunizations are up-to-date. Please answer all questions on the front of the medical and sign the emergency authorization box. A licensed physician must fill out the back of the form. Health forms must be returned no later than April 30, 2010. Children will not be allowed to attend camp until their health form is received.

Medications

All drugs are kept in a locked cabinet and dispensed by the camp nurse only from their original prescription bottles under the specific direction of a licensed physician. Non-prescription drugs are dispensed only with signed instructions of the parent/guardian and primary care provider. If your child is to receive medication on a daily basis your physician must complete **The Parent Request for Giving Medicine at Camp Form** before he/she begins camp.

During the day all medicines and prescribed medical treatments are to be administered solely by the camp nurse.

During stay-overs and field trips the director or Sr. Staff member will administer treatments under prior supervision of the camp nurse and with a written consent from the parent/guardian.

Right to Review

All parents have the right to review the health care and discipline policy.

Questionnaire

You will receive a questionnaire asking if there are any additional things we need to know about your child that will make his/her stay at camp more enjoyable. Please fill this form out completely so the staff can become familiar with your child.

Sun block

Parents are encouraged to put sunscreen on their children before they arrive at camp. Campers are reminded throughout the day to reapply their sunscreen. If your child needs assistance in applying sunscreen you need to send a note authorizing a camp staff member to apply the sunscreen to your child.

Policy for Mildly Ill Campers

A child who is mildly ill will be made comfortable and will remain with the nurse for care. A parent/guardian will be called by the nurse and told of the symptoms of illness. At this time, the parent and nurse will decide if the child can remain at camp or if he/she should be picked up. If the child is to be picked up, he/she will stay with the nurse until the parent arrives.

Medical Emergency Procedures

In the event of an emergency, the nurse will call 911 and/or prepare to transport the child to the hospital, while another staff member will contact the parent/guardians. The Director's car and staff vehicles may be used to transport a child in an emergency. When there is time and if practical, the child's doctor and parent/guardian are notified before a child is taken for treatment. Every effort will be made to send a staff person with the child.

If the parents cannot be reached, the emergency contact person listed in the child's records will be contacted. All emergency numbers are posted by the telephone.

Transportation

A fleet of well-maintained large school buses provides transportation. Neighborhood and central pick-ups are provided in most areas.

A parent or guardian must be at the bus stop in the morning and in the afternoon to meet the camper when he/she gets off the bus. We cannot allow a child to get off the bus and walk to their home by themselves. If there is not an adult at the stop to meet your child, the driver will keep them on the bus and return to camp. We will notify you that your child is on the bus and can be picked up at the camp.

Please be at the bus stop on time. The bus cannot wait for you in the morning as there are other children waiting to be picked up. In the evening, it is equally important to get to the stops on time so that the children can get home. If you know that you will not be home due to work or other commitments, please make arrangements for an authorized person to meet your child at the bus. If it is someone that the driver is not familiar with, we would ask that you write a note letting us know who will be meeting him or her. If you are not able to make arrangements for someone to meet them, the camp offers an extended day program from 4:00 to 6:00 p.m. Please call if you need to use this program.

If your child is 10 or older and you feel comfortable with them walking from the bus to home we will allow it only if we receive a signed note from the parent. If we do not have this note, the driver will not let your child off the bus unless a parent or guardian is at the stop to meet them.

Campers will not be allowed to change buses. Campers who have plans after camp will need to go home on their appropriate bus and be transported by parents to a friend's house. We have found that changing buses is confusing for our staff, the bus drivers and the campers.

Please understand that this policy has been put into place for the safety of your child. We feel that each camper is under our protection until a parent or a guardian meets him or her.

Finances

Enrollment Agreement

I have read and understand the registration and refund policies in the attached general information and fees. I understand that the \$350 deposit is non-refundable, and that a processing fee will be charged for any changes after February 1, 2010. I understand that the balance of the tuition must be paid in full on or before April 30, 2010. If tuition is being paid by credit card, the card will be billed on or after April 30, 2010. We require that the application/enrollment form be signed by both parents/guardians.

Enrollment Changes

If a parent needs to change a camper's weeks of enrollment for the exact same number of weeks, they will be allowed to make the switch providing that the weeks they need to switch into are available. If a parent needs to add weeks, they may if the weeks are available. Any added weeks will be included in the total tuition bill, if the weeks are added prior to March 1st. If the weeks are added after March 1st, a new invoice will be issued with the new tuition amount.

After February 1, 2010, all changes which result in a reduction in the number of weeks your child will attend camp will be assessed a fee as follows:

After February 1, 2010 -	\$250.00
After March 1, 2010 -	\$350.00
After May 1, 2010 -	\$400.00

Extended Day

The cost for the extended day program is included in the tuition bill for parents who checked off the appropriate boxes on the application form. A separate bill will be sent to parents who need extended day on an as needed basis. In order to sign up for extended day on an as needed basis, parents must notify the office in advance.

The extended day program has a late fee policy that states that any parent arriving after 6:00 p.m. will pay a late fee of \$1.00 per minute (i.e. \$10.00 for 10 minutes late). The late fee is payable directly to the extended day staff.

Tax Identification Number

The Tax Identification number for the camp is 04-3299838.

Telephone Numbers

Camp Office (summer months- June 28 – August 20) (508) 238-2387

Resident (off season months- August 21 – June 27) (508) 238-6758

Generally, someone is in the camp office from 7:30 a.m. to 6:00 p.m. during the summer months. If you need to reach us before or after camp hours, please feel free to call the resident number. Please leave a message and we will return your call that evening.

Mailing Address: Maplewood Country Day Camp
15 Aspen Hollow Drive
North Easton, MA 02356

Camp Location: Foundry Street, Rte. 106
South Easton

Directions to Maplewood

Route 24- Take Exit 16 B. Head west on Route 106 to the first major intersection (Route 138). Proceed straight through the set of lights at the intersection and the entrance to the camp is $\frac{1}{4}$ mile up on the left.

Bay Road South- Take Bay Road to the intersection of Route 106 (5 corners). Take a left at the set of lights on to Route 106 East. Entrance to the camp is approximately 2.5 miles up on the right.

Bay Road North- Take Bay Road to the intersection of Route 106 (5 corners). Take a right at the set of lights on to Route 106 East. Entrance to the camp is approximately 2.5 mile on the right.

Route 138 South – Follow Route 138 to the intersection of Route 106. At the set of lights, take a right on to Route 106 West. Entrance to the camp is $\frac{1}{4}$ mile up on the left.

Route 138 North – Follow Route 138 to the intersection of Route 106. At the set of lights, take a left on to Route 106 West. Entrance to the camp is $\frac{1}{4}$ mile up on the left.

PARENT/GUARDIAN SIGNATURE PAGE FOR MAPLEWOOD COUNTRY
DAY CAMP HANDBOOK

Child/Children Names(s): _____

A copy of the above handbook is available on our web-site for reference.

I have received and do understand the Maplewood Country Day Camp parent handbook.

Signature of Parent/Guardian

Date