



CAMP GAN ISRAEL AT CHESTNUT HILL

Parent Handbook

Summer Campus
Solomon Schechter Lower School
60 Stein Circle, Newton, MA 02459

On-Site Main Office
Phone: (617) 630-4620
www.campgan.org

Dear Parents,

Welcome to the sixteenth season of Camp Gan Israel, Summer 2024. We are delighted to welcome both returning families and new ones. We are confident that you and your children will have a wonderful experience. The counselors and staff at Camp Gan Israel are eager to greet your children, and there are many exciting programs planned for this year.

Camp Gan Israel is committed to providing a consistently exceptional summer day camp experience for Jewish children in both a safe and fun-filled environment. We offer an outstanding athletic program, outdoor exploration, creative arts enrichment and much more under the guidance of highly qualified instructors.

Our premises at the **Solomon Schechter Lower School** offer us a state-of-the-art facility with access to a wonderful outdoor area with outdoor activity space and tents, sports fields, playgrounds, and tennis courts. It also includes an indoor air-conditioned gymnasium, multi-purpose room, lunchroom, classrooms, and the kindergarten rooms for our little ones. All Upper Gan campers will be taken off site three times a week for swimming.

This handbook is designed to give you more details about how camp runs, ensuring a great experience. If you have any concerns, questions, or suggestions, please feel free to call and discuss them with us at any time. Our winter office number is (617) 738-9770 ext. 2, our summer office number is (617) 630-4620, email at info@campgan.org.

Looking forward to an exciting summer!

Yours sincerely,

Rabbi Mendy and Grunie Uminer, Camp Directors

Rachel DeFilipp, Program Director

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Welcome to Camp Gan Israel at Chestnut Hill Summer 2024

Whether your camper has been coming to Camp Gan Israel for several years or is brand new, there may be changes or new information from year-to-year you should know about. This is a brief summary of changes or highlighted items we want to remind you about. As always though, if you have any questions, please don't hesitate to reach out to our office and speak with a staff member directly!

Information for New & Returning Campers

Whether your camper has been coming to Camp Gan Israel for several years or is brand new, there may be changes or new information from year-to-year you should know about.

- Same as last year, Camp Gan Israel will be using UltraCamp for all registration paperwork and communications. Your camper's UltraCamp profile is the place where you will fill out your camper's medical information, parent/guardian contact information, and other information needed to make your camper's experience at camp safe and successful.
- All camp paperwork (on UltraCamp) is due **June 14th**.
- **Campers must have a \$0 balance** for the session they are attending or risk being turned away. For information about payment plan exceptions, contact rabbi@campgan.org
- Cell phones and electronic devices (i.e. iPods, DS) are not allowed at camp.
- Drop-off at camp begins at **8:50 AM-9:05 AM**. Drop-off for morning camper care begins at 8:00 AM.
- Pick Up is between 4:00 PM – 4:10 PM and until 5:00PM if you attend PM care. Any person picking up a camper from camp, or camper care, must be listed as an authorized pick up on UltraCamp.

Communication

Camp information, calendar, lunch menu and other relevant information can be found on www.campgan.org. For administrative questions, please call our year-round (off-site) office number:

617-738-9770 X2. During Camp, our on-site camp number is 617-630-4620. This is for camp related calls only. NOTE: The line cannot take voice messages. The Director should be called in case of an emergency. The Director can be contacted at the camp office or at 617-323-2000.

We strongly believe that open communication between camp and home is in the best interest of campers, staff, and parents. We pride ourselves on our staff's accessibility. However, arrival and dismissal times are not the best times to talk. If you should need to speak with your child's camp counselor, we ask that parents either leave a message or send a note, and the counselor will get back to you within 24 hours.

Important Numbers

- **Camp Direct Phone Number:** 617-630-4620
- **Grunie, Camp Director:** 617-323-2000 or grunie@campgan.org
- **Rabbi Mendy, Camp Rabbi and Financial Office:** 617-571-1900 or rabbi@campgan.org
- **Rachel, Program Director:** rachel@campgan.org
- **Kristen, Office & Finance Manager:** kristen@campgan.org

Safety and Accreditation

Your child's safety is our highest priority. CGI is fully licensed as a youth camp by the State of Massachusetts Department of Health. All camps must comply with regulations of the Massachusetts Department of Public Health, including Regulation 105 CMR 430.00 Minimum Standards for Recreational Camps for Children, and be licensed by the local board of health. According to the Massachusetts Department of Public Health, parents may request information regarding background checks, health care and discipline policies as well as procedures for filing grievances.

A Security guard is stationed on the campsite daily. The guard monitors the entire campsite by physically being located where the majority of campers are at any given time, and with the help of surveillance & CCTV. Every counselor is in constant communication with the camp directors and office via walkie talkies.

As an additional precaution, all counselors are trained in CPR and First Aid. We strive to maintain low counselor/camper ratios. Certified lifeguards (in addition to counselors) supervise swimming. When on field trips, contact is maintained with the camp's main office by means of mobile communication.

In case of a medical emergency, G-d forbid, parents (or guardian) and family doctor (listed on the registration papers) will be contacted immediately.

On field trips, for safety, all campers are required to wear their camp t-shirt. If campers don't have their t-shirt on trip days, camp will provide a new one and bill parents for it. Campers wear wristbands with camp's contact information when off site.

Bottled water stations are set up around the camp site. Campers are required to drink often.

Parents are required to sunscreen their child/ren before camp and we re-apply sunscreen after lunch.

Staff Qualifications and Ratios:

Campers are supervised by qualified, trained staff members. All staff and volunteers have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers. All staff completes a thorough orientation prior to the start of the summer which includes:

- All camp staff and volunteers are CORI, SORI background checked.
- We complete reference checks for each staff member including professional and personal references.
- All Staff are First Aid and CPR certified.
- Staff attend 20+ hours of camp training as well as mandatory annual child abuse prevention and bullying prevention trainings.

Camper Supervision Ratios

6 Years and younger 1 Staff to 5 campers

7-8 years 1 Staff to 8 campers

9-15 years 1 Staff to 10 campers

Rule of 3

Staff will observe enforce the Rule of 3 at all times, which states: “For any multiples of campers or campers and staff, there can be no fewer than three individuals present in either of the following combinations: 1 staff & 2 campers or 2 staff & 1 camper.

Activity Ratios

Activities require at least two staff for supervisory purposes. When factoring staff into ratio, specialist staff (theater, sports, and lifeguards) do not count unless they are not facilitating an activity or engaged in their specialize duty. Lifeguards who are actively guarding are not in ratio. Lifeguards who are not actively guarding may be counted if they are aware they are to engage in general camper supervision.

Prevention of Abuse and Neglect

All staff are required to immediately report any suspected child abuse or neglect to the Camp Director. She will immediately report suspected abuse or neglect to the Massachusetts Department of Children and Families and also notify the board of health if a “51A” Child Abuse / Neglect report alleging abuse or neglect of a child. Our staff will cooperate in all official investigations of abuse and neglect. After DCF is notified allegedly abusive/neglectful staff cannot have any unsupervised contact with campers.

Preparing for Camp

In accordance with the Massachusetts Department of Public Health Minimum Standards for Recreational Camps for Children, our camps have health care consultants—a licensed physician, nurse practitioner or physician assistant with pediatric training—that oversee our health care policies and staff training in addition to being available for consultation. In addition, all camp staff are certified in First Aid and CPR.

NO CHILD WILL BE ALLOWED TO ATTEND CAMP WITHOUT A COMPLETE HEALTH RECORD

As required by state and local regulations, each camper must submit a complete health record, which includes all of the following:

1. A completed UltraCamp profile.
 - UltraCamp is a fully electronic camp management system which ensures the best, most personalized care can be given to each camper.
2. A Certificate of Immunization (or Vaccine Administration Record) signed by a licensed health care provider that includes evidence of the following vaccines:
 - Measles, Mumps and Rubella (MMR) ○ Polio (IPV or OPV)
 - Diphtheria and Tetanus Toxoids and Pertussis (DTaP/DTB/DT or Td)
 - Hepatitis B
3. You must also complete a Camper Health History form for your camper(s).

SPECIAL NOTE: No child known to be suffering from a communicable form of tuberculosis, or any other communicable disease, is allowed to attend any recreational camp in Massachusetts, including Camp Gan Israel. Parents/guardians are required to list any special limitations or concerns including dietary restrictions, allergies, and chronic health conditions on the camper's Health History Form. This information will only be made available to camp staff and will be used to ensure your child has a safe summer.

If something (i.e. restrictions, medications, conditions, etc.) changes between the date the Health History information is submitted and the time camp begins, please notify the Camp Director of these changes in writing.

Camp Orientation

Drop in on Sunday, June 23, 2024 between 3:30 PM – 5:00 PM at Solomon Schechter Lower School. Meet your child(ren)'s counselors, pick-up t-shirts, and discuss any issues of concern, etc. If your child will need medication administered, please bring it, along with dosage instructions. This will be your time to purchase additional camp t-shirts and water bottles. *If you are unable to make it, your camper can pick up these items on their first day of camp.*

About Our Program

General Information

Camp Gan Israel provides a wide variety of developmentally appropriate activities and games that provide entertainment and education. Activities include sports, cooking, swimming, golf, art, tennis, wacky science, arts & crafts, archery, theater, dance, and creative theme days. Each activity is designed with creative excitement which engages all participants. Campers are encouraged to participate in all activities to promote unity in the group. Exceptions are made if an activity is medically not advisable. Our specialized activities have trained instructors who orient staff and campers to the specific safety and operating procedures for each specialized activity.

Our Location

Summer Facility: Solomon Schechter Lower School, 60 Stein Circle, Newton, MA 02459.

Administrative Office/Mailing Address: 163 Bellingham Road, Chestnut Hill, MA 02467

Swimming Locations:

Houghton's Pond: 840 Hillside St., Milton, MA 02186

Anthony P. Mucciaccio Dedham Pool: 336 High Street, Dedham, MA 02026

Dates and Hours

Camp Session: June 24 - August 2

Week 1: June 24 - June 28

Week 2: July 1 – July 5

Week 3: July 8 – July 12

Week 4: July 15 – July 19

Week 5: July 22 – July 26

Week 6: July 29 – August 2

*Please Note:

There is no camp on Thursday, July 4th

Camp ends at 1:00pm on Friday August 2nd

Hours

All Camp divisions begin promptly at 9AM and ends at 4:00 PM. **Please drop-off your child between 8:50 AM – 9:00 AM and pick-up between 4:00 PM - 4:10 PM** so that they may be properly supervised.

Extended Care

Early Care is available from 8:00 AM - 9:00 AM Monday – Fridays and Late Care is available from 4:00 PM to 5:00 PM Monday – Thursday. Should you wish to take advantage of this service, please register through UltraCamp. Registration for extended care will close Thursday at midnight for the following week.

Divisions

General Gan

Providing the most comprehensive mix of traditional camp activities with our new enhanced electives and specialty camps, Camp Gan Israel is fun and more! At Camp Gan Israel, we strive to create a community that fosters personal growth and development, excellence, quality, relationships. As a result, campers and staff develop the most meaningful friendships. It is no wonder campers return year after year to their summer “home” at Camp Gan Israel!

Younger Division

Entering Pre-K to Kindergarten

Middle Division

Entering 1st to 2nd grade

Older Division

Entering 3rd to 4th grade

Sample Daily Schedule*:

9:00 AM - 9:15 AM: Lineup

9:15 AM – 9:35 AM: Locker Time/Prepare for Pond

9:40 AM - 11:40 AM: Bus & Swimming at Pond

11:40 AM – 11:55 AM: Change

12:00 PM – 12:45 PM: Lunch and Head Counselor Games

12:45 PM - 1:30 PM: Mini Camp Specialist i.e. Wilderness Survival, Circus, Mosaic Art, Lego Robotics, etc.

1:35 PM – 2:20 PM: Sports

2:20 PM - 3:00 PM: Theater or Craft Room

3:00 - 3:10 PM: Snack

3:10 – 3:50 PM Gymnastics

3:50 – 4:00 PM Lineup and dismissal

*Every week includes:

- Swimming at the Pond every Monday and Wednesday with four on-site activities
- Swimming at the Pool every Tuesday with Theme Day and 5 on-site activities
- Full day field trip every Thursday
- Special Friday program with live entertainment, Shabbat Party, challah baking and 5 on-site activities

Pioneers

Entering 5th – 7th Grade

Our Pioneer program gives our campers the opportunity to enjoy all the fun of Camp Gan Israel through specialized Pioneer Programming. The Pioneers have a schedule that runs independently from the General Gan

Every week includes:

- Half day field trip on Mondays
- Swimming at the Pond on Tuesdays with 4 activities on site
- Full day field trip on Wednesdays
- Swimming at the pool on Thursdays and workshop with Mini Camp Specialists i.e. Wilderness Survival, Circus, Mosaic Art, Lego Robotics, etc.
- Swimming at the Pond on Fridays with two on-site activities, Shabbat Party, and live entertainment

CIT

Entering 8th and 9th grade

Our Counselor-In-Training program provides teens the opportunity to enjoy the fun of CGI while developing and honing their leadership skills. CITs assist with specific camp tasks. An experienced Program Director oversees the program and provides participants with feedback and evaluation throughout the summer. CITs participate in off-site swimming and field trips. Community service credits are available.

SWIM PROGRAM

All General Gan Campers and Pioneers are bused off-site to go swimming. All swimming is supervised by certified lifeguards.

Camp swims at both Houghton's Pond and Anthony P. Mucciaccio Dedham Pool.

Pre K campers, go to Houghtons Pond and have on-site water play at camp.

General Gan

- Swimming at the Pond every Monday and Wednesday
- Swimming at the Pool every Tuesday

Pioneers

- Swimming at the Pond on Tuesdays & Fridays
- Swimming at the pool on Thursdays

At The Dedham Pool, during our swimming time the pool is rented out exclusively to Camp Gan. Our staff is required to swim with campers as an added safety measure.

Important information re: 'The Beach' at Houghton's Pond.

As per State law called 'Christian's Law' All 'non swimmers' need to purchase & wear a type 3 coast guard approved personal floatation device. Many Puddle Jumper type flotation devices are approved, you can check the label to ensure it is a type 3 coast guard approved. 'Non-Swimmers' are classified as those who do not meet criteria for a Red Cross Level 3 swim rating - which is *Jump into deep water from the side, swim front crawl for 15 yards, maintain position by treading or floating for 30 seconds and swim elementary backstroke for 15 yards.*

Parents will need to provide a type 3 coast guard approved personal floatation device, such as [this](#) to be used at Houghton's Pond. 'Non-Swimmer' Campers, who do not have a flotation device cannot enter the water at Houghton's Pond.

Every Monday, campers will be evaluated by the lifeguards at Houghton's Pond to assess swim level.

Periodically, campers will enjoy on-site water activities, parents will be notified as needed.

Arrival and Dismissal

Parents will be dropping off and picking up their children in a car line at the circle drive of Solomon Schechter Lower School. 60 Stein Circle, Oak Hill MA 02459

The drop-off area will be supervised beginning at 8:50AM until 9AM, and pickup from 4:00 PM until 4:10 PM. Counselors will escort the children to and from the car. Please be mindful of the fact that many cars will be arriving at once and we need to keep the cars moving quickly and smoothly without backing up the street. **If you drop off after 9:05 AM, you need to escort your child to their group.** If you need to speak to a camp administrator or wish to walk your child in, please pick on the left-hand side of the road and enter the building through the main entrance.

ALL CAMPERS MUST BE ELECTRONICALLY CHECKED IN UPON ARRIVAL AT CAMP OR AT THE BUS AND CHECKED OUT ELECTRONICALLY WHEN PICKED UP. Campers that are not electronically signed in or out will not be accounted for that day.

PLEASE BE MINDFUL OF THE RESIDENTIAL NEIGHBORHOOD WE ARE IN AND RESPECT THE SPEED LIMIT AND NEIGHBOR'S DRIVEWAY ACCESS.

Morning Drop Off Procedure

Cars pull up along the school side of the street. Stop to check-in with staff at the entrance to Stein Circle.

Please proceed along the drive to where the chain link fence begins and up to the parking lot entrance. Campers will be greeted by camp staff and brought into the morning line-up area. Camp staff are not permitted to cross campers across the street. Move over to the left side of the road to exit Stein Circle.

Afternoon Pick-Up Procedure

Campers will be assembled in the line-up area for afternoon line-up & dismissal. Parents can either park on the left side of the circle and congregate outside the chain link fence area or stay in your car and pull up on the right side for pick up. For your child to be safely dismissed, a head staff member must dismiss them by name, and you must electronically check your child out.

Please DO NOT enter the gate area. This is for camper safety.

If there is a need to pick up your child any time during the day, please make sure to notify us in advance, so we can have your child ready. This causes minimal activity disruption and a more seamless pick up. We request no pick-ups between 3:30 pm- 4:00 pm.

A note on greetings: Parents want to see their child greeted warmly at the start of the day and rightfully so. Our greeting time extends until 9:05AM. After that, we start activities and the focus of the staff must move forward. For your child to have that warm beginning, it is important that you arrive on time. If you are late, we will do our best to smooth the way, but please understand the limits of the situation.

Late Fees

A late fee will be charged for parents/guardians who arrive after the designated end time of the program. The fee is \$10.00 per child for the first one to ten minutes late. An additional \$1.00 per

child will be charged for each minute late thereafter. It is required that all children be picked up no later than the times listed above in order to avoid late fees. The Camp Director reserves the right to suspend or dismiss a child from camp if a parent is late to pick up his/her child on numerous occasions.

Change of Dismissal Plan

Campers will only be dismissed to authorized adults on their registration form. You can access your child's portal at any time to update this information. If you make a change within 24 hours of pick-up, email us at office@campgan.org as well to notify us of the change. Do not leave a phone message. This includes changes in car-pool arrangement, play dates, etc. If both parents are out of town, camp must be informed. Any person picking up your child must be on the authorized pick-up list, otherwise a note must accompany the child.

Planned or Unplanned Absence

Please call the day before if you know your child will not attend camp. We request a phone call by 9:15 a.m. if absence is unexpected.

What to Bring to Camp Daily

Each day all campers need to come to camp dressed for a morning of active activities at camp. Every camper needs to pack all their swim/water apparel and shoes in their backpacks. Depending on swim time, we may request campers arrive at camp in swimsuits with cover-up. We will notify parents in the weeks before camp begins.

- Bag or backpack with camp luggage tag attached
- Full change of clothes in Ziploc to be left at camp locker
- Sunscreen applied and in backpack
- Swimsuit
- Towel
- Water shoes
- Plastic bag for wet swimsuits
- Athletic Shoes (no flip-flops or croc like shoes) appropriate for sports
- Cap or hat
- Water bottle to be left at camp and sent home on Fridays
- Coins for Tzedakah
- Camp t-shirt for trip day and whenever possible
- Camp

Lunch and Snacks

When sending lunch/food from home, please note the following:

- Lunch should be dairy or vegan; no meat is allowed in camp.
- Label lunch box/bag with the child's first and last name.
- Do not send glass jars/bottles.

Nut Policy

We are a nut-sensitive camp. Everything we serve and cook at camp is 100% NUT FREE. Campers may bring nut products to camp, if there is a child with a nut allergy in their group, the camper with the nut product will eat separately from the nut allergy camper. Camp Gan Israel will continue to meet the needs of campers with additional allergies and will work with parents and medical staff to make sure camp is safe for all our campers.

Tzedakah

Tzedakah (charity) is a concept that is fundamental to Judaism. Our camp attempts to develop a commitment among our campers to share with others less fortunate than themselves by donating a few pennies every day to charity.

Dress Code

For safety, children must wear appropriate shoes. No slides or flip-flops are only allowed for water activities. Croc-style shoes are not appropriate for athletic activities.

It is mandatory that campers wear a CGI t-shirt on trip days. One T-shirt is provided for each camper. Additional camp shirts are available for purchase at \$10 per shirt. Shirts may be purchased at the orientation on June 25th or on your camper's first day.

Campers are encouraged to wear their camp T-shirt as often as possible.

Behavior Management

Behavior and Disciplinary Policy

Campers at Camp Gan Israel are expected to exhibit appropriate behavior. Our goal is to nourish community investment in every camp and counselor that results in behavior that does no harm and benefits all. With that in mind, focused guidance and/or discipline may be necessary at times. Camp Gan Israel staff will strive to be consistent and base disciplinary approaches upon an understanding of individual needs, safety, group health, and personal development.

In accordance with state regulations, we prohibit corporal punishment, cruel or severe punishment, humiliation, or verbal abuse. Campers will not be punished for soiling, wetting, or not using the toilet. Campers will never be denied food or shelter as a form of punishment.

Disciplinary Progression

If a camper does or says something inappropriate (i.e. breaks one of the "camp rules"), staff are required to speak to the camper about the inappropriate action. Staff must ensure that campers are aware of prohibited language and actions. We stress and highly value learning from mistakes. After the conversation, staff may return the camper to the group or continue the disciplinary process. If the camper exhibits the same or similar behavior a second time, staff must again speak to the camper about the action. Staff may use discretion in asking the camper to take a time out

and sit in a “thinking spot.” Before reintegrating the camper, a staff member will speak to the camper about what happened and about better decision-making. Staff will report recurring incidents. Parents will be informed. If the child continues in a pattern of repeated negative behavior, counselor-staff will refer the camper to the Division Head, Head Counselor, Program Director or Camp Director. An incident report form will be drafted and the parents will be notified. Loss of privileges may occur at this point.

Director Involvement & Dismissal

Depending on the severity of the incident, the following may occur: take a break (typically for an amount of time equal to the camper’s age in minutes), revoked privileges, a call to parents or guardians, suspension, and/or termination from camp. Campers removed from camp for disciplinary reasons are not given refunds. The Camp Director reserves the right to dismiss any camper if his/her behavior compromises or threatens to compromise his/her personal safety, the safety of other campers or the safety of camp staff. If the Camp Director feels s/he must dismiss a camper, the situation will be discussed with the camper’s family.

Other Situations Warranting Intervention:

Major Disciplinary Incidents:

- Excessive repetition of minor incidents
- Fighting or Bullying
- Repeated disrespect for others
- Vandalism
- Endangerment
- Interference with group cohesion
- Acts of Violence
- Running away

Minor Disciplinary Incidents:

- Minor rule infractions
- Temper tantrums
- Disagreements
- Teasing
- Inappropriate language or subject matter
- Pushing or shoving
- Inability to keep hands to oneself
- General disobedience

Transportation & Trips

Camp Gan Israel uses a modern fleet of buses from Eastern Bus Company. Every family will receive a Bus Rules paper with their welcome packet. At least one staff member is present on every bus ride to act as

the bus monitor. Additional information about transportation/trip procedures and policies are available in our “Camp Policy”, available on www.campgan.org. Please call for any questions regarding in-camp transportation.

Bus Rules

The following rules must be obeyed while travelling on the buses:

- Remain properly seated while on the bus and wear seat belts, when provided.
- Keep arms, head and other objects inside the bus.

- Always follow the directions of the driver.
- Keep games, balls, toys, etc. in a bag or box.
- Help keep your bus clean! Put all garbage in the appropriate containers.
- Learn emergency drill procedure (taught by driver).
- All campers must always listen to the driver and the bus counselor/monitor.
- Campers must keep their voices down so the driver can concentrate on the road.
- Please walk up and down the steps of the van or bus carefully.

Campers cannot:

- Chew gum while riding on the bus
- Stand or change seats while on the bus
- Fight, shout, or throw objects while on the bus
- Leave anything in the center aisle
- Throw anything out the windows.
- Block exit doors with backpacks. Keep backpacks on your lap or under your seat.
- Bullying and inappropriate behavior are grounds for loss of bus use. Please ensure that your campers are aware buses are monitored by CCTV cameras at all times.

Bus Safety: Procedures and Emergency Protocol

Bus traffic is to be carefully controlled and transport zones are to be clearly marked and monitored at the camp site to ensure safety of campers, staff, and volunteers.

In the event of a vehicular accident:

- The bus driver and/or the bus monitor will call 911 to notify emergency personnel.
- He/she will provide or secure care for any injured campers, staff or volunteers, and supervision for uninjured campers.
- The bus driver and/or bus monitor is responsible to identify witnesses and obtain accident emergency information in order to prepare a written accident report.

Busing from Sharon to CGI

In keeping with Camp Gan Israel Chestnut Hill's mission of offering a quality summer experience in an authentic Jewish environment to families in the Greater Boston area, we have decided to partner with the Sharon community and offer CGI subsidized bus pricing.

Pick-up and Drop-off Point

The bus will be picking up/dropping off at one central location:

Young Israel of Sharon parking lot
100 Ames St, Sharon, MA 02067

Times

Anticipated Schedule:

8:15 AM Depart Sharon

4:45 PM Arrive Sharon

Sharon Busing Protocols

- There will be assigned seating.
- A bus monitor will be present with a clipboard and attendance sheet with a list of campers provided by the camp administrator.
- Parents must stay with campers until they have boarded the bus and are accounted for by the bus monitor.
- When arriving at camp in the morning, campers must wait for the bus counselor to escort you to the line-up area.
- Bus monitors & drivers will sweep bus daily.
- When on the bus to go home, campers should listen for their name when attendance is taken.
- Parents are instructed to wait for campers at drop off.
- Campers will only be released if parents are present.
- In the event of an emergency, our procedure is to have immediate contact with parents of passengers. This is done through Ultra Camp. We notify parents appropriate information and instructions.
- Parents will be given the number of the bus monitor and camp director.
- In case of change (non-emergency) all travel changes will be communicated by phone/email by the camp director or camp administrator.

Medical and Emergencies

General Information

All campers must have a completed and signed health history form on file. All medications must be given to the camp staff upon arrival in camp. If your child has a special medical condition that may affect his/her participation in camp's activities, you must meet with the camp director to see if/how special accommodations will be made for your child.

In case of any medical emergency requiring more than basic first aid, Newton's designated ambulance service is always on call. The parents/ guardians will be immediately notified. If we cannot reach the parents, the emergency contact on file will be notified.

There is a Camp Doctor that is on call during camp hours in case of emergency. After any incident or injury, parents will be contacted right away and receive an incident report.

Parents may be asked to pick up their child from camp if the Camp Doctor deems it necessary. Reasons may include fever, rash, suspected contagious disease, lice, or any injury that requires

more than first aid. For ways to contact camp in case of an emergency, please see the “Contact Camp” section in this handbook.

Counselors carry first aid supplies, emergency contact information, allergy information, pertinent medical information and EPI pens at all times.

Information About Meningococcal Disease can be found on our website under Parents > Policies and Procedures.

Health Care Policies

All of our camp staff are 1st Aid and CPR certified before they arrive to camp. Camper families should “check-in” medications camp staff on their first day of camp. Please notify camp staff at pick-up your campers final day and they will return any remaining medication at that time.

Administration of Medication

If your camper requires prescription medication while at camp, the medication must be in the original prescription container. All over-the-counter medications for campers shall be kept in the original containers, which shall include the directions for use.

If your camper’s medications have changed since you submitted the Health History Information, you must provide written notice (through email or your UltraCamp portal) and permission for camp staff to administer the medication to the camper. This note should include the medication name, dosage, time to be given, and dates to be given. If your child’s medications have not changed since you submitted the Health History Information, you do not need to do anything further.

Infection Control

We follow exclusion policies for serious illnesses, contagious diseases, and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health. Procedures do include the notification of all parents in accordance with Department of Public Health recommendations.

Mildly Ill Campers

Campers and staff are required to properly wash and dry their hands during the day. Everyone is instructed to wash their hands before eating and after toileting (or diapering).

We ask families not to send their camper(s) to camp if sick or contagious. If a camper becomes ill during camp with any of the symptoms of COVID-19 including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body ache, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea the child will be isolated. The parents, guardians, or emergency contacts will be called immediately to come and pick up the ill camper. Families are asked to keep ill campers from returning to camp until the camper has gone a full 24 hours without vomiting or a fever.

Emergency Health Care

If your child is seriously injured while at camp, s/he will be transported to Newton Wellesley Hospital (617-243-6000, 2014 Washington Street, Newton) or to the Children's Hospital Boston (617-355-8811, 300 Longwood Ave, Boston). A staff member will accompany him/her via ambulance and the parent/guardian will be notified immediately.

If any health-related forms or information are incomplete or missing, they must be submitted or completed before leaving your child in our care. In the event of a medical emergency, our staff will consult the health history and medical records provided for the camper. Without that information, campers are at unnecessary risk. If a camper arrives at camp without all the necessary forms and information, we will call a parent or guardian to pick them up.

Personal Property Regulations

All campers, staff and guest instructors must adhere to the following rules:

- Alcohol and drugs may not be brought on camp property.
- Camp cannot take responsibility for personal property brought to camp.
- If campers bring iPods, cell phones, digital cameras, or any other expensive item to camp, and they are brought out while camp is in session they will be confiscated and returned to the parents at the end of the day.
- If campers or staff bring potentially dangerous articles to camp, such as skateboards, slingshots, etc. they will be confiscated by the Director.
- The Director will either return to the camper or staff at the end of the day or call parents.
- Animals are not allowed on campus.
- Weapons are prohibited on campus. Any staff member or camper who brings a weapon (including a gun, large knife) onto premises will be immediately dismissed from our program.

Tipping Counselors

We are only able to deliver quality programming because of the high-quality staff we hire. This year's counselors are really phenomenal. They are enthusiastic, motivated, and committed to making your child's summer experience a memorable one. In addition to some local recruits, we also have many counselors who will be traveling from as far away as Florida, California and South Africa. These young women will do an exceptional job, and your child will reap the benefits of their hard work. To this end, it is a welcomed gesture to show them your appreciation. Although not required, a suggested gratuity at the end of your child's session would be \$20-\$30 per counselor.

Grievances

If you have a concern or complaint in relation to your camper's group, counselor, camp experience, or other children at camp, please contact the camp office to speak with your camper's Division Head (617-630-4620). If your issue is not adequately addressed or if your issue is in relation to the overall camp operation, please speak with the Camp Director (grunie@campgan.org or 617-323-2000) She may request you set-up an appointment to ensure you receive the attention you deserve.

