



Acton Recreation Summer Day Camps Parent Handbook 2023

NARA Summer Camp: 978-929-6641

**NARA Park
71 Quarry Road
Acton, MA 01720**

Camp Hill Top: 978-929-6640 x0

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

Acton Recreation Department: 978-929-6640 x0

recreation@actonma.gov

Welcome Parents and Guardians!

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

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

ACTON RECREATION'S MISSION:

Building community through quality recreation.

OUR PROGRAM

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

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

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

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



NARA SUMMER CAMP INFORMATION

CONTACT LIST

NARA Camp Staff: 978-929-6641

Camp Director, *Gabriella Ricciardone*

gricciardone@actonma.gov

Assistant Camp Director, *Erin McOsker*

emcosker@actonma.gov

Recreation Staff: 978-929-6640 x0

Recreation Director, *Melissa Settipani-Rufo*

msettipani@actonma.gov

Recreation Event & Program Coordinator, *Maura Haberman*

mhaberman@actonma.gov

Recreation Officer Manager, *Mary Lou Repucci*

mlrepucci@actonma.gov

Absences

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

Drop-Off and Pick Up Address

NARA Park Miracle Field

75 Quarry Road

Acton, MA 01720

Camp Hours

Monday – Friday

8:00am to 4:00pm

Extended hours for additional registration fee are available as follows:

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

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

CAMP HILL TOP INFORMATION

CONTACT LIST

Camp Hill Top Staff: 978-929-6433

Camp Director, *Caroline Larson*

clarson@actonma.gov

Recreation Staff: 978-929-6640 x0

Recreation Director, *Melissa Settapani-Rufo*

msettipani@actonma.gov

Recreation Event & Program Coordinator, *Maura Haberman*

mhaberman@actonma.gov

Recreation Officer Manager, *Mary Lou Repucci*

mlrepucci@actonma.gov

Absences

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

Drop-Off & Pick Up Address

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

Camp Hours

Monday – Friday
9:00am to 4:00pm

Extended hours for additional registration fee are available as follows:

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

Drop-Off NARA Camp

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

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

Drop-Off Camp Hill Top

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

Pick-Up NARA Camp

NARA Staff will be stationed at the same location as at the morning at drop-off. The pick-up system is a drive-through where a staff member checks photo IDs and radios to the camp counselor that the camper's parent/guardian is there. The child will then walk to the car. Parents will not physically sign their child in or out. Counselors will help campers keep their belongings neat and organized throughout the day so they remember to grab everything at day's end. Parents should not leave the vehicle when picking up their child.

Pick-Up Camp Hill Top

Staff will then be stationed in the same location as at the morning at drop-off. The pick-up system will be the same as drop-off. Please form a line outside the door and our staff will send the children out, one-by-one. Parents will not physically sign their child in or out. Camp counselors will help campers keep their belongings neat and organized throughout the day so they remember to grab everything at day's end.

Early Pick-Up

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

Late Pick-Up

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

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

The late fee compensates staff for their time. If you know you will be late, please make alternate pick-up arrangements.

NOTE: When a child is not picked up in an emergency situation, including, but not limited to, inclement weather or natural disaster, the “late pick-up” policy above starts 45 minutes from when the parent has been notified to pick their child up.

Children at Risk

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

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

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

2023 CAMP SCHEDULE

NARA Summer Camp runs for 9 consecutive weeks, with each week having its own unique theme. Please refer to Actonrec.com for specifics about each week.

Weekly Camp Dates:

Session 1: June 26 – June 30

Session 2: July 3 – July 7 (no camp on 7/4)

Session 3: July 10 – July 14

Session 4: July 17 – July 21

Session 5: July 24 – July 28

Session 6: July 31 – August 4

Session 7: August 7 – August 11

Session 8: August 14 – August 18

Session 9: August 21 – August 25

CAMP T-SHIRTS

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

CAMP ATTIRE

Please remember to dress your child appropriately in clothing that can get dirty with outdoor play, or stained with art supplies. Reminders for camp clothes:

- T-Shirt
- Shorts
- Socks

- Appropriate clothing for camp: No halter or tube tops; No clothing with inappropriate language.
- Tennis shoes or sneakers (no sandals or flip flops, please!)
- Swim wear and towel
- LABEL EVERYTHING!

COMMUNICATION

Every Friday, before the start of the new session, the camp director will send out an email to registrants detailing the upcoming session. If you are not registered by the Thursday before, you will not receive this email. You can access additional Recreation Department information on our website.

CONDUCT

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

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

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

DISABILITIES

To provide the best camp experience for your child, we ask that prior to registration, you consult the Recreation Department regarding any special needs your child may have. Due to the fact that there are some medical treatments and procedures that camp staff is legally neither trained nor qualified to perform, children will be enrolled on an individual basis. We make every attempt to serve all children.

DISCIPLINE POLICY

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

EXPECTATIONS

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

POTTY TRAINING POLICY

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

ENROLLMENT, WITHDRAWAL and PAYMENT POLICIES

There are two ways to enroll your child:

- 1) Enroll online with credit card payment at www.actonrec.com. A non-refundable 3% convenience fee applies.
- 2) Enroll by paper registration form with payment by cash, credit card or check. Check is payable to: TOWN OF ACTON.

REFUND POLICY: All withdrawals from camp and/or refund requests must be submitted to the Recreation Department in writing to recreation@actonma.gov. Refunds/credits will be issued as follows:

- You may withdraw up to seven business days prior to the start of a session. No cancellations are permitted after that date.
- A \$50 non-refundable registration fee is applied per child/per session. Pre-Camp and Post-Camp: A fee of \$10 is applied per child/per session. Exception to policy timeframe: Written letter from a licensed physician excusing participant from program prior to first day of session start date.

- Refunds will not be issued due to weather conditions or any water closure.
- All refund requests must be submitted in writing to the Recreation Office. Refund requests are not accepted by seasonal staff.

If you wish to transfer your child’s registration to a different session a \$25 processing fee applies. All transfer requests must be made in writing.

Acton Recreation reserves the right to remove a child from any program due to behavioral or other concerns. In this event, there will be no refund.

FIELD TRIPS

Every Thursday the entire camp will go on a field trip. NARA Campers go to fun places within New England and Camp Hill Top campers go to NARA Pond for swimming. All field trip prices are included in the registration fee for camp. If your child attends camp that day, they will be required to participate in the field trip; children are not permitted to stay in camp. Please have your camper wear their camp t-shirt every Thursday to make them easily identifiable to staff.

FINANCIAL ASSISTANCE

The Acton Recreation Department strives to accommodate all, regardless of ability to pay. The Doli Atamian Campership Program, a non-profit organization, helps Acton-Boxborough families in need of assistance. Please visit the DACP website to see if you qualify:

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

GENERAL CAMP SCHEDULE (for NARA Camp)

Children participate in a variety of activities each day. Activities may be camp-wide, group-wide, or individually selected. Following is an example of a typical camp day:

7:30 – 8:00am	Pre-Camp Care (if applicable)
8:00 – 8:15am	Attendance and Morning Meeting
8:20 – 9:05am	Drama
9:10 – 9:55am	Lower (Sports on fields)
10:00 – 10:20am	Snack Time / Sunscreen
10:25 – 11:10am	Upper (Sports on fields)
11:15 – 12:00pm	Swim / Water Play
12:05 – 12:45pm	Lunch
12:50 – 1:35pm	Arts & Crafts
1:40 – 2:25pm	Nature
2:30 – 2:45pm	Sunscreen / Water Break
2:50 – 3:35pm	Swim / Water Play

3:40 – 3:50pm	Pack-Up
3:50 – 4:15pm	Pick-up
4:20 – 5:30pm	Post-Camp Care (if applicable)

Camp activities are tailored to fit the theme of each camp session, including: ice breakers, arts & crafts, games & fitness, music, drama, transitional activities, special events and swimming.

EXTENDED HOURS PROGRAM

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

LOST AND FOUND

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

LUNCHES & SNACKS

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

We have two snack periods daily. Please send extra food for these times as well as a filled water bottle.

The NARA snack bar is operated by an outside vendor. It is recommended to still pack snacks from home as the snack bar is only open during certain times of the day. Our vendor will be providing a lunch program for NARA Campers on Mondays, Wednesdays, and Fridays where you can buy lunch instead of packing it for that day.

NUT-FREE CAMPS

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

MEDICAL / EMERGENCY INFORMATION

Essential Forms:

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

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

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

Illness Policy:

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

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

The following are defined as illness or communicable health problems:

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

Accidents / Emergencies

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

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

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

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

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

Emergency Plan

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

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

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

Medication Policy

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

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

Sunscreen and Hand Sanitizer

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

All children and staff are required to either wash their hands or use hand sanitizer before transitioning to the next activity/block. Every child must complete a hand sanitizer permission form and submit it to the Recreation Department or camp staff before or on the day they start camp.

Bug Spray

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

Allergies

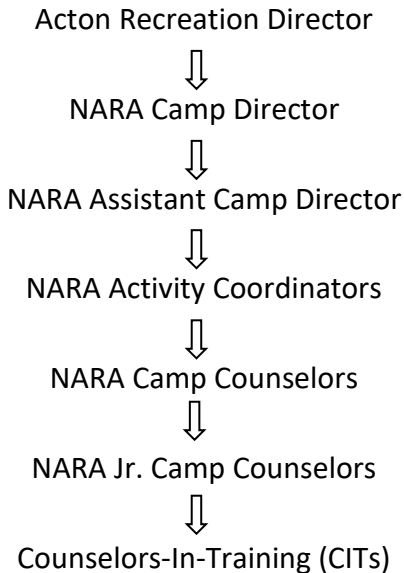
Recreation Staff will try their best efforts to accommodate campers with allergies without inconveniencing other campers. If you’re aware that your child is severely allergic to

something, it is your responsibility to notify Acton Recreation in advance so we can take the proper precautions.

Special Diets

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

ORGANIZATIONAL CHART – NARA SUMMER CAMP



PERSONAL BELONGINGS

Please do not allow your child to bring personal belongings to camp. Acton Recreation cannot be responsible for lost or damaged phones, toys, games, clothes, or other personal belongings.

Please do not bring the following items to camp:

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

PHONE CALLS

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

RULES & SAFETY

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

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

General Rules

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

STAFF

Acton Recreation strives to hire highly qualified, well-trained staff to conduct our summer camps. Our seasonal staff is comprised primarily of college students, high school students, recent graduates, and schoolteachers, creative and innovative individuals who love working with children. All staff go through a camp staff training and are certified in First Aid and CPR. The camper:staff ratio for 4 through 6 year olds is 5-to-1, and 10-to-1 for ages 7-13.

SWIMMING

Please send your child to camp with a swimsuit and towel EVERY DAY.

At NARA Camp, children will be swim tested at the beginning of their swim block. A certified lifeguard will determine whether they can swim in deep or shallow water. Camp staff and certified lifeguards supervise the water at all times.

Camp Hill Top has water play every day, so please pack swim wear.

TAX INFORMATION

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

TRANSPORTATION

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

WEATHER

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

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

Hints for Coping with Heat:

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

QUICK REFERENCE CHECKLIST

Did you remember to send?

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

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

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