

# CAMP TAHATTAWAN PARENT HANDBOOK



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# WELCOME MESSAGE



**Megan Bell**  
Camp Director

Dear Parents,

Thank you for choosing Camp Tahattawan for your child! We are gearing up for another great summer at Shaker Lane. Planning for a summer camp is a year-round process. We have been planning a wide variety of recreational, educational, and entertaining activities for your camper to partake in this summer.

In this handbook you will find answers to some of the most common questions we have encountered over the years. There is a lot of valuable information, so please take the time to read through it thoroughly.

If you have any questions during the off-season we welcome you to contact Melanie at our offices at (978) 540-2490 or by email at [mkirsch@littletonma.org](mailto:mkirsch@littletonma.org). Our office hours are Monday - Thursday 9am-4pm, and Friday 9am-2pm.

We look forward to giving you a rewarding and enjoyable camp experience for your child(ren).

# CAMP INFORMATION

## STAFF

At Camp Tahattawan, we have a 10:1 camper-to-counselor ratio for our senior camp and a 5:1 camper to counselor ratio for our junior camp. Our staff is screened carefully and interviewed in the hiring process. Counselors are chosen according to their level of experience, creativity, motivation, and, of course, their love of children. Specialists and Camp Management are generally either in college or graduate school studying for careers in education or other child-related fields. All of our staff must complete a 20 hour training process prior to the start of the season.

## SAFETY

Safety is the highest priority at Camp Tahattawan. All activities are designed with your child's safety in mind. Our programs are structured with rules which encourage each child to explore their independence, but also respect safety guidelines.

All members of our staff are trained in Pro-Rescuer Level Red Cross First Aid, CPR, and AED use, as well as what to do in emergency situations regarding inclement weather, suspicious persons, or threats. A number of our Camp Staff are also trained as American Red Cross certified lifeguards.

## ALLERGIES

It is very important that all allergies—no matter how mild—are listed on our registration paperwork so our staff members can be made aware and can take proper precautions. We keep an updated list of all allergies in the office and at camp to ensure the health and safety of all campers.

If your child has been issued an Epi-Pen you must bring two (2) to camp. One will be kept at the camp office and the second will stay with your child's lead counselor.

Also, we do not provide anti-histamine, so if this medication is needed with the use of Epi-Pen, please provide us with this medication.

Our camp is not nut free, but lunches/snacks containing nuts are eaten separately from those with allergies.



# CAMP INFORMATION

## MEDICATION

According to state law, all medications need to be kept locked in containers and administered by certified camp personnel. We have a refrigerator for medications that need to be kept cold. If your child needs to take medication (either temporarily or daily), you must include this information on the Medication Authorization Form and give it to the PRCE office before your child begins camp. The Camp Nurse, Camp Director or Assistant Director can administer all medications. Since most medications have side effects, please let us know your child's potential reactions. The Camp Nurse keeps a log of all medications given at camp.

## Illnesses or Injury at Camp

As of 2020, Camp T has had a full time Registered Nurse or Health Care Supervisor on staff! And all of our staff are Pro-Rescuer level Red Cross First Aid, AED, and CPR certified and able to accommodate and treat minor first aid injuries and illnesses at camp. However, if a child becomes seriously ill at camp, the staff will call the parent/guardian and ask for the child to be picked up as soon as possible. Your child will remain in the office located at the Nurse's Station until you arrive.

Similarly, if your child has a temperature of 100.0°F or higher (without medication), or is vomiting, they cannot attend camp that day. For a child with a heightened temperature at Camp, the parent will be contacted and the camper will have to go home until the temperature stabilizes. If a child is sent home due to vomiting, that child should not return to camp the day after they were sent home, and consistent with public school policy a child's fever must be gone for 24 hours before sending them back to camp.

## DAILY DROP OFF & PICKUP

Camp Tahattawan utilizes a rolling drop off and pick up procedure. Incoming Kindergarteners & 1st Graders are required to be walked in and walked out of camp. Please do not drop off your campers before 8:30 a.m. unless you have registered for morning care. Our staffing numbers for Morning and After care are based on the registration roster numbers. Additional charges will occur if this policy is not observed.

# CAMP INFORMATION

## BEFORE CARE

Before Care takes place every morning from 7:30-8:30 AM, and costs an additional \$20.00 per day or \$90 per week (10% off daily rate). Please do not drop your child off earlier than 7:30 AM. Before care is typically indoor play.

## AFTER CARE

After Care is offered after camp from 3:30-5:30 PM, for an additional fee of \$40.00 per day and \$180 per week (10% off daily rate). Please review the late policy information. After Care offers both inside and outside play. Your child can choose which activity they would like to do, as well as rotate between various activities.

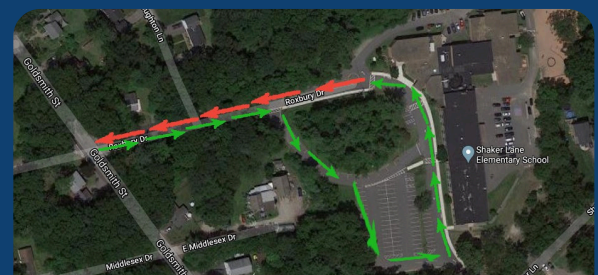
## ABSENCES

If your child will be absent, please call camp at (978) 590-9622 and leave a message for the Camp Director as soon as possible. If he/she has a communicable disease, please let the PRCE office (978)540-2490 know immediately so that we may take the proper steps as determined by the Local Board of Health Offices.

*Absences are not refundable.*

## LATE PICKUP POLICY

Camp ends promptly at 3:30 PM. Children should be picked up at Shaker Lane at this time. After 3:35 PM, there will be a fee of \$1.00 per minute. The same late pick-up charges are applied after 5:35 PM for aftercare. If there is an emergency and/or you know you will be late picking up your camper, please call the camp at (978) 590-9622. Chronic late pick-ups may result in your camper being ineligible for the summer programming.



# CAMP INFORMATION

## LOST & FOUND

PLEASE LABEL EVERYTHING! We strongly urge you to mark or tag all of your child's belongings. We do our best to return all left behind items at the end of the session—it's easier if the items are labeled!

Please check the camp Lost & Found, located in the main corridor, if your child happens to lose something. ALL Lost & Found items will be donated to Good Will 3 weeks after Labor Day.

We are not liable for any lost items.

## DISCIPLINE POLICY

Offenses which warrant progressive disciplinary action may include, but are not limited to: endangering another person's well-being; swearing or verbal abuse of staff or participants; stealing or destruction of property; disrespect of staff or participants; inappropriate behavior on the bus or field trips; and breaking any of the general program rules.

### CONSEQUENCES:

Serious Offenses: Endangering another person's well being, swearing or verbal abuse of staff or participants, and stealing or destruction of property:

1st Offense- Written notice to parent/guardian regarding the problem

2nd Offense- Removal from activity, participant will stay with a staff member, and the parent/guardian will be notified

3rd Offense- Suspended for the remainder of the session. No refunds will be given

Minor Offenses: Disrespect of staff or participants, inappropriate behavior on the bus or on field trips, and breaking general program rules:

1st Offense- Verbal warning and verbal notice to parent/guardian

2nd Offense- 3 to 7 minute "break" and verbal notice to parent/guardian

3rd Offense- Loss of morning or afternoon activities and verbal notice to parent/guardian

4th Offense- Written notice to parent/guardian

5th Offense- Removal from program and parent/guardian notified

Note: Staff reserves the right to advance the consequences depending on the severity of the action or behavior as approved by the Camp Director and/or the Director of the PRCE.

# CAMP INFORMATION

## LUNCH & SNACKS

All children must have a packed NON-PERISHABLE lunch (We do not have refrigerated spaces to store lunches) and water bottle everyday, including Friday field trips (some field trip locations require brown paper bag lunches—we will let parents know ahead of time) We do NOT offer lunch options; please pack enough to eat!

Please write your child's name on their lunch box and water bottle.

### SNACKS

The camp has time set aside for a morning and afternoon snack. Please send your child to camp with both a morning and an afternoon snack as they will not be provided. Kids get very hungry during the day; we keep them active!

## CIT PROGRAM

The camp also runs a Counselor-In-Training Program for children entering grades 8, 9, and 10. Each week the CITs are assigned to a specific counselor and group and are expected to follow the policies and rules of the camp.

CITs are interviewed and trained by the Department staff. They will not take the place of counselor supervision at any time. The program works to build leadership skills and prepare participants for a job working with children. CITs are never left alone with campers at any time.





# CAMP INFORMATION

## CHRISTIAN'S LAW

All LICENSED summer camps are governed by Christian's Law, Massachusetts General Law c.111, s 127A1/2. At Camp Tahattawan, ALL children that participate in Swimming trips to Long Lake Beach or any marine or freshwater beaches will be required to take a swim test to determine participant's ability. If a child does not pass a Level III Red Cross swim test, in order to participate in swimming activities parents are required to sign a permission slip AND provide a Type III PFD that MUST be USCG approved, properly fitted, and in serviceable condition. If we do not approve your child to participate in swimming in our swim documents on CAMPDOCs, your child will not be permitted to enter the water while at Camp Tahattawan.

## Abuse & Neglect Prevention/ Reporting Procedures

It is the policy of the Department that all concerns of abuse and neglect are reported. Any concern about either abuse or neglect with a camper is immediately reported to the Camp Director. The Camp Director then forwards the concerns on to the PRCE Director, Board of Health, the Massachusetts Department of Children and Families (DCF). All camp staff, director and the Parks and Recreation Department will cooperate in all official investigations of abuse and neglect alleged to have occurred at camp. The Camp Director will ensure that any staff accused of abusive or neglectful behavior does not work directly with campers until the Massachusetts DCF investigation is completed.



### **Right to review camp materials:**

**In accordance with MA Law 105 CMR 430.190, General Program Requirements, Littleton PRCE will provide copies of background checks, health care and discipline policies as well as procedures for filing grievances as requested by parents/guardians.**



# CAMP INFORMATION

## DAILY ACTIVITIES & CAMPER SCHEDULE

Everyday your camper will participate in a variety of different activities. There are six blocks in the morning each lasting 30 minutes. There is a 15 minute snack-break in the morning and the lunch block is 30 minutes long. Each afternoon the groups walk to Long Lake Beach, (Town Road, approximately 1/4 of a mile away from Shaker Lane School) to swim. Except Field Trip Fridays, Junior Camp will swim from 1:00-1:50PM. Senior Camp will swim from 1:55-2:45 PM. Swim times for non-field trip campers will vary.

The rest of the blocks operate on a rotating schedule. Each group will participate in 7 activities everyday including science and nature, music and drama, sports, arts and crafts, technology and gaming, counselor time, playground, and swimming. For a view of a typical day at Camp T refer to Page 9.

## FIELD TRIPS

To enrich your child's experience, on most Fridays, the camp will offer an optional (additional cost) field trip. Past trips have included adventure parks, water parks, zoos, whale watches, and much more! For field trips, each camper will need a lunch and water bottle, as well as their camp issued T-shirt!



# CAMP INFORMATION

## A TYPICAL DAY

TIME	ACTIVITY
7:30am-8:30am	BEFORE CARE
8:30am-8:55am	DROP OFF/ MORNING MEETING
9:00am-10:30am	MORNING BLOCKS: Music, Counselor Time, Science (30 minute blocks)
10:30am-10:40am	MORNING SNACK
10:40am-12:10PM	MORNING BLOCKS II: Art, Playground, Technology (30 minute blocks)
12:10pm-12:40pm	LUNCH
12:40pm-12:55pm	Change/Sunblock
12:55pm-1:50pm	Swim Time (Junior Camp) or Long Block
1:55pm-2:45pm	Swim Time (Senior Camp) or Long Block
3:00pm-3:30pm	Pick-Up
3:30pm-5:30pm	AFTER CARE



# CAMP INFORMATION

## A TYPICAL WEEK

DAY	WHAT TO EXPECT
MONDAY	CAMP MEETING & NEW CAMPER ORIENTATION
TUESDAY	A TYPICAL CAMP DAY
WEDNESDAY	SPECIAL PERFORMER DAY
THURSDAY	DRESS-UP DAY
FRIDAY	FIELD TRIP DAY



**Camp Tahattawan is a licensed recreational summer camp, certified by the Commonwealth of Massachusetts and the Nashoba and Littleton Board of Health, and is compliant with MA 105 CMR 430.000.**

# WHAT TO BRING TO CAMP



**LUNCH, 2 SNACKS & FULL WATER BOTTLE(S)**



**FOOTWEAR (CLOSED-TOE SHOES)\***

*\*Crocs are allowed if campers can actively participate in sports activities in them*



**Sunscreen ON Before camp & More to apply AT Camp**



**Camp T-Shirts for Field Trip Days**



**EXTRA CHANGE OF CLOTHES (JUST IN CASE)**



**TYPE III PFD (Life jacket for those that require it)**



**Bathing Suit & Towel**

# WHAT NOT TO BRING TO CAMP



**ELECTRONICS (NO CELL PHONES, ETC.)**



**TOYS FROM HOME**



**Weapons or Toy Weapons (even on Dress-Up day)**



**Trading or Magic Cards during Camp.**  
(They can be brought in for Before & After Care.)



**No Money on Field Trips or for Long Lake Beach Snack Shack**



# WEEKLY DESCRIPTIONS

Week 1: June 23 - June 27

Theme: **ALIEN'S ATTACK!**

Dress Up Day: Space Explorers, Aliens

Field Trip: Breezy Picnic Grounds (\$40)



Week 2: June 30 – July 3 (NO CAMP ON FRIDAY 7/4)

Theme: **USA/ Olympics Week**

Dress Up Day: Team Countries Colors (Colors given out that week)

NO FIELD TRIP: IN- HOUSE OLYMPICS

Week 3: July 7- July 11

Theme: **Super Heroes/Local Heroes**

Dress Up Day: Super Heroes/Local Heroes

Performer: Police / Fire/ Army / Etc.

Field Trip: Canobie Lake Park Sr. Camp (\$47)

Connor's Farm Jr. Camp (\$45)



Week 4: July 14 - July 18

Theme: **Under the Sea- BEACH THEME**

Dress Up Day: Ocean World!

Performer: OUCH

Field Trip: Waterpark of New England (\$45)

Week 5: July 21 - July 25

Theme: **COLOR WARS**

Dress Up Day: Wear White on Thursday for COLOR WARS

Performer: Terry Murray Inventor Mentor

Field Trip: Urban Air Adventure Park (\$45)



Week 6: July 28 - August 1

Theme: **Happy Holidays Week!**

Dress Up Day: Halloween (Wednesday 7/23)

Performer: Santa, Easter Bunny

Field Trip: Museum of Science Sr. Camp (\$35)

Boston Children's Museum Jr. Camp (\$35)

Week 7: August 4 - August 8

Theme: **Krazy Carnival Week**

Dress Up Day: Tie Dye / Bring a white t-shirt or something white to Tie Dye (Wednesday- we will wear them on Friday!)

Performer: Camper Krazy J Squared

NO field trip this week We will hold our end of year Camp Carnival on FRIDAY August 8th.







*We Look Forward to  
seeing you this summer!*



# CAMP TAHATTAWAN 1ST DAY PARENT CHECKLIST

☐

**REGISTRATION & PAYMENT**

☐

**CAMPDOCS Paperwork 100% COMPLETED**

☐

**Non-Perishable Lunch & 2 Snacks**

☐

**Full Re-usable Water Bottle**

☐

**Swimsuit & a Towel or a dry change of clothes**

☐

**Extra "Just in Case Clothes"**

☐

**Everything in a labeled (Camper's Name) Backpack**

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**Epi-Pen or Asthma inhaler if your camper is prescribed it**

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**Type III Lifejacket for any camper who does not/or cannot pass their swim test**

☐

**Camp T Cell Phone #: 978-590-9622**

