



WELCOME TO OUR 2018 RECREATION SUMMER CAMP!

We are so pleased that you have chosen our camp for your child!
We have lots of fun planned for our campers this summer; each week will be a new adventure...

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

IT WILL HELP US PROVIDE YOUR CHILD WITH THE BEST SUMMER EXPERIENCE POSSIBLE.

MEDICAL FORMS AND MEDICATIONS: ALL IMMUNIZATIONS, MED FORMS AND EMERGENCY INFORMATION ARE DUE BY JUNE 1st! (If signing up after June 1st, you will have 3 business days to submit these forms.) If registering within one week of camp start date, forms must be submitted at time of registration. No exceptions, forms will not be accepted at camp on **Monday**. Northborough Recreation requires a completed First Aid and Emergency Medical Care Authorization and Consent Form AND a current Immunization form.

BY LAW, YOUR CHILD CANNOT ATTEND CAMP UNLESS YOU PROVIDE THIS INFORMATION.

On the first day of camp, please give the camp director, Stefanie Youssef, any **medications** (ex. Epi-pen) your child will need during the hours he/she will be at camp. All medications need to be in their original packaging. No exceptions. You will also need to fill out the **“Authorization to Administer Medications”** form (separate from our required medical form) if your child requires medication at camp. This form can be found in our rec office or on our website with the summer camp information.

****If there are any special circumstances (medical, behavioral, etc...) or concerns you feel we should be aware of, please contact the Recreation office at 508-393-5034 prior to the first day of camp so that we can alert the Director and staff (if necessary).**

OPTIONAL CAMP LUNCHES AND SNACKS! *ALL FOOD INCLUDED IN LUNCH PROGRAM ARE NUT-FREE

Parents have the option to purchase camp snacks/lunches/drinks for their children on a weekly (Mon/Tues/Thurs/Fri) or daily basis. Cost for this Snack/Lunch option will be \$7 per day or \$20 for all four days. (There will be no sibling discount for this additional service.) You can sign up for the whole week or at camp for individual days. If signing up for the whole week, please do so online at www.northboroughrecreation.com no later than the Wednesday before camp starts or on Monday at the front desk **by 9am** (with the Director) when you arrive at camp.

Your child will receive: complete lunch, two snacks (morning and afternoon), drinks (juice with AM snack, 1 % milk with lunch, and water with PM snack). Snack choices will vary (goldfish, ritz crackers, cheez-its, smartfood popcorn, chex mix, and pretzels).

Monday and Friday lunches will include cheese pizza from Monti's Pizza. Tuesday and Thursday lunches will include lettuce and your choice of turkey/cheese, ham/cheese, or just cheese on bulky rolls. Optional condiments (mustard & mayo) will be available at camp. Each child will also get a choice of applesauce or yogurt with their lunch.

WHAT TO WEAR TO CAMP EACH DAY:

- **Comfortable clothes appropriate for running around and for the weather that day** (Please avoid loose jewelry and restrictive clothing)
- **Sneakers** (Crocs, sandals, flip-flops, etc...often cause accidents when children are running around.)
- **Sunscreen** (Please apply sunscreen before camp each day AND provide sunscreen for your child to re-apply midday.)
- **Wednesdays/Field Trip Day:** **camp shirt** for field trips (distributed to campers prior to the field trip)
- **Water Days/Water Field Trip Days:** **Bathing suits UNDER their clothes or a change of clothes if your child prefers to get wet but not wear a bathing suit.** (If you have a daughter, it will be much easier for her to use the bathroom if she is wearing a two piece suit- ex. Tankini)

WHAT TO BRING TO CAMP EACH DAY: Please label everything...

- **Backpack**
- **REFILLABLE FULL water bottle** (labeled with your child's name)
HYDRATION IS VERY IMPORTANT AT CAMP. IF YOUR CHILD DOES ARRIVE AT CAMP WITH A WATER BOTTLE, ONE WILL BE PROVIDED AND WE WILL ADD A \$2 CHARGE TO YOUR REC ACCOUNT. YOU MAY PAY THIS FEE ONLINE OR IN PERSON AT CAMP.
- **Lunch-** (no refrigeration available on-site)
- **2 Snacks** (one morning, one afternoon)
- **On TUESDAY for Water Day and for Water Field Trips:** Towel and wear bathing suit under clothes or a change of clothes.
- **Water Field Trips only:** FULL change of clothes to change into after water play. Campers will wear their camp shirts in the water to help us identify our group.
- **Sprayable Sunscreen** (Staff will oversee the application of sunscreen but cannot apply it themselves.)
- **Pre-K to entering Kindergarten ONLY:** Change of clothes (just in case), and a **towel** (full day only) for rest/quiet time. These towels can be left at camp all week and will be returned on Friday. Campers will need a separate towel for water day.

WATER BOTTLES! Does your camper need a refillable water bottle to bring to camp each day? **You can purchase a 20oz refillable sports water bottle at camp for \$2.** You can pay at camp or we can add it to your rec account and you can sign on and pay later that day. If your child does

not bring a water bottle to camp, one will be provided and we will add the \$2 charge to your Rec account.

WHAT NOT TO BRING*:

- NO video games, electronics, toys (including trading/gaming cards)
- NO objects that might be harmful to others
- NO glass bottles
- NO medication (All prescribed medications should be given to the Director.)
- NO Gum

*In general, we discourage toys from home. We will have plenty of entertainment on-site. Personal belongings may be lost or damaged, and in some cases, cause conflict with other campers. Grades 7-9 will be allowed to use cell phones during lunch and snack times ONLY. We are not responsible for lost personal items.

Pre-K through entering K camper parents only: Our camp has a strict no touch policy. We do however recognize that the 3-5yrs old may require extra assistance with certain tasks such as re-dressing after water day, bathroom issues, and sunscreen application (it would have to be a spray). If your child may need help with any (or all) of these, you may sign a release allowing us permission to assist your child with these tasks.

DROP-OFF:

Drop-off begins at 8am (early drop-off is not available). Please allow a few extra minutes for registration on Monday. You can drop your child off any time after 8am but for activity planning purposes, we would appreciate it if the children arrive by 9am the latest.

When you arrive at the **Melican Middle School (wks 1-6) located at 145 Lincoln St.**, you will enter through the cafeteria door located in the front of the building to the left of the main doors. When you arrive at the **Lincoln Street Elementary School (wks 7-8) located at 76 Lincoln St.**, you will enter through the cafeteria door of the school at the front of the building. Please be sure to park in the school's parking lots and proceed with caution (lots of kids coming in and out). ***Both location entrances will be marked with our camp signs.**

Upon entering, you will find the Director at the registration table. Please sign your child in with the name of the person that will be picking them up. The person picking up must be on your approved list. Your child will then be directed to their age/grade group and their group leader.

Each week, there will be **newsletters** at the registration desk highlighting important **information specific to that week's activities, Pre-K in-house entertainment, and the Gr. 1-9 Wednesday field trip.** Also included will be the camp phone number in case you need to reach the Director. Please take a newsletter at drop-off on Monday.

MEDICATION: Please give any medications and special instructions to the Director at Drop-off.

PICK-UP:

*IN THE EVENT THAT SOMEONE OTHER THAN THE DESIGNATED PERSON IS PICKING YOUR CHILD UP, PLEASE CALL OUR OFFICE AT 508-393-5034. THE CAMP DIRECTOR WILL BE

INFORMED OF THE CHANGE. PLEASE HAVE THE DESIGNATED PERSON BRING THEIR ID FOR VERIFICATION. THIS PERSON MUST BE ON YOUR APPROVED LIST.

HALF DAY: Half Day Pre-K camp ends at 11:30am. We will bring ALL half day campers to the cafeteria for dismissal at this time. Please check in with the Director when you arrive to sign your child out for the day.

FULL DAY: Full Day Camp ends at 4pm. Pickup is between 3:45-4pm. (You are welcome to pick-up your child anytime before 4pm unless we are on a field trip.) When you return to pick-up your child, you will sign them out with the Director at the registration table. The staff will locate your child and they will meet you at the registration table. All campers must be checked out with the Director or Assistant Director before leaving the building.

EXTENDED DAY (4-6pm): Extended day camp is available for \$60/family/week. Pickup is no later than 6pm. Please contact the Recreation office as soon as possible if you would like extended day care for your child so we can be sure to schedule enough staff to accommodate the program.

****LATE POLICY:** A fee will be charged for any child picked up after the above stated times. The fee will be \$10 per child for the first five minutes and \$1.00 per child for each minute thereafter. Please understand that it is important that you pick-up your child on time. All staff members that are not part of our extended day program leave at 4pm. If you are late picking up we need to keep them late in order to maintain the proper counselor to child ratio. For extended day, please note that the school closes at 6pm sharp.

MEDICAL EMERGENCIES REQUIRING TRANSPORT TO HOSPITAL: In the unlikely event your child requires medical attention that requires an emergency hospital visit, your child will be transported by ambulance to UMASS Worcester, (they have a child trauma center), at 55 North Lake Ave, Worcester, MA, 01655. Telephone # 508-856-3511. Parents/Guardians will be notified immediately and asked to meet us at the hospital.

IS THIS YOUR CHILD'S FIRST EXPERIENCE WITH NORTHBOROUGH RECREATION SUMMER CAMP?

- When speaking of camp, stress the positive; try to avoid things that may cause anxiety. (Example: If you tell your child that they do not need to be afraid, they start wondering what might make them afraid at camp. If you tell your child you will come back to get them if they do not like it, they think there is a possibility they will not like it and odds are they will ask to go home after you leave.)
- When dropping off, check your child in and say a quick goodbye. Linger makes it more difficult for your child to separate...even if they are crying. It is easier for our staff to distract and redirect your child's attentions onto something positive if you are not there. (We promise to call you if we are unable to calm your child down.) We want this experience to be a happy, positive and fun experience for your child.

THANK YOU IN ADVANCE FOR YOUR COOPERATION!

We look forward to seeing old friends and making new ones this summer!

QUESTIONS? Please feel free to contact us with any questions!

The Recreation Office summer hours will be 8am-4pm Monday-Friday. We can be reached at 508-393-5034 or recreation@town.northborough.ma.us.

Need to speak to camp staff? **You will receive the camp's direct phone number* on Monday in the Camp Newsletter.** The Director will do her best to answer and return calls on a timely basis. (If you have the camp phone from a previous year, please note the number changes every year. The camp phone is not activated until right before camp is scheduled to start.)

Please note: Parents have the right to review Northborough Recreation's background check, health care, discipline, concussion, and grievance procedures. These policies are available upon request. Please contact our office.