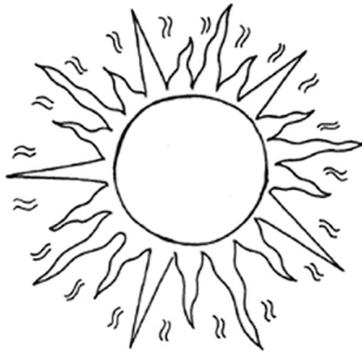


Brimmer and May Summer Programs

PARENT HANDBOOK



2015

Dear Camp Families,

Welcome to Brimmer and May Summer Camp! We are so glad that you have chosen to join us this summer! Whether you are a new or returning family, we hope you are as excited about this summer as we are!

This handbook is designed to provide answers to the questions that may arise as you prepare to send your child/children to any of the Brimmer and May Summer Programs. Please review all of the information included to familiarize yourself with the policies and procedures of the Brimmer and May Summer Programs. The first section gives general information for all programs and is followed by a section for specific programs. As always, we welcome your questions and suggestions at any time!

Cassie Abodeely, Summer Programs Director
Abbey Nyland, Summer Programs Assistant Director

BRIMMER AND MAY SUMMER CAMP
69 Middlesex Road
Chestnut Hill, MA 02467
(617) 278-2350
(617) 734-5147 fax
camp@brimmer.org

GOALS and OBJECTIVES

The aim of the Brimmer and May Summer Program is to provide a warm, creative, safe environment for children to grow, to learn, and to laugh out loud. Designed specifically with the younger child in mind, the camp program inspires children to make new discoveries and to try new things. Our campers receive individualized attention from counselors in small-group settings. A blend of creative arts and physical activities allows children to find places to challenge themselves and places to shine.

STAFF

Brimmer and May Summer Camp takes great pride in hiring committed and enthusiastic staff that are ready to make this summer one your child won't forget! The entire staff has successfully completed a criminal background check, three reference checks, as well as an orientation program.

The first responsibility of each and every staff member is the safety, health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. A safe, fun-filled experience for each camper is our goal. If at any time you have concerns about the well-being of your camper, please contact the Camp Director, Cassie.

FEEDBACK & EVALUATION

Family members and campers should feel free to contact the Director with any comments, questions or concerns. A family survey will be sent to all camp families at the end of the program.

PARENT RIGHTS

Parents have the right to review background check, health care, and discipline policies and grievance procedures upon request.

CAMP COMPLIANCE

Brimmer and May complies with Massachusetts and Newton Health Department licensing regulations.

WHAT TO BRING

NAME LABELS

All clothing, lunch boxes, towels, sunscreen, etc. must be labeled with the camper's name. Brimmer and May Summer Programs is not responsible for any items lost or stolen during your child's participation in our program. Lost and Found will be kept in the camp office. Unlabeled items will be labeled at the discretion of Brimmer and May Summer Staff.

FOOD

Campers should come to camp each day with a lunch (stored in an insulated cooler/bag packed with ice packs), a morning snack, and a beverage. A water bottle is highly encouraged so that your child can stay hydrated! Full-day campers will receive a light snack each afternoon.

Brimmer and May Summer Programs are NUT SAFE. With the growing number of campers with severe peanut/tree nut allergies, we are asking all camp families to refrain from sending peanut/tree nut products to camp. All of our counselors have been trained in food allergies and advised of any allergies in their group. Counselors are present while campers eat and no food may be shared.

CLOTHING

Campers should wear appropriate clothing for all daily activities. Because of our outdoor activities campers **MUST wear sneakers**. Crocs and flip-flops are only allowed during swim time.

SWIMMING

For programs that include swim time, campers should come to camp each morning prepared to swim with their bathing suit underneath clothing or in a backpack. Campers will be sent home with swim suit each night. Campers should also pack flip flops to wear to the pool and a set of underwear to change into after swim time. *Any camper with hair shoulder length or longer is asked to wear a ponytail or bathing cap.*

SUNSCREEN

Parents are asked to apply sunscreen to their camper before morning arrival, and to include an extra bottle of sunscreen (labeled with child's name) in the camper's backpack. **PLEASE REMEMBER TO CHECK LABELS AND AVOID NUT OILS!** Staff will remind campers to apply sunscreen again during lunch.

Individual programs may have additional items that campers are required to bring. Please see the individual program section for more information.

WHAT NOT TO BRING

The following items should not be brought to camp:

- Pets, toys, games, and sports equipment (e.g. balls, skates, bow)
- Electronic devices (e.g. iPods, cell phones, video games), valuables or cash
- Non-Prescription Medications (including aspirin or other over the counter medication; and no drugs or alcohol)
- Items that could be used as weapons (e.g. pocket knives, squirt guns, laser pointers)

VISIT POLICY

PARENT VISIT

All parents visiting the campus must receive a Visitor Badge from the Camp Office in order to be on campus for anything other than Drop-Off and Pick-Up. Parents wearing a Visitor Badge are welcome to “peek in” on classes and activities, but for extended visits, they are asked to make prior arrangements with the Director.

BIRTHDAYS

Families are welcome to bring in special treats at snack time for their child’s group on their birthday. The Director should be contacted to arrange the visit. **We ask all parents who bring in food to make sure that they do not contain nut products and provide a complete ingredient list.**

STAFF GIFT GIVING POLICY

GIFT GIVING

Campers and parents may wish to give gifts to counselors and staff members at the end of their program. Brimmer and May Summer Programs encourages homemade gifts such as drawings, poems, or handmade cards. Some families may prefer buying gifts, in which case simple gifts or gift cards rather than elaborate and expensive ones are appropriate.

ATTENDANCE AT CAMP

CAMP ABSENCE / LATE DROP-OFF

Please notify the camp office by phone or email if your child will not attend camp or will be late on any given day. The camp office will contact you if your child does not arrive at camp by 9:30 a.m. and we have not been notified of an absence or late drop-off.

SICK POLICY

These guidelines are intended to help you with your decision about whether or not your child should attend camp. The camp also uses these guideline to determine whether or not your child should be sent home from camp.

It is imperative that the camp be notified if your child shows signs of any of the following:

Vomiting & Diarrhea

Campers are not allowed at camp if they are vomiting or have diarrhea. Campers should be kept home until they are symptom free for 24 hours.

Cold, Sore Throat, or Cough

Campers may attend camp if there is no fever associated with these symptoms. Campers may return to camp after 24 hours without a fever. If your child is diagnosed with Strep throat, he/she may return after 24 hours on antibiotics.

Red Eyes

When the white part of the eye appears red and produces a yellow or green crusty discharge, call your doctor during office hours. Your child may have conjunctivitis ("pink eye"), which is contagious. If your child has "pink eye", he/she may return to camp after 24 hours on antibiotics.

Fever

Your child may attend camp with a temperature of less than 100 degrees Fahrenheit.

Chicken Pox

Your child may return to camp after blisters have crusted over and dried.

Lice

The camp has a no nit policy. Your child may return to camp after he/she has been treated , lice and nits have been removed, and the Director has checked to insure the child is lice and nit free.

Impetigo

Your child may return after 24 hours on antibiotics.

Ringworm

Your child may return after treatment has begun and affected area is covered.

Rash

If your child has an unusual rash, or a rash accompanied by a fever, contact your doctor. Your child should stay at home until you have discussed the rash with your doctor.

CARE OF MILDLY ILL CAMPERS

When campers experience stomach aches, head aches, minor rashes, cuts, and/or scrapes, they are treated by First Aid trained staff. Parents/guardians MUST turn in the Camper Health Form on or before the first day of the program in order to authorize the camp staff to administer nonprescription medications and treat minor injuries. In the event of a head injury, fever, minor burn, or any injury that can be dealt with at camp but that may require further medical intervention, parents will be notified via note or phone call

from the Camp Office. In the event of a major injury that cannot be handled in the camp facilities, the camp staff will call for an ambulance and the parents will be notified.

Allergies

Any allergies to foods, chemicals or other materials should be listed in the "allergies" section of the child's medical information form. All staff will be informed of campers' allergies, and instructed to avoid these products.

Brimmer and May Summer Camp is a *Nut Safe* camp. With the growing number of campers with severe peanut/tree nut allergies, we are asking all camp families to refrain from bringing peanut/tree nut products to camp. All of our camp staff have been trained in food allergies and advised of any food restrictions in their group. Camp staff are present while campers are eating and no food may be shared during lunch.

Administering Medication

Administration of medication (prescription and nonprescription) is permitted only if the Authorization to Administer Medication Form has been completed and signed by the parents/guardians and the child's pediatrician and handed in to the camp office on or before the first day of the session.

- All medication is stored in its original container in a locked box in the camp office.
- All medication is accompanied by written permission from parent/guardian to dispense medication.
- Time, date, and dosage are recorded in Medication Administration Daily Log immediately after dispensing of medication.

EMERGENCY TREATMENT POLICY

For serious injuries our Health Care Consultant is available by phone.

Medical Emergency

The guidelines outlined below are followed in the event of a medical emergency on camp grounds during the hours of operation.

1. Send a staff member to notify the Camp Office immediately.
 - a. Program Director stays with the injured child.
 - b. Remaining staff move the other campers away from the scene.
2. Assess the camper's status and initiate First Aid if necessary. (*Never move anyone* who has a HEAD/NECK/BACK injury.)
3. The Summer Programs Director will call 911 if needed. An adult will accompany the camper to the hospital.
4. An adult will remain with the camper until medical help arrives.
5. The Summer Programs Director will notify the parent or guardian. In the event a camper should need to go to the hospital, the parent or guardian should meet the camper at the hospital.
6. The Camp Director will obtain a copy of the camper's Health Record if time allows. Information may be called or faxed to the hospital if necessary.
7. The Camp Office will notify school administrator on duty.
8. An Accident Report will be completed immediately by the Summer Programs Director. A copy will remain on file in the Camp Office and additional copies will be distributed to the Head of School and the Department of Public Health.

In the event of a medical emergency during an off campus trip the following guidelines will be followed.

1. Designated staff member calls 911.
 - a. Program Director stays with the injured child.
 - b. Remaining staff move the other campers away from the scene.
2. Assess the camper's status and initiate First Aid if necessary. (*Never move anyone* who has a HEAD/NECK/BACK injury.)

3. The Programs Director will remain with the camper until medical help arrives and will accompany the camper to the hospital.
4. The Program Director will notify the parent or guardian. Should a camper need to go to the hospital, the parent or guardian should meet the camper at the hospital.
5. The Program Director will bring a copy of the camper's Health Record. Information may be called or faxed to the hospital if necessary.
6. The Camp Office will notify school administrator on duty.
7. An Accident Report will be completed immediately by the Summer Programs Director. A copy will remain on file in the Camp Office and additional copies will be distributed to the Head of School and the Department of Public Health.

Should the Brimmer and May Summer Programs be unable to reach a parent because of absence from home or business, we will refer to the Health Form and contact the individual(s) listed in numerical order.

CRISIS MANAGEMENT POLICY

Brimmer and May Summer Programs has developed a comprehensive Crisis Management Plan to provide staff with step-by-step procedures for handling a crisis should it occur during camp operation. A crisis is an unexpected, unpleasant, and/or sudden event like a fire, natural disaster, chemical spill, and/or death in the community. All staff have been trained to follow procedures laid out in the plan. Parents will be notified by a camp administrator in the event of a crisis. Qualified staff members will be available to the campers for emotional or psychological intervention and support as needed.

BEHAVIOR MANAGEMENT PROCEDURES

It is the goal of Brimmer and May Summer Camp to provide a healthy, safe, secure environment for all campers. Brimmer and May Summer Camp seeks to instill the values of caring, honesty, respect, and responsibility in both its staff and its campers. Children who attend the program are expected to follow these behavior guidelines set by the camp and reinforced by their parent/guardian and counselors, and to interact appropriately in a group setting.

Behavior Guidelines

- 1) People are responsible for their actions.
- 2) We need to respect each other and the environment.
- 3) Honesty will be the basis for all relationships and interactions.
- 4) We will care for ourselves and for those around us.

When a camper chooses not to follow the Behavior Guidelines, Brimmer and May Summer Staff will take the following steps:

- 1) Redirect the camper to neutral territory (away from the scene of the behavior.)
- 2) Initiate a discussion with the camper, encouraging the camper to share his/her point of view, beginning with the question "What happened?"
- 3) Remind the camper of the Behavior Guidelines.
- 4) Brainstorm with the camper more appropriate behavior choices.
- 5) Document the behavior in the Camper Concern Log and in a Behavior Report to Parents. This written documentation will include the nature of the behavior problem, what provoked the problem, and the corrective action taken.
- 6) The Program Director will call the parent/guardian to set up a conference to determine an appropriate problem-solving action.
- 7) In collaboration with the Program Director, schedule a progress check or follow-up conference.
- 8) If the problem persists, work with the Program Director to schedule a conference that includes the parent, camper, counselor(s) and Program Director. The Director will have all documentation and notes from the previous conferences for review. If subsequent conferences are to be scheduled, the involved counselor's presence may be required again.
- 9) If a child's behavior at any time threatens the immediate safety of that child, other children, or camp staff, the parent/guardian will be notified and expected to pick the child up immediately.
- 10) If a behavioral problem becomes chronic and a child continues to disrupt the program, Brimmer and May Summer Camp reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are unacceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of others or self;
- Biting or striking another camper or staff;
- Bullying another camper or staff member;
- Stealing or damaging Brimmer and May or personal property;
- Leaving the camp program or grounds without permission;
- Disrupting the program;
- Using profanity, vulgarity, obscenity, abusive language or acting in a lewd manner;
- Refusing to follow the Behavior Guidelines of the camp.

If any of these behaviors persist, it may lead to expulsion at the Program Director's discretion.

GATOR GOALS

PROGRAM STAFF

Program Director Brian Purcell
Assistant Coaches Matt Vaughn / Andrew Beal

CAMP DATES

Week 1: June 15 - 19, 2015

HOURS of OPERATION

The camp day begins at 9:00 a.m. for both Half-Day and Full-Day Campers. The camp day ends at 12:00 p.m. for Half-Day campers. The camp day ends at 3:00 p.m. for Full-Day campers.

Campers who are not enrolled in our Extended Day Program are not allowed to remain on campus at the end of the camp day. This includes Half-Day campers who may not remain on campus even if being supervised by a parent or a babysitter.

EXTENDED DAY (E-Day)

For campers pre-registered, Extended Day is available mornings from 8:00 to 9:00 a.m. and afternoons from 3:00 to 4:00 p.m.. Drop-Off and Pick-Up for E-Day campers must take place within the hours provided. (Parents arriving after 4:00 p.m. Pick-Up will be charged \$1.00/minute for every minute after 4:00 p.m.)

WHAT TO BRING

In addition to the list at the beginning of this handbook the following items are also recommended.

- **Shin Guards** - All campers must wear shin guards to participate in daily games and drills.
- **Cleats** - While not required for participation, cleats are highly recommended for all campers.
- **Water Bottle** - All campers must bring a refillable water bottle every day to help prevent dehydration.
- **SUN SCREEN** - please label it with your camper's name! PLEASE AVOID SUNSCREEN WITH NUT OILS!

DROP-OFF and PICK-UP PROCEDURES

To ensure the safety of our campers, we ask all parents/guardians to follow these procedures:

Morning Drop-Off

Drop-Off begins at 9:00 a.m. **Please do not drop off your child before this time unless they have been pre-registered for our morning Extended Day program.

Morning drop-off for campers takes place on the main Brimmer field next to the Chase Building at 60 Middlesex Road. Please park in the lot next to the gymnasium or the lot behind May Hall and walk your camper to the playing field.

Afternoon Pick-Up

Pick-up begins at 3:00 p.m.

Afternoon pick-up for campers also takes place on the main Brimmer field. Please park in the lot next to the gymnasium or the lot behind May Hall and come to the field to pick-up your child.

For your child's safety, you must present the pick-up card provided by the camp to the Program Director before your camper will be dismissed. Anyone picking up a camper without a pick-up card will be asked to present ID and must be listed on the Pick-Up authorization sheet.

**INCLEMENT WEATHER
DROP-OFF and PICK-UP PROCEDURES**

Morning Drop-Off

For Morning Drop-Off, parents should park in the lot next to the gymnasium and walk their child to the gymnasium.

Afternoon Pick-Up

For Afternoon pick-up, parents should park in the lot next to the gymnasium and walk to the gymnasium to pick-up their child.

**EXTENDED DAY
DROP-OFF and PICK-UP PROCEDURES**

Morning Drop-Off

Please park your car and walk camper to the field for drop-off.

Afternoon Pick-Up

Use regular pick-up procedures, including inclement weather pick-up procedure.

LATE DROP-OFF

Parents must walk child to field and notify a staff member that your child has arrived. If camper will be more than 30 minutes late, we ask that parents call the Camp Office.

EARLY PICK-UP

Parents picking up a camper early must sign the camper out with the Program Director *before* taking the child out of an activity. (Advance notice—in the form or a phone call or written note—is appreciated.)

NON-AUTHORIZED PICK-UP

If a child is to be picked up by someone other than a person listed on that child's pick-up authorization form, please notify the Camp Office *in person* or *in writing*, prior to Pick-Up. No camper will be allowed to leave camp with an unauthorized person.

BRIMMER IN THE BACKYARD

PROGRAM STAFF

Program Director

Megan Donelan

CAMP DATES

Week 1: June 15 - 19, 2015

HOURS of OPERATION

The camp day begins at 9:00 a.m. and ends at 3:00 p.m.. Campers who are not enrolled in our Extended Day Program are not allowed to remain on campus at the end of the camp day.

EXTENDED DAY (E-Day)

For campers pre-registered, Extended Day is available mornings from 8:00 to 9:00 a.m. and afternoons from 3:00 to 4:00 p.m.. Drop-Off and Pick-Up for E-Day campers must take place within the hours provided. (Parents who arrive after 4:00 p.m. Pick-Up will be charged \$1.00/minute for every minute after 4:00 p.m.)

DROP-OFF and PICK-UP PROCEDURES

To ensure the safety of our campers, we ask all parents/guardians to follow these procedures:

Morning drop-off and afternoon pick-up for campers takes place at the entrance of McCoy Hall (69 Middlesex Road).

Morning Drop-Off

Drop-Off begins at 9:00 a.m. **Please do not drop off your child before this time**

Park on Devon Road and walk camper to the entrance of McCoy Hall. To get to Devon Road, follow Middlesex Road, passing the playing field on your left. Take a right onto NORFOLK ROAD and an immediate right onto DEVON ROAD.

Devon Road is a residential road. Please do not block any of our neighbors' driveways. Also, if you are waiting for dismissal we ask that you turn your car off. No idling please.

Afternoon Pick-Up

Pick-up begins at 3:00p.m.

During pick-up please park on Devon Road and come to the main entrance of McCoy Hall for dismissal.

For your child's safety, you must present the pick-up card provided by the camp to the Program Director before your camper will be dismissed. Anyone picking up a camper without a pick-up card will be asked to present ID and must be listed on the Pick-Up authorization sheet.

INCLEMENT WEATHER

DROP-OFF and PICK-UP PROCEDURES

During inclement weather please continue to park on Devon Road and walk to the front entrance of McCoy Hall (69 Middlesex Road) to drop-off and pick-up your camper. Camper safety is our priority. Campers must remain in the McCoy Hall until permission is given to exit the building.

EXTENDED DAY

DROP-OFF and PICK-UP PROCEDURES

Please follow the same procedures as regular drop-off and pick-up.

LATE DROP-OFF

Parents must walk child to the McCoy Building and notify a staff member that your child has arrived. If camper will be more than 30 minutes late, we ask that parents call the Camp Office.

EARLY PICK-UP

Parents picking up a camper early must sign the camper out with the Program Director *before* taking the child out of an activity. (Advance notice—in the form or a phone call or written note—is appreciated.)

NON-AUTHORIZED PICK-UP

If a child is to be picked up by someone other than a person listed on that child's pick-up authorization form, please notify the Camp Office *in person* or *in writing*, prior to Pick-Up. No camper will be allowed to leave camp with an unauthorized person.

STEAM into SUMMER

PROGRAM STAFF

Program Director Molly Serventi Gleeson

CAMP DATES

Week 1: June 15 - 19, 2015

HOURS of OPERATION

The camp day begins at 9:00 a.m. and ends at 3:00 p.m.. Campers who are not enrolled in our Extended Day Program are not allowed to remain on campus at the end of the camp day.

EXTENDED DAY (E-Day)

For campers pre-registered, Extended Day is available mornings from 8:00 to 9:00 a.m. and afternoons from 3:00 to 4:00 p.m.. Drop-Off and Pick-Up for E-Day campers must take place within the hours provided. (Parents who arrive after 4:00 p.m. Pick-Up will be charged \$1.00/minute for every minute after 4:00 p.m.)

DROP-OFF and PICK-UP PROCEDURES

To ensure the safety of our campers, we ask all parents/guardians to follow these procedures:

Morning drop-off and afternoon pick-up for campers takes place at the entrance of McCoy Hall (69 Middlesex Road).

Morning Drop-Off

Drop-Off begins at 9:00 a.m. **Please do not drop off your child before this time**

Park on Devon Road and walk camper to the entrance of McCoy Hall. To get to Devon Road, follow Middlesex Road, passing the playing field on your left. Take a right onto NORFOLK ROAD and an immediate right onto DEVON ROAD.

Devon Road is a residential road. Please do not block any of our neighbors' driveways. Also, if you are waiting for dismissal we ask that you turn your car off. No idling please.

Afternoon Pick-Up

Pick-up begins at 3:00p.m.

During pick-up please park on Devon Road and come to the main entrance of McCoy Hall for dismissal.

For your child's safety, you must present the pick-up card provided by the camp to the Program Director before your camper will be dismissed. Anyone picking up a camper without a pick-up card will be asked to present ID and must be listed on the Pick-Up authorization sheet.

INCLEMENT WEATHER

DROP-OFF and PICK-UP PROCEDURES

During inclement weather please continue to park on Devon Road and walk to the front entrance of McCoy Hall (69 Middlesex Road) to drop-off and pick-up your camper. Camper safety is our priority. Campers must remain in the McCoy Hall until permission is given to exit the building.

EXTENDED DAY

DROP-OFF and PICK-UP PROCEDURES

Please follow the same procedures as regular drop-off and pick-up.

LATE DROP-OFF

Parents must walk child to the McCoy Building and notify a staff member that your child has arrived. If camper will be more than 30 minutes late, we ask that parents call the Camp Office.

EARLY PICK-UP

Parents picking up a camper early must sign the camper out with the Program Director *before* taking the child out of an activity. (Advance notice—in the form or a phone call or written note—is appreciated.)

NON-AUTHORIZED PICK-UP

If a child is to be picked up by someone other than a person listed on that child's pick-up authorization form, please notify the Camp Office *in person* or *in writing*, prior to Pick-Up. No camper will be allowed to leave camp with an unauthorized person.

GRAPHIC NOVELS

PROGRAM STAFF

Program Director

David Cutler

CAMP DATES

Week 1: June 15 - 19, 2015

HOURS of OPERATION

The camp day begins at 9:00 a.m. and ends at 3:00 p.m.. Campers who are not enrolled in our Extended Day Program are not allowed to remain on campus at the end of the camp day.

EXTENDED DAY (E-Day)

For campers pre-registered, Extended Day is available mornings from 8:00 to 9:00 a.m. and afternoons from 3:00 to 4:00 p.m.. Drop-Off and Pick-Up for E-Day campers must take place within the hours provided. (Parents who arrive after 4:00 p.m. Pick-Up will be charged \$1.00/minute for every minute after 4:00 p.m.)

DROP-OFF and PICK-UP PROCEDURES

To ensure the safety of our campers, we ask all parents/guardians to follow these procedures:

Morning drop-off and afternoon pick-up for campers takes place at the entrance of McCoy Hall (69 Middlesex Road).

Morning Drop-Off

Drop-Off begins at 9:00 a.m. **Please do not drop off your child before this time**

Park on Devon Road and walk camper to the entrance of McCoy Hall. To get to Devon Road, follow Middlesex Road, passing the playing field on your left. Take a right onto NORFOLK ROAD and an immediate right onto DEVON ROAD.

Devon Road is a residential road. Please do not block any of our neighbors' driveways. Also, if you are waiting for dismissal we ask that you turn your car off. No idling please.

Afternoon Pick-Up

Pick-up begins at 3:00p.m.

During pick-up please park on Devon Road and come to the main entrance of McCoy Hall for dismissal.

For your child's safety, you must present the pick-up card provided by the camp to the Program Director before your camper will be dismissed. Anyone picking up a camper without a pick-up card will be asked to present ID and must be listed on the Pick-Up authorization sheet.

INCLEMENT WEATHER

DROP-OFF and PICK-UP PROCEDURES

During inclement weather please continue to park on Devon Road and walk to the front entrance of McCoy Hall (69 Middlesex Road) to drop-off and pick-up your camper. Camper safety is our priority. Campers must remain in the McCoy Hall until permission is given to exit the building.

EXTENDED DAY

DROP-OFF and PICK-UP PROCEDURES

Please follow the same procedures as regular drop-off and pick-up.

LATE DROP-OFF

Parents must walk child to the McCoy Building and notify a staff member that your child has arrived. If camper will be more than 30 minutes late, we ask that parents call the Camp Office.

EARLY PICK-UP

Parents picking up a camper early must sign the camper out with the Program Director *before* taking the child out of an activity. (Advance notice—in the form or a phone call or written note—is appreciated.)

NON-AUTHORIZED PICK-UP

If a child is to be picked up by someone other than a person listed on that child's pick-up authorization form, please notify the Camp Office *in person* or *in writing*, prior to Pick-Up. No camper will be allowed to leave camp with an unauthorized person.

ECO-ADVENTURES

PROGRAM STAFF

Program Director Andrew Beal
Program Director Ina Patel

CAMP DATES

Session 1: July 6 - July 17, 2015
Session 2: July 20 - July 31, 2015

HOURS of OPERATION

The camp day begins at 8:00 a.m. and ends at 4:15 p.m.. Campers who are not enrolled in our Extended Day Program are not allowed to remain on campus at the end of the camp day.

EXTENDED DAY (E-Day)

For campers pre-registered, Extended Day is available afternoons from 4:15 to 5:30 p.m. (Monday - Friday). Drop-Off and Pick-Up for E-Day campers must take place within the hours provided. (*Parents who arrive after 5:30 p.m. Pick-Up will be charged \$1.00/minute for every minute after 5:30 p.m.*)

DROP-OFF and PICK-UP PROCEDURES

To ensure the safety of our campers, we ask all parents/guardians to follow these procedures:

Morning Drop-Off

Drop-Off begins at 8:00 a.m. *Please do not drop off your child before this time*****

Morning drop-off for campers takes place in front of Cummings Hall (73 Middlesex Road). Please pull into the circular driveway and wait for the Program Directors to greet your camper. Campers should exit cars on the passenger side and parents should not get out of the car. For those parents who wish to walk campers to check-in, we ask that you park in the lot next to the gymnasium and meet the group in front of the Cummings Hall.

Afternoon Pick-Up

Pick-up begins at 4:15p.m.

At dismissal time all parents must use our pick-up system as all campers will be dismissed from the front of the Cummings Hall (73 Middlesex). For your child's safety, you must display the pick-up tag or card provided by the camp to the Program Director before your camper will be dismissed. Anyone picking up a camper without a pick-up tag or card will be asked to present ID and must be listed on the Pick-Up authorization sheet.

If you are waiting for dismissal to begin, please park on Middlesex Road since we cannot block the circular driveway. Also, if you are waiting for dismissal we ask that you turn your car off. No idling please.

INCLEMENT WEATHER

DROP-OFF and PICK-UP PROCEDURES

The same procedures will be followed for Drop-Off and Pick-Up during inclement weather. Camper safety is our priority. Campers will be dismissed at the Program Director's discretion. Campers must remain in Cummings Hall until permission is given to exit the building.

**EXTENDED DAY
PICK-UP PROCEDURES**

Follow Middlesex Road, passing the playing field on your left. Take a right onto NORFOLK ROAD and an immediate right onto DEVON ROAD. (Devon Road abuts the playground where all campers will be waiting.) Please pull forward to the gate opening at the back of the playground. A staff member will bring your child to the car.

During inclement weather, campers in extended day will be in the gym on Middlesex Road. Please park on Middlesex Road and enter the gym to pick up your camper.

LATE DROP-OFF

The bus will be leaving campus every day at 8:30 a.m.. Campers must be on campus before that time in order to participate in the day's activities. If camper will be more than 30 minutes late, we ask that parents call the Camp Office. (617-278-2350)

NON-AUTHORIZED PICK-UP

If a child is to be picked up by someone other than a person listed on that child's pick-up authorization form, please notify the Camp Office *in person* or *in writing*, prior to Pick-Up. No camper will be allowed to leave camp with an unauthorized person.

BASEBALL CAMP

PROGRAM STAFF

Program Director Matt Skelly

CAMP DATES

Week 1: August 17 - August 21, 2015

HOURS of OPERATION

The camp day begins at 9:00 a.m. for both Half-Day and Full-Day Campers. The camp day ends at 12:00 p.m. for Half-Day campers. The camp day ends at 3:00 p.m. for Full-Day campers.

Campers who are not enrolled in our Extended Day Program are not allowed to remain on campus at the end of the camp day. This includes Half-Day campers who may not remain on campus even if being supervised by a parent or a babysitter.

EXTENDED DAY (E-Day)

For campers pre-registered, Extended Day is available mornings from 8:00 to 9:00 a.m. and afternoons from 3:00 to 4:00 p.m.. Drop-Off and Pick-Up for E-Day campers must take place within the hours provided. (Parents arriving after 4:00 p.m. Pick-Up will be charged \$1.00/minute for every minute after 4:00 p.m.)

WHAT TO BRING

In addition to the list at the beginning of this handbook the following items are also recommended.

- **Glove** - All campers must bring their own glove to participate in daily games and drills.
- **Cleats** - While not required for participation, cleats are highly recommended for all campers.
- **Water Bottle** - All campers must bring a refillable water bottle every day to help prevent dehydration.
- **SUN SCREEN** - please label it with your camper's name! PLEASE AVOID SUNSCREEN WITH NUT OILS!

DROP-OFF and PICK-UP PROCEDURES

To ensure the safety of our campers, we ask all parents / guardians to follow these procedures:

Morning Drop-Off

Drop-Off begins at 9:00 a.m. **Please do not drop off your child before this time unless they have been pre-registered for our morning Extended Day program.

Morning drop-off for campers takes place on the main Brimmer field next to the Chase Building at 60 Middlesex Road. Please park in the lot next to the gymnasium or the lot behind May Hall and walk your camper to the playing field.

Afternoon Pick-Up

Pick-up begins at 3:00 p.m.

Afternoon pick-up for campers also takes place on the main Brimmer field. Please park in the lot next to the gymnasium or the lot behind May Hall and come to the field to pick-up your child.

For your child's safety, you must present the pick-up card provided by the camp to the Program Director before your camper will be dismissed. Anyone picking up a camper without a pick-up card will be asked to present ID and must be listed on the Pick-Up authorization sheet.

**INCLEMENT WEATHER
DROP-OFF and PICK-UP PROCEDURES**

Morning Drop-Off

For Morning Drop-Off, parents should park in the lot next to the gymnasium and walk their child to the gymnasium.

Afternoon Pick-Up

For Afternoon pick-up, parents should park in the lot next to the gymnasium and walk to the gymnasium to pick-up their child.

**EXTENDED DAY
DROP-OFF and PICK-UP PROCEDURES**

Morning Drop-Off

Please park your car and walk camper to the field for drop-off.

Afternoon Pick-Up

Use regular pick-up procedures, including inclement weather pick-up procedure.

LATE DROP-OFF

Parents must walk child to field and notify a staff member that your child has arrived. If camper will be more than 30 minutes late, we ask that parents call the Camp Office.

EARLY PICK-UP

Parents picking up a camper early must sign the camper out with the Program Director *before* taking the child out of an activity. (Advance notice—in the form or a phone call or written note—is appreciated.)

NON-AUTHORIZED PICK-UP

If a child is to be picked up by someone other than a person listed on that child's pick-up authorization form, please notify the Camp Office *in person* or *in writing*, prior to Pick-Up. No camper will be allowed to leave camp with an unauthorized person.

PHOTOGRAPHY PROGRAM

PROGRAM STAFF

Program Director

Kathryn Lee

CAMP DATES

Week 1: July 6 - 10, 2015

HOURS of OPERATION

The camp day begins at 9:00 a.m. and ends at 4:00 p.m.. Campers who are not allowed to remain on campus at the end of the camp day. Drop-Off and Pick-Up must take place within the hours provided. (Parents who arrive after 4:00 p.m. Pick-Up will be charged \$1.00/minute for every minute after 4:00 p.m.)

WHAT TO BRING

In addition to the list at the beginning of this handbook the following items are also recommended.

- **Digital Camera** - All campers must bring a digital camera to participate in daily activities.

DROP-OFF and PICK-UP PROCEDURES

To ensure the safety of our campers, we ask all parents / guardians to follow these procedures:

Morning Drop-Off

Drop-Off begins at 9:00 a.m. **Please do not drop off your child before this time**

Morning drop-off for campers takes place at the Corkin Visual Arts Center at 93 Middlesex Road. Please park in the lot behind May Hall and walk your camper to the main entrance of the Visual Arts Center.

Afternoon Pick-Up

Pick-up begins at 4:00p.m.

Afternoon pick-up for campers also takes place at the Corkin Visual Arts Center at 93 Middlesex Road. Please park in the lot behind May Hall and come to the main entrance to pick-up your child. For your child's safety, you must present the pick-up card provided by the camp to the Program Director before your camper will be dismissed. Anyone picking up a camper without a pick-up card will be asked to present ID and must be listed on the Pick-Up authorization sheet.

INCLEMENT WEATHER

DROP-OFF and PICK-UP PROCEDURES

During inclement weather please continue to park in the lot behind May Hall and walk to the front entrance of the Visual Arts Center to drop-off and pick-up your camper. Camper safety is our priority. Campers must remain in the Visual Arts Center until permission is given to exit the building.

LATE DROP-OFF

Parents must walk camper to second floor of the Visual Arts Center and check in with the Program Director when arriving late to camp. If camper will be more than 30 minutes late, parent must call or email the Camp Office.

EARLY PICK-UP

Parents picking up a camper early must sign the camper out with the Program Director *before* taking the child out of an activity. (Advance notice—in the form or a phone call or written note—is appreciated.)

NON-AUTHORIZED PICK-UP

If a child is to be picked up by someone other than a person listed on that child's pick-up authorization form, please notify the Camp Office *in person* or *in writing*, prior to Pick-Up. No camper will be allowed to leave camp with an unauthorized person.

GLOBAL EXPLORERS

PROGRAM STAFF

Program Director
Program Director

Geraldine Naddaff
Yuhong Jia

CAMP DATES

Week 1: August 17 - August 21, 2015

HOURS of OPERATION

The camp day begins at 9:00 a.m. and ends at 3:00 p.m.. Campers who are not enrolled in our Extended Day Program are not allowed to remain on campus at the end of the camp day.

EXTENDED DAY (E-Day)

For campers pre-registered, Extended Day is available mornings from 8:00 to 9:00 a.m. and afternoons from 3:00 to 4:00 p.m.. Drop-Off and Pick-Up for E-Day campers must take place within the hours provided. (Parents who arrive after 4:00 p.m. Pick-Up will be charged \$1.00/minute for every minute after 4:00 p.m.)

DROP-OFF and PICK-UP PROCEDURES

To ensure the safety of our campers, we ask all parents/guardians to follow these procedures:

Morning drop-off and afternoon pick-up for campers takes place at the entrance of McCoy Hall (69 Middlesex Road).

Morning Drop-Off

Drop-Off begins at 9:00 a.m. **Please do not drop off your child before this time**

Park on Devon Road and walk camper to the entrance of McCoy Hall. To get to Devon Road, follow Middlesex Road, passing the playing field on your left. Take a right onto NORFOLK ROAD and an immediate right onto DEVON ROAD.

Devon Road is a residential road. Please do not block any of our neighbors' driveways. Also, if you are waiting for dismissal we ask that you turn your car off. No idling please.

Afternoon Pick-Up

Pick-up begins at 3:00 p.m.

During pick-up please park on Devon Road and come to the main entrance of McCoy Hall for dismissal.

For your child's safety, you must present the pick-up card provided by the camp to the Program Director before your camper will be dismissed. Anyone picking up a camper without a pick-up card will be asked to present ID and must be listed on the Pick-Up authorization sheet.

INCLEMENT WEATHER DROP-OFF and PICK-UP PROCEDURES

During inclement weather please continue to park on Devon Road and walk to the front entrance of McCoy Hall (69 Middlesex Road) to drop-off and pick-up your camper. Camper safety is our priority. Campers must remain in the McCoy Hall until permission is given to exit the building.

EXTENDED DAY DROP-OFF and PICK-UP PROCEDURES

Please follow the same procedures as regular drop-off and pick-up.

LATE DROP-OFF

Parents must walk child to the McCoy Building and notify a staff member that your child has arrived. If camper will be more than 30 minutes late, we ask that parents call the Camp Office.

EARLY PICK-UP

Parents picking up a camper early must sign the camper out with the Program Director *before* taking the child out of an activity. (Advance notice—in the form or a phone call or written note—is appreciated.)

NON-AUTHORIZED PICK-UP

If a child is to be picked up by someone other than a person listed on that child's pick-up authorization form, please notify the Camp Office *in person* or *in writing*, prior to Pick-Up. No camper will be allowed to leave camp with an unauthorized person.