



# Boating in Boston Day Camps 2016 Parent Handbook

Boating Is Fun Camp  
Boating for Teens Camp  
River Adventure Camp



**Locations:**

Cochituate State Park  
Commonwealth Road (Rt. 30)  
Natick, MA 01760

Hopkinton State Park  
Cedar Street  
Hopkinton, MA 01748

Historic Boathouse  
2401 Commonwealth Ave. (Rt.30)  
Newton, MA 02466

Spot Pond  
4 Woodland Road  
Stoneham, MA 02180

**Mailing Address:**

P.O. Box 99  
Hopkinton, MA

Email: [campinfo@boatinginboston.com](mailto:campinfo@boatinginboston.com)

Phone: 617-299-3392

Fax: 888-328-2451

[boatingcamp.com](http://boatingcamp.com)



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# Welcome Letter

Ahoy!

On behalf of our camp staff, I would like to thank you for your participation in this year's activities. We love camp and we hope your children love it, too! Camp is a great place to make new friends, to learn new skills, and (most importantly) to have lots of fun! Our staff is committed to providing campers with memorable experiences that will help them build character and positive attitudes. Boating teaches campers more than just how to trim their sails or paddle a steady course. It's an authentic learning environment that builds self-confidence. When campers learn new skills, they gain independent. When they work together to win games and recover capsized boats, they learn teamwork. When they learn how to boat safely, they learn that Boating Is Fun! We hope campers become safe, life-long boaters.

Please read through our Parent Handbook. It will help you and your camper prepare for our day camp programs. Use the information to set your child's expectations. Campers like to know what to expect, just as much as their parents do! The Parent Handbook includes helpful information about our mission and goals, registration policies, camp dates and times, preparing for camp, camper health and safety, and camp curriculum.

If you still have questions, contact us at [campinfo@boatinginboston.com](mailto:campinfo@boatinginboston.com) or call 617-299-3392. For site-specific questions, talk to the camp director at your location during drop-off/pick-up. Looking forward to a happy, healthy, and fun summer on the water!

See you on the high seas!

Kristen Aghajanian  
Camp Coordinator

# Camp Overview

## Mission Statement and Goals

Boating in Boston Day Camps strive to teach safe boating in a fun learning environment by instructing and reinforcing boating safety and skills. Our goal is to teach campers both independence and teamwork, and to promote self-confidence through sailing and paddle sports.

## Character Development

Although we may talk a lot about living a pirate's life, Boating in Boston Day Camps focus on developing responsible, respectful, and reasonable campers (or as we like to call them, the 3 aRRRs!). We want campers to care for themselves, each other, and the environment.

## Background

Boating in Boston Day Camps are traditional recreational camps that provide fundamental lessons for various paddling and/or sailing sports. Camp sessions are designed to furnish children with a basic level of comfort, confidence, and awareness regarding various watercraft. All boating activities occur on local reservoirs, lakes, and rivers. Trips off the premise do not occur.

## Locations

Cochituate State Park Commonwealth Road (Rt. 30) Natick, MA 01760	Hopkinton State Park Cedar Street Hopkinton, MA 01748
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Historic Boathouse 2401 Commonwealth Ave. (Rt.30) Newton, MA 02466	Spot Pond 4 Woodland Road Stoneham, MA 02180
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## Contact Information

Mailing Address:  
P.O. Box 99  
Hopkinton, MA

Email: [campinfo@boatinginboston.com](mailto:campinfo@boatinginboston.com)  
Phone: 617-299-3392  
Fax: 888-328-2451

## Website

[www.boatingcamp.com](http://www.boatingcamp.com)

## Tax Information

Official Company Name: Boston Outdoor Recreation, Inc.  
Tax ID Number: 01-562-6499

## Camper Registration

All registrations for day camps are reserved through UltraCamp.  
[www.ultracamp.com/clientlogin.aspx?idCamp=511](http://www.ultracamp.com/clientlogin.aspx?idCamp=511)

# Registration Policies

## Cancellation and Refund Policy

For camp cancellations received 45 days or more before the start date of the camp session, we will issue a full refund less a \$75 registration fee. There are no refunds for camp cancellations received less than 45 days before the camp session start date. Please call or email us for cancellations.

A minimum number of campers are required for any session to run. If there is the possibility that a camp may not run, you will be notified within 7 days of the start date of that camp session with the option of a full refund or transfer to an alternate week.

## Transfer Policy

Space-permitting, a one-time transfer may be made with a minimum of two weeks prior notice to your new camp week's start date. All transfer requests are just that, requests! Your transfer will not be complete until you have received confirmation from camp staff. Please call or email us to request a transfer.

## Wait List

Currently, our registration software is not set up for wait lists. Only sessions with availability will be offered during registration; our registration software will never offer a week unless there are open spots. During registration, full sessions will *not* be listed in the session list or will be greyed out and cannot be selected. If you are registering multiple campers and are nervous about availability, please call or email us.

Our capacities are determined by a number of things, including how many boats we have available. So once we're full, we're full!

## Prorating Camps

For children to have the best camp experience, we believe they should participate in a full week of camp. For this reason, we do not prorate camps.

## Termination Policy

If the staff deems it is in the best interest and/or safety of the camper, other campers, parents, or staff, Boating In Boston reserves the right to terminate a camper's enrollment with or without refund. If a camper's enrollment termination is deemed necessary, parents will be notified of reasons for termination of services.

## Eligibility Requirements

We want to make sure that camp is a fun and meaningful environment. That being said, one camp does not fit all. The needs of children are diverse and some environments are more suited to their happiness and development than others. All campers are expected to meet the following eligibility requirements:

- Are in good health and have up-to-date physical and immunizations on record
- Can understand and communicate effectively with the staff
- Can thrive in a 1 to 10 counselor to camper ratio
- Can swim 50 yards (approximately 2 laps in a pool) and tread water for 60 seconds
- Can maintain an airtight seal with their lips
- Can rotate themselves from a face-down to face-up position in the water when in a PFD
- Are comfortable around the water and ready to have fun!

Registrations for campers who do not meet these requirements may be subject to termination.

## Camp Dates

Boating Is Fun Camp and River Adventure Camp are offered as week long sessions. We suggest signing up campers for two consecutive weeks, increasing skills reinforcement, mastery of new skills, and opportunities to make new friends. Boating For Teens Camp is offered in four-week sessions to allow more time for teamwork and leadership development.

### Boating Is Fun Camps

Hopkinton, Natick, Stoneham Dates

Week 1	June 27 - July 1 (No camp at Stoneham this week.)
Week 2*	July 5 - July 8
Week 3	July 11 - July 15
Week 4	July 18 - July 22
Week 6	August 1 – August 5
Week 7	August 8 - August 12
Week 8	August 15 - August 19
Week 9	August 22 - August 26

\*This is a reduced price 4-day session. Camp is not held on Friday, July 3 in observance of Independence Day.

### Boating for Teens Camp

Hopkinton, Natick, Stoneham Dates

Session 1	July 5 – July 29
Session 2	August 1 – August 26

### River Adventure Camp

Newton Dates

Week 1	July 11 – July 15
Week 2	July 18 – July 22
Week 3	July 25 – July 29
Week 4	August 1 – August 5

## Camp Hours

Boating Is Fun Camp offers both half-day and full-day options. River Adventure Camp and Boating For Teens Camp are full-day camps only.

Full Day	9:00am-4:00pm
Morning Half Day	9:00am-12:00pm
Afternoon Half Day	1:00am-4:00pm

## Extended Day

Need to drop off your camper early? Can't quite make it to pick-up on time? Try registering your camper for our extended day options. For a little extra (\$70), we can take the stress out of drop-off and pick-up.

# Preparing for Camp

## What do I need to do before camp starts?

Excitement sets in as camp approaches. Even so, it's natural for campers and parents to feel a little anxious the first day of camp.

This section of the handbook will assist you in preparing for camp. Review the brief overview listed below, then read further for a fuller description:

1. If needed, update registration information.
2. Make sure all mandatory medical forms are submitted.
3. Get acquainted with the camp location, traffic plan, and drop-off/pick-up times
4. Pack your camper's bag for a day of outdoors fun!
  - a. Don't forget your sunscreen, water, and nut-free lunch!
5. Bring a photo ID to pick-up

## Online Registration

If you need to change or add information to your online registration, you can access your account by logging into UltraCamp at [www.ultracamp.com/clientlogin.aspx](http://www.ultracamp.com/clientlogin.aspx)

Please check that the following information is up-to-date two weeks prior to the start of camp: primary contact information, authorized pickups, and individual camper forms, including mandatory medical forms.

## Mandatory Medical Forms

Before the start of camp, there are two **mandatory** medical forms that must be collected for each camper. These forms are:

1. physical within the past 24 months and
2. certificate of immunizations or laboratory evidence of immunization
  - a. required immunizations include MMR, polio, and Td vaccine

**In the event that mandatory forms are not in the possession of camp staff** at the time of drop-off on Monday morning, that camper will not be allowed into camp and the parents waive their right to any refund for any camp time missed. The camper may be admitted to camp when the appropriate forms are collected.

## Submitting Mandatory Medical Forms

To submit mandatory medical forms, simply email them to [511@submitmyforms.com](mailto:511@submitmyforms.com) or fax to: 888-328-2451

We must have all camper forms reviewed and accounted for before we can allow a camper into camp on Monday morning. If you are unable to email or fax forms on time, you must provide a hard copy on the Monday morning of your camper's week. Campers without forms will not be admitted to camp.

**No exceptions.**

## Camp Addresses

The following addresses will direct you to the park entrance or street address for each camp. Use the traffic plan provided to prepare for arrival. Staff will also be directing traffic on Mondays.

### Hopkinton Camp

Directions: <http://boatinginboston.com/hopkinton-state-park>  
Hopkinton State Park Entrance  
Cedar Street  
Hopkinton, MA 01748

### Newton Camp

Directions: <http://boatinginboston.com/newton>  
2401 Commonwealth Avenue (Route 30)  
Newton, MA 02466

### Natick Camp

Directions: <http://boatinginboston.com/natick>  
Cochituate State Park Entrance  
Commonwealth Road (Route 30)  
Natick, MA 01760

### Stoneham Camp

Directions: <http://boatinginboston.com/spot-pond>  
4 Woodland Road  
Stoneham, MA 02180

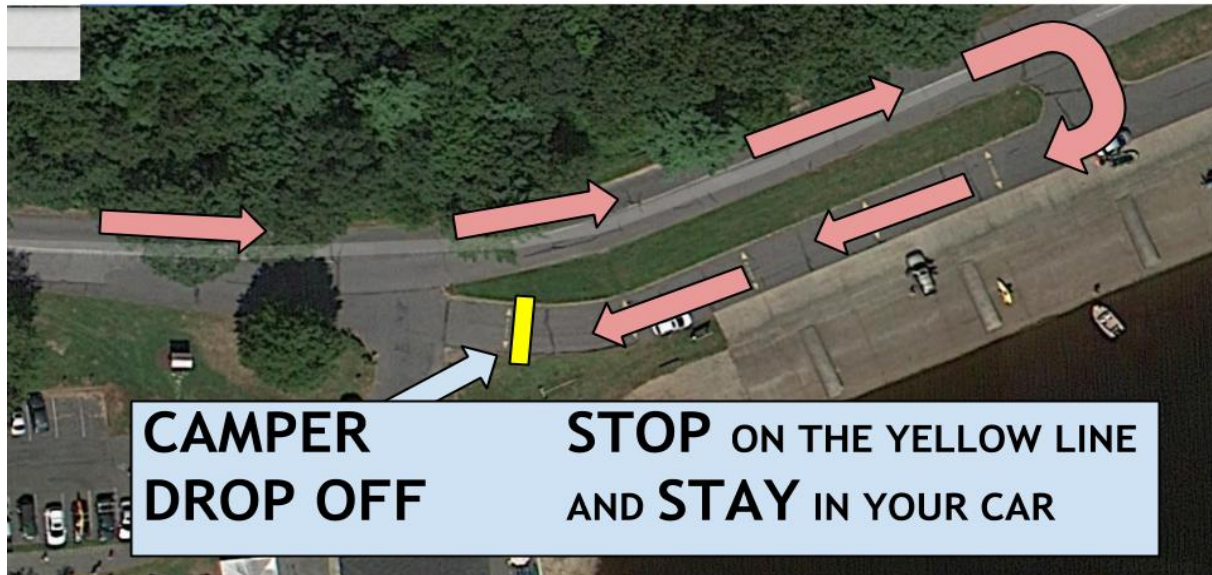
## Traffic Plan

Hopkinton	Upon entering the state park, follow signs to the boathouse. When dropping off campers, drive past the boathouse towards the large parking lot at the end of the public ramp, until you reach a break in the grass median. Then, make a U-turn and drive down the road closest the public boat ramp. Parents may not drop off their camper until they have reached the front of the boathouse again. On the first day of camp, camp signs and staff will direct parents to the drop-off location. The same route should be used during pick-up.
Natick	When dropping off campers, turn right immediately after entering the park. Drive to the end of the parking lot and make a u-turn. On the first day of camp, camp signs and staff will direct parents to the drop-off location. The same route should be used during pick-up.
Newton	Campers will be dropped off across the water from the Main Building in the parking lot located off of South Ave and Norumbega Road. Green signs will direct you from the boathouse to the main parking lot on the other side of the river. Before dropping off your camper, you will need to make a u-turn and stop at the designated location. On the first day of camp, camp signs and staff will direct parents to the drop-off location. Campers will canoe from the drop-off location to the main camp site. The same route should be used during pick-up.
Stoneham	Parents are directed to park in the Spot Pond parking lot. the children will assemble by the sign posted that says "Camp Here". On the first day of camp, camp signs and staff will direct parents to the drop-off location. The same route should be used during pick-up.



# Traffic Plan Images

## HOPKINTON

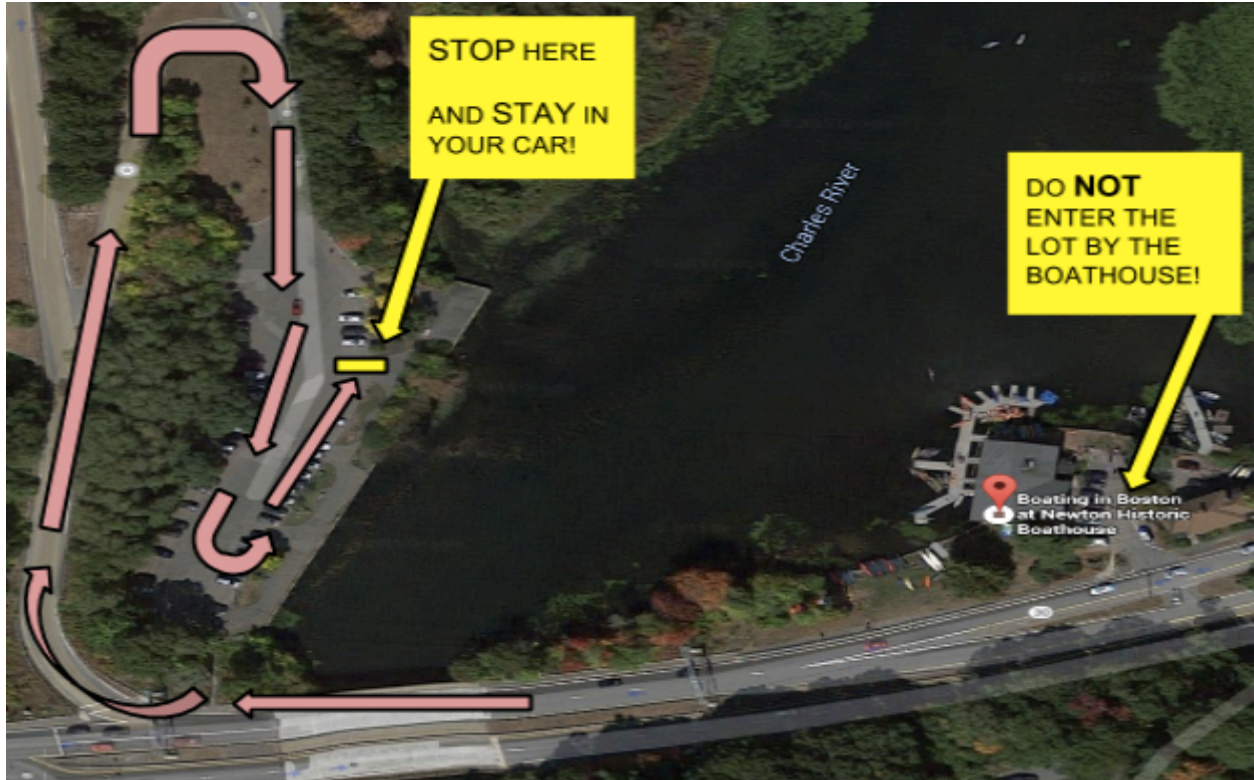


## NATICK

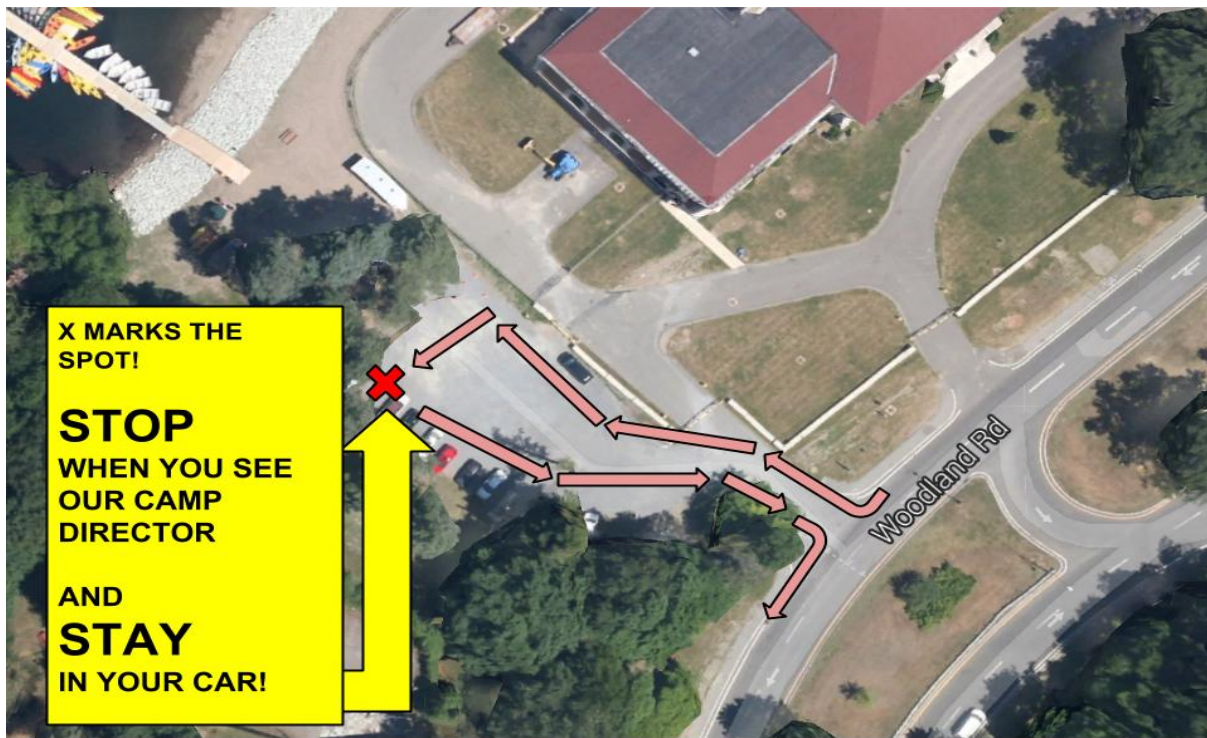




**NEWTON**



**STONEHAM**



## Drop-off/Pick-up

### Times

Full Day	9:00am-4:00pm	Extended Day*	
Morning Half Day	9:00am-12:00pm	Early Drop-off	8:00am-9:00am
Afternoon Half Day	1:00am-4:00pm	Late Pick-up	4:00pm-5:00pm

\*Note: Extended Day is an additional \$70 fee paid during registration.

**Drop-off.** During drop-off, campers should remain in their vehicles until they have been checked-in by camp staff. Please follow traffic patterns and staff directions, as this will ensure that drop-off is safe and efficient.

**Pick-up.** Please remain in your vehicle during pick-up. Campers will only be released to their parent or an individual designated in writing by the camper's parent. **Please bring photo ID with you everyday**, as staff may request identification. Campers will be instructed not to approach cars until they have been asked to do so by the staff. No child will be released to anyone who is not on the authorized pick-up for that child.

## Absences

We will always check up on campers who are absent and appreciate when families inform us ahead of time. Inform the camp director during drop-off/pick-up if your camper will be absent at any time during the week. Last minute changes? Email [campinfo@boatinginboston.com](mailto:campinfo@boatinginboston.com) or call 617-299-3392.

## Dressing for Camp

To keep your camper comfortable, check the weather in advance and make sure she or he is dressed appropriately. In the hot summer's heat, we suggest campers wear hats, sunglasses, sunscreen, and loose, quick-drying clothing. In the event of colder weather, campers should wear a sweatshirt, long-sleeves, and pants. Bring a rain jacket for rainy days.

**Don't Forget Proper Footwear!** Campers should all wear shoes that cover their toes, have heel support (no clog-style footwear), and have good traction. Campers should not wear flip-flops. Flip-flops are considered unsafe (especially when wet) and increase your camper's chances of injury.

## Packing for Camp

1. **Bring a Bathing Suit.** Boating is a water sport. Campers should expect to get wet, at least a little, every day. They should wear or bring a bathing suit and towel.
2. **Bring a Change of Clothes.** Bringing a change of clothes is essential for most campers participating in a *full day* of activities. Pack extra clothing in a backpack or bag, and keep in mind the possibility of changing weather patterns.
3. **Pack Plenty of Water.** We suggest at LEAST one 12 ounce bottle of water for the morning session and one 12 ounce bottle of water for the afternoon session. Be sure to pack water according to your camper's needs. Campers are encouraged to bring a container of water with them during on-water activities.
4. **Nut-free Lunch and Snacks.** *Full-day* campers should pack a nut-free lunch to enjoy during our afternoon break. Pack according to your child's needs. Lunches will not be refrigerated, so be sure that food packed will not spoil. We do not provide lunches, and there is no option to buy food for lunch.

## **Nut-Free Zone**

Please pack lunches and snacks that are nut free. Do not pack any items that contain peanuts, peanut butter, or other nuts. Your understanding and support in creating an inclusive environment is greatly appreciated! If your child brings a lunch or snack that contains nuts, camp staff will provide a healthy alternative and the item will be returned to you at the end of the day.

## **Post-Camp Parent Feedback**

We love parent feedback! Once your camp session is over, we may ask you to complete an online survey. Let us know how we did! Constructive feedback helps us improve our processes and positive comments boost morale.

## **Frequently Asked Questions**

### **What if it rains?**

We run camp rain or shine so you don't need to worry about weather spoiling the fun. If it does get a bit crazy, we've got loads of inside landlubber games and activities that will tucker them out just as much. Rain doesn't have to be all bad. Sometimes it's a great vacation from the hot summer's heat. During light or moderate rain, some camp activities will be modified, but most will continue as scheduled. Should rain become heavy or be accompanied by high winds and lightning, campers will be kept away from the elements. Camp is NEVER cancelled due to rain. Rainy days allow us to make time for classroom instruction and lots of fun indoor games!

### **Will my camper be swimming at camp?**

There is no swimming at boating camp: We're too busy boating! However, there are times when campers and staff may find themselves briefly in the water, during capsized recoveries, for example. Campers and camp staff must wear US Coast Guard Type III Personal Flotation Devices (PFD's) at all times when on the docks or on the water. Campers and camp staff are not permitted in, on, or around the water without a properly fitted PFD.

### **Will my camper be grouped with her/his friends?**

We will do our best! We enjoy seeing friends and family playing together; however, we will split up groups when appropriate. There may be circumstances (age and/or ability) which limit our ability to meet your request. Before asking that a younger brother or sister "look out" for their sibling, please be mindful that older campers may have conversations not appropriate for young ears and older campers have outgrown certain children's games.

Also, please be mindful that we have to work within our resources to provide a fun and safe environment for all campers. Luckily, there are times when groups will team up together or when the entire camp interacts. Your child will be able to be with her or his friend during this time. And remember, camp is about making new friends too!

### **Should my camper bring a cell phone or tablet to camp?**

We'd like to give everyone a screen break. Please discourage your child from bringing electronic devices to camp. They distract campers from building new friendships and from engaging with camp activities, making it difficult for camp staff to fulfill our mission and goals. We ask that children leave their gadgets at home or at the very least, away in a backpack. If you need to contact your camper during the camp day, you can always call 617-299-3392.

## What should my camper wear to camp?

Children should wear clothing suitable for the weather and boating activities. Appropriate items include bathing suit, shorts and t-shirt (on most warm, sunny days), hat for sun protection, light rain jacket (for chilly mornings and rain), and close-toed shoes with heel support (no flip-flops!). Please label all items sent to camp with the child's name. We encourage you to dress your child in clothing that you do not mind getting dirty or stained. Check the weather and make adjustments to your child's clothing as needed. Dressing them in layers often works best!

## What should my camper bring to camp?

All campers (half-day and full-day) should bring plenty of water. Half-day campers may want to bring a change of clothes and a plastic bag for wet clothes. We suggest providing half-day campers with a snack for the end of their session, or having a snack ready when you arrive for pick-up. They will be hungry!

Full-day campers should bring a backpack to keep all of their belongings together. Full-day campers must bring a healthy, nut-free lunch. Please send only non-perishable foods because refrigeration is not possible. Recommended items to pack: a change of clothes, towel, plastic bag (for wet items), and swimsuit (if not already wearing one). Label the camper's items with his/her name.

## What shouldn't my camper bring?

- cell phone
- video games
- personal stereo
- iPad
- expensive jewelry or watches
- new or expensive clothes
- money
- weapons
- alcohol and drugs
- personal sports equipment (unless otherwise approved)
- vehicles
- animals

## Can my camper buy lunch?

No. Campers are not to bring any money to camp.

## Should my camper bring money to camp?

No. There are not items for campers to purchase at camp.

## What if my camper loses something at camp?

Each location has a designated Lost and Found. Items are kept for two weeks and then donated to charity. Boating in Boston is not responsible for camper possessions that are lost or stolen. Please label all belongings with the camper's first initial and last name. Do not bring valuable belongings to camp.

## When will my camper receive his/her camp t-shirt?

Camp t-shirts are distributed on Thursday, just in time for Friday's theme! Every Friday staff and campers are encouraged to dress up for a theme. We suggest using your child's camp t-shirt as part of his/her costume! Note: If you did not purchase a camp t-shirt during registration, you can still do so the week of camp.

## Are instructors qualified? What is the ratio?

You can rest assured knowing that all our camp counselors are qualified with at least CPR/First Aid and most are Red Cross lifeguard certified. All are trained to recover capsized watercraft and have some training from the American Canoe Association and/or US Sailing. We make sure we have at least 1 staff for every 8 campers.

## Additional Questions and Concerns

If you have any site-specific questions or concerns, please voice them during drop-off on the first day of camp. Once camp starts, please communicate regularly with staff during drop-off/pick-up. Sometimes campers have concerns that they are not yet ready to discuss with a counselor but may bring up at home. We ask that you please communicate these concerns to the staff so they may take appropriate action. Also, let us know how we are doing. Constructive feedback helps us improve our processes and positive comments boost morale.

Questions and concerns can also be communicated by emailing [campinfo@boatinginboston.com](mailto:campinfo@boatinginboston.com) or calling 617-299-3392.

## Quick Reference Checklist

- Backpack
- Healthy, nut-free lunch (full-day)
- Water bottle
- Sunscreen
- A plastic bag for wet clothing
- Raincoat (on wet days)
- Close-toed shoes with heel support
- Change of clothes
- Camper items are labeled
- Photo ID for pick-up

# Health and Safety

**How are we going to keep your camper happy, healthy, and safe?** We love this question because safety and fun are our number one concerns! Our mission is to teach campers boating safety and skills while developing their character, building self-confidence, and encouraging independence and teamwork. Campers learn best when they feel safe and parents (like you) want to know that we are doing our best to prevent injury. While physical safety is a priority, emotional and social health is important, too! This section will inform you of our safety standards, health care and wellness policies, and behavioral expectations for camper, as well as staff.

## Licensing

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health. Every year our camps are inspected by local boards of health. They give us advice on how to make camp safe and check that we are following state camp regulations. A copy of the licensing checklist is available for your inspection at the site location and may be viewed at your request. Please speak to the local camp director for more information.

## American Camp Association (ACA) Accreditation

In addition to state licensing standards, our camps are also accredited by the American Camp Association (ACA). The ACA is a nationwide camp organization that educates camp owners and directors in the administration of key aspects of camp operations, program quality, and the health and safety of campers and staff. Every three years, we are inspected by representatives of the ACA who certify that we are following the ACA's established guidelines for needed policies, procedures, and practices. Learn more about the ACA at [acacamps.org](http://acacamps.org)

## Hiring Procedures

Each staff member undergoes a thorough interviewing and hiring process. Applicants must provide three references, and a Criminal Offender Record Information (CORI) and Sexual Offender Record Information (SORI) background check is conducted for all Boating in Boston staff.

## Staff Qualifications

We are committed to hiring motivated staff who will act as positive role models to campers. Our hiring includes prior campers and camp staff, full-time teachers, and college students. Camp directors complete 20 hours of ACA online training, training in powerboat handling, Red Cross lifeguard/CPR/First Aid certification, 20 hours of additional in-house training, and are at least 21 years old. Junior counselors are at least 16 years old and senior counselor at least 18 years old. All junior counselors are supervised by a senior counselor. Staff will always be at least three years older than the campers they directly supervise.

**General Training.** All staff at Boating In Boston locations are required to be First Aid and CPR certified. We strive for 100% lifeguard certified camp staff. We have our own in-house lifeguard and First Aid/CPR instructor to help us achieve this goal to the best of our ability. All staff are required to demonstrate wet exit and capsized recovery of a Tech dinghy (our primary sail boat), kayak, and canoe before beginning camp. Staff also learn how to lead games, build self-esteem and self-confidence, and teach teamwork.

**Sailing.** Several of our sailing staff have been trained by US Sailing. Depending on the location, US Sailing instructors may be leading sailing courses.

**Paddling.** Camp counselors also learn from the best for paddle sports. Their training in kayaking, canoeing, and SUPing is lead by certified American Canoe Association instructors. We are affiliated with some of the best instructors on the East Coast.

## Camper Ratios

Our camper to camp staff ratio is 8 to 1, promoting personal interactions between campers and counselors. Each camper is assigned to a specific counselor during each session. Counselors are expected to supervise children specifically grouped with them and to keep a general awareness of the activities of other counselors' groups.

## Special Needs

We love children of all types, but our resources only permit us to accept campers that fulfill our eligibility requirements. If you have a child with special needs who is unable to meet one or more of our eligibility requirements, email us at [boatinginfo@boatinginboston.com](mailto:boatinginfo@boatinginboston.com) to learn more about our universal access program.

## Health Care Policies

### Medications

Because Boating in Boston Camps are day camp, medications are not generally administered during camp hours. However, any camper who has been prescribed an inhaler or EpiPen or who has an insulin pump may need to carry and self-administer these lifesaving medications.

1. **Medication Documentation:** Parents shall provide documentation from the licensed prescriber regarding the need for medication. This information will be kept on file in the camper's health record. Should a camper need to bring medication to camp, the following guidelines will be followed:
  - a. Keep all medication in the original container with the prescription label and directions label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
  - b. Hand all medication to the camp director during drop-off. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags unless they have doctor and parent permission to self carry medication.
  - c. All medications will be locked up and given to your child at the prescribed time.
2. **Over the Counter Medication.** Benadryl and Ibuprofen shall be stocked in the boathouse first aid kit. Verbal or written consent for over the counter medications must be given by either the health care consultant or the parent/guardian before these medications may be administered.

### Sunscreen

Please make sure that your child applies sunscreen before attending camp. Campers will be reminded to apply sunscreen at the beginning of morning and afternoon sessions. Camp staff may assist campers with spray sunscreen only. Counselors are not permitted to touch campers to apply sunscreen.

### Allergies

In recent years, there has been an increase in severe food allergies. If you are aware that your child has a severe food allergy, it is your responsibility to notify camp staff during registration. Please give your child's EpiPen to the camp director on the first day of camp. We will do our best to accommodate these campers without inconveniencing other campers.

**Nut-Free Zone.** Please pack lunches and snacks that are nut free. Do not pack any items that contain peanuts, peanut butter, or other nuts. Your understanding and support in creating an inclusive environment is greatly appreciated! If your child brings a lunch or snack that contains nuts, camp staff will provide a healthy alternative and the item will be returned to your at the end of the d



**EpiPens.** If a parent or guardian provides the camp directors with an EpiPen for bee sting, that camper's counselor will carry the EpiPen in a drybox while instructing on water activities. EpiPens for food allergies are typically stored in a cool location on land, unless otherwise requested by parents.

## **Illness Policy**

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, 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 9:30am and let the staff know of your child's absence. The following are defined as illness or communicable health risks:

- conjunctivitis (pink eye)
- a chronic runny nose with colored discharge
- a chronic cough
- a fever
- vomiting or upset stomach
- undiagnosed rash
- head lice

In the event that a child is identified as having a communicable health problem, staff will:

1. Place the child in a comfortable area away from other campers. The child will be monitored by a staff member until a parent or guardian is available to pick up that child.
2. The camp director or staff lead will notify the camper's parent, guardian, or emergency contact by telephone.
3. An entry in the medical log as well as a camp incident report will be filed as a result of a camper or staff person pulled from normal routine camp activities for treatment of an illness.

A note from a physician may be required clearing him/her for camp activities before the child returns to camp. Campers with a fever of 101 or more should remain home 24 hours after symptoms have cleared.

## **Health Emergencies**

1. In the event of an injury, certified staff will administer basic first aid, call an ambulance if needed, and then turn over care to EMS.
2. Parents or the emergency contact person will be notified as soon as possible.
3. A senior staff member will accompany the injured or ill person to the hospital and remain with him or her until a family member arrives.
4. A Massachusetts Injury Report Form shall be completed by the staff lead or camp director, in the event of a serious occurrence that requires medical care.

## **Helmet Policy for Sailors**

Please take note that all sailors will be provided a helmet to wear while sailing. Helmets protect sailors from the swinging boom attached to the mainsail, reducing the chance of injury and allowing your camper to sail with more confidence.

## **More on Health Care**

Consult our complete Health Care Policy for more in-depth descriptions of our health care policies and procedures, including: site-specific emergency contact information, health records for campers and staff, procedures for administering First Aid, and more information on injuries, illness, and infection control.

## Emergency Action Plan

Each site has a site-specific emergency action plan including an assembly area, communication system (radios, bullhorn), locations of fire extinguishers, first aid kits, etc. Plans for fire and other emergencies are reviewed during camper orientation on Mondays. If you have questions about site-specific plans, please ask the camp director at your location.

## Facility Evacuation (in case of fire or emergency)

Most camp activities take place outside. In the unlikely event of emergency requiring facility evacuation, campers and staff will exit the building through the nearest exit, and meet at a pre-determined assembly area. Camp staff will take roll of campers in their groups, site directors will take a total count to assure that all children have left the building safely, assistant site directors are responsible for medications and first aid kits.

## Shelter-in-Place

In the event of an emergency that requires an on-site shelter-in-place, campers, staff, and customers will assemble in the designated area on site (locations are site-specific). Such conditions that might require shelter-in-place action include, but are not limited to, severe inclement weather (tornado) or chemical, biological, or terrorist emergencies.

## Our Commitment to Safety

Our staff are trained first responders; therefore, we feel it is our duty to act in emergency situations that may not directly involve campers. In the event that other people or situations require assistance in an emergency, staff will assist in any way possible while still maintaining the safety of campers. This shall include but shall not be limited to emergencies involving lost park patron, severe injury, or lost swimmer. Staff will gather campers at the designated assembly area before assisting park staff or local authorities. Under the Good Samaritan Law, staff may act within the scope of their training to assist in emergencies until the arrival of more highly trained emergency personnel.

## Severe Weather

How do we stay a step ahead of the weather? Staff are expected to consistently check weather updates. Several of our sites even have their own weather station which reports directly to [weatherunderground.com](http://weatherunderground.com).

### Lightning

When a storm is suspected, camp directors will consistently monitor local radar, and counselors are instructed to listen for thunder and other signs of approaching storms. We do our best to ensure that all campers are off the water before lightning is sighted. Campers are kept indoors until the storm has passed and may resume normal camp activities 30 minutes after the last thunder.

### Extreme Temperatures

**Heat.** Temperatures of 85+ degrees and high humidity can be a cause of heat exhaustion or sun poisoning. To prevent overheating, staff and campers should wear hats, sunglasses, and sunscreen, and drink lots of water. Counselors will seek shade and other opportunities for camper to stay cool (ex: capsized drills).

**Cold.** Cold air and water temperatures increase the risk of hypothermia. On cool days, campers and staff should bring extra layers. Camp staff will watch for campers displaying signs of hypothermia such as shivering or blue lips. If symptoms appear, counselors will seek shelter and warmth immediately.

## Camp Rules

What behavior do we expect from campers? Each activity requires campers to follow a different set of rules. We have simplified them to the three aRRRs (great for little pirates)! We expect all campers to be:

- Responsible,
- Respectful, and
- Reasonable.

We want campers to care for themselves, each other, and the environment. General camp rules are reviewed/generated during camper orientation on Mondays when we ask campers to tell *us* how to be responsible, respectful, and reasonable. Among the rules most children identify are a responsibility to take care of ourselves, our belongings, and the environment; to be respectful by saying please and thank you and not to speak negatively to or about others; and to reasonably wait to take our turn participating in activities and to make reasonable requests of the counselors. Individual groups review rules for land and water activities prior to engaging in activities.

## Buddy System and Headcounts

To facilitate safety, campers will be assigned buddies. Campers are responsible for finding their buddies during buddy checks. Counselors will perform headcounts at random. Campers should stay with their group at all times. Group restroom breaks are taken periodically throughout the day.

## Anti-Bullying Policy

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Some forms of bullying include teasing, taunting, excluding, public embarrassment, rumors, or hitting/kicking/pinching, etc. At Boating In Boston Day Camps, bullying is inexcusable, and we have a firm policy against all types of bullying. Camp counselors are trained to identify and intervene in bullying practices. We work together as a team to promote camper self-confidence, new friendships, and great memories.

## Good Behavior

Praise, reward, and/or special privileges will be used to encourage good behavior. We will do our best to equally distribute confidence-boosting interactions. If you know what motivates your camper to exhibit good behavior, feel free to share with the staff.

## Camper Discipline

We will make every effort to help your child adjust to our camp. On the first day of camp, counselor will review the rules and discipline procedures with campers. The statements, "It's a safety issue" or "That is not acceptable behavior" are the standard phrases to be used in response to inappropriate behavior. Counselors shall use a system of verbal warnings and time-outs when disciplining campers. Counselors may bypass the two verbal warnings if the camper is displaying behavior that is unsafe to himself and/or others, and it is deemed necessary to call the camper's parent. The following policies shall also be observed as part of the disciplinary code:

- Corporal punishment, including spanking, is prohibited.
- No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet
- Inappropriate disciplinary techniques shall be discussed with, and avoided by, staff and/or counselors.
- If a camper is sent home for inappropriate behavior, an Incident Form shall be kept noting date, time, and campers/staff involved in the incident
- Parents shall be notified in the case of consistent problems with a camper.

## Serious Behaviors

Boating in Boston reserves the right to withdraw a participant from our program if he or she is unable to adjust to our schedule and program. The behaviors below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by camp staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at camp. The camp director will meet with the camper's parent(s) to determine a course of action and the length of the suspension.

Serious behaviors that may result in immediate suspension:

- Any behavior that endangers the health and safety of children, staff, or patrons
- Leaving the day camp program without permission, or refusing to remain with assigned group
- Inappropriate touching of other campers
- Theft, defacing or destruction of property belonging to Boating in Boston or others
- Any kind of physical assault such as hitting, kicking, biting
- Possession of weapons, tobacco, alcohol, or illegal drugs

## Discipline Procedures

First Offense	Verbal Warning and reminded that inappropriate behavior will result in time-out
Second Offense	Verbal Warning and reminder that the next show of inappropriate behavior will result in time-out
Third Offense	Time-out: The camper shall be removed from water sports activities and kept in a cool, quiet area with supervision.  Based on the nature of the offenses and the camper's behavior during time-out, the camper may either return to camp activities or the parent/guardian will be notified and the camper shall remain in time-out until his parent or guardian can come to pick him up.
Fourth Offense	Time-out: The camper shall be removed from water sports activities and kept in a cool, quiet area with supervision. The parent or guardian will be notified and the camper shall remain in time-out until his parent or guardian can come to pick him up.

## Child Abuse and Neglect

The first responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to make every precaution to protect the privacy and person of each camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for dismissal. Staff members should never be alone with a camper at anytime. This is for the protection of the camper and the staff member, as well as the camp.

Persons who work with children are considered mandated reporters and have a duty to act should they suspect child abuse or neglect. In compliance with the laws, the camp has adopted a policy, a summary of which is as follows:

- Any employee that admits to or is found guilty of an incident of child abuse will be immediately terminated from their position and will not work for Boating in Boston in any capacity.
- Any employee of Boating in Boston who has reason to suspect that a child is abused or neglected should report the matter immediately to his/her supervisor who shall file a 51A, submitted to the state.
- MA law requires that mandated reporter report all cases of suspected child abuse or neglect to child protective services regardless of the abuser's/neglector's relationship to the child.

# Camp Programs and Activities

Want to know more about our camps? This section includes our mission and goals, benefits of camp, descriptions of our programs, camp daily schedule, days of interest, and skills learned at camp.

## Mission Statement and Goals

Boating in Boston Day Camps strive to teach safe boating in a fun learning environment by instructing and reinforcing boating safety and skills. Our goal is to teach campers both independence and teamwork, and to promote self-confidence through sailing and paddle sports.

## Character Development

Although we may talk a lot about living a pirate's life, Boating in Boston Day Camps focus on developing responsible, respectful, and reasonable campers (or as we like to call them, the 3 aRRRs!). We want campers to care for themselves, each other, and the environment.

## Background

Boating in Boston Day Camps are traditional recreational camps that provide fundamental lessons for various paddling and/or sailing sports. Camp sessions are designed to furnish children with a basic level of comfort, confidence, and awareness regarding various watercraft. All boating activities occur on local reservoirs, lakes, and rivers. Trips off the premise do not occur.

## Camp Environment

The environment at boating camp is high energy, outdoors, in the sunshine, on the water, includes a lot of transitioning and a variety of activity. It is highly social and requires that your camper spend a lot of time wearing a life jacket. Camper should feel comfortable being on the water and floating in a personal flotation device (PFD).

## Benefits of Camp

Campers think that they are just at camp to have fun, but there are some immeasurable benefits to camp that each child takes away. Camp is a great place to make new friends, to learn new skill, and (most importantly) to have lots of fun! Our staff is committed to providing campers with memorable experiences that will help them build character and positive attitudes. Boating teaches campers more than just how to trim their sails or paddle a steady course. It's an authentic learning environment that builds self-confidence. When campers learn new skills, they gain independent. When they work together to win games and recover capsized boats, they learn teamwork. When they learn how to boat safely, they learn that Boating Is Fun! We hope campers become safe, life-long boaters.

## Camp Descriptions

**Boating Is Fun (Ages 8-13).** Boating Is Fun Camp is just that - FUN! Boating Is Fun Camp is offered in weekly sessions of half day (AM or PM) and full day. Each morning and afternoon session spends 2.5-3 hours on or near the water, playing and learning boating safety and skills. Please be mindful that while we are considered a sports camp, we are not a sports clinic. Sailing and paddling activities are a way to fulfill our mission and goals, to teach independence and teamwork, and to promote self-confidence. If your child would like more intensive instruction, encourage him/her to approach the camp staff.

**Boating For Teens Camp (Ages 13-15).** Teens love boating, too! Teen Camp is offered in four-week increments. In Boating For Teens Camp, campers will have the opportunity to demonstrate leadership skills and to learn more advanced boating safety and techniques. Problem solving and critical thinking are abilities that teens will naturally pick up in this fun, authentic learning environment. This is a great program for teens who are interested in working with children, the outdoor recreation industry, customer service, and much more! Teen Camp also increases the chances that teens may be hired to work at a Boating in Boston location in the future. We love to see the young people who grew up in our camp return year after year. Some even return their college years to intern in marketing, finance, and operations!

**River Adventure Camp (Ages 8-13).** River Adventure Camp is our newest addition. Campers will extend their knowledge of nature, the environment, and paddle sports in fun, full-day camp sessions. Hopping onto a paddleboard, kayak, or canoe, they'll learn to navigate the serene waters of the Charles River. Your little adventurer will discover our local watershed and learn the importance of our natural waterways. We'll educate them on how to reduce their impact on the environment and how to protect our natural resources. Learning is fun when you're outside, getting hands-on experiences. You will be amazed at their newly acquired knowledge of paddling and environmental science.

## Camp Daily Schedule

7:50-8:00	Camp director arrives
8:00-8:50	Staff and extended day campers arrive
8:50-9:00	Campers arrive
9:10-11:45	On land instruction and games On water activities and lessons
11:45-12:00	Boats stored, equipment cleaned up, and lessons are wrapped up; Morning half-day campers gather their belongings and prepare for pick up
12:00-12:10	Morning half-day camper pick up
12:00-12:20	Lunch and "chill out" time; refrain from games and activities Give campers time to calm down and eat
12:20-12:50	Lunch and games (four square, board games, card games, etc.)
12:50-1:00	Afternoon half-day camper drop off; lunch clean up; sunblock re-apply
1:00-3:45	On land instruction and games On water activities and lessons
3:45-4:00	Boats stored, equipment cleaned up, and lessons are wrapped up Campers gather their belongings and prepare for pick up.
4:00-4:10	Camper pick-up
4:00-5:00	Extended day pick-up

## Days of Interest

Although camp activities may vary depending on the weather, there are a few events that take place the same day every week. These include camper orientation, t-shirt distribution, and theme day.

**Camper Orientation.** Each week-long session begins with camper orientation. The following information will be provided to campers on the first day of camp:

1. Introduction to the camp director, counselors, junior counselors, and Leaders In Training (LIT's)
2. List of basic camp rules
3. Clear expectations about behavior and camper responsibilities
4. Clear explanation about discipline procedures
5. Explanation of emergency plan and procedures
6. Brief description of daily events (tent gatherings, lunch, etc.)
7. Location of bathrooms and water fountain (bubbler)

**Camp T-Shirts Distributed.** Camp t-shirts are distributed on Thursday, just in time for Friday's theme! Every Friday staff and campers are encouraged to dress up for a theme. We suggest using your child's camp t-shirt as part of his/her costume! Note: If you did not purchase a camp t-shirt during registration, you can still do so the week of camp.

**Theme Day!** Every Friday, the camp will celebrate a theme with costumes, theme-based activities, and lots and lots of on water games! This is the only day of the week when campers are permitted to bring water guns. Water guns may be no longer than the length of the child's forearm. Counselors will review rules for using water guns at the beginning of morning and afternoon camp sessions every Friday. Some of our favorite themes include Pirate Day, Hawaiian Day, and Shark Week Day (in honor of Discovery Channel's Shark Week!).

## Extended Day\* Campers

What extra activities are there for extended day campers? Campers who arrive early paddle alongside us as we prepare for the day's activities, or they engage in on land activities with a counselor. Afternoon extended day gives campers an opportunity to explore without the hustle and bustle of camp activities. A favorite activity of extended day campers is hanging out on paddleboards until parents/guardians arrive.

\*Note: Extended Day is an additional \$70 fee paid during registration.

## Boating Skills

The following charts display general skills taught to paddlers and sailors. Please be mindful that the skills taught at camp are based on the weather, available equipment, and campers' ages/abilities. For this reason, we suggest signing up campers for at least two consecutive weeks of camp.

### Paddlers

#### Beginner and Beginner-Intermediate Paddlers

Terminology	Knots and Splicing	Safety	Strokes and Skills
Parts of the boat Nautical terminology	Cleat knot Bow line Figure eight	What to do in an emergency What to do in a capsize General water safety Dressing for paddling T-rescue	Forward & reverse Low brace Emergency stop Edging Beaching

#### More Experienced Paddlers

Terminology	Knots and Splicing	Safety	Strokes and Skills
Parts of the boat Paddling equipment	Clove hitch Two ½ hitches on a bite	Wet exit from the kayak Self assist back in the kayak T-X Rescue	Forward sweep Reverse sweep Emergency stop Steering a steady course

### Sailors

#### Beginner and Beginner-Intermediate Sailors

Terminology and Skills	Knots and Splicing	Safety	Points of Sail
Parts of the boat Nautical terminology Rigging and de-rigging Pushing off Landing Coming about	Cleat knot Bow line Figure eight knot	What to do in an emergency Righting a capsize General water safety Dressing for boating Running aground	No go zone Reaching Close hauled Running

#### More Experienced Sailors

Terminology and Skills	Knots and Splicing	Safety	Points of Sail
Review Intro to sailing Beating up wind Gybing Using a jib Using a spinnaker	Clove hitch Two ½ hitches on a bite	Review intro to sailing Dry capsize Man overboard Right of way rules	No go zone Reaching Close hauled Running Broad reach