

# **GREAT FUTURES START HERE.**



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

## **Summer Camp 2024 Handbook**

### **Camp Stoneham**

June 17th- Aug 23rd 2024

15 Dale Court Stoneham, MA 02180

(781)438-6770

### **Camp Wakefield**

June 24th - August 30th, 2024

467 Main Street Wakefield, MA 01880

(781)799-1359

**\*Our Camps are licensed by the BOH and DPH\***

**Staff Background Check:**

The Boys & Girls Clubs of Stoneham & Wakefield prides itself on its dedicated, enthusiastic and well-trained staff. All of our staff take part in a selective interview and training process including background checks with CORIS, SORIs with First Advantage, CPR & First Aid and emergency certifications. Staff training takes place over a 3 day period leading up to camp and includes in person sessions, virtual training modules, and scenario based problem solving sessions. Parents have the right to review background checks, healthcare, discipline policies and grievances upon request.

**Behavior Management Plan:**

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

**Prohibited behavior Management:** Corporal Punishment, including spanking, is prohibited. No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse. No camper shall be denied food, water, or shelter. No child shall be punished for soiling, wetting or not using the toilet.

**Emergency Procedures:**

The Boys and Girls Club of Stoneham and Wakfield could be affected by an emergency situation relating to the club itself, or as a part of a larger scale community event. The following pages describe some of those emergency procedures, as well as emergency procedures and contingency plans to be followed by Boys and Girls Club personnel. Leadership will be notified of any unrecognized adult.

**Fire:**

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

**Fire Evacuation Plan:**

- If the Fire alarm goes off, the Camp Director will notify the Fire Department immediately to let them know. Counselors will walk campers through the drill and the intercom system will be used to notify the building's occupants to leave the building. When the fire alarm is used, the staff will lead their groups to the nearest emergency exit and out of the building to the appropriate meeting spot.

- The groups will meet across the street at:
  - Recreation Park (Stoneham)
  - (If camp is located at the civic center) Galvin Middle School or (If camp is located at Moulton Park) Doyle Early Childhood Center - 11 Paul Ave, Wakefield, MA 01880

~ In the event of a fire, all campers will immediately be taken out of the building or affected area and report to the designated emergency evacuation locations depending upon camp location. A designated staff member will check the bathrooms and each program room. The Camp Director or senior staff member on site will be responsible for alerting the fire department, giving the building/location name and address, the location of the fire in the building/location, and any other helpful information once outside of the building. Another senior staff member will be in charge of taking the attendance and making sure everyone is outside. Upon arrival at the meeting area, attendance will be taken. Staff and campers will go back into the building when fire department personnel determine it is safe to do so. If the fire is severe, and the building/location must remain vacant for a longer period of time, parents will be notified to pick their children up.

### **Severe Weather:**

Severe weather may be predicted over several days in advance, such as hurricanes and winter storms, or within a few hours or less for tornadoes and other wind, rain and ice storms. The National Weather Service on television and over the radio issues storm watches and warnings. In the case of spot showers at one of our outdoor programs, campers and staff will seek immediate shelter. If showers persist, the program will move to the emergency evacuation locations and parents will be notified.

### **Tornado/Hurricane:**

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

### **Lightning:**

If indoors, staff and children will be advised not to use a telephone or any other electronic appliances. If outdoors, staff and campers will seek shelter immediately, avoiding isolated trees and water. If at one of our outdoor locations, the program will be moved to our emergency evacuation location and parents will be notified.

### **Flooding:**

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

place during a flood. Campers and Staff would remain indoors when there is a flooding emergency in the area. In extreme situations, if ordered by the public officials to do so, the Club will be evacuated. If at one of our outdoor locations, the program will be moved to our emergency evacuation location and parents will be notified.

### **Contingency Plans**

1. **Absent Camper:** If, after a double check of the attendance, a child has not arrived for a scheduled day at the camp by 9:30 AM and a parent has not called the child out absent, an attempt to contact the parents at home and/or at work will be made.
2. **Unregistered Child:** If a child who is not registered for camp arrives to the program without prior notification in approval by the camp director, an attempt to contact the parent or guardian will be made. If no one can be reached and the child is unknown to club personnel, the police will be notified.
3. **Lost Camper:** If a child does not arrive at the point of pick up following the day's activities, the camp director or senior staff member will use the walkies, distributed to each staff member, to call all of the campers to one area for a roll call and headcount. A thorough search of the area will be made, including bathrooms, rooms not in use, exit areas, and the outdoor area (if the child is missing from the club). If the campers are on a field trip, that area will be searched. Staff members will communicate with the camp Director and/or the office personnel to see if the camper was picked up early. A parent or emergency contact will be contacted to determine if the child is in their care. The police will be notified once it has been determined that the child was not picked up by a parent or authorized individuals.
4. **Lost Swimmer:** If a child becomes missing at a swimming area, the lifeguards on duty will be asked to clear the swimming area and call the child to the lifeguard area. The authorities will be contacted immediately. Senior staff members will gather all of the campers to one area for a headcount and roll call. One or two adult staff members may assist lifeguards and search the shallow area of the beach or pool, while other staff search the bathrooms and playground area. The senior staff member on site should question the person who first noticed the child missing to determine the child's location. The club's office will be notified about the situation. A parent will also be notified in accordance with the procedures described under the "lost camper" plan. The church will continue until the child is found or until emergency personnel arrive.

**Meeting the Needs of Mildly Ill Children:**

Any child who appears mildly ill and shows no sign of an emergency is taken aside, encouraged to rest and observed for symptoms. Parents or emergency contacts are notified of symptoms. Based on symptoms, a decision will be made, if the camp will care for the child. Only the Camps health care supervisors will be allowed to administer meds to children who have had the appropriate documentation submitted ahead of time. All medications are properly stored according to instruction and are out of sight of any campers/families. A medical log is kept at each camp regarding any issues or medication administration.

**First Aid Kit Locations(1 Class A and 1 Class B Kit):**

Camp Stoneham- Behind the front desk.

Camp Wakefield-Behind the front desk.

**Illness Policy:**

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

1. Fever (temperature of 100 degrees of above)
2. Abdominal pain, breathing difficulty, or other pain, which is persistent, lasting 20 minutes.
3. Indications of a contagious disease.
4. Other symptoms (i.e. vomiting, diarrhea, rash), which the staff feels, warrant such action.
5. Any additional COVID-19 related symptoms, in accordance with the guidance issued by the Commonwealth of MA.
6. Any individual who tests positive for COVID-19 may return after quarantining for 5 days. Upon their return they must wear a face covering for an additional 5 days at all times.

Children may return to the program under the following conditions:

1. The child is well enough to attend the program.

**Medical:** Medication administered by HCC authorized staff only; oral/topical medication administration training; and epi-pen and insulin use.

**Intake Procedures:** Parents may enroll their children in the Boys & Girls Club of Stoneham & Wakefield Summer Camp by registering at [www.bgcstoneham.org](http://www.bgcstoneham.org). *Children must be between the ages of 5 and 15.* Parents are required to provide their child's current medical history (latest physical), including immunization records.

Parents must also sign release forms. The required deposit(s) must be submitted with the completed registration materials. This deposit is non-refundable as space is limited.

**Drop Off:**

All children participating in camp will be dropped off to the main parking lot of the camp space. They will be greeted by a staff member and checked in. That staff member will then direct the camper to the proper camp leader. Directors and Site coordinators will stand in the parking lot to ensure traffic is directed properly.

**Pick Up:**

Pick up must be by an authorized parent or guardian. Authorization must be in writing to release campers to a designated individual. At the end of each camp day parents will pull into the parking lot where they will be greeted by a Club staff member and will be prompted to sign out their children from their prospective group and have the chance to speak to camp leadership if necessary.

**Daily Routine/Outings:**

Summer Camp hours are 9:00 am to 4:00 pm. Campers enjoy numerous camp activities such as arts & crafts, enrichment activities focusing on the STEM model,

social recreation activities, sports and cooperative games, Camp theme weeks are introduced into the camp curriculum and a weekly trip to the Hall Memorial Pool is included. Weekly field trips will be a part of camp this year and our campers/staff will be transported by bus. A first aid kit, a portable phone with emergency contacts, emergency forms, and group lists will travel with the children. If a child becomes ill or needs medical attention while off-site, the staff will call 9-1-1 if necessary or call the parent to arrange pick-up. The staff will remain with the child until the parent/guardian arrives and an incident report will be filled out and provided to the parent.

**Weekly Rates:**

Camp day runs 9:00 am - 4:00 pm, early drop runs 7:30 am - 9:00 am, extended day runs 4:00 pm - 5:30 pm. The weekly price for camp(7-12yrs) is \$255.00 and for Junior camp(5-6yrs) is \$275.00. \$30 each for early drop or extended day options.

1. A deposit of \$50 per week, per child is due with the registration materials. The remaining balance for each week must be paid 10 days before each week the child attends. All fees are non refundable.
2. Children without required documentation submitted cannot attend camp until the paperwork has been submitted.

**Late Pick-up Fee Policy:**

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

**The late fee policy is as follows:**

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

~Parents who anticipate being late for any reason must call the program as early as possible. If a parent or other authorized individual has not arrived to pick up a child

by 5:30 pm, an attempt will be made to reach a parent or other emergency contact.

**\*If no one is reached and the child has not been picked up by 6:30, the police will be notified.\***

**Procedures for reporting child abuse or neglect:**

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

**Suspension & Termination Suspension:**

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

- Fighting or physical aggression
- Swearing
- Stealing
- Destruction of Club property
- Disrespect of Club staff
- Loss of temper

**Termination:**

The Boys & Girls Clubs of Stoneham & Wakefield reserves the right to permanently dismiss any child whose chronic behavior problems interfere with the safety and

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