



# Family Handbook 2018

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**Monday – Friday**  
**July 2<sup>nd</sup> – August 10<sup>th</sup>**  
**No Camp on Wednesday July 4<sup>th</sup>**  
**9-3pm**

*"This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health."*

## Table of Contents

<b>Topic</b>	<b>Page Numbers</b>
Welcome	1
Camp Information	1
Application Information	1
Camp Fees & Payment Schedule	2
Contact Information	2
Camp Program Information	3
Camp Themes	3
What to Wear / Not to Wear	4
What Not to Bring / Not to Bring	5
Lunch / Snack	5
Pool Information	5
Absent Camper / Non-Registered Camper	6
Rainy Day Policy	6
Field Trips	6
Bus Transportation	7
Pick up, Drop off & Release Policy	7
Health Care Policies	8
Medication Administration Policy	8
Abuse & Neglect Policies	8
Camp Staff	9
Parents / Guardian Information	9
Behavior Management	10
Meningococcal Disease	11-12



**JOIN OUR WORLD**



Thank you for registering your camper in the Springfield Park and Recreation Division's Camp STAR Angelina 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 Angelina.

### **Camp Information**

Camp STAR Angelina is an inclusive recreation program for youth and young adults ages 5-17 of all abilities. This is a six-week summer day camp offering 3 two-week sessions. Sessions run Monday through Friday July 2<sup>nd</sup> – August 10<sup>th</sup> (no camp on Wednesday July 4<sup>th</sup>) from 9-3pm. The program is located at Camp STAR Angelina on the outskirts of Forest Park at 300 Trafton Rd. Springfield, MA 01108. Activities include swimming, arts & crafts, sports, games, nature, science, field trips, stage shows, theme days and much more.

### **Application Information**

Each camper is **required** to have their own individual camper application and health/medical forms completed and returned prior to the first day of camp. Camper applications can be returned to the Recreation Office located in Forest Park or mailed to Camp STAR Angelina, Attention Krista Stott, 200 Trafton Road, Springfield MA 01108.

**You will not be registered for camp until all information and payment is received.** Once we receive all information, camper acceptance letters will be sent home. If you do not receive an acceptance letter then your camper has not been registered due to missing information or payment. (physical exams are good for 18 months).



## **Camp Fees and Payment Schedule**

Camp STAR Angelina fees include daily activities, lunch, snack, camper t-shirt, field trips & transportation (Springfield residents only). The rates for Camp are kept as low as possible and therefore we will not be offering sibling discounts or scholarships for the 2018 summer program. Receipts will be sent home once payments are put into the system.

### **Reminder**

Campers will not be registered for camp until all information and payment is received in full. Please get your information in quickly. There are a limited amount of spots available for all age groups. Once these spots are filled, campers will be placed on a waiting list.

<b>Session</b>	<b>Session Dates</b>	<b>Spfld Resident Fees</b>	<b>Non-Spfld Resident Fees</b>	<b>Fee Paid in Full Due Dates</b>
Session 1	Mon July 2- Fri July 14 (No Camp July 4 <sup>th</sup> )	\$250	\$475	Fees due by Monday June 18 <sup>th</sup>
Session 2	Mon July 16 – Fri July 27	\$250	\$475	Fees due by Monday July 2 <sup>nd</sup>
Session 3	Mon July 30 – August 10	\$250	\$475	Fees due by Mon July 16 <sup>th</sup>
All 3 sessions	Mon July 2 – Fri August 10	\$750	\$1,425	Same as above

Acceptable forms of payment are cash, check or money order.  
Checks and money orders must be made payable to: **City of Springfield/CSA.**

### **Send information/payments to:**

Camp STAR Angelina (CSA), Attention: Krista Stott  
200 Trafton Road, Springfield, MA 01108

### **Contact Information**

Krista Stott  
Therapeutic Recreation Specialist  
[kstott@springfieldcityhall.com](mailto:kstott@springfieldcityhall.com)  
Office: (413) 787-7779  
Cell: (413) 313-5457

Laura Walsh  
Therapeutic Recreation Coordinator  
[lwalsh@springfieldcityhall.com](mailto:lwalsh@springfieldcityhall.com)  
Office: (413) 886-5186  
Cell: (413) 313-5457

## **Camp Program Information**

Campers will be assigned to a group based on their age and will travel to all activities with their group. The staff to camper ratio is 1:5. If a camper requires additional attention please mark it on their application and/or you can call Krista at 413-787-7779 to discuss any concerns you may have.

### **The Camp STAR Angelina daily schedule is:**

Time	Schedule
9:00 am	Campers Arrive at Camp STAR Angelina
9:00-9:30 am	Opening Circle at Amphitheater
9:30-10:30am	Activity Block 1
10:30-11:30 am	Activity Block 2
11:30 am -12:00 pm	LUNCH
12:00-1:00 pm	Activity Block 3
1:00-2:00 pm	Activity Block 4
2:00 – 2:30 pm	Team Time
2:30 -3:00pm	Closing Circle & Snack
3:00 pm	Camper Dismissal

## **Camp Themes**

Each day of the week, camp will have a different theme with activities and programs that incorporate the theme. A camp calendar will be sent home before each session with the theme days. Themes are subject to change.





## What to Wear

All campers need to wear clothing that is appropriate for an active summer program with activities taking place outdoors in various weather conditions. Campers should wear the following:

Shorts (must be mid-length or longer), sneakers / socks, T-shirt, baseball cap or hat, light jacket or sweatshirt if needed.

**Your camper's name should be on everything he/she brings to camp.** Camp STAR Angelina is not responsible for lost or stolen items. Please understand that we spend a lot of time outdoors and we encourage our campers to play - your camper may not come home as clean as he or she left - Do not dress your camper in clothes that cannot get dirty.

## What Not to Wear

Sandals, flip flops, open toed shoes, revealing clothing (short shorts, belly shirts, spaghetti strap tank tops) and any clothing with inappropriate words or images that is not suitable for young campers, nor for participating in a summer program with outdoor activities. Children that are dressed inappropriately will be sent home.



## What to Bring



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

Appropriate bathing suits, towel, change of clothes, personal care items, water shoes, water bottle, sunscreen, and bug spray.

## What Not to Bring



Campers should not bring expensive items to camp. This includes cell phones, iPod, toys, hand held game systems, and jewelry. Money should only be brought for fieldtrips. **We are not responsible for lost or stolen items.**

## Lunch/Snack

Camp STAR Angelina provides a lunch and snack daily for every camper. Campers may bring additional snacks and water.

Campers are encouraged not to bring soda or energy drinks. If your camper has a specific diet or food allergies please inform the Camp Director, as a lunch from home may need to be arranged. If campers have allergies or dislikes, feel free to pack a lunch from home.



## Pool Information

Camp STAR Angelina 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 Angelina lifeguards. **All non-swimmers will remain in the shallow end and need to wear a life jacket that is coast guard certified.** Swim arm floaties are not allowed at the Camp STAR Angelina pool. If a camper needs adapted equipment, please bring to camp labeled.



## **Absent Camper / Non-Registered Camper**

Camp includes a variety of activities that occur outdoors in various weather conditions. Additionally, we do not have air conditioned buildings. 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 at 413-787-7779 or 413-313-5457 as soon as possible. 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.

Non-registered campers will not be able to stay at camp. If a non-registered camper arrives on the bus, the parents/guardians will be contacted immediately and the bus will remain on site until a solution is derived. If a non-registered camper arrives via family vehicle, they will be asked to leave by the Camp Director.

## **Rainy Day Policy**

Camp is held rain or shine. If rain is expected, we will relocate to Forest Park Middle School on 45 Sumner Ave. Camp Directors will make this decision in the morning and the bus company will be notified. If you are transporting your camper please call camp for more information about changes. (413-313-5457).



## **Field Trips**

Field trips are an important part of the program. Permission slips by parents / guardians are required in order for campers to attend any field trip. All campers must wear their camp shirt. For safety reasons, if the child does not wear the appropriate t-shirt they will not be able to attend the field trip. The camp will be closed during field trips. No staff will remain at the site with children not attending. Those not planning to attend the field trip cannot attend the program that day.





## **Bus Transportation**



Transportation if needed can be provided to and from camp for Springfield residents only. Bus assignments and routes will be determined 1 week before a camp session begins. Please be mindful that bus times are tentative and can be altered due to traffic or other pick-ups. We ask that you are patient with us. Your camper should return home between 3:15-4:00pm. The bus stop for your camper must remain the same for both pick up and drop off at the address provided on the camp application. A parent/guardian must be present at bus stop for pick up and drop off. If a camper is not met at the bus drop off by a parent/guardian and then returns to Camp STAR Angelina - a \$15 late fee will be charged.

### **Bus Rules (please discuss with your camper(s) the following:**

- All campers must remain seated while the bus is in motion.
- Campers should keep aisles clear for safe passage by keeping bags under the seat or on their lap.
- No food or drink is to be consumed on the bus. Do not stick gum under the seats.
- All campers must follow directions given by the bus driver.
- Be respectful and courteous to all passengers. We do not accept any type of bullying. If consistent misbehavior issues occur then transportation may be revoked.

### **Pick up, Drop Off & Release Policy**

Parents and guardians are strongly encouraged to provide their own daily transportation. Non-Springfield resident campers will need to provide their own daily transportation. Campers should arrive at 9:00 am and be picked up at 3:00 pm at Camp STAR Angelina (300 Trafton Rd, Springfield, MA 01108). Campers must be signed in and out of camp. You will be asked to present an ID. If a camper is picked up later than 3:15pm, a late fee of \$15 will be charged and need to be paid before the camper can return. There are no exceptions to this fee. Parents/guardians who violate this policy will jeopardize their campers continued participation at camp.

Camp STAR Angelina 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.

## **Health Care Policies**

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.

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. Staff member will accompany the camper to the hospital and remain there until a parent/guardian arrives

## **Medication Administration Policy**

Your camper will not be accepted and medications will not be administered by the camp nurse if we do not have all completed medication forms. Campers who are sick or infectious cannot be sent to camp. A parent or guardian will be informed if a camper becomes sick while at camp and the camper will have to be picked up.



### **Medications will only be administered under the following guidelines:**

- Prescription medication must be in its original container with the camper's name, address, and dosage instructions listed.
- All forms must be completely filled out including signature and date.
- All medication is secured within a locked area. Medication that requires refrigeration will be placed on a labeled shelf in the staff refrigerator.

## **Abuse & Neglect Policy**

We have a zero tolerance for abuse and neglect. If a camper comes to camp with obvious signs of neglect or abuse (soiled clothing, multiple cuts, bruises, bumps etc), the camp directors will immediately investigate by contacting the parents to report and then 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.



# BEHAVIOR Management

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 an understanding of 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 to identify alternate appropriate behaviors for future situations. Staff will document behaviors.
3. If a camper's behavior still does not meet expectations, he/she will lose participation in a program and 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.

Camper fees are non-refundable if a camper is sent home for disciplinary reasons.

## **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

## **Camp STAR Angelina prohibits the following forms of discipline:**

1. Corporal punishment, including spanking, is prohibited;
2. No camper shall be subjected to cruel or severe punishment, humiliation or verbal abuse;
3. No camper shall be denied food or shelter as a form of punishment;
4. No camper shall be punished for soiling, wetting or not using the toilet.

## Meningococcal Disease and Camp Attendees: Commonly Asked Questions

### **What is meningococcal disease?**

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the “meninges”) that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes.

### **How is meningococcal disease spread?**

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person’s saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

### **Who is most at risk for getting meningococcal disease?**

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

### **Are camp attendees at increased risk for meningococcal disease?**

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

### **Is there a vaccine against meningococcal disease?**

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

### **Should my child or adolescent receive meningococcal vaccine?**

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as



those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child’s healthcare provider.

**How can I protect my child or adolescent from getting meningococcal disease?**

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. Wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. Cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don’t have a tissue, cough or sneeze into their upper sleeve.
3. Not share food, drinks or eating utensils with other people, especially if they are ill.
4. Contact their healthcare provider immediately if they have symptoms of meningitis.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at [www.mass.gov/dph](http://www.mass.gov/dph).