

NORTHBOROUGH SUMMER REC CAMP FOR 2020!

**Who's ready for a great summer?
We have so much fun planned for our campers!**

Please take the time to read this thoroughly so that your child comes to camp prepared and so that we are able to provide your family with the best summer camp experience possible.

Northborough Recreation is a licensed camp. We comply with all state and local Board of Health camp regulations. Parents have the right to review background checks, healthcare, discipline policies and grievance procedures. All of our camp policies and procedures are available upon request.

Our camp is housed at Melican Middle School (weeks 1-6) and Lincoln Street Elementary (weeks 7 & 8). We are an active camp, utilizing the school cafeteria, gyms, classrooms and outside spaces (tennis courts, basketball courts, playground, etc). Air conditioning is limited but we do our best to keep our campers comfortable, including implementing water activities to keep cool, and more.

Our camp runs 8am-4pm, Monday-Friday, for 8 weeks during the summer. Early drop off (starting at 7:30am) and late pick-up (4-6pm) is available for additional fees. The camp is for ages 3 -5 and grades 1-8. Grades 1-8 will attend a weekly field trip on Wednesdays (weather permitting), field trip cost is included. Campers ages 3-5 will have weekly in-house entertainment. Transportation for field trips is provided by NRT Transportation.

REGISTRATION INFORMATION

Registration for Summer 2020 begins on February 5th, online at www.northboroughrecreation.com or in the Recreation Office, ground floor of Town Hall at 63 Main Street, Northborough. Registration closes one week before each session or upon filling. Registration is open to all regardless of Town residency.

Registering with a deposit: sign up for as many weeks as you'd like with a deposit of one week in full/child/week. To do this, register for weeks needed, then contact our office to process the deposit. Otherwise, full payment will be required at checkout.

Early Bird Incentive: Pay your balance in full by April 1st and receive a \$10 household credit per week that your family is signed up for (as of 2020, no longer per child). This credit can be used for extended day, camp lunch program, or any of our Recreation programs. It is not refundable.

Full Payment Due by May 1: Those not taking advantage of the Early Bird Incentive will need to pay the final balance by May 1st. Recreation reserves the right to cancel registrations that have not been paid.

Deadline to withdraw for a full refund: June 1.

Deadline to withdraw for a household credit: one full week before camp session starts.

PRICING INFORMATION

Fees adjusted for Wk 1/4th of July

- Regular Camp Day, 8am-4pm: \$260/\$230 one sibling/\$200 other siblings
- Extended Day, 4-6pm: \$65/family/week
- Early Drop Off, starting at 7:30am: \$35/family/week

2020 CAMP DATES & FIELD TRIPS (SUBJECT TO CHANGE):

WK 1	6/29 -7/2 (skip 7/3)	APEX ENTERTAINMENT
WK 2	7/6-7/10	CANOBIE LAKE OR SKI WARD TUBING
WK 3	7/13-7/17	PURGATORY CHASM (Grade 4 and above) OR TRAMPOLINE PARK AT APEX
WK 4	7/20-7/24	SIX FLAGS AMUSEMENT (Grade 4 and above only) OR ECOTARIUM
WK 5	7/27-7/31	KIMBALL FARM OR STRAND THEATER
WK 6	8/3-8/7	SIX FLAGS WATER PARK (Grade 4 and above only) OR BOWLERO
WK 7	8/10-8/14	WATER WIZZ OR JUMP NATION
WK 8	8/17-2/21	URBAN AIR ADVENTURE PARK

MEDICAL FORMS AND MEDICATIONS 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 the time of registration. Forms will not be accepted at camp on Monday at camp, no exceptions. Northborough Recreation requires a completed First Aid and Emergency Medical Care Authorization and Consent Form AND a current Immunization form. More information is available in this document. By law, your child cannot attend camp unless this information is provided in advance.

WHAT TO WEAR TO CAMP EACH DAY:

- Comfortable clothes appropriate for lots of activity, no loose jewelry
- Sneakers; flip-flops can be brought in backpacks for water days and water parks but are not safe for everyday camp. Flip-flops, sandals, crocs, open-toe shoes, etc., can cause accidents when kids are running.
- Sunscreen: Please apply sunscreen before camp each day and provide sunscreen for your child to re-apply midday.
- Camp t-shirt, Wednesday Field Trips only; camp shirts will be distributed on Mondays/prior to the field trip.
- For water days or field trips with water, kids should wear a bathing suit under clothes and bring a change of clothes. If your child prefers to not wear a bathing suit, they can just get wet in their regular clothes (shorts/t-shirt) and bring a complete change of clothes in their backpack. Two piece bathing suits work best for young girls needing to use the bathroom.

WHAT TO BRING TO CAMP (PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME):

- First day only-please give medications (ex. Epi-pen) that your child will need during the hours he/she will be at camp. All medications need to be in their original packaging with Rx info attached. Please note that you will need to submit a completed "Authorization to Administer Medications" form (separate from our required medical form) prior to the start of camp, which can found at www.northboroughrecreation.com on our camp page
- Backpack
- Refillable water bottle
- A lunch that doesn't have to be kept cool or heated
- One snack each for morning break and afternoon break

- Sunscreen that kids can self-apply; for preschoolers, staff can apply sprayable sunscreen with written parental permission
- Towel for rest time, for kids in Pre-K to Kindergarten only
- Grades 6-8 will be allowed to use cell phones during lunch and snack times only. However this privilege will be revoked if abused.
- We are not responsible for lost personal items.

PLEASE DO NOT BRING:

- NO video games, electronics, toys, including trading/gaming cards; personal belongings may be lost or damaged, and in some cases, cause conflict with other campers.
- NO objects that might be harmful to others
- NO glass bottles
- NO medication unless as directed above
- NO Gum

DROP-OFF PROCEDURE:

- Time: Early drop-off is available starting at 7:30am for an extra fee, with advance registration required. Otherwise, regular drop off begins at 8am. For activity planning purposes, please drop off by 9am.
- Please allow a few extra minutes on Monday mornings. 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.
- Please give any medications and special instructions to the Director at Drop-off. All medications need to be in their original packaging with Rx info attached. Please note that you will need to submit a completed "Authorization to Administer Medications" form (separate from our required medical form) prior to the start of camp, which can found at www.northboroughrecreation.com on our camp page
- Please be sure to take a newsletter each week which will highlight important information specific to that week's activities, such as in-house entertainment for preschoolers and kindergartners and field trip information for grades 1-8. Also included on the newsletter will be the camp phone number in case you need to reach the Director during the camp day.
- Dropping off at Melican Middle School (145 Lincoln Street, sessions 1-5): enter through the cafeteria door located in the front of the building to the left of the main doors. When dropping off at the Lincoln Street School (76 Lincoln St, sessions 6-8): 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 locations will be marked with our camp signs.

PICK-UP PROCEDURE:

- The pick-up person is designated at drop off each morning when you sign your child in for the day.
- The pick-up person is someone listed in advance on your child's Emergency/Medical form. This person must be at least 18 years old. Identification will be required in cases where staff do not recognize the pick-up person such as if it is their first time picking up.
- If you need to add a new pick-up person to your list once camp as started, please contact the Director or Recreation Office.
- Full day campers, pick up is no later than 4pm, unless you have signed up in advanced for Extended Day, which ends at 6pm.

- Late pick-up policy: A warning will be given the first time, but fees will be incurred for the second time and thereafter. Fees will be \$10/child for the first five minutes and \$1 per child per minute after that.
- Late pick-up protocol: on the rare occasion that we are unable to reach any of the parents/guardians/adults listed on the emergency contact sheet, the Camp Director will follow the following protocol: At 4:30pm, with all listed contacts being called at least twice, the Camp Director will call the Recreation Director to inform her of the situation. After sixty minutes late, if we are still unable to reach anyone, the Camp Director will call the police. The police will then determine if the Department of Family and Youth services should be contacted.

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

When speaking of camp, it helps to stress the positive. For 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. At drop off, check your child in with us and say a quick goodbye, lingering 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 family.

If there are any special circumstances or concerns you listed on your forms that you would like to discuss further with the Camp Director, please contact the Recreation office at 508-393-5034 prior.

OPTIONAL LUNCHES AND SNACKS:

- Parents have the option to purchase camp snacks/lunches/drinks for their children on a weekly basis (Mon/Tues/Thurs/Fri) or daily basis for an additional fee of \$7 per day or \$20 for all four days. For the weekly option, please sign up a week in advance on the Summer Camp Lunch Program or in person on Monday mornings, by 9am. You can also just sign up by the day as long as you do so by 9am.
- All food provided is nut free.
- The lunch/snack program includes: a complete lunch with 1% milk, a morning snack with juice, afternoon snack with water. Snack choices will vary and are typically 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.
- The lunch program is not available on field trip days. Some field trips will include lunch (no additional fee), please check the newsletter or the white board at camp so you know whether or not to provide lunch and snacks on field trip days.

REQUIRED MEDICAL AND EMERGENCY FORMS

All medical and emergency forms are reviewed by our Camp Director and if need be, our camp Doctor to ensure the best care for your children while they are at our Recreation Summer Camp. If we have any questions, we will contact you directly before the start of camp. We require the following forms to be submitted in the timeline as stated at the beginning of this email. If these forms are not received, unfortunately, your child will not be able to attend camp.

- First Aid & Emergency Medical Care Authorization & Consent Form, specific to our program, available on our website
- Current Immunization Form, from your child's Physician. Must include: documentation of immunizations received (information is available on our site regarding required immunizations by age); date of last physical (within one year), with the signature of the doctor/physician.

- Authorization to Administer Medication To A Camper, which is only required if your child needs prescribed medication during the camp day.

DISPENSING AND STORAGE OF MEDICATION

All medications for campers must be received in their original packaging or prescription bottle. Each medication should be accompanied by an Authorization to Administer Medication Form. The name of the medication and proper dosage for the child must be clearly written on this form. All oral medications will be stored in a locked container in the first aid area by the front desk with the Director or in a locked container in the refrigerator. The only medications that Group Leaders are allowed to carry in their group's first aid kits are epi-pens and inhalers. Any oral and other medications must be dispensed by the Health Supervisor (the Camp Director) as supervised and approved by the camp's Health Care Consultant. For the safety of all, campers may not carry their own medications or keep stored in their backpacks.

CHILDREN REQUIRING AN AIDE

Does your child have a 1:1 aide assigned to him/her at school? If your child will require an aide for camp, please notify the Recreation Director no later than April 1.

MEDICAL EMERGENCIES REQUIRING TRANSPORT TO A 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, at 55 North Lake Ave, Worcester, MA, 01655. The hospital's phone number is 508-856-3511. Parents/Guardians will be notified immediately and asked to meet the Director at the hospital. The Camp Director will ride in the ambulance and the Assistant Director will remain onsite at camp.

QUESTIONS?

If you have questions, please contact the Recreation Office at 508-393-5034 or recreation@town.northborough.ma.us. If you'd like to speak with the Camp Director, you can call the camp phone number, which will be provided on our site before camp starts. Please note that this phone number changes year to year.

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

**Northborough Recreation
63 Main Street
Northborough, MA 01532
508-393-5034
www.northboroughrecreation.com**