



AMESBURY

RECREATION

Camp Kent - Parent Handbook

Supervisor: Christine Amor (978) 518-6588

Amesbury Recreation is excited to announce Christine is returning for her 6th summer as Camp Kent Director/caretaker. If at any time you have questions, concerns, or feedback, please do not hesitate to call the office at (978) 388-8137.

**For emergencies, you can reach out to Kathy Crowley- Recreation Director at 978-375-1131.*

Sessions - Hours 9:00am-3:00pm

Week 1: July 6-10	<i>Grades 1-3 Art In Nature</i>
Week 2: July 13-17	<i>Grades 4-8 Art In Nature</i>
Week 3: July 20-24	<i>Grades 1-3 Aquatic Week</i>
Week 4: July 27-31	<i>Grades 4-8 Aquatic Week</i>
Week 5: August 3-7	<i>Grades 1-3 Wilderness Survival</i>
Week 6: August 10-14	<i>Grades 4-8 Wilderness Survival</i>

Drop off/Pick up (Sign in/Sign Out)

Battis Farm Parking Lot - 76 South Hampton Road

Drop Off:

Children must be accompanied by an adult to sign in at the beginning of the day. You must physically deliver your child to the sign-in person. Children will not be signed in without a guardian.

All participants should be dropped off between 9 and 9:15. If you need to come later than that, please call the site phone to arrange a time **(978) 518-6588**

Pick Up:

Pick up will be from the same location between 2:45 and no later than 3. Please bring a photo ID with you.

Children will not be released to a car or an unauthorized adult. You must be physically present with the sign out person in order for your child to be released to you.

After 3pm a late pick up fee will be assessed as follows:

3:01-3:15 pm - \$10 fee

3:16-3:30 pm - \$15 fee

3:31-3:45 pm - \$20 fee

If we have not heard from you and cannot contact you, for your child's safety; the program staff will notify your emergency contacts to pick up your child. If there is still no contact, the program staff will notify the Police Department and, if necessary, will bring the child(ren) to the Police Station for you to contact there. A counselor will stay with your child and you will be charged \$20 per half hour.

Staff:

Our staff consists of certified teachers, many college students, and high school students. All staff have completed a 3 day orientation prior to the first day of the program and many are certified in First Aid and CPR. All staff have had their background checked with both the Criminal History (CORI) and Sexual Offenders Boards in accordance with regulations. CITs (Counselors in Training, grades 9-12) have also been CORI'd. Staffing ratios: One staff per 10-13 children + CIT assistance. Staff are trained in handling food allergies and in assisting children with an epi-pen.

Important Details:

- Drop off is at 9 AM. Pick up is at 3 PM (Location is at Battis Farm parking lot- 76 South Hampton Road) late fees will apply for late pickups
- Call (978) 518-6588 if you have schedule issues or show up late and need to find your group.
- The program will run RAIN OR SHINE! Please plan to come prepared with rain shells and extra clothes, keeping in mind that we do have shelter in the main house, and the lodge. If you don't have rain gear, ponchos are a great alternative!

What to Bring:

- Backpack with change of clothes every day.
 - Rain gear, or poncho
- Snack and lunch (insulated containers with ice packs are ideal in the heat of the summer.)
 - Refillable water bottle(s) please!
- Bathing suit and towel for swimming/water play every day! Lifejacket (If you have one, we have a full supply as well.) **A shirt must be worn for all water play.**
- Tall socks to help protect from poison ivy and ticks. (There will be a mandatory tick check at the end of each day.)
 - Sunscreen and insect repellent of choice.

PLEASE LABEL ALL ITEMS THAT COME TO CAMP KENT WITH YOUR CHILD!

What Not to Bring:

Please do not bring any personal items, including but not limited to; music players, portable video games, collectible cards or trading games, stuffed animals, cell phones, weapons of any kind (sling shots, jack knives, play guns, water pistols etc).*

We advise that children do not bring anything valuable to the program. We are not responsible for lost or stolen items. **Please note that the use of cell phones will not be allowed.**

*These items will be taken away and returned to parents at the end of the day.

Daily Schedule:

9 AM- Drop Off (Battis Farm Parking Lot- 76 S Hampton Rd)

9:30 AM-10:00 AM Morning Meeting, Wake up activity.

10:00 AM- Snack

10:30 AM-12 PM- Big activity of the day

12:00 PM- 1:00 PM- Lunch

1:00 PM-2:00 PM- Activity 2

2-2:45 PM- Cool Down

2:45-3:00 PM- Pick Up. (Battis Farm Parking Lot-76 S Hampton Rd)

*All activities are flexible and will reflect the interests and strengths of both the staff members and the campers. We aim to provide a variety of hands-on exploration in the sciences while providing freedom for artistic creativity, sports and recreation.

Snack, Lunch, and Food info:

Please provide a snack, a lunch and cold drinks for your child each day. Please provide plenty of cold water in your child's backpack and bring a refillable bottle. **There is no cooler/fridge for storing lunches.** Please mark your child's cooler/bag and water bottles clearly with their name. We realize peanut butter is widely used. If a peanut free alternative can work for your child, it would be appreciated for the safety of all participants and staff.

Publicity:

We may take pictures/videos of your child for publicity purposes. If you do not want any pictures or videos taken at all (including the newspaper and social media), please call the Recreation Office at 978-388-8137 to let us know.

Lost and Found:

PLEASE LABEL EVERYTHING ! Please check the lost and found periodically. The Lost and Found will be removed every 2 weeks.

Refund Policy:

Refunds will not be given for early termination due to behavior.

Code of Conduct:

All participants at the summer programs are entitled to a pleasant and harmonious environment. The goal of all behavior management policies at Amesbury Recreation is to teach young people respect for themselves and one another and to take responsibility for their actions while providing a safe, non-threatening environment for all. Program expectations are discussed on the first day and periodically throughout the week.

In order to make this an enjoyable and safe experience for all, acts of aggression, continuous disrespect, inability to follow directions, threatening, bullying, etc. will result in immediate termination. A child may be terminated or suspended from the program at the discretion of the Amesbury Recreation office and program staff if it is determined that the program is not appropriate for the child and his/her individual needs or if a child physically or emotionally endangers themselves, another child, or staff. The program reserves the right to terminate without advance notice for serious behaviors and withdraw any participant whose behavior interferes with the rights and safety of others. Refunds are not extended under these circumstances.

Procedure for Inappropriate and/or Unacceptable Behavior:

1. If a child is not cooperating or following the rules, we will first try to redirect the behavior through adult intervention and guidance techniques. We will attempt to provide options and choices to help bring about positive change. If the issue is of a serious nature, you will be called for immediate pickup of your child.
2. If a child is unable to gain control, the child will be given a warning that they will have to take time away from the group to gain control.
3. If a child does not respond to the warning or if the behavior requires adult intervention and consequences, the child will be removed from the group. After talking with an adult, and demonstrating control, he/she will return back to the group. An incident report will be issued and the child's parent or guardian will be required to sign the report to acknowledge receipt.
4. If behavior continues, the child's parent will be called to pick up the child, and suspended or possibly terminated.

Special Assistance for Medical, Emotional and Behavioral:

The City of Amesbury's summer program is not an extension of the school day or Amesbury Public School System. These programs are run by the City of Amesbury's Recreation Department. Our programs are not therapeutic programs and we do not provide specialized or one to one care. We reserve the right to determine if a program is able to meet the specific needs of each individual child.

Amesbury Recreation reserves the right to request that all participants have a one to one in programs if they have one during the school day. Oftentimes, recreation staff do not have a background or training in working with special needs. However, as always, we will do our best to accommodate and serve your child. We are not responsible for providing one to one services.

It is the intent of Amesbury Recreation to provide services to children, without regard to disability, unless your child will pose a direct threat to the health or safety of him/herself or others or require supervision, educational services and/or personal services beyond that are reasonably expected of the existing staff, or services not provided for children without disabilities, or require specialized equipment or personnel not present or available to the program.

Reasonable accommodations will be made to meet the special needs of the child. We do ask for full disclosure in written form about a child's challenges in order for us to create the best possible experience for them and properly prepare our staff. Please provide this at least a week before we start. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one to one care, cannot be made. Parents must provide all pertinent information regarding the child's special needs, and complete a medical/physical care plan to assist the staff in the care of the child. Evaluation of qualifications will be undertaken on a case by case basis. Input from the parents and the site director with whom the child will be placed will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group setting can provide adequate education, physical, and social adjustment, given the nature and extent of the disability. Initial enrollment may be reconsidered at any time, for any child, based on the above listed factors.

Parent Behavior:

Amesbury Recreation expects that all adults in contact with the staff, program, families, children and administrators always act respectfully and appropriately. Behavior which is abusive, disruptive, or uncooperative will not be tolerated. When warranted, we reserve the right to suspend, terminate or decline re-enrollment of the family in the program. Children will not be released to parents/guardians who are under the influence of drugs or alcohol. Police will be called immediately.

Mandated reporting of child abuse/neglect:

All staff members are mandated reporters of suspected child abuse and neglect. As such, we are required by law to report any suspected incidents of possible child abuse and neglect. Children exhibiting suspicious bruises, abrasions, burns, or other physical marks will be reported to the MA department of children and families.

Health Information:

- ***Accidents and Medical Emergencies:*** The safety of the children is of greatest concern at Amesbury Recreation. Several procedures have been devised to assure the safety of the children. In case of a minor accident/injury, Amesbury Recreation staff will administer first aid. First aid supplies and ice packs will be readily available.

For a more serious injury, first aid will be administered, and the parent contacted immediately to assist in deciding the appropriate course of action. In the event of an emergency or if an injury is life threatening, Amesbury Emergency Services will be called, and parents notified. If a parent cannot be reached, the emergency contact person identified on the account will be contacted. Any expenses incurred will be the responsibility of the parent/guardian.

- **Medication:** There is no nurse on the premises. We are not authorized to administer medication so please plan accordingly. Benadryl may be given if included on allergy form.
- **Epi-pens:** If your child uses an epi-pen, please call the office ahead of time for the allergy/epi-pen form. For your child's safety, this must be completed and returned to the Amesbury Recreation office by June 12th. Please provide 2 epi-pens to the program. One should be handed to the Supervisor and the other, the child will need to keep on their person. We recommend using a fanny pack. In the event of an emergency, our staff is trained and able to assist your child in administering epi-pen medication.
- **Food Allergies and Special limitations:** Please pack responsibly. Nut-free alternatives help keep the program safe for all participants. Any food allergy will be handled by staff and supervisor. You will be notified immediately by phone of any allergic events. We ask that you please inform us, in writing, if your child has any allergies or chronic health problems so that an individual plan may be arranged for your child. Staff are not trained in handling diabetics so if your child needs specialized help, please provide ample time, any equipment and training for our staff before your child starts the program. All other health or behavioral issues should be discussed with the recreation director before any program starts.
- **Protection from the Sun:** This is an outdoor program. Please make sure that your child arrives with sunscreen on with SPF 30 or greater and lip balm. On very hot days, we will break every 15 minutes for water or more if necessary. Water bottles will travel with participants for safety. Shaded areas/activities are available. It is recommended that you pack a small, easy to self-apply sunscreen that your child can reapply during the day.
- **Illness:** If your child has a contagious illness, they may not attend the program. They may return after their doctor has written a letter indicating that they are healthy enough to return. Please let us know if your child has been exposed to any contagious illness, so that we may act in a responsible manner to protect our staff and children in the program. Any contagious illnesses will be reported to Amesbury's Board of Health.

LOOKING FORWARD TO A GREAT SUMMER!

Kathy, Chris, Christine and Caroline