

BRIMMER *Summer*

2019 PARENT HANDBOOK DAY CAMP



Dear Camp Families,

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

The history of Brimmer and May Summer Camp began in 1993 with then fourth grade teacher, Brian Allieri. Brian had a vision: to create a community of growth, development, and play for the younger camper. This was not a watered-down version of an older kids' camp, but an intentional, intimate, inviting environment. Brian knew that the high counselor-to-camper ratio and superlative camp staff made Brimmer and May unique, even in a very competitive camp market. Now entering its 26th season, Brimmer and May Summer Camp has indeed established itself as one of the top programs in the area. As we approach the start of another amazing season we look forward to a summer full of creativity, engagement, laughter and play.

This handbook is designed to provide answers to the questions that may arise as you prepare to send your child/children to camp. Please review the information included to familiarize yourself with the policies and procedures of Brimmer and May Summer Camp. As always, we welcome your questions and suggestions at any time and look forward to seeing you this summer!

Cassie Abodeely, Camp 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 Brimmer and May Summer Camp 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.

BRIMMER AND MAY SUMMER CAMP PROMOTES:

The Young Child *by providing a nurturing, safe, environment for campers ages 3-10.* Experienced, loving counselors encourage campers to take risks, to become more confident and to make friends.

Small Groups *by limiting enrollment and maintaining a 1:5 counselor-to-camper ratio.* Children are encouraged to cooperate and share, both with each other and with their counselors.

The Arts *by fostering the artist within the child.* Every camper has the opportunity to explore his or her creative potential through drama, ceramics, music, and visual arts. Works in progress are shared with the camp community during assemblies.

Physical Activity *by helping children to develop and hone balance, coordination, and motor skills.* Camp offers a variety of physical activities, from aquatics to archery, and field games.

CAMP DATES

Session 1: June 24 – July 5 (no camp on July 4)
Session 2: July 8 – July 19
Session 3: July 22 – August 2
Session 4: August 5 - August 16 (**Camp ends at 12:30 p.m. on Friday, August 16**)

HOURS of OPERATION

The camp day begins at 8:30 a.m. for both Half-Day and Full-Day Campers. The camp day ends at 1:15 p.m. for Half-Day campers. The camp day ends at 4:00 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 7:45 to 8:30 a.m. (Monday-Friday) and afternoons from 4:15 to 5:30 p.m. (Monday through Friday). **Afternoon Extended Day is not available for campers ages 3 & 4.**

THERE IS NO EXTENDED DAY on the LAST FRIDAY of a session.

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.*)

STAFF

Brimmer and May Summer Camp takes great pride in hiring committed and enthusiastic counselors and staff who are ready to make your child's experience terrific! Many are teachers and college-aged students who have extensive experience working with young children. The entire staff has successfully completed a criminal background check, three reference checks, as well as an extensive training prior to camp, including: rules and regulations, safety, emergency action plans, first aid, strategies for working with children, diversity and customer service.

The first responsibility of each and every staff member is to ensure the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. All staff are required to wear camp t-shirts each day so that they are easily identified, and to promote a secure campus.

Our goal is a safe, fun-filled, positive experience for every camper. If you have any suggestions or concerns about the program and/or staff, please contact the Camp Director directly.

FEEDBACK & EVALUATION

Family members and campers should feel free to contact the Director with any comments, questions or concerns. Both campers and parents will have the opportunity to fill out an evaluation at the end of the summer regarding their experience at Brimmer and May Summer Camp. Your input is important to improving our program and to providing the highest quality experience for all.

PARENT RIGHTS

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

CAMP COMPLIANCE

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

ACCREDITATION

The Brimmer and May Summer Camp is accredited by the American Camp Association (ACA). To be an accredited camp, Brimmer and May Summer Camp must undergo a thorough review of all of our policies and procedures including staff qualifications and training, program development, and emergency management. Unlike the mandatory state licensing process, ACA accreditation is a voluntary process that goes above and beyond what the state requires of summer camps. For more information about the ACA Accreditation process please visit the ACA website at www.acacamps.org.

WHAT TO BRING

NAME LABELS

*All clothing, lunch boxes, towels, sunscreen, etc. must be labeled with the camper's name. Brimmer and May Summer Camp 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 by Brimmer and May staff, as necessary.***

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. To use our optional lunch service, you can visit www.smartlunches.com. A water bottle is required encouraged so that your child can stay hydrated! Water stations will be set up around camp. Full-Day campers will receive a light snack each afternoon.

Brimmer and May Summer Camp is a NUT SAFE camp. We ask 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 should wear sneakers. Crocs and flip-flops are only allowed during swim time.

SWIMMING

SEND YOUR CAMPER in their bathing suit: all swim takes place before 1 pm.

Campers should come to camp each morning prepared to swim with their bathing suit underneath clothing. This will facilitate a smooth transition for swim time and ensure every camper can take advantage of their full swim time. 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 holder or bathing cap.* PLEASE NOTE: Campers must participate in Instructional Swim in order to take part in Free Swim.

Please do not send a child to camp in a swim shirt first thing in the morning. Swim shirts do not breathe, and thus are too hot for a morning at camp. If you'd like to pack a swim shirt, inform the counselors and we will make every effort to ensure your child wears the swim shirt during swimming.

SUNSCREEN and BUG SPRAY

Parents are asked to apply sunscreen and bug spray to their camper before morning arrival, and to include an extra bottle of each (**labeled with camper's name and group**) in the camper's backpack. Counselors will help campers apply sunscreen and bug spray again during lunch (as long as permission was granted on the Health Form).

REST TIME (Full-Day Bees & Frogs - 3 & 4 year olds)

Please provide your child with a rest blanket or towel on Mondays for afternoon rest time. Our air-conditioned building is often chilly so an extra sweatshirt may also be needed. Rest blankets and clothing will be sent home each Friday.

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 (IPads, cell phones, video games), valuables or cash
- **Non-Prescription Medications (including aspirin, drugs, alcohol)**
- Items that could be used as weapons (e.g. pocket knives, squirt guns, laser pointers)

POLICIES & PROCEDURES

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 8:30 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 in front of the Chase Building at 60 Middlesex Road. Please pull forward and wait for a counselor to open the car door for your child. Children 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 their group, we ask that you park in the lot next to the gymnasium and meet the group on the playing field.

Afternoon Pick-Up

Pick-up begins at 4 p.m.

At dismissal time all parents must use our pick-up system, as all campers will be dismissed from the playground located behind 69 Middlesex Road. Please note: PARKING IS NOT PERMITTED on Devon Road between 12:00 p.m. and 4:30 p.m.

Pick-up Procedure:

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.

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

To expedite the process, please place the pick-up tag provided by the camp with the name and group of each child you are picking up in the passenger-side window. A counselor will radio ahead the names of the campers in your car pool. PLEASE DO NOT GET OUT OF YOUR CAR. 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.

Campers will be helped into cars at designated loading stations along Devon Road. Staff are not legally permitted to buckle campers into car seats. Once campers have been loaded into your car, we ask that you pull forward to the "Buckle Up" section located at the end of Devon Road. Doing so will allow us to load the next group of campers.

PLEASE NOTE: If you walk to pick up your camper, please wait in the "Walk Up Section" outside the gate on Devon Road. Please present the pick-up card provided by the camp to the designated counselor who will bring your camper to you.

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.

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

Morning Drop-Off

For Morning Drop-Off, parents should follow Middlesex Road as on sunnier days, however camp staff will be waiting by the entrance to the gym: please pull up to the gym entrance. Staff members will then escort children to their designated meeting areas in the gym. Drop-off begins at 8:30 a.m.

Afternoon Pick-Up

Parents should continue to line cars on Devon Road as on regular days, but cars should pull up to the corner of Middlesex and Devon Road rather than at the playground gates. Children will be in the gym, and a counselor will radio ahead to have them waiting to be picked up. Another counselor will direct cars to the path at the gym on Middlesex Road.

During severe weather, camper safety is our priority. Campers will be dismissed at the Camp Director's discretion. Campers must remain in the gym or the Chase building until permission is given to exit the building.

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

Morning Drop-Off

Please park your car on Middlesex Road and walk camper to the playground for drop-off. During inclement weather please bring camper to the main camp building (Chase Building - 60 Middlesex Rd).

Afternoon Pick-Up

Use regular pick-up procedures, including inclement weather pick-up procedure. If we are not on the playground, we will be in the LEGO ROOM in the Chase building. Please come to Chase to pick up your child.

LATE DROP-OFF

Parents must walk camper to Camp Office and check in with Office Staff when arriving late to camp. Please do not take camper directly to an activity. The Office Staff will make sure the camper is taken to his/her group. 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 in the Camp Office *before* taking the child out of an activity. (Advance notice—in the form or a phone call, email or written note—is appreciated.)

CAR POOLING

If you are interested in setting up a carpool for your child with campers in your surrounding area, please call and leave a voice mail at the Camp Office; we will send you a Summer Camp Family Directory.

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, at the Camp Director’s discretion and are asked to make prior arrangements with the Director or Assistant Director.

ASSEMBLY

Campers enrolled in the Full-Day Program assemble on the last Friday afternoon of **each session** from 3:00-4:00 p.m. to share works in progress. Parents, family, and friends are welcome to attend!

Session 4: Assembly on first Friday of the session. (August 9).

CAMP ENDS AT 4 pm for everyone on the last day of a session (there is NO EXTENDED DAY on the final Friday of the session).

BIRTHDAYS

Families are welcome to bring in special treats at snack time for their child’s group on their birthday. The Camp Office should be contacted to arrange the visit. **We ask that any food coming in to be shared with others contain an ingredient label that can be reviewed by the camp nurse.** To protect against the possibility of an allergic reaction, please do not send in products to be shared with others that contain tree nuts, peanuts, or their derivatives.

STAFF GIFT GIVING POLICY

GIFT GIVING

Campers and parents may wish to give gifts to counselors and staff members at the end of their time at camp. Brimmer and May Summer Camp 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 9:00 a.m. and we have not been notified of an absence or late drop-off.

SICK POLICY

These guidelines are intended to help your decision about whether or not your child should attend camp. The camp also uses these guidelines 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 also 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 less than 100 F.

Chicken Pox

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

Lice

A child will be sent home if found to have live lice. Your child may return to camp after camper has been treated, lice and nits have been removed, and the camp nurse has checked to insure the child is lice and nit free. Lice checks are conducted by the camp nurse for all groups on the first day of each session.

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 stomachaches, headaches, minor rashes, cuts, and/or scrapes, they are brought to the Camp Office and treated by the Camp Nurse. Parents/guardians MUST turn in the Camper Health Form and the Parent Waiver on or before the first day of the session in order to authorize the camp nurse to administer nonprescription medications and treat minor injuries. Incidents are then documented in the Medical Log as a way for the Camp to record campers who have received any form of medical attention. Parents will be notified via note or phone call from the camp office if a camper visits the camp nurse for any of these minor concerns. 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 phone call from the Camp Office. In the event of a major injury that cannot be handled in the camp facilities, the camp nurse 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 camper's 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 counselors have been trained in food allergies and advised of any food restrictions in their group. Counselors are present while campers are eating and no food may be shared during lunch. PLEASE assist us in our efforts to create a safe environment: teach your child not to share food or water bottles at camp.

Administering Medication

Administration of medication (prescription and nonprescription) is permitted only if the Authorization to Administer Medication section of the Health and Waiver forms 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. (Epi-Pens stay with the camper and are carried by the camp counselors in the child's group.)
- All medication is accompanied by written permission from parent/guardian to dispense medication.
- Only the Camp Nurse and designated Health Care Supervisor(s) is/are permitted to administer medications.
- Time, date, and dosage are recorded in Medication Administration Daily Log immediately after dispensing of medication.

Policy on Tick Checks

Brimmer Summer Camp does not conduct tick checks but encourages our parents and/or guardians to do so regularly. We encourage the use of bug spray or insect repellent (to be applied regularly throughout the day, and OVER sunscreen). Further, Brimmer camp encourages parents and guardians to seek additional information from the Centers for Disease Control website. Insect repellent with DEET or permethrin are recommended for protection against ticks and mosquitos. Some repellents such as Picardin or Oil of Lemon eucalyptus have been found to provide mosquito protection, BUT NOT protection against ticks.

EMERGENCY TREATMENT POLICY

For serious injuries our Health Care Consultant is available by phone. Additionally, a Camp Nurse is on duty each day and another on call when necessary.

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 Junior Counselor to notify the Camp Office immediately.
 - a. Head Counselor stays with the injured child.
 - b. Remaining counselors move the other campers away from the scene.
2. Assess the camper's status and initiate First Aid if necessary.
3. *Never move anyone* who has a HEAD/NECK/BACK injury.
4. The Camp Director, Assistant Director or Office Manager will call 911 if needed. An adult will accompany the camper to the hospital.
5. An adult will remain with the camper until the nurse/medical help arrive.
6. The Camp Director, Assistant Director or Office Manager 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.
7. The Camp Nurse will obtain a copy of the camper's Health Record if time allows. Information may be called or faxed to the hospital if necessary.
8. The Camp Office will notify school administrator on duty.
9. An Accident Report will be completed immediately by a Health Care Supervisor. 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 Camp 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 Camp 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 kindness, honesty, respect, and responsibility in both its staff and its campers. Children who attend the program are expected to follow these life rules set by the camp and reinforced by their parent/guardian and counselors, and to interact appropriately in a group setting.

The Life Rules

- 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 show kindness and care for ourselves and for those around us.

When a camper chooses not to follow the Life Rules, 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 Life Rules.
- 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) Contact the Camp Director to discuss calling the parent/guardian and setting up a conference to determine an appropriate problem-solving action.
- 7) In collaboration with the Camp Director, schedule a progress check or follow-up conference.
- 8) If the problem persists, work with the Camp Director to schedule a conference that includes the parent, camper, counselor(s), and Camp 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.
- 11) No refunds will be given for children who are asked to leave camp for any reason related to behavior management.

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, and if necessary, for a longer period of time at the Camp Director's discretion:

- Endangering the health and safety of others
- Stealing or damaging Brimmer and May and/or personal property
- Leaving the camp program or grounds without permission
- Disrupting the program
- Using profanity, vulgarity, obscenity, or otherwise abuse language frequently
- Acting in a lewd manner
- Refusing to follow the Life Rules of the camp

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

Immediate expulsion will occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, fireworks or other explosives, firearms, knives, or any other weapons or dangerous substances.

TRANSPORTATION SAFETY RULES

Please review these with your camper prior to the start of camp. The following are the rules and expectations of children riding the bus to/from camp and to/from the swimming pool.

1. All campers must remain seated at all times with hands and arms inside the vehicle.
2. All campers must have seatbelts fastened – one camper per seatbelt.
3. Campers should adhere to instruction from bus driver and/or camp staff.
4. Campers will only exit vehicle at the instruction of the bus driver and/or camp staff.