



FAMILY HANDBOOK 2021

Program Dates: July 6th – August 13th

Session 1: July 6– July 23, 2021

Session 2: July 26 – August 13, 2021

Monday – Friday

8:30 a.m. – 3:00 p.m.



City of Springfield Recreation Division
200 Trafton Road, Springfield, MA 01108 | 413-787-6434 | <http://www.springfield-ma.gov/parks/>

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Thank you for registering your camper in the Springfield Park and Recreation Division's Camp STAR program. We are committed to providing new opportunities and activities

for campers of all abilities to integrate, be physically active, improve social skills and have fun through their experiences. With this in mind, our programs have been carefully planned and developed for your campers.

When families and staff build positive, trusting working relationships and communicate regularly, campers will benefit. We hope this Family Handbook will help build an understanding between you and our camp. We welcome feedback and involvement at Camp STAR.

About Us

Camp STAR is an inclusive recreation program for children ages 5-14 of all abilities. This is a free six-week summer day camp offering 3-week sessions. Sessions run Monday through Friday, July 6th – August 13th, from 8:30–3:00 PM. The program is located at Camp Star on the outskirts of Forest Park at 300 Trafton Rd. Springfield, MA 01108.

Session 1: July 6th – July 23rd 2021

Session 2: July 26th – August 13th 2021

Camp STAR includes daily activities such as swimming, arts & crafts, sports, games, nature, science, lunch, snack, camper t-shirt, and much more.

Therapeutic Recreation Specialist/ Camp Director	
Lena Cisero	
Cell: (413) 313-5457	
Office: (413) 787-7779	
Email: lcisero@springfieldcityhall.com	
Program Director	
(413) 313-6333	
Other Contact Information:	
Randy Piteo (413) 750-2711 (office)	Recreation Office (413) 787-6434
Website http://www.springfield-ma.gov/park/	

Application Process

Each camper must have their individual physicals, and immunizations completed and submitted during the online registration. If they cannot be added online, they can be returned to the Recreation Office located in Forest Park or mailed to Camp STAR, Attention Lena Cisero, 200 Trafton Road, Springfield MA 01108. If you would like to email them, please send them to lcisero@springfieldcityhall.com or by fax at 413-787-6624.

You will not be registered for camp until all information and forms are received.

Once we receive all information, camper email confirmations will be sent out. If you do not receive a confirmation email, then your camper has not been registered due to missing information.

Days and Hours of Operation

Session 1: Tuesday, July 6, 2021, to Friday, July 23, 2021

Session 2: Monday, July 26, 2021, to Friday, August 13, 2021

Program Hours: 8:30 AM – 3:00 PM

Cohort Information

Staff will be assigned to the same cohort for the duration of the entire program.

Groups will not exceed 10 campers and 2 counselors per cohort. Cohorts will not be combined at any time and staff will not float between cohorts, unless needed to provide supervision of specialized activities or to provide breaks for other staff. There might be multiple cohorts of campers and counselors in the same area, but will maintain separation between cohorts and at all times to comply with the Governor's most recent Gathering Order.

We will ensure campers/staff belongings are stored in a manner to prevent groups congregating. Stagger use of communal spaces, such as classrooms and recreation areas, to reduce congregating and disinfect in between uses. We have developed safe pickup/drop off procedures to maintain physical distancing and prevent the mixing of campers. Please see page 4 for procedures for the first drop off, in which parents/ guardians must remain in the car for pick up/ drop off.

Pick-Up and Drop-Off Procedures



Camp STAR has one main access road for two-way travel until the turnaround at the amphitheater. The road in front of the amphitheater and bathhouse is one way. All roads are marked with directional arrows. Please be cautious of the speed limit. **All cars will line up, and campers are not allowed to get in or out of the vehicle until they are checked in/out.**

Campers will only be released to individuals identified on their online registration form, which is signed and authorized by a parent/guardian. Said individual must be **age 18 or older** and must **present a valid picture I.D.** Staff must be informed in writing of any modifications to the camper's pick-up information prior to implementing the change.

If a camper is picked up later than 3:00 PM, a late fee will be charged and need to be paid before the camper can return to camp. There are no exceptions to this fee. Parents/guardians who violate this policy will jeopardize their campers continued participation at camp.

Procedures

A drop off time will be assigned by cohort. Parents/Guardians must remain in their vehicles during at all times Morning drop-off is between 8:30 AM – 9:00AM for all campers. Parents/Guardians pull into the site and wait for a counselor. Children are then escorted from their vehicles by a camp counselor. Campers go straight to their cohort to drop-off their belongings and meet their group.

Drop-off times

(Cohort A): 8:30 AM – 8:45 AM
(Cohort B): 8:30 AM – 8:45 AM
(Cohort C): 8:45 AM – 9:00 AM
(Cohort D): 8:45 AM – 9:00 AM

A pick-up time will be assigned by a cohort. Parents/Guardians must remain in their vehicles during pick-up. Pick-up time is between 2:30 PM 0 3:00 PM for all campers. If a camper is not picked up by 3:00 PM, the parents/guardians will be contacted to arrange a pickup as soon as possible (charges will apply). Parents/Guardians should pull into the site and wait for a counselor. Children are then escorted to their vehicle by a camp counselor.

Pick-up times

(Cohort A): 2:30 PM – 2:45 PM
(Cohort B): 2:30 PM – 2:45 PM
(Cohort C): 2:45 PM – 3:00 PM
(Cohort D): 2:45 PM – 3:00 PM

***** Detailed late fee policy on page 5*****

Early Pick-up Policy

Children **should not be picked up prior to 2:30.**

In certain situations, early pick-up may be necessary for a child (such as doctor appointments). In these situations the parent/guardian must provide written documentation in advance, or in extenuating circumstances the parent or guardian calls the site cell phone and speaks to the Site Supervisor to notify them of the need for an earlier pick up time. Parents/guardians should keep in mind that during specific activities, or swim days an early pick-up disrupts programming.

During dismissal (2:30 PM -3:00 PM) **children will only be released to individuals identified on their online registration form**, which is signed and authorized by a parent/guardian. Said individual must be **age 18 or older** and **must present a valid picture I.D.** Staff must be informed in writing of any changes to children's pick-up information.

Late Pick-Up Policy

All participants must be picked up no later than 3:00 PM each day. If a child remains in the program after 3:00 PM the site staff will contact the parents/guardians listed on the registration form. If the site staff is unable to get a hold of the parents/guardians the site staff will contact the emergency contact and the authorized pick-up individuals. It is of the utmost importance that **parents/guardians provide current contact information** for themselves, emergency contacts and pick-up contacts and that the site staff is able to get a hold of someone and ensure the child will be picked up from the program.

Late Pick-Up Fee

There will be a late fee charged for any child picked up after the dismissal time of 3:00 PM. Fees are to be paid in cash only at time of pick up or no later than sign-in the following day. This fee is per child. Parents/guardians must accompany their child(ren) to camp for sign-in if a late fee is owed. Children will not be allowed to attend the program until the late fee is paid. There are no exceptions to this fee. **Parents/guardians, who regularly violate the pick-up time policy, could jeopardize their child's continued participation in the program.** Written documentation of each occurrence will be provided.

Late Pick-Up Fee

Time of pick-up	Late Fee Charged	Time of pick-up	Late Fee Charged	Time of pick-up	Late Fee Charged
3:06 PM	\$10.00	3:18 PM	\$34.00	3:30 PM	\$58.00
3:07 PM	\$12.00	3:19 PM	\$36.00	3:31 PM	\$60.00
3:08 PM	\$14.00	3:20 PM	\$38.00	3:32 PM	\$62.00
3:09 PM	\$16.00	3:21 PM	\$40.00	3:33 PM	\$64.00
3:10 PM	\$18.00	3:22 PM	\$42.00	3:34 PM	\$66.00
3:11 PM	\$20.00	3:23 PM	\$44.00	3:35 PM	\$68.00
3:12 PM	\$22.00	3:24 PM	\$46.00	3:36 PM	\$70.00
3:13 PM	\$24.00	3:25 PM	\$48.00	3:37 PM	\$72.00
3:14 PM	\$26.00	3:26 PM	\$50.00	3:38 PM	\$74.00
3:15 PM	\$28.00	3:27 PM	\$52.00	3:39 PM	\$76.00
3:16 PM	\$30.00	3:28 PM	\$54.00	3:40 PM	\$78.00
3:17 PM	\$32.00	3:29 PM	\$56.00	<i>Fees continue to accrue until child is picked up. *All fees are per child.</i>	

***After 3:30 PM the department of Children and Families will be contacted if we are unable to reach anyone**

Health Screenings

Before Program

- ✓ Campers must be tested 72 hours prior to July 6th and provide a negative test result to program
- ✓ Must complete the COVID-19 Waiver during online registration prior to program
- ✓ Monitor for any COVID-19 symptoms in the last 24 hours
- ✓ Continue to practice proper hygiene – washing hands, wearing a mask, and socially distancing

During Program

- ✓ Continuously monitor campers for COVID-19 symptoms
- ✓ We will be keeping track of potential COVID-19 exposures by continuing contact tracing.

After Program

- ✓ Continue to monitor for any COVID-19 symptoms in the last 24 hours
- ✓ Continue to practice prior hygiene– washing hands, wearing a mask, and socially distancing

NOTE: If a camper or staff member is diagnosed with COVID- 19, they must notify the Camp Director. Program officials will then engage the local health authorities

to implement contact tracing. Contact tracing is key to slowing the spread of COVID-19 and helps protect the community

If and when there is a positive diagnosed COVID-19 case of a staff member or camper, program officials will contact by sending out an email or calling all staff members or campers.

Campers must be tested 72 hours prior to July 6th and provide a negative test result to Camp Director via email please see page 2.

Health Related Information

Our nurse will respond to any illness or injury that arises during camp hours. For any illness that requires treatment, parents/guardians or emergency contact will be notified to pick up their camper. Camp has a **24 hour no vomit policy**. If a camper leaves camp due to vomiting, they cannot return the next day, and please do not send your camper to camp sick.



In case of an emergency which requires immediate medical treatment, the following steps will be taken:

1. An ambulance will be called
2. Parents/guardians will be notified
3. A staff member will accompany the camper to the hospital and remain there until a parent/guardian arrives

What to Wear

All children need to wear clothing that is appropriate for an active summer program with activities taking place primarily outdoors, indoors and in various weather conditions. Children should wear the following:

Mask

Shorts (must be mid-length or longer)

Socks

Sneakers

Camp issued T-Shirts

Baseball Cap or Hat (to be worn outside only)

Light Jacket or Sweatshirt if needed

Students must wear camp issued t-shirts every day to camp.

T-shirts will be distributed on the 1st day of camp.

If there is inclement weather, such as rain, your child should wear appropriate clothing. All items brought to the program should be clearly labeled with child's name. We are not responsible for lost or stolen items.

Face Masks

Face masks coverings are required and should be provided by the camper/parent. All students will be required to wear a face mask during camp, inside only unless they have a medical exemption or are taking a mask break. Students will also be asked to practice mask breaks, which includes taking face masks off and putting them back on.

What Not to Wear

Sandals, flip flops, open toe shoes, revealing clothes (short-shorts, belly shirts, spaghetti strap tank tops, bikinis), and any clothing with inappropriate words or images that are not suitable for young children, nor for participating in a summer program with outdoor activities. Bikini bathing suits are not allowed.

Children that are dressed inappropriately will be sent home.



What to Bring

Campers should bring a backpack or bag each day with their name clearly written on it. Backpacks should contain:

- Extra masks
- Appropriate Bathing Suits (no Bikinis)
- Towel & Change of Clothes
- Personal Care Items (no sharing)
- Water Shoes
- Reusable Water Bottles
- Frozen Water Bottle (to be brought each day)
- Sunscreen (no sharing)



What Not to Bring

Children should not bring expensive items to the summer program. This includes: cell phones, toys, iPods, iPads, hand-held game systems, and jewelry. **We are not responsible for lost or stolen items.** Children should not bring food to the program unless the parent has completed a special diet form.

No peanuts or nuts or nut products of any kind are permitted

Parent Suggestions

Your questions, suggestions and concerns are important to the success of the Summer Enrichment Program. If your child enjoyed a particular event or activity

or you appreciate something special at the program, please tell the staff. Parents/guardians should also notify the staff of any questions or concerns they have. They can notify staff in person at the site or by calling the Program Coordinator. **Due to COVID-19, visitors (parent/guardians) to the program not allowed.**

We appreciate your suggestions and feedback and look forward to working collaboratively to make this a positive experience for your child.

Transportation and Field Trips

There will be **NO TRANSPORTATION** or **FIELD TRIPS** provided this year.

Rainy Day Policy

Camp is held rain or shine. If rain is expected, we will relocate to the Cyr Arena inside Forest Park. The Camp Director will make this decision in the morning and will have it announced on the answering machine at 413-787-6435 or 413-313-5457.

Swimming Information

Camp STAR has a zero-entry pool designed for swimmers of all abilities. All campers will complete a swim test on their first day of camp with the Camp STAR lifeguards. All non-swimmers will remain in the shallow end and wear a life jacket that is coast guard certified. If a camper needs adapted equipment, please bring it to camp labeled- no arm floats are allowed. If a child does not wish to participate in swimming, alternative activities will be provided.

A water activity schedule is available at the site (*schedule is subject to change). **One-piece bathing suits and nylon/mesh shorts are the only acceptable swimwear for girls and boys.** Female participants are only permitted to wear one piece, non-revealing bathing suits with no cutouts. Only white-colored cotton material, such as a t-shirt, is permitted in the pool. Nylon swim shorts are permitted. **Children are required to bring swim gear.**

Program Cancellation

Camp includes a variety of activities that occur outdoors in various weather conditions. If a parent/guardian thinks it is too hot on a particular day to send their camper to the camp or the camper is sick, injured, or on vacation and will be absent from camp, please notify the camp office as soon as possible at 413-787-7779 or 413-313-5457. Campers will be checked in by camp staff upon arrival each day. If an expected camper is absent, the Camp Director will call the parents/guardians.

Lost and Found

Camp is so much fun which can sometimes cause campers to forget their things. We try our best to help the campers with their belongings. Please have all camper's belongings labeled and remind your campers to put things in their backpacks to reduce lost and found items.

Summer Reading

Reading is an important component of our camp. Each day, participants will have approximately 20 minutes of reading time. We have a variety of books offered at each site for children of all reading levels. Children are also encouraged to bring books from home. If children do not wish to participate in reading they will be asked to sit quietly for the 20 minutes, so they do not disrupt others that are reading, or will have an option to write in a journal during this time.

Additional reading opportunities will also be provided including read-a-louds, group reading, readers theaters and other literacy activities.

The Springfield Parks and Recreation Camp STAR are a partner of the Springfield Reads to Build a Better World summer reading initiative.

Food Service Safety

Social distancing will be maintained during all meals and cohorts will remain consistent (will not intermingle). Breakfast and lunch will be provided at all sites. **No outside food is allowed** unless the parent/guardian has completed in the online registration on the Summer Meal Program, Food Allergies & Diet Modifications form. All food from home MUST BE kept on the child/children throughout the camp day.

The Parks and Recreation Camp STAR is committed to ensuring that all participants get a nutritious breakfast and lunch daily. The Parks and Recreation Department has partnered with Sodexo to provide breakfast and lunch each day at no cost to participants.

The food service staff is able to make some modifications based on your child's needs; for example if they cannot have tuna fish due to an allergy, then on the day tuna is served an alternate lunch will be provided for the child.

Exceptions:

Children may be permitted to bring food from home if they have food allergies or special dietary needs (*must be noted on the registration form*). If a child requires dietary modifications, the parent/guardian must complete an additional during online registration noting their dietary needs. Camp STAR is not able to provide food storage for meals brought from home. Meals brought from home must meet the program standards of being a healthy and nutritious meal. Meals brought from home and must follow all program guidelines and kept in child's backpack.

No peanuts, nuts or nut products. No exceptions. Some participants have life threatening allergies.

DURING MEALS

Meals will be distributed to each camper one at a time while maintaining social distancing in their cohorts.

Campers will follow these steps during meals:

- Use hand sanitizer
- Will receive their meal, paper towel, and sanitizing wipes
- Return to cohort areas
- Use a sanitizing wipe on their hands
- Wipe down their area with the sanitizing wipe
- Place a paper towel on their area
- Remove their mask and place the mask on the paper towel
- Eat and **not** share food
- Dispose of their trash one at a time

The infographic features a cartoon illustration of a girl in blue overalls and a white face mask holding a banana. The text is presented in a clean, sans-serif font with a blue and green color scheme.

Medications

The DPBRM is not equipped or staffed to administer medication to children. Children must be able to administer their own medication and the medication must be in its original bottle with original label that includes the child's name. During online registration parents/guardians must complete a permission form to self-administer medication for any medication the child needs to have during the program day. Please see Site Supervisor regarding medication storage.

We appreciate your suggestions and feedback and look forward to working collaboratively to make this a positive experience for your child.

Bullying Policy

The Summer Enrichment Program does not tolerate bullying of any kind between participants and/or staff. Many of our participants attend the Summer Enrichment Program to help build their social skills and friendships. However, this community building is to be conducted in a positive way and will not include taunts, threats or physical violence of any kind.

Camp STAR Staff

All staff is employed by the City of Springfield DPBRM and is subject to successful CORI/SORI background checks prior to beginning employment. The camp program is implemented by a full-time Therapeutic Recreation Specialist who acts as Camp Director of the Camp STAR program under the direction of the Director of Recreation. Additional seasonal camp staffs are Therapeutic Program Director, Head Recreation Leaders, and camp nurse.

Mandated Reporter

All staff are mandated reporters as determined by the Commonwealth of Massachusetts. We are legally bound to report any incidents in which we have reasonable cause to suspect abuse or neglect of any child under the age of 18.

Abuse & Neglect Policy

We have zero-tolerance for abuse and neglect. If a camper comes to camp with apparent signs of neglect or abuse (soiled clothing, multiple cuts, bruises, bumps, etc.), the camp director will immediately investigate by contacting the parents to report and gather more information. Then the City's Law Department will be contacted with any suspected abuse cases, and it will continue through the chain of command. The camp shall cooperate in all official investigations of abuse and neglect.

Parent/Guardian Information

Parents/guardians must provide working phone numbers for themselves and emergency contacts, including cell phone numbers. The numbers provided must be for someone who is 18 years of age or older and can be reached immediately in an emergency. Should parents/guardians need to be contacted during camp hours for a camper's behavioral or medical concern, the Camp STAR Director and/or Nurse will contact the camper's family directly.

Camp STAR wants to keep open communication between us and the parents/guardians. Please check emails, Facebook, and your camper's backpacks for information, or please call the Camp at 413-787-7779. Your feedback is important to us at Camp STAR. If you have any questions, concerns, or comments, please feel free to call us at any time. If your camper is having a difficult time at camp, please notify us to resolve the situation together. If no one is available, please leave a message, and your call will be returned. **Due to COVID-19 visitors (parent/ guardians) are restricted.**



Our camp advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Staff will work as a team to be consistent and base actions on understanding the campers' needs. Campers should talk to staff if they are uncomfortable with any experiences/issues or need assistance while at camp. If campers do not speak up, then staff may not know there are any issues.

When a camper does not follow the behavior guidelines, we will take the following action steps:

1. Camper will be given gentle reminders, redirection, and offered acceptable choices.
2. Camper will be asked to take time from the situation with a staff member to discuss what unacceptable behavior was demonstrated, be assisted in identifying alternate appropriate behaviors for future situations. Staff will document behaviors.
3. If a camper's behavior still does not meet expectations, child will lose participation in a program. A parent/guardian will be notified.
4. If inappropriate behavior still persists or staff is unable to diffuse a situation; parents/guardians will be called and a camper may be suspended or terminated from camp.
5. A camper will be immediately terminated if there is extremely violent/threatening behavior, housing a weapon or a camper is seriously injured or property is damaged.

Examples of unacceptable behavior:

1. Refuses to follow behavior guidelines/camp rules or cooperate with staff
2. Using profanity, vulgarity, obscenity
3. Stealing, damaging property (personal/camp)
4. Disrupting or leaving a program without permission
5. Endangering the health and safety of other campers and/or staff
6. Use of illicit drugs, alcohol, tobacco, or sexual conduct of any kind
7. Fighting, teasing, bullying of any kind