

CAMP TAHATTAWAN CHECKLIST

Registration and Payment
Check your sign up week and dates

2019 Family Record - to be filled out once per year, per family

2019 Health History & Medical Authorization Form - to be filled out once per year, per child

A copy of your child's Well-Visit Physical within the past 12 months turned in to the office

A current Immunization Record turned in to the office

[PRCE Camps Swim Test Permission Form](#) (In accordance with Christian's Law, Massachusetts General Law c.111, s 127A1/2)

Camp hours are 8:30am-3:30pm

Lunch is not provided, please provide lunch and 2 snacks
Pack a swim suit and towel each day & for appropriate field trips

Pack extra dry clothes for emergency or inclement weather

Camp Issued T-shirt (To be worn on all field trips)

All registered camp dates have been added in my personal calendar



CAMP TAHATTAWAN



Parent Handbook 2019

Shaker Lane School · Littleton, MA 01460

Camp Phone: (978) 590-9622

Littleton Parks, Recreation, and Community Education
PRCE Office: (978)540-2490 · www.littletonrec.com



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.

We welcome your ideas and creativity in helping us to maintain a high quality program for your child, so please feel free to call us with any questions or concerns that you have about the program. You can reach us by telephone at (978) 540-2490 or by email at jkazanjian@littletonma.org

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

Sincerely,

Jon Kazanjian, Recreation and Sports Program Coordinator
Parks, Recreation, and Community Education Department

Summer Office Hours: Monday-Friday 8:30am- 4pm

Weekly Themes & Field Trip Descriptions

Week A Field Trip: Breezy Picnic Grounds & Waterslides

Theme: Under the Sea

Dress Up Day: Nautical Dude! (Anything water related)

We will head out to Camp Staff favorite Breezy Picnic Grounds for a day of swimming and waterslides!

Week B Field Trip: In-House Olympics

Theme: Around the World in 80 Days

Dress Up Day: Group's country attire/colors (FRIDAY)

For our shortened 4th of July week we will have in in-house Olympic Games competition on Friday, July 5th as a fitting end of our week theme!

Week C Field Trip: Coco Key Water Resort

Theme: Time Travelers

Dress Up Day: Decades Day

On our trip to CoCo Key Waterpark in Danvers, MA to enjoy their many waterslides, wading pools, lazy river, and many other activities.

Week D Field Trip: Museum of Science

Theme: Out of This World

Dress Up Day: Astronauts, Aliens and Outerspace

Join us at the Museum of Science in Boston, MA to explore and interact with all of the new exhibits!

Week E Field Trips: Jr Camp: Davis Farmland

Sr Camp: Canobie Lake Park

Theme: Local Heroes

Dress Up Day: Superheroes/ Local Heroes

Senior camp will be traveling to Canobie Lake Park for the day, they will enjoy the rides, pools, and activities the park has to offer. Junior Campers will head to Davis Farm where they will interact with farm animals, go on a hay ride, and play in the water spray park!

Week F Field Trip: Southwick Zoo

Theme: Nature Unleashed

Dress Up Day: Favorite Animal

A Camp T staple, we will travel to Southwick, MA for a day at the zoo! Camp Staff will help kids with an extremely fun scavenger hunt through the facility!

Week G Field Trip: In-House Carnival

Theme: Anything Goes

Dress Up Day: Tie Dye (Friday)

For our last week of Camp T, we will have an in-house field trip with games, special snacks, and inflatables for the campers to enjoy! We will have T-shirt signings! A Dunk Tank, Waterslides, snow cones and popcorn. Our favorite way to say Goodbye.

NOTE- The 2019 Carnival will take place on Thursday this year!

What to Bring to Camp:

Lunch (ready to eat, no microwave/fridge), two snacks, and a water bottle

Bathing Suits

Campers will swim everyday. Please pack a bathing suit and a towel. It is **highly recommended** that you send your child to camp already in their bathing suit. Counselors will help younger campers change if needed. Children older than 10 will receive help only if they ask.

Camp T-Shirts

Campers are required to wear camp t-shirts on field trip days (Friday) each week. Shirts are given out before field trips, usually on Thursday afternoon. Should your child lose his/her shirt you will need to pay a replacement fee of \$10 for a new one.

Footwear

Closed toed shoes are required! Please send your child to camp with the closed toed footwear so they can participate in all activities. Sandals will **ONLY** be permitted at Long Lake and on beach field trips.

Sunscreen

Parents **MUST** apply sunscreen prior to sending their child to camp. We will take breaks to reapply as necessary throughout the day. Please pack your child's sunscreen with his or her name on it.

Just in Case...

Please pack appropriate clothing in case of inclement weather. It is required that all campers are potty trained, however, please send a change of clothing with your child if you are concerned that they may have an accident during camp.

Cell Phone/ Electronics Policy

Campers are **not** permitted to carry cell phones or any other electronic devices with them during the camp day.
UNPERMITTED CELL PHONE USE, INCLUDING TEXT MESSAGING, IS NOT ALLOWED AND GROUNDS FOR DISCIPLINE.
Cell phones often contain personal information and are expensive electronics that could be easily lost or stolen. Please take this into account when deciding whether or not to send your child to camp with them. The Town will not be responsible for any lost, stolen, or damaged phones at camp or on field trips.

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Camp Information

Staff

At Camp Tahattawan, we have a 10:1 camper-to-counselor ratio for our senior camp and a 6:1 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 Red Cross First Aid, CPR, and AED use, as well as what to do in emergency situations regarding inclement weather, suspicious persons, or threats.

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 medication, please provide us with some!**

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

Daily Activities & Camp Schedule

Everyday your camper will participate in a variety of different activities. There are four blocks in the morning each lasting 30 to 35 minutes. There is a 15 minute break in the morning for snack. 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.

Everyday, except Field Trip Fridays, *Junior Camp* will swim from 1:00-1:50PM. *Senior Camp* will swim from 1:55-2:45 PM.

The rest of the blocks operate on a rotating schedule. Each group will participate in 7 of the 8 activities everyday including science and nature, music and drama, sports, arts and crafts, technology & gaming, counselor time, playground, and swimming. A typical day at Camp T looks like this:

7:30-8:30 AM	Morning Care
8:30-8:55 AM	Attendance/Sign-in/Morning Meeting
9:00-9:30 AM	Block #1
9:30-10:00 AM	Block #2
10:00-10:30 AM	Block #3
10:30-10:40 AM	Morning Snack
10:40-11:10 AM	Block #4
11:10-11:40 AM	Block #5
11:40-12:10 AM	Block #6
12:10-12:40 PM	Lunch
12:40-12:55 PM	Change/Sunblock
1:00-1:50 PM	Swim— Junior Camp Block #7—Senior Camp
1:55-2:45PM	Swim—Senior Camp Block #7—Junior Camp
3:00-3:15 PM	Snack
3:15-3:30 PM	Change, pack up, clean up!
3:15-3:30 PM	Dismissal
3:30-5:30 PM	After Care

Field Trips

To enrich your child's experience, on *most* Fridays the camp will be treated with a different field trip. Past trips have included adventure parks, water

CIT Program

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

CIT's 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. CIT's are never left alone with campers at any time.

Christian's Law

All PRCE Summer Programs 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 have a signed permission slip, a child will not be allowed to participate in swimming activities.

Abuse and 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 Social Services and Littleton Police Department. 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 person accused of abusive or neglectful behavior does not work directly with campers until the Massachusetts Department of Social Services 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.*

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 Director or Assistant Director administer all medications. Since most medications have side effects, please let us know your child's potential reactions. The Camp Director or Assistant Director keeps a log of all medications given at camp.

Illness or Injury at Camp

Our staff is 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 inside the Cafeteria 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 Pick Up and Drop Off

Parents/guardians should walk their child to his/her group's designated drop off area and sign the attendance sheet. Unless the Camp Director is notified in writing, only those listed on the authorization pick-up list are allowed to check out children at the end of the day.

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.

We cannot accept walk-ins.

Morning Care

Morning Care takes place every morning from 7:30-8:30 AM, and costs an additional \$40.00 per week or \$10.00 a day if you do not want the full week.

Please do not drop your child off earlier than 7:30 AM. Morning care is typically indoor play.

Extended Care

Extended Care is offered after camp from 3:30-5:30 PM, for an additional fee of \$90.00 per week or \$20.00 a day. Please review the late policy information. Extended 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.

Absence

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 State's Department of Public Health Camp Offices.

Absences are not refundable.

Late Pick-Up 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 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 our camper, please call the camp at (978) 590-9622. Chronic late pick-ups may result in your camper being ineligible for the summer programming.

Lost and 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 and found, located in the main corridor, if your child happens to lose something.

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.

Lunch (Please only send packed lunches on Fieldtrips, no \$\$\$)

All children must have a packed lunch 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 his/her lunch box and water bottle**

Snack

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!