



# Family Handbook 2016

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## Welcome

Camp STAR Angelina is designed as an all-inclusive recreation program for youth of all abilities. Our main focus is to provide opportunities for campers to integrate, be physically active, improve social skills, and have fun.

This is a six-week summer day camp offering two, three week sessions. Sessions run Monday – Friday from 9:30 a.m.-3:00 pm during the months of July and August. The program is located at Camp STAR Angelina, 300 Trafton Road, Springfield, MA 01108 in Forest Park, and activities include swimming, arts & crafts, sports, music, games, nature, field trips, variety show and more.

We hope this camp manual will help keep our two-way communication open with these guidelines and expectations. Please read all information.

## Registration:

- Every camper must have a completed application. We will not accept applications if there is more than one camper listed.
- Applications must be completely filled out in order to be accepted and processed.
- Campers with special needs will have priority, followed by Springfield residents. Please note that if you have attended camp in the past, this does not guarantee you a spot for the next year.
- If you are enrolling for more than one session please list preference for which session is the most desired. The purpose of this is to make sure that applicants will be enrolled in at least one session so that we minimize the number of people turned down due to over enrollment.
- Sessions are as follows:
  - Session One (July 5 – July 22)
  - Session Two ( July 25 – August 12)
- Please send all applications to:  
Camp STAR Angelina  
200 Trafton Rd.  
Springfield, MA 01108
- **Applications and payments are due by June 17, 2016.** Late applications may not be accepted or the camper may be placed on a waiting list.
- You will be notified if your camper has not been accepted.

- If you have enrolled in camp and can no longer attend, please inform the Therapeutic Recreation Specialist, Krista Stott at 413-787-7779 so a camper on the waiting list can attend.

### **Fees:**

- Camp registration fees include daily programs, field trips, lunch, snack, and staffing as well as bus transportation for Springfield residents.
- **Note:** One session is three weeks and both sessions are six weeks. Camp runs July 5-August 12, 2016.
- **Residents:** Campers pay \$300 for one session and \$500 for both sessions.
- **Sibling Discount:** If a camper has siblings attending camp they will receive a \$50 discount. For example, child one would pay \$500 for both sessions; child two would pay \$450 for both sessions; and child three would pay \$400 for both sessions.
- **Non-Springfield Residents:** Campers pay \$3100 for six weeks. Camp STAR Angelina generally receives payment for these campers from their school system and they will need to contact the Therapeutic Recreation Specialist to form an agreement.
- **Scholarships:** Please fill out the application, provide documentation and write a brief letter explaining financial need. The deadline for these is June 17, 2016.
- **Payment Plans:** At the parent's request, we are willing to work with them to create a plan that works for both parties. These are usually for families with more than one camper attending. Otherwise money is due before camp starts.

### **Payments:**

- Checks and money orders are the only form of payment accepted. Please make them payable to: Parents & Friends of Star Inc. and write camper's name on the memo line.
- **Final payments need to be made before camp begins unless you have discussed alternative options. If a payment is late there will be a \$15 fee.**
- Refunds will be reviewed on a case-by-case basis.

## Camper Information

- All campers must be between the ages of 3-22 years of age and are grouped by age.
- The staff to camper ratio is 1:4; if a camper requires more attention, please call 413-787-7779 to discuss other options.
- What to wear: shorts, t-shirt, sneakers, hat, light jacket if needed.
- What not to wear: sandals, flip flops, revealing clothes, any clothing with inappropriate writing or images. Camper with any of these may be asked to leave.
- What to bring: A bag or backpack with the following items; bathing suit, towel, water shoes, personal care items, change of clothes, frozen water bottle, and sunscreen.
- What not to bring: Any expensive items like cell phones, iPod, iPad, hand-held game systems, and jewelry. We are not responsible for lost or stolen items.
- We recommend you write the campers name on all of his/her belongings.
- Campers who are sick should not be sent to camp. If a camper becomes sick during camp a parent/guardian will be called to pick them up.
- If your camper will not be attending camp on any given day please call ahead of time to notify the secretary who can relay the messages to the counselors.

## Medications:

- Medications will only be administered under the following guidelines:
  - Prescription medication must be in original container with the campers name, address and dosage instructions listed.
  - An authorized medication form which must be completely filled out.
  - Non-prescription medication will not be administered under any circumstances.
  - Medications are to be given to the nurse upon the camper's arrival.

- All medication is labeled and secured within a locked area. Medication that requires refrigeration will be placed on a labeled shelf in the staff refrigerator.

### **Emergency Procedures:**

- Our nursing staff will respond to any illness or injury that arises during camp hours. For any illness that requires treatment, parents/guardians will be notified to pick-up their camper. If parents cannot be reached, the person on the emergency contact form will be contacted.
- In case of an emergency that requires immediate medical treatment, the following steps will be taken:
  - An ambulance will be called
  - Parent/guardian will be notified
  - Staff member will accompany the camper to hospital and remain there until a parent/guardian arrives.

### **Field Trips:**

- Camp shirts must be worn for field trips. If a camper is scheduled to attend a trip and does not have their shirt on they will not be allowed to attend. This is for safety reasons.
- Field trip slips will be sent home and need to be filled out and returned two days prior to the trip.

### **Transportation Policy**

- The bus company will not pick up any camper until all forms and payments are received in the office.
- If the camper is under the age of seven years, the Springfield Parks Department requires that an adult or guardian place the camper on the bus in the morning and receive the camper in the afternoon.
- The pick-up and drop-off location must remain the same.
- Bus rules
  - All campers must remain seated while the bus is in motion
  - Campers will keep aisles clear for safe passage; keep bags on lap or under seat

- No food or drink is to be consumed on the bus
- Do not stick gum under or on the seats
- All campers must follow directions given by the bus driver
- In the event that a camper is not picked up or there is no parent to meet small campers off the bus, parents will be called. If it happens a second time, parents will be billed \$10 per ½ hour, and children will be taken off the bus list if it happens a third time.
- If your child will not be attending camp for a day, a week or any time and he/she will not require transportation, please contact the camp.
- If you should move or change your phone number, Camp must be notified immediately at 413-787-7779.
- The bus company is First Student and their phone number is 413-205-2833.
- Non-Springfield residents:  
     Campers must be dropped off at 9:30am and picked up at 3pm at camp, 300 Trafton Rd. Springfield, MA 01108.

**Pick-up and Release Policy:**

Camp STAR Angelina will only release a camper to a person identified on the camper’s registration form and staff members will ask for ID’s. In the event of a friend or relative not listed on the form, parent/guardian should provide written notification for the director. Please understand this is to ensure your campers safety. All campers who leave early must sign out.

**Pool Information**

- There will be constant supervision during swim time
- There will be 1 lifeguard for every 25 campers
- There will be one counselor for every 4 campers
- The “buddy system” technique will be implemented during swim time
- Each camper will take a swim test at the beginning of the program to classify swimmers ability

## **Abuse & Neglect Policy**

- The Camp Director will immediately investigate all reported or obvious signs of neglect or abuse on campgrounds.
- If a camper comes to camp with soiled clothing or unbathed; with minor cuts, bruises, bumps, etc.; the director will contact the parents to report and gather more information.
- If a camper comes to camp with more serious injuries; with minor cuts, bruises, bumps etc. on more than 1-2 occasions;
  - Staff will immediately report any suspected child abuse or neglect to the Camp Director. The camp director will notify the Assistant Director of Recreation and the City's Law Department of any suspected abuse cases and continues through the chain of command.
  - No staff including the camp director will speak with any lawyers or agencies investigating said cases of abuse but instead refer them to the City Law Department.
  - The camp shall cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents of campers currently **not** previously enrolled in the camp who may have been in contact with the subject of the investigation.

## **Behavior Management:**

Discipline and guidance will be consistent and based on an understanding of the campers needs. We want to have fun but we need to make sure it's safe for everybody. Campers need to follow directions, and listen to staff. If a behavior continues or staff is unable to diffuse a situation, guardians or parents will be called. Consistent foul language, verbal or physical abuse will not be tolerated. All staff shall present themselves and the city in a respectable manner.

## **Parents/Guardians Suggestions**

Your feedback is important to us at Camp STAR Angelina. If you have any questions, concerns, or comments please feel free to call at any time. If your camper is having difficulty at camp please notify us so that together we can form a solution. If no one is available please leave a message and your call will be returned.



**Contact Information:**

Krista Stott  
Therapeutic Recreation Specialist  
413-7877779 Work  
413-313-547 Cell  
413-787-6624 Fax  
[kstott@springfieldctyhall.com](mailto:kstott@springfieldctyhall.com)

