



Dear LPRD Day Camps Parents,

Thank you for selecting our LPRD summer camp program this summer. We are confident that your child will feel at home and able to explore new areas of interest with us. LPRD Day Camp is licensed by the Longmeadow Board of Health, and proud to have been serving the community for 47 years.

LPRD's primary goal is to offer your child a safe and fun atmosphere where children feel comfortable to explore activities in a warm and nurturing environment. Through our safe, age-appropriate activities, children develop positive self-esteem while having FUN!

LPRD requires that LPRD Day Camp Staff have experience working with children in various capacities, as well as possess degrees in Education, a related field, or currently attend high school or college. We also require that staff members attend training each summer, specifically designed for working at camp. Staff members must also be current in First Aid and Community CPR.

Communication is the key to a successful program. If you have any questions or concerns throughout the summer, please do not hesitate to contact your Camp Director or Camp Coordinator. Your input ensures that we are meeting everyone's needs.

Once again, welcome to LPRD Day Camps! Please keep this handbook to use as a guide throughout the summer.

Table of Contents

- I. *Program Description*
 - A. Description of Camps
 - B. Goals and Objectives
 - C. History
 - D. Independent Arrival to Camps
 - E. Philosophy
 - F. Purpose
 - G. Statement of Non-Discrimination
- II. *Absences*
- III. *Child Guidance and Related Policies*
 - A. Child Guidance Policies
 - B. Equipment Policy
 - C. Prevention of Child Abuse and Neglect
 - D. Referral Plan
 - E. Suspension and Termination
- IV. *Daily Program Procedures*
 - A. Child Release Policy
- V. *Health, Safety and Nutrition*
 - A. Clothing
 - B. Emergency Procedures
 - C. Illness
 - D. Snacks
- VI. *Parent Involvement and Communication*
 - A. Open Door Policy
 - B. Communication
 - C. Parental Input

I. Program Description

Longmeadow Parks and Recreation Day Camp

LPRD Day Camp is a Board of Health licensed camp serving children entering grades Kindergarten through fifth grade. A typical camp day consists of swim lessons, art, science and nature, sports, group activities and free swim. Campers will be assigned to units by grade as follows:

Unit 1

Children entering Kindergarten and 1st grade; 5:1 ratio

Unit 2

Children entering 2nd and 3rd grade; 10:1 ratio

Unit 3

Children entering 4th and 5th grade; 10:1 ratio

All units meet at the Greenwood Park Shed.

LIT

Campers entering 6th through 8th grade will explore leadership skills and assist Units with activities!

CIT

Campers entering 9th & 10th grade will be assigned to various activities to assist specialists in activity planning and preparation.

Extended

Extended Camp is for all children who attend any full day camp. Extended Camp meets in the Community Room at Greenwood Children's Center, 231 Maple Rd., Longmeadow, MA from 7:15-9:00am; 3:00-6:00pm.

Transportation is not provided to and from Sports Camps or other activities.

Goals and Objectives

LPRD Day Camp provides children with a safe, secure, and fun environment throughout the summer. The array of activities as well as the various themes; encourage self-esteem; physical, emotional, and intellectual growth; positive social skills; problem solving skills; and creativity.

History

LPRD established their Summer Day Camps programs in the summer of 1970. Since then, we have provided children ages 5-15 with a safe and fun environment for the summer.

Independent Arrival to Camp

Please inform the Camp Coordinator if your child will be walking or riding his/her bike to camp so that we can look for him/her to arrive independently each day. It is essential that you inform the Office if your child will not be attending camp on a given day so we are not looking for him/her. If your child does not report to camp by the 9:00 start time, you will be contacted.

Philosophy

Longmeadow Day Camps provide a “child centered” curriculum consisting of activities that are age appropriate and appealing to children. Children are encouraged to participate in activities that allow them to explore their surroundings.

Purpose

To provide a relaxed, trusting, and intimate atmosphere where children are encouraged to pursue their own interests; develop friendships; gain self-confidence; become more independent; and become more respectful of themselves and others. To provide the highest quality Day Camp Programs where parents feel confident that their child is safe, healthy, and happy during the summer.

Statement of Nondiscrimination

LPRD does not discriminate in providing service to children and their families on the basis of disability, race, religion, cultural heritage, political beliefs, marital status, sexual orientation, national origin, or primary language spoken.

II. Absences

Please call the Camp Coordinator at 565-4163 or email customerservice@longmeadow.org to inform us if your child will be absent from camp. You may call at any time and leave a message on the voicemail.

III. Daily Program Procedures

Child Release Policy

Picture Identification must be shown at pick-up to ensure the safety of every child in attendance. Until staff members become familiar with you and all authorized pick up persons, you will be asked for identification to cross reference names on your child's registration forms. Your child will only be released to authorized individuals. Please inform all persons who will pick your child up to carry photo identification. Any changes or additions to your authorized pick up list must be in writing and dated.

Parents who have shared or joint custody must agree upon the persons allowed to pick up their child from camp. Both parents' signatures are required on all registration forms in shared custody situations. Any changes made must have both parents' signatures. It is the responsibility of the parents to review this information together before it is handed in to LPRD.

IV. Child Guidance and Related Policies

Child Guidance Plan

LPRD Day Camp Staff and Administration provides children with guidelines for appropriate behavior and rules to follow while enrolled at camp. We encourage positive actions through positive reinforcement and close supervision. Our main goal is to keep the children safely involved in activities so the inappropriate behavior is limited. The following steps are followed if inappropriate behavior occurs. Special modifications may be made to adapt to a child's needs. If your child has an Individualized Educational Plan (IEP), it is beneficial to inform the Director or Camp Coordinator of your child's special needs so that modifications can be implemented.

1. The child is spoken to privately in a firm but gentle manner regarding the unacceptable behavior.
2. If the said behavior continues, the child is removed from the activity for a cool down until both the counselor and the child feel the child is ready to return.
3. If the said behavior still continues, the child will be directed into a different activity area for a period of time to be determined by the group leader.

4. If the said behavior still continues, the child's parent will be called or spoken with before departing for the day.
5. A Behavior Report will be filed any time a child receives a cool down.
6. An Incident Report will be filed when there is evidence of property destruction, injury to an individual, forcefully touching an individual, foul language, and other inappropriate behavior on a consistent basis.
7. Three incident reports during your child's stay at camp will result in suspension from camp. The fourth incident report will result in a two-day suspension from camp. The fifth incident report will result in termination of service from camp.
8. A child may be terminated from camp without prior notice to the parents under the following conditions:
 - a. A child injures another individual requiring medical attention.
 - b. A child displays violent, uncontrollable behavior that will put others in the program at risk.

** No child will be suspended from camp without the consent of the Camp Coordinator. All efforts will be made to work with the parents and the children on all behavior issues. All Incident Reports are reviewed and initialed by the Camp Coordinator before a parent is notified.

** Behavior incidents will never be dealt with in a demoralizing, humiliating, or abusive manner. No child shall be subject to abuse or neglect; cruel, unusual, severe, or corporal punishment including, but not limited to: punishments which subject a child to verbal abuse, ridicule, humiliation, denial of food, use of bathroom facilities, punishment for soiling, wetting, or not using the toilet.

** Staff members shall not be subject to verbal or physical abuse by a child enrolled in camp, or by their parent, including but not limited to, cruelty, humiliation, foul language, and ridicule.

Equipment Replacement Policy

If a child breaks or damages LPRD property (toys, games, swimming pool equipment, tennis equipment, furniture, doors, windows, etc.) through improper use, the Camp Director or Camp Coordinator will meet with the parents and decide upon one of the following consequences:

1. The child will purchase replacement item.
2. The child will replace the item with something similar from home.
3. The item is sent home for repair.

Prevention of Child Neglect and Abuse

All children who attend camp shall be protected from abuse and neglect. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Camp Coordinator immediately. All cases of abuse or neglect will then be reported to the Department of Children and Families immediately. Camp staff are mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the Department of Children and Families.

LPRD Day Camps will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the camp programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.

Any staff member who is under investigation will be removed from direct care responsibilities until the Department of Children and Families investigation is complete. If the investigation proves that the complaint is valid, the staff member will be dismissed immediately.

Referral Plan

LPRD Camps will provide families with assistance for social, emotional, mental, or medical issues. LPRD Camps are prepared to offer you a list of agencies or individuals who may be able to help. Feel free to speak with the Camp Coordinator at any time concerning your child.

- The Camp Coordinator may suggest a conference with you and will be prepared to offer advice or make referrals to the appropriate agency.
- LPRD Day Camps also works in conjunction with the Department of Children and Families. The office may be called for advice or suggestions.
- If further evaluation concerning your child's emotional, social, physical, or cognitive development is needed, the Director of Pupil Services for the Longmeadow Public Schools may be contacted.

- The Camp Coordinator assures that all issues concerning your child will be handled in a professional, confidential manner.

Suspension and Termination Plan

The following conditions may warrant a suspension or termination from LPRD Day Camps. (Please refer to the Child Guidance Plan for more details.)

1. Three incident reports on file.
2. Two incident reports filed per session.
3. A child brings harm to another child or staff person resulting in injury requiring medical attention.
4. Unpaid tuition for a session.
5. Failure to follow camp rules on a consistent basis.
6. Consistent late pick-ups.
7. Consistent unreported absences.

V. Health, Safety, and Nutrition

Clothing

Please ensure that your child is properly clothed for camp each day. We suggest shorts, t-shirts, and sneakers. Flip-flops, bathing suits, and towels should be packed for swim times. An extra bathing suit may be packed for multiple swim times. Please label your items to avoid lost items.

Illness Policy

The Camp Coordinator will ask you to pick up your child as soon as possible in the event of the following illnesses; fever of 100.4 or higher, has an unidentifiable rash or symptom, has diarrhea or vomits. If you are unreachable, the Camp Coordinator will immediately call individuals on your Emergency Contact person to pick up your child. Your child will rest in the Program Office until he/she is picked up.

What to Bring to Camp

1. Your child will need a healthy, peanut free sack lunch, drink, and two peanut free snacks each day. Please note that microwavable lunches are not acceptable for camp.

2. Labeled sunscreen with an SPF of 30 or higher is required. Children should arrive at camp with sunscreen applied. Sunscreen will be reapplied at least twice during the camp day.
3. A labeled water bottle.
4. A change of clothes in case of an accident or soiling of any kind.

What Not to Bring to Camp

1. Electronic Devices.
2. Anything that you do not want to lose or share.
3. Peanut, tree nut or shell fish products.

VI. Parent Involvement and Communication

Open Door Policy

LPRD Day Camps have an Open Door Policy that allows parents or perspective parents to check in at the office and visit any camp at any time. We encourage parental involvement, participation, and suggestions.

Parent Communication

Please feel free to make an appointment to discuss questions, concerns, or suggestions you may have about our program or your child's participation in our program with the Camp Coordinator.

Announcements, newsletters, and items of general interest are emailed to you. Please make sure when registering that we have your current email address. Please check with the Camp Director each day to see if there is additional information to go home.

Parental Input

The LPRD Day Camp staff is here to meet the needs of each family. If you feel that we have been unable to do so, please seek out the Camp Director or Camp Coordinator to discuss your concerns. All policies and procedures and the Health Care Policy are available upon parental request.

