

DEDHAM COMMUNITY HOUSE

SUMMER CAMP

2018

PARENT HANDBOOK



DCH

SUMMER CAMP

The Dedham Community House Summer Day Camp complies with regulations of the Massachusetts Department of Public Health and is licensed by the Dedham Board of Health.

TABLE OF CONTENTS

MISSION STATEMENT.....	3
CONTACT INFORMATION.....	3
HOURS OF OPERATION.....	3
HOLIDAY CLOSING.....	3
DROP OFF AND PICK UP.....	3
ATTENDANCE POLICY.....	4
CAMPER RELEASE PLAN.....	4
CAMP ATTIRE AND WHAT TO BRING TO CAMP.....	4
SUN BLOCK AND HYDRATION.....	5
CAMP PEANUT POLICY.....	5
GENERAL CAMP INFORMATION & WEEKLY NEWSLETTER.....	5
CAMPER GROUPS.....	6
RAINY DAYS.....	6
FIELD TRIPS.....	6
STAFF TRAINING.....	6
PARENT PARTICIPATION & PROTOCOL FOR UNRECOGNIZED PERSONS.....	7
MEDICAL CARE POLICIES.....	7
GRIEVANCE PROCEDURES.....	10
BEHAVIOR MANAGEMENT , CODE OF CONDUCT & REMEDIAL POLICIES.....	11
ADDITIONAL INFORMATION.....	12

MISSION STATEMENT

The main purpose of the Dedham Community House (DCH) Summer Camp Program is to provide a safe, comfortable, enriching, and reliable environment that fosters emotional maturity and promotes the physical, social and intellectual well-being of the school-aged child. We seek to balance attention to children as individuals and group members.



CONTACT INFORMATION

Camp:
Joshua Walther, DCH Assistant Director
Jamie O’Sullivan, DCH Camp Director
Camp Phone #: 781-329-3500

Dedham Community House:
Michelle Persson Reilly, Executive Director
Diana Walsh, Office Manager
DCH Main Office #: 781-329-5740



HOURS OF OPERATION

Regular camp hours are Monday through Friday 9:00 a.m. to 4:00 p.m. We do offer an extended hours program starting at 7:00 am and ending at 6:00 p.m. Please refer to the extended hours policy and procedures for extended hours pricing.



HOLIDAY CLOSING

Please note that camp will be closed on July 4th, when it falls on a weekday, in accordance with the Independence Day national holiday.



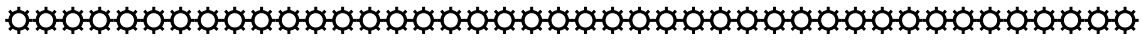
DROP OFF AND PICK UP

For your child’s safety and to avoid traffic jams, parents are asked to enter DCH via the circular drive at the corner of High and Ames Streets, forming two (2) lanes on either side of the driveway. A camp counselor will then meet your child at the car and escort him/her to the camp check-in table. Parents should exit the property via Ames Street. This driveway is one-way – again, enter at the corner and exit via Ames Street. At pick up, enter and exit this same way and a counselor will bring your child to the car. Please use caution and a slow speed. **DO NOT EXIT YOUR VEHICLE** as it causes traffic jams. If you wish to escort your child into camp, please park in one of the metered spaces on High Street and walk your child to the camp check-in table. When using the driveway during drop-off and pick-up please be sure to have your Driveway Placard visible to DCH Camp Staff.

If a child is to go home with someone other than the designated person(s), parents must send a note or, in the case of an emergency, must telephone the camp office at (781) 329-3500, with full details. The person picking up should not go through the driveway line unless they have a Driveway Placard (see below).

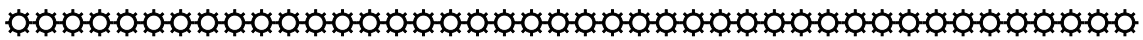
Driveway Placards

You will receive two (2) pick-up placards at Meet the Counselors Day or on your camper's first day of camp. Pick-up placards will be used to ensure we match children to the people who are supposed to pick them up. Please keep the placard in your car and be ready to show it to camp staff at pick up time by placing it on the driver's side of your dash board. The placard will have your child's name(s) and Group(s) and our camp logo. If you do not have your placard and we do not know you, we will ask for ID at pick up time. If your child will be picked up in different cars or by another authorized person please make sure the extra placard is passed on to the necessary people. If this is not possible, the person picking up should park on the street and walk to the office for pickup.



ATTENDANCE POLICY

If your child will be absent, please call the Camp Office at (781) 329-3500. We will call parents/guardians/other contact name to verify all absences not brought to our attention.



CAMPER RELEASE PLAN

DCH Campers will only be released to their parents/guardians or individuals designated by their parents/guardians in writing. Acceptable forms of written notification include:

- 1) DCH Pick-up & Emergency Form
- 2) Written note signed by the parent
- 3) E-mail sent to camp leadership from parent/guardian

Campers 10 years of age and older can be released at the end of each camp day to walk home with written permission provided to the camp that will be kept in the camper's file. Written permission needs to only be provided once. Walkers will not be released until 4:00 pm each day and they must check-out with their Head Counselor and one of the Camp Directors before leaving each day. The camp must be notified in any event of a change such as a parent pick-up, etc. Notification can be made via a phone message, written note or an e-mail to the camp.



CAMP ATTIRE AND WHAT TO BRING TO CAMP

Your child should wear t-shirt, shorts, underwear, sneakers and socks and on cooler days a sweatshirt or jacket. In the event of rainy weather, please pack an extra set of clothes for your child. ***Clogs, sandals or bare feet are not allowed.*** We urge parents to apply sunscreen each day before arrival. Sunscreen and insect repellent (summer is tick season) will be re-applied periodically throughout the day.

Your child should also bring:

- Hat or visor
- Bathing suit and towel
- Sun block--SPF 30 or more is strongly encouraged
- Insect repellent
- Water bottle
- A mid-morning snack (**to be packed in the backpack separately from lunch**), lunch and afternoon snack (to be packed together in the lunchbox / lunch bag as these items will be kept refrigerated)

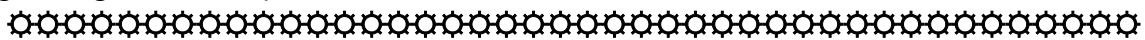
Each item that comes to camp should be clearly marked with your child's name. The Dedham Community House Summer Day Camp is not responsible for lost, stolen or damaged items.

What stays home

- Video Games
- Computers/iPads/Tablets
- Toys of any kind
- Cards (Pokemon, Bakugan, etc.)
- Cell Phones
- Music Players
- Gum and Candy
- Pocket Knives/Weapons: **NO PERSONAL BOWS ALLOWED FOR ARCHERY**
- Medications not prescribed by a physician.

Any unauthorized items which children bring to camp may be confiscated permanently.

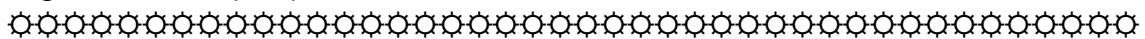
Valuable or breakable items that must accompany a child to camp should be placed in the Camp Office for safekeeping throughout the day.



SUN BLOCK AND HYDRATION

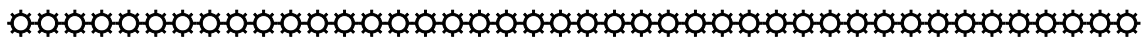
The summer brings hot and humid days and with that is the need for adequate protection from the sun and its harmful effects. As the majority of our program takes place in the outdoors it is imperative that members of the camp staff keep watch of the campers and themselves. Sun block should be applied early and often throughout the camp day to both campers and yourself. We encourage you to send your camper to camp already covered. Camp staff will be sure to monitor this vigilantly. Re-application is a necessary part of the camp day, especially for the younger campers. For older campers and campers who we do not have permission to apply sunscreen to we will continuously remind them to re-apply it to themselves. Extra sunscreen is always available in the Camp Office.

Water breaks will be taken often, especially after highly active activities such as sports and games. Water is available in the Rec Room, outside the Rec Room and at the pool. On extreme weather days we will also have extra water coolers available. We encourage children to refill their water bottles and drink as much as possible throughout the camp day.



CAMP PEANUT POLICY

The DCH Summer Camp is **NOT** a peanut-free program. However, some weeks specific groups within the camp may be made peanut free due to severe or extensive allergies within the group. Notification will be sent home in a timely manner to prepare parents for these weeks. Please contact us should you wish to request your child's group be peanut-free or if you need to make special arrangements for Friday cookouts.



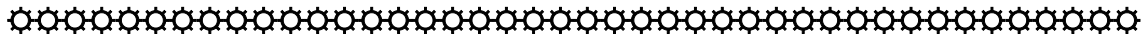
GENERAL CAMP INFORMATION & WEEKLY NEWSLETTER

On the DCH Website, located within the Summer Camp section is a page entitled "Info for Families." Here you will be able to find out the most up to date information for each session. Check back weekly to get info for the upcoming session of camp. On Fridays, a newsletter, written by the groups themselves, will be posted on the "Info for Families" page referenced above and will highlight each group's activities from the current week of camp.



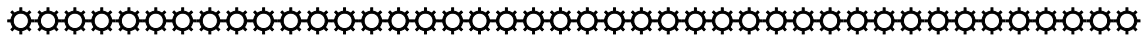
CAMPER GROUPS

Campers are organized into groups of up to 25 children based on the grade they will enter in the fall. Each group is led by a head counselor who is a college student or graduate and one or more assistant counselors who are either college or high school students. For the Kindergarten groups, there will be no more than 5 campers per counselor. For all other groups there will be no more than 10 campers per counselor. Although not guaranteed we will do our best to honor group placement requests with other campers.



RAINY DAYS

In the event of inclement weather, the DCH summer camp will run as close to a regular camp schedule as possible utilizing indoor space in the Main House, the gymnasium and at the Allin Church, located next door to DCH.



FIELD TRIPS

For all trips, the following rules apply:

1. Parents must sign-up for trips using the field trip registration form and all trips must be paid for at registration. Campers will be placed on the trip roster when payment is made.
2. Children will wear camp T-shirts and/or tags identifying the program with the DCH Main Office and Camp Office phone numbers on them.
3. Children will be supervised at all times. Appropriate state counselor/camper ratios will be maintained. A counselor certified in CPR and First Aid will travel on all field trips and be responsible for the First Aid Kit.
4. Head counts and attendance will be taken periodically throughout the trip.
5. Transportation for field trips will be by chartered school bus.
6. Families will be notified prior to the trip if it is appropriate for campers to bring money as some trips make it easier than others for groups to stop places where extra money is necessary.

Occasional walking field trips to local destinations in and around Dedham Square may be taken. Again, proper ratios and safety precautions will be taken.

If you change weeks during the summer your field trip fee will not be refunded, if applicable, as all arrangements are made prior to the trip.



STAFF TRAINING

All camp staff attends an orientation that covers all policies including but not limited to: medical care, discipline, abuse and neglect, child abuse, fire evacuation, lost camper plan, lost swimmer plan, contingency plans for no-show or unregistered campers, and traffic control plan. Additionally, all Camp Leadership, Head Counselors and Specialists and most Assistant Counselors are certified in CPR and First Aid.

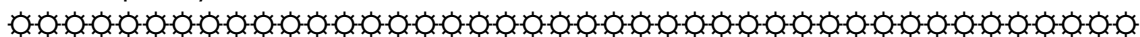


PARENT PARTICIPATION & PROTOCOL FOR UNRECOGNIZED PERSONS

The DCH Summer Day Camp welcomes parent visits at any time during the program. It is best to contact the camp office ahead of time to let us know of your intentions but it is mandatory to check in with the directors to let them know that you are visiting. The DCH Summer Camp does not allow for parent chaperones on our field trips.

The DCH organizational leadership will make sure to inform camp leadership of any and all known visitors to the campus on any given day including vendors, volunteers, etc.

In the event that an unknown person enters the camp grounds during the camp day the closest camp staff member will, with caution, approach said person and ask if he or she can help the person while remaining staff keep campers away from the situation. Camp or organization leadership will be immediately notified to help aid the situation. It will be explained that this is private property and a camp for children and nobody is allowed to enter the campus without first checking in at the camp office or DCH main office first. If any situation escalates and becomes confrontational the appropriate authorities will be contacted and the campers will be completely removed from the area.



MEDICAL CARE POLICIES

First Aid / Medical Care

Only Summer Camp staff with current certification in Basic First Aid and CPR can administer First Aid. A list of Summer Camp staff who are certified must be posted in the Camp Office/Health Office.

First Aid supplies will be located in a cabinet in the Camp Office/Health Office. These supplies include, but are not limited to: band aids, gauze pads, antiseptic solutions, ice packs, tweezers, bandages, and tape. Another identical stock of First Aid supplies will be located at the pool area. A weekly review of the First Aid supplies and restocking, if necessary, will be the responsibility of the Camp Director and Health Care Supervisor. A medical log book will be kept in the Camp Office/Health Office. Any and all First Aid treatment administered must be recorded daily in the log books. The logs will contain the following: date, time and name of injured or ill person, treatment, and name of the Summer Camp staff evaluating and treating the camper. Accident report forms will be available in the Camp Office/Health Office. They are to be completed by any or all Summer Camp staff who have witnessed an accident that requires professional medical treatment. Posted in the Camp Office/Health Office and the pool area will be: a list of all staff certified in CPR and First Aid, the phone number of the Camp Health Care Consultant, directions to Westwood Mansfield Pediatrics, Dedham Medical Associates, Faulkner Hospital, and Caritas Norwood Hospital.

Communicable Disease Reporting & Parental Education

The Dedham Community House Summer Camp, in consultation with the our health care consultant, shall immediately report each case of communicable disease listed as reportable under 105 CMR 300.000: Reportable Diseases and Isolation and Quarantine Requirements occurring in a camp to the Board of Health and the Department. This report will include the name and home address of any individual in the camp known to have or suspected of having such disease. Until action on such case has been taken by the camp health care consultant, strict isolation of affected individuals shall be maintained.

In consultation with the camp's health care consultant, DCH is responsible for ensuring each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, sore throat, vomiting, or jaundice is a prominent symptom is reported immediately to the Board of Health and to the Department, by email or telephone. This report shall be made by the health care consultant, health care supervisor, or the camp director or operator.

Information regarding meningococcal disease and immunization shall be provided annually to all DCH camp parents or legal guardians of each camper as part of the welcome packet given out upon registration for camp.

Storage & Administration of Medication

Medications will only be administered if they are brought to camp in the 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, if any, contained in such prescription or required by law, and if tablets or capsules, 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. Medications will only be administered with written permission from the camper's parent or guardian.

Medications will be kept in a locked cabinet. Medications requiring refrigeration will be locked in a refrigerator in the Health Office.

The Health Care Consultant will be provided with a list of medications being administered at camp for her acknowledgement.

There will be one designated Health Care Supervisor for camp but all three members (Camp Director and both Assistant Camp Directors) of the camp leadership team will be qualified (First Aid & CPR certified) and trained to fulfill the responsibilities of the Health Care Supervisor position. The Health Care Supervisor will provide the Camp Director on a daily basis an updated list of campers needing medications, and the times they are to be dispensed. The Health Care Supervisor will monitor the time and arrange for someone to accompany the camper to the Health Office to take his/her medications. Only the Health Care Supervisor can dispense medications. Administration of medication will be recorded in the medicine administration log book.

The Camp Director or an Assistant Camp Director will carry administer, record, and secure, any medication required to any camper while on any off campus event or field trip.

Epinephrine (EpiPen): The Health Care Supervisor and all other certified staff will receive Epinephrine injection training as part of their First Aid & CPR certification (to be approved by the Health Care Consultant). Camp staff certified in First Aid & CPR will be allowed to administer an injection to a camper at the first signs of a severe allergic reaction or anaphylactic shock. Written permission to administer must be given by the camp Health Care Consultant and the parent/guardian of the camper prior to the beginning of the camp season. Campers may only self-administer an epinephrine shot if they are capable of self-administration and have the written permission of the camp health care consultant and their parent/guardian.

If a diabetic child requires his or her blood sugar be monitored, or requires insulin injections, and the parent or guardian and the camp health care consultant give written approval, the camper, who is capable, may be allowed to self-monitor and/or self-inject himself or herself. Blood monitoring activities such as insulin pump calibration, etc. and self-injection must take place in the presence of the properly trained health care supervisor who may support the child's process of self-administration. Under the direction of the camp Health Care Consultant, the Health Care Supervisor will be trained on the symptoms of hypo or hyperglycemia and appropriate diabetic plan management.

All camp medical waste, including hypodermic needles and syringes, will be disposed of in accordance with the Massachusetts Department of Public Health's Minimum Requirements for the Management of Medical or Biological Waste (105 CMR 480.000)

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be disposed of as follows:

- (1) Prescription medication shall be properly disposed of in accordance with state and federal laws and such disposal shall be documented in writing in a medication disposal log.
- (2) The medication disposal log shall be maintained for at least three years following the date of the last entry.

Mildly Ill Camper

If a camper receives a minor injury or is feeling ill, he/she will be accompanied by a counselor to the health office and the Health Care Supervisor will be notified. The camper will never be left alone. Any and all complaints and treatments will be recorded in a medical log book. The camp's Health Care Consultant, Dr. Erin Kish, is available by phone for consultation at all times. Parents will be notified at pick-up of any complaints and/or treatments received.

Procedure for Treatment Away from the Health Office

Administration of First Aid outside of the Camp Office/Health Office and pool area is allowed only if the camper is unable or unwilling to travel to these sites. Summer Camp staff administering the care must be certified in Basic First Aid and he/she must record the First Aid treatment in the camp medical log book immediately after administering First Aid.

Procedures for Treatment at a Medical Facility

If the need for emergency treatment arises, care is immediately available. The Camp Director or designate shall assess the nature and urgency of the medical situation and act accordingly. Staff will call 911 if necessary or will call our Health Care Consultant, Dr. Kish if the situation is not deemed emergent, but may require further evaluation. A staff member certified in First Aid and CPR will remain with the child while the Camp Director attempts to contact medical assistance and the parents/guardian of the camper.

If parents cannot be reached, then the emergency person designated by the parent is to be contacted and informed of the medical problem. In the event that the child needs to be transported to the hospital, the accompanying staff member must bring the child's file containing the emergency form as well as health record. The police ambulance should be called for emergency transportation. Efforts to contact the parents will be continued. Parents will receive a written report of the event that prompted transportation within 24 hours.

If the camper requires non-emergency medical attention, Dr. Kish will be available to triage the patient to the appropriate medical care facility for treatment. The Camp Director or the Assistant Camp Director will transport the camper in his/her own vehicle, accompanied by the camper's Head Counselor. The Camp Director or Assistant Camp Director must bring the campers file containing emergency forms as well as health records to the doctor's office with them.

Injury/Illness Notification Procedures

In the event a camper has suffered a minor injury (head & other injuries more than a scrape, cut, slight bump or bruise) or minor illness, of which emergency medical attention is unnecessary it will be the policy of the DCH Summer Camp to:

- 1) Contact the parent or legal guardian via e-mail (from camp@dedhamcommunityhouse.org) to inform them of the injury/illness and the current status of the camper, steps taken to this point and further

plan of action (parents will be asked to respond to this e-mail if possible via a response e-mail or phone call to the camp at 781-329-3500)

- 2) If there has been no response to the e-mail after 1-hour (assuming there has been no worsening of the camper's symptoms) a call from the camp leadership to the parent or legal guardian will be placed just to apprise them of the situation.
- 3) If e-mail response has not been received or phone contact not made camp leadership will apprise the person picking-up of the situation and send home written notification of the incident in case the pick-up person is not a parent or legal guardian of the camper

The goal of this injury communication is to keep camper's families up to date with what is happening in these situations at the DCH Summer Camp and to allow them the opportunity to decide if they would like to make arrangements for the camper to be picked up and further examined by a nurse or doctor.

A report shall be completed on a form prescribed by the Massachusetts Department of Public Health for each fatality or serious injury as a result of which a camper or staff person is sent home, is brought to the hospital or physician's office and where a positive diagnosis is made. Such injuries shall include but shall not necessarily be limited to those where suturing or resuscitation is required, bones are broken, or the child is admitted to the hospital. A copy of each injury report shall be sent to the Massachusetts Department of Public Health within seven days of the occurrence of the injury.

Return After Illness

A camper may return to camp following an illness when he/she:

- Has been fever free without medication for 24 hours
- Has not vomited in the last 24 hours
- Is able to participate comfortably in activities

Medical History & Immunization Requirement for Campers and Staff

A medical history form must be completed by a parent and/or guardian prior to a camper starting the Summer Camp Program.

Attached to the medical history form, must be a copy of the campers' primary physicians physical form dated within the last twelve (12) months, which must include all immunizations administered to date.

Immunization documentation must be in accordance with the most current Department of Public Health immunization schedules developed pursuant to recommendations from the Centers for Disease Control and Prevention.

The medical history form must include a line where the parent and/or guardian give the Summer Camp permission to seek medical emergency treatment, if necessary. If permission is not given, then the parent and/or guardian must provide a signed letter of refusal for the file.

All Summer Camp staff must provide a completed medical history form and attach to it a copy of their last primary physician's physical form, which must include all immunizations administered to date, prior to employment at the Summer Camp.

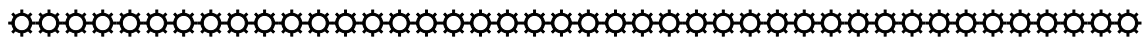
Camper, Staff and Volunteer records will be maintained for a minimum of three (3) years.



GRIEVANCE PROCEDURES

We welcome input, both positive and negative, and we depend on your feedback in order to offer the best camp experience available for your child. If there is a situation which is of concern, please contact the Camp Director. If the Director does not get back to you immediately it is because he/she is supervising the

counselors or with a camper and you can expect that your call will be returned by the end of the day. The DCH Assistant Director and Executive Director are also available for your questions, comments or concerns



BEHAVIOR MANAGEMENT, CODE of CONDUCT and REMEDIAL POLICIES

The behavior management, code of conduct and remedial policies of the DCH Summer Camp program are designed to provide guidance and support to children as they develop self-discipline while ensuring a safe and comfortable environment for all.

We believe that through a consistent, well-articulated and respectful system of behavioral expectations and corresponding discipline, children will understand and accept the importance of considerate individual and group behavior.

The basic guidelines listed below apply directly to all children and will be used in determining their eligibility to continue as participants in the DCH Summer Camp Program. Before attending the program, we ask that parents discuss the following principles with their children:

DO UNTO OTHERS--Children are to listen to, respect, and follow directions given to them by all program staff. Children are also expected to respect each other. Bullying, teasing, swearing, name-calling and other verbal or physical abuses are not allowed.

THERE IS NO "I" IN TEAM--Children must stay with their groups at all times unless express permission is granted.

WHAT'S MINE IS YOURS--Children are expected to respect all property—that of the camp, other people, and themselves. Parents of children who deliberately damage or break something will be responsible for paying for damages.

IF YOU TAKE IT OUT, PUT IT BACK--Since we all participate in the camp program, we will all take part in cleaning up. Each group is responsible for the cleanliness and maintenance of the particular section of the camp they are using at any given time, thus children and staff will learn that if they made the mess, they must clean it up, and, the camp will be a cleaner, more attractive, more organized place for all of us to share.

Disciplinary Procedures

Minor disciplinary incidents are handled by the counselor in one or more of the following ways:

VERBAL WARNING: The child will be asked to discontinue the inappropriate behavior. Counselors will identify the behavior, explain the need for change, and suggest a possible alternative action or direction.

PRIVATE DISCUSSION: A counselor will express support and confidence in the child's ability to make a good decision and discontinue the behavior. Future consequences will be discussed in the event that the behavior continues.

REMOVAL FROM THE AREA: The child will be asked to leave the area or activity until capable and willing to return without displaying the inappropriate behavior in question. The child may participate in other activities provided appropriate behavior is displayed.

TIME OUT: A child may be asked to sit in a "time out" area in order to gain control and behave appropriately. Children will remain in the "time out" area for no more than the number of minutes corresponding to his/her age. Ideally, children will learn to give themselves a time-out when they need it.

Suspension and Termination

Major disciplinary incidents will be referred to the Camp Director. When a child's behavior is consistently a problem, we will utilize the following steps:

PARENT CONFERENCE: Conferences will occur on the day of the problem behavior for staff and parents to discuss ways of improving the child's behavior. Parents' cooperation and support are an important part of resolving any behavior problems. An incident report will be placed in the child's file.

SUSPENSION FROM PROGRAM: If this step is reached, a letter will be given to the parent on the day the child is suspended. The letter will inform the parent/guardian of the length of suspension and the reason(s). An incident report will be placed in the child's file.

TERMINATION FROM PROGRAM: If the child's behavior has not improved at this point, we are left with no choice but to terminate. A parent conference would be scheduled to inform the parent and a letter provided to confirm the termination. An incident report will be placed in the child's file.

Note: Should a child's behavior be determined to be physically dangerous to self or others, DCH reserves the right to remove, suspend and/or withdraw the offending child immediately or to take such action as DCH determines is necessary or appropriate and a parent conference will be scheduled promptly after such action is taken.

Prohibitions

No child shall be subjected to abuse, neglect, cruel, unusual, severe or corporal punishment. Children will not be subjected to verbal abuse, ridicule or humiliation, denial of food, rest or bathroom facilities. Children will not be punished for soiling, wetting or not using the toilet or punished for anything related to eating or not eating food.



ADDITIONAL INFORMATION

DCH Summer Camp families have the right to review all DCH Summer Camp policies, including background check, health care and discipline policies as well as grievance procedures, upon request.