

# Parent Handbook

## Boating Camp!

What to wear

What to bring

Who to call

What if it rains!?

Health & Safety Guide

and more!

# Table of Contents

Ahoy! Welcome Aboard!

## Preparing for Camp

- A Handy Checklist

- Paperwork

- Camp Addresses

- Contact Information

- Swimming Ability

## Making the most of out of camp

- Ahhh! It's Raining!

- Dress Appropriately

- Don't forget proper footwear!

- Bring a change of clothes

- Pack plenty of water

- Lunch and snacks

## Traffic Plans

- Drop off

- Pick up

- Hopkinton

- Natick

- Newton

- Stoneham

## Camper Eligibility Requirements

### Health and Safety Guide

Are instructors qualified? What is the ratio?

Do campers have to wear lifejackets?

Is there swimming?

Are the camps inspected by the local board of health?

Emergency contact

Illness or injury

Medication

Minor Cuts

Dizziness

Heat Exhaustion

Nosebleeds

Sunburn

Head Injury

## Camp Rules

- Child Discipline



Anti-Bullying Policy  
Child Abuse and Neglect

[Still have questions?](#)

# Ahoy! Welcome Aboard!

On behalf of the entire staff at Boating Camp, I would like to thank you for joining us this season. Camp is a great place to make new friends, to learn a new skill, and (most importantly) to have lots of fun!

To make sure you and your camper are ready for this summer's activities, please read through our Parent Handbook. Learn what you can expect from camp and how to prepare for this year's sessions.

## **Our Commitment to our Campers and their Families**

We want you to know that at Boating is Fun! Camp we are committed to working with you, our campers and families. If you ever have any questions or concerns, be sure to voice them to the Camp Director at your location either by email, phone, or during drop-off on the first day of camp. Contact information is provided within this handbook.

During each camp day, we are constantly alert and paying close attention to identify any possible issues so that we can proactively solve problems. Still, 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 our staff so they may take the appropriate steps to ensure a fun and safe experience for each camper all week long. We believe in having open lines of communication!

We also encourage you to let us know how we are doing. Constructive feedback helps us improve our processes and positive comments boost morale.



**We can't wait for you to join us at camp! See you on the high seas!**

## Preparing for Camp

Getting ready for camp can lead to a lot of questions. Use the following checklist to help prepare yourself and your camper. Want to know more about each item on the list? Read on!

- FORMS:** All forms are completed in my camper's online account by 4:00pm on the Wednesday prior to my camper's week or faxed in and accounted for.

My camper's week start date: \_\_\_\_\_

The Wednesday prior's date: \_\_\_\_\_

- Forms I completed during registration:**

- Assessment of Risk
- Medical Authorization (Only for those campers who need medicine administered at camp: including EPI Pens!)
- Eligibility Requirements Page 1
- Eligibility Requirements Page 2

- Forms I either completed during registration or returned to my account later to finish:**

- Medication Form (Only for those campers who need medicine administered at camp: including EPI Pens!)
- Camper Health History

- Forms I printed, filled out, sent to my camper's doctor, and confirmed that the doctor's office faxed in to 888-755-7365 or emailed to 511@submitMyForms.com:**

- Proof of Physical/Immunization Record

- COMMUNICATION:**

- I have contacted my Camp Director with any questions or concerns

- LOGISTICS:**

- I know my camp's address
- I know drop-off/pick-up traffic plans and protocols

- BAGS PACKED AND READY:**

- My camper is packed and ready to go!
  - 2 or 3 full water bottles
  - Wearing a swimsuit with quick-drying clothes over
  - Waterproof Sunscreen 15+ already applied
  - Hat
  - Sunglasses
  - Towel
  - Sunscreen in their bag so they can put some more on later
  - Raingear (if it looks like it might rain)

- We have proper shoes

- Closed-toe water shoes or sneakers that can get wet and messy (no flip flops!)
- I have a lunch packed (for full day campers)

## Paperwork

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 fax or complete forms on time, you must provide a hard copy on the Monday morning of your camper's week.

In the instance that not all necessary forms are completed and in the possession of camp staff at the time of drop off on Monday morning, that camper will not be allowed into camp and parents waive their right to any refund for any camp time missed.

### What forms do you need and when do you need them by?

All forms must be completed in a camper's online account by 4:00pm on the Wednesday prior to that camper's week or faxed in and accounted for. (For example, if your camper is starting on Monday, July 13th, then your forms must be in by Wednesday, July 8th, at 4:00pm.)

You will have the ability to complete all of these forms during enrollment:

1. Assessment of Risk
2. Medication Form\* (Only for those campers who need medicine administered at camp: including EPI Pens!)
3. Medical Authorization (Only for those campers who need medicine administered at camp: including EPI Pens!)
4. Camper Health History\*
5. Eligibility Requirements Page 1
6. Eligibility Requirements Page 2
  - \*These forms may be saved and completed after registration, also.

The following form must be completed **and submitted via fax or email** by 4:00pm on the Wednesday prior to your camper's week.

7. Proof of Physical/Immunization Record



## Where can I find the forms after I've registered?

All forms may be found in your camper's account under the "Forms" tab except for your Proof of Physical/Immunization Record form. From the "Forms" tab within your camper's account you can open up a form and look it over, make changes, or fill in missing information. Your Proof of Physical/Immunization Record Form can be found elsewhere from your account. See following sections.

## Tell me more about the Proof of Physical/Immunization Record form!

Campers must have a recent physical (within the past 24 months) stating that they are fit to participate at camp. Immunization records must include the following: Measles, Mumps and Rubella (MMR) Vaccine, Polio Vaccine, Td, Varicella, and Hepatitis B. Laboratory evidence of immunity is acceptable. To provide camp staff with this information you'll need to complete and submit (via fax or email) our Proof of Physical/Immunization Record form.

This form can be found in the Document Center of your account. You can find the Document Center under Additional Options. You will need to print out the form, fill out your portion of the form, sign it, and pass it off to your camper's pediatrician making sure to let them know of the due date.

Your pediatrician will then fill out their sections of the form, sign it, and fax or email it back to us. The barcode you see on your form is unique to your camper. When your form is faxed back, our registration software will pop it right into your camper's account!

If you have any questions regarding any of our forms  
simply get in touch with camp staff at  
[campinfo@boatingin.com](mailto:campinfo@boatingin.com) or 617-299-3392 and we'll gladly help!

## My pediatrician needs the fax number or email to send you the Proof of Physical/Immunization Record form!

Don't worry, it's right on the form! It's also right here! Fax number is 888-755-7365 and email address is [511@submitMyForms.com](mailto:511@submitMyForms.com).

## Do you have all of my camper's forms?



To check and make sure we've received your forms, simply log in to your account. All forms may be found in your camper's account under the 'My Forms' tab. From there you can check its status, open up a form and look it over, make changes, or fill in missing information. If all statuses are marked 'Complete' and your Proof of Physical/Immunization Record is listed with an 'Uploaded Document' status, you are all set! **If you do not see your Proof of Physical/Immunization Form listed under your 'My Forms' tab, we do not yet have it in our system.** If you have any questions feel free to reach out to 617-299-3392 or [campinfo@boatingin.com](mailto:campinfo@boatingin.com).

## Camp Addresses

### Hopkinton Camp

Located within Hopkinton State Park at the Boating in Boston boathouse, the below address will bring you to Hopkinton State Park's main entrance. Directions: <http://boatinginboston.com/hopkinton-state-park>  
286 Cedar Street  
Hopkinton, MA 01748

### Natick Camp

Located within Cochituate State Park at the Boating in Boston boathouse, the below address will bring you to Cochituate State Park's main entrance. Directions: <http://boatinginboston.com/natick>  
25 Commonwealth Road (Route 30)  
Natick, MA 01760

### Newton Camp

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

### Stoneham Camp

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

## Contact Information

You can always call us at 617-299-3392 or email us at [campinfo@boatingin.com](mailto:campinfo@boatingin.com)

| Location | Director | Email |
|----------|----------|-------|
|----------|----------|-------|





|           |     |                        |
|-----------|-----|------------------------|
| Hopkinton | TBA | campinfo@boatingin.com |
| Natick    | TBA | campinfo@boatingin.com |
| Newton    | TBA | campinfo@boatingin.com |
| Stoneham  | TBA | campinfo@boatingin.com |

## Swimming Ability

### Will my camper be swimming at camp? Does my camper have to be a great swimmer to enjoy camp?

There is no swimming at boating camp, we're too busy boating! However, we are on the water, in boats for the majority of each day. And there are times when campers and staff may find themselves briefly in the water: during instruction of kayak rescues or sailing capsized recoveries to name a few. US Coast Guard Certified Type III life jackets are worn at all times when on the docks and on the water by both campers and staff.

As we're on and near the water so much, we ask that your camper is comfortable around the water.

During our registration process, as a part of our Eligibility Requirements, we ask that you certify that your camper can swim at least 50 yards (approximately 2 laps in a pool) and tread water for 1 minute; that you understand that if your camper is not comfortable in the water they should not go boating; and that you understand that this is at your discretion.

## Making the Most out of Camp

### Ahhh! It's Raining!

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 on-shore instruction and lots of fun indoor games!



## **Dress Appropriately: Like Mom always said, “Pack layers!”**

You know the old saying about the elements in New England, “If you don’t like the weather, just wait a minute.” With that in mind, to keep your camper comfortable please check the weather in advance and make sure he or she is dressed appropriately. In the hot summer’s heat, we suggest campers wear hats, sunglasses, sunscreen, and loose, comfortable 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 and have good traction. Campers should not wear flip flops or crocs. Flip flops are considered unsafe (especially when wet) and increase your camper’s chances of injury. An old pair of sneakers that you don’t mind getting wet and messy are great but keep in mind, they don’t always dry completely overnight. Water shoes or closed-toe sandals dry easily and provide support and are the best option if you have them!

## **Bring a Change of Clothes**

Bringing a change of clothes is essential for most campers, especially those participating in a full day of activities. Pack a backpack with back up clothing and a towel, and keep in mind the possibility of changing weather patterns.

## **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 you camper’s needs. Public water is available at locations; however, campers are encouraged to bring a container of water with them during on-water activities.

## **Lunch and Snacks**

Full-day campers should pack a lunch to enjoy during lunch time. Depending on your camper’s needs, be sure to pack plenty of healthy snacks. Outside of lunch, we do not have snack time.

# **Traffic Plans**

## **Drop Off**

If you have any questions or concerns, please voice them during this time. 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



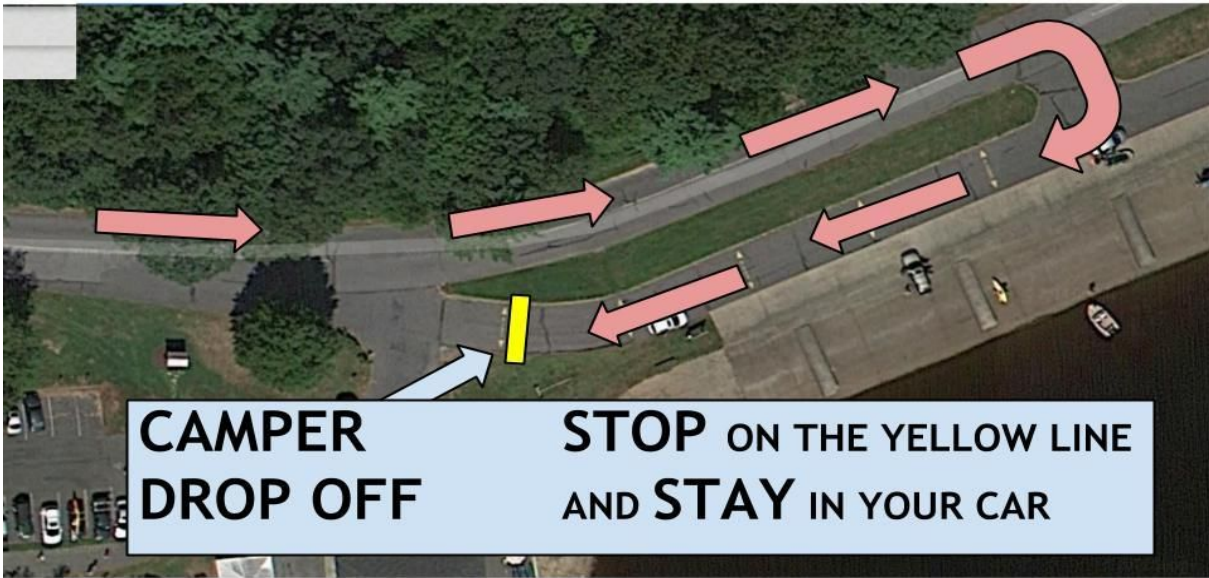
we are doing. Constructive feedback helps us improve our processes and positive comments boost morale.

## Pick Up

Campers shall only be released to their parent or an individual designated in writing by the camper's parent. During pick-up, staff may take a brief minute of your time to explain any changes to the schedule or events worthy of note.

|  |   |
|--|---|
| <p><b>Hopkinton Camp:</b><br/><b>Hopkinton State Park</b></p>    | <p>The camp shall use the State Park's predetermined traffic flow. When dropping off campers, parents/guardians must drive past the boathouse towards the bathhouse until they reach the end of the dock. Then, they must take a U-turn and drive down the road closest the docks. Parents may not drop off their camper until they have reached the front of the boathouse again. Camp staff will be awaiting drop off with a checklist of campers for the day and a sign indicating the drop off location. This shall insure safer passenger side vehicle unloading and minimize potential accidents.</p> |
| <p><b>Natick Camp:</b><br/><b>Lake Cochituate State Park</b></p> | <p>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</p>  |
| <p><b>Newton Camp</b></p>  | <p>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 for pick up</p>  |
| <p><b>Stoneham Camp</b></p>                                      | <p>Parents are directed to park in the Spot Pond parking lot. the children will assemble by the sign posted that says "Camp Here"</p>   |

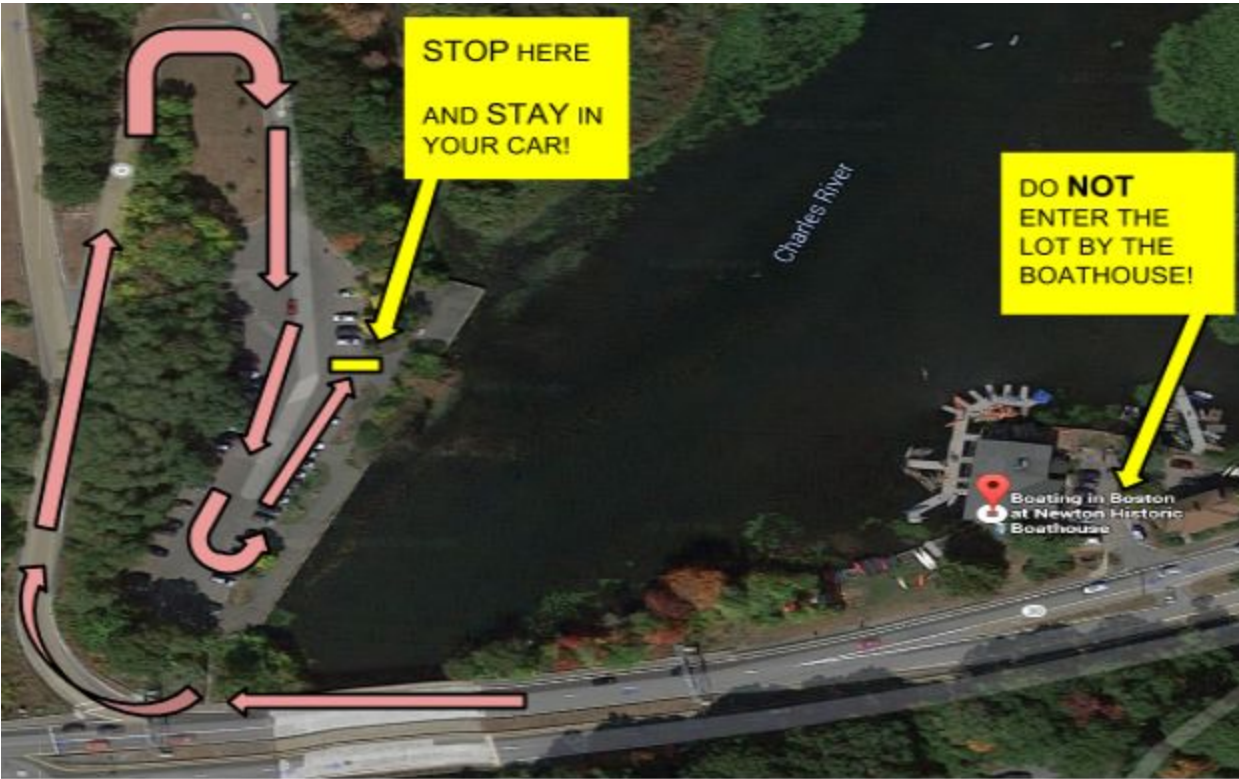
## HOPKINTON TRAFFIC PLAN



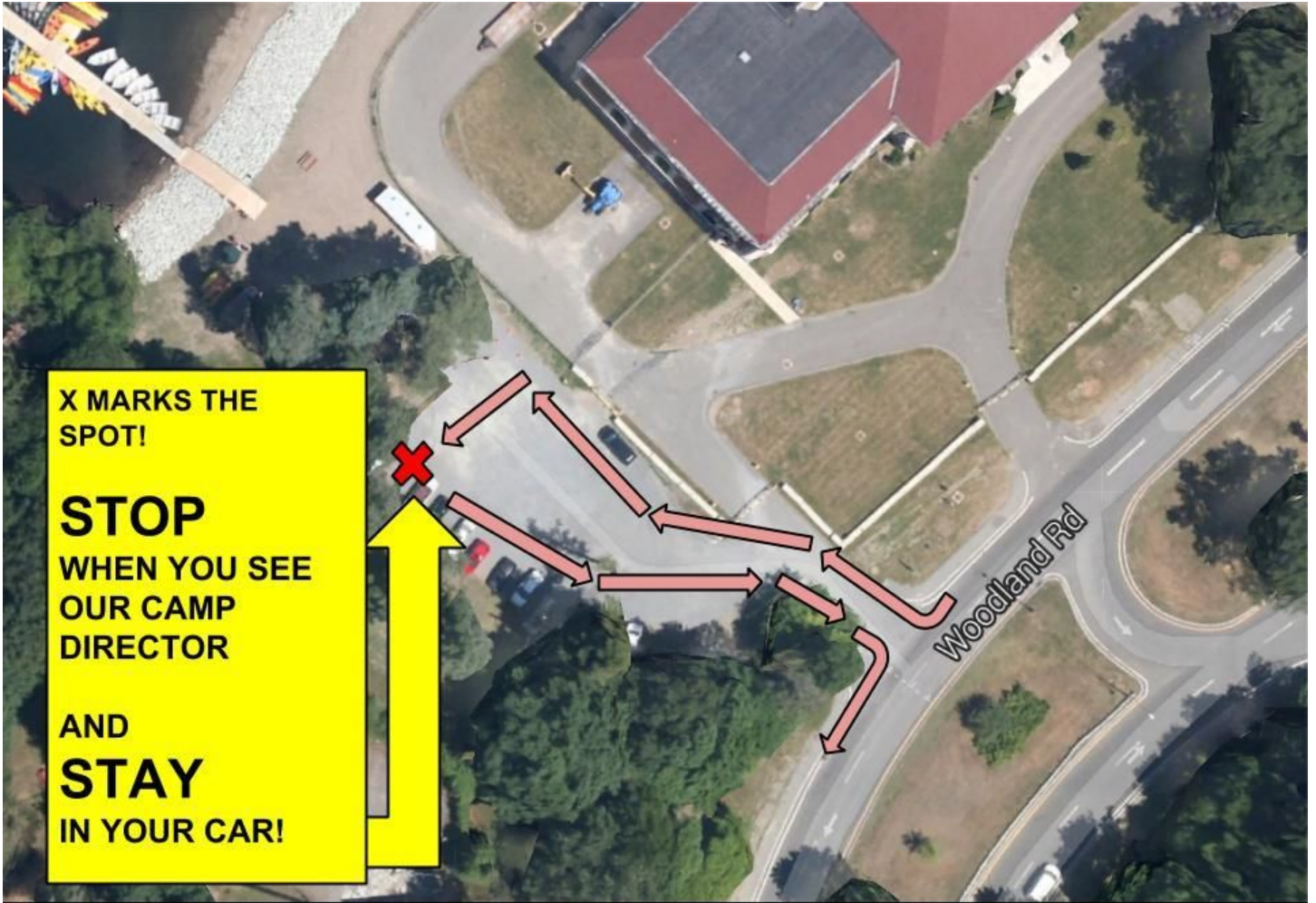
## NATICK TRAFFIC PLAN



## NEWTON TRAFFIC PLAN



## SPOT POND TRAFFIC PLAN





## Camp Daily Schedule

|             |   |
|-------------|---|
| 7:50-8:00   | Camp director arrives; Extended day campers arrive  |
| 8:00-8:20   | Staff arrives and set-up begins   |
| 9:00-9:10   | 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;<br>AM campers gather their belongings and prepare for pick up |
| 12:00-12:10 | AM 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   |
| 12:50-1:00  | PM camper drop off; lunch clean up; reapply sunblock  |
| 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;<br>campers gather their belongings and prepare for pick up.   |
| 4:00-4:15   | Camper pick-up  |
| 4:00-5:00   | Extended day pick-up  |

## Camper Eligibility Requirements

Boating is Fun Camp requires that all campers

- Can swim 50 yards and tread water for 60 seconds
- Can understand and communicate effectively with the staff
- Can maintain an airtight seal with their lips
- Can rotate themselves from a face down position in the water to face up when in a lifejacket
- Physically in good health
- Ready to have fun!

If you find your camper cannot meeting some of these requirements please contact our staff so we can discuss options.

## Health and Safety Guide

### Are instructors qualified? What is the Ratio?

You can rest assured knowing that all our camp counselors are qualified with at least CPR and First Aid certification but most are Red Cross lifeguard certified. Their training from the American Canoe Association and US Sailing is always up to date and we make sure we have at least 1 lifeguard or instructor assigned to every 8 campers.





## Do campers have to wear LifeJackets?

Yes! All campers and camp staff must wear Coast Guard approved type III life jackets at all times when on the water or docks.

## Is there swimming?

There is no swimming. There are times the campers and staff are in the water doing boating instruction or exercises. Lifejackets must be worn at all times. Examples are: kayaking rescues, sailing capsized recovery or just learning on a Stand Up Paddle Board!

## Are the camps inspected by the local board of health?

In one word... Yes! In some more words.... Boston Outdoor Recreation, Inc. camps must comply with regulations of the Massachusetts Department of Public Health (105 CMR 430.000) and are licensed and inspected by the local Board of Health.

## Emergency Contact

An emergency contact must be listed at the time of registration.

## Illness or Injury

In the event that a camper is too ill or injured to participate in activities the camper will be removed from activities and kept under supervision until a parent or guardian is able to pick him or her up. If a camper is in need of immediate medical attention, he/she will be transported by EMS to the nearest hospital. Following is a list of the nearest hospitals, their addresses and phone numbers:

|  |   |
|--|---|
| Hopkinton State Park & Cochituate State Park | MetroWest Wellness Center<br>761 Worcester Road (Rt. 9 Westbound)<br>Framingham, MA 01702<br>508-271-2000 |
| Stoneham                                     | Melrose/Wakefield Hospital<br>585 Lebanon St.<br>Melrose, MA<br>(781) 979-3000                            |

## Medication

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed

medication, directions for use and cautionary statements, description of tablets or capsules, and the number in the container.

All over-the-counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.

Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

## Common First Aid

These are just some of the basic first aid procedures we give our campers. We take their safety very seriously and will alert you when they have some bumps and bruises!

### Insect Bites

If the person does not have severe allergy symptoms:

- Remove the Stinger
  - Scrape the area with a fingernail or use tweezers to remove it.
  - Don't pinch the stinger -- that can inject more venom.
- Control Swelling
  - Ice the area.
  - If you were stung on your arm or leg, elevate it.
  - Remove any tight-fitting jewelry from the area of the sting. As it swells, rings or bracelets might become hard to get off.
- Treat Symptoms
  - Continue to ice the area
  - You can apply a mixture of baking soda and water or calamine lotion

If the person has severe allergy symptoms call 911.

### Minor Cuts

Take the following steps for minor cuts.

1. Stop the Bleeding
  - a. Apply direct pressure on the area.
2. Clean and Protect
  - a. Clean the area with warm water and gentle soap.
  - b. Put a sterile bandage on the area.
3. Call a parent to come get the camper or if it is serious call 911
  - a. The cut is deep or over a joint
  - b. You cannot get the cut or laceration clean
  - c. The injury is a deep puncture wound
  - d. The cut is from a human or animal bite
  - e. Excessive bleeding

## Dizziness

1. Treat Symptoms
  - a. The person should sit down or lie still.
  - b. If the person gets light-headed when standing up, the person should stand up slowly.
  - c. Avoid sudden changes in position.
  - d. If the person is thirsty, have him or her drink fluids.
  - e. Avoid bright lights.

## Heat Exhaustion

1. Lower Body Temperature
  - a. Get the person out of the heat and into a cool environment.
  - b. If air-conditioning is not available, fan the person.
  - c. Spray the person with a garden hose, get him into a cool shower, apply cool compresses, or give the person a sponge bath
  - d. Rehydrate
  - e. Give cool, water as long as the person is alert.
2. Rest
  - a. Have the person avoid physical activity for the rest of the day.
  - b. Give over the counter acetaminophen if the person has a mild headache.
3. Call a parent or if serious call 911 if
  - a. Symptoms get worse or last more than an hour
  - b. The person is nauseated or vomiting

## Nosebleeds

1. Stop the Bleeding
  - a. Have the person sit up straight and lean forward slightly. Don't have the person lie down or tilt the head backward.
  - b. With thumb and index finger, firmly pinch the nose just below the bone up against the face.
  - c. Apply pressure for 5 minutes. Time yourself with a clock.
  - d. If bleeding continues after 5 minutes, repeat the process.
2. Call a parent or 911 if serious
  - a. Nosebleed doesn't stop after 10 minutes of home treatment.
  - b. The person is taking blood thinners, such as warfarin (Coumadin) or aspirin, or has a bleeding disorder
  - c. Nosebleed happens after a severe head injury or a blow to the face.

## SunBurn

1. Take the camper out of the sun for the day
2. Call parents if there is any blistering, serious burns or puss

## Head Injury

Minor head injuries in young children are scary. And although the wounds are usually small, some head injuries need immediate medical care. Any head injury the parent must be notified and an incident report filled out.

Call parent or if serious 911:

- Has neck pain
- Keeps crying
- Needs stitches for a wide open wound
- Has a big dent in the skull or a lot of swelling
- Vomited several times
- Isn't crying but has clear fluid coming from the ear or nose
- Has blurry vision
- Has a bad headache
- Has memory loss
- Fell from a height greater than three feet
- Was struck in the head by an object travelling at a high speed

## Camp Rules

Camp is a place to have lots of fun. To ensure the most fun, campers should follow a few basic rules:

Campers shall be....

- Responsible
- Respectful
- Reasonable

## Child Discipline

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 to control inappropriate behavior. Counselors shall use a system of verbal warnings and time-out when disciplining campers. Counselors may by-pass 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
- Inappropriate disciplinary techniques shall be discussed with, and avoided by, staff and/or counselors
- If a time-out is given or if the 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



## 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<br><br>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.   |

## Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another.

At Boating Is Fun Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

## 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.

## Still Have Questions?

You can always call us at 617-299-3392 or email us at [campinfo@boatingin.com](mailto:campinfo@boatingin.com)!

The following will be provided upon request:

- proof of staff background checks
- health care and discipline policies
- procedures for filing grievances

