

Concord Academy Summer Camp Parent/Camper Handbook

2012





Staff Contact and Information

Main Camp Number: **978-402-2284**

Director of Summer Camp: Greg Jutkiewicz
Finance Office: Leslie Day
Office Manager: Jackie Cohen

Nurses - Michele and Gianna

Camp Fax number: **978-402-2210**

Email: camp@concordacademy.org Website: www.concordacademysummerncamp.org

Welcome to the **42nd** year of **Concord Academy Summer Camp!** This handbook is full of useful information; please read it carefully. We are always here to answer your questions by phone at (978)402-2284, or by email at camp@concordacademy.org.

We are looking forward to another incredible summer!!

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Weeks of Camp

Week 1: June 25-29

Week 2: July 2-6* (There is no camp on Wednesday, July 4, 2012)

Week 3: July 9-13

Week 4: July 16-20

Week 5: July 23-27

Week 6: July 30-August 3

Week 7: August 6-10

Week 8: August 13-17



Camp Hours

Day Camp: 9:00 a.m. to 4:00 p.m.

Kiddie Camp: 9:00 a.m. to 1:00 p.m.

Teen Adventure Camp and Junior Adventurers: 9:00 a.m. to 4:15 p.m.

Extended Day: 8:00 a.m. - 9:00 a.m. AM Extended Day

1:00 p.m. to 4:00 p.m. Kiddie Camp Extended Afternoon

4:00 p.m. - 6:00 p.m. PM Extended Day

Contacting Camp



During the camp day, the Director spends a good deal of time around the campus, participating in camp events and interacting with campers and staff members. If you need to reach us, please call 978-402-2284. If you reach our voice mail (which means we were out of the office or on the phone), leave a detailed message and we'll get back to you as soon as possible.

Meet the Staff

There will be an open house on Wednesday June 27th from 4:30pm-5:30pm. This is a chance for you to meet your child's counselors and tour our campus. There will be signs at East Gate directing you to the SHAC, where we will meet.

Attendance Policy

Attendance is taken at the beginning of each day. If your camper will be absent, please notify the camp office by email or by phone.

- **If your camper arrives at camp after 9:15 a.m., please make sure to come to the camp office so that they can be checked in and then taken to their group.**
- If your camper is going to be picked up early from camp, please notify us in writing no later than drop-off time on that day. Your child will be waiting in the camp office at the specified time.

Discipline Policy

Please see below for further details on how we instruct our staff to encourage positive camper behavior and deal with any negative behavioral issues. At our staff training we go over the following:

To help establish positive behaviors:

- Please praise the campers for their good communication skills with their peers and with you.
- Acknowledge appropriate behavior with your campers.
- Establish rules and what the consequences are for breaking those rules, and communicate those effectively with your campers.

When you need to take a camper or campers aside to correct behavior, please use these approaches:

1. Ensure control by taking a calm approach and using a calm voice
2. Select a private place to talk within sight of other counselors
3. Attract and keep the child's attention by kneeling or sitting at the child's level.
4. Tell the child what was not ok and why.
5. Reassure the child that it was the *behavior*, not the child that was unacceptable.
6. Tell the child what is expected and emphasize your faith that he or she will be able to do that in the future.

Counselors at camp should see discipline as a multi-tiered system. You should correct any behaviors that you see in the course of your day at camp that are less than ideal, immediately. If you encounter resistance or if you feel that the camper did not respond to you, seek the advice and/or assistance of your Head Counselor. If a problem persists, then you should come and see a member of the Administrative Team.

Head Counselors are to write any behavior issues in their journals. If there are any repeat offenders both the Head Counselor and a member of the Administrative Team will collaborate on a letter home to parents.

Prohibitions:

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

In the event that you suspect any abuse (these symptoms might include but are not limited to broken bones, bruising, or other strange marks) please bring the camper to see the nurse for evaluation and a DSS report will be filed if necessary. Please keep in mind that anyone you bring to see the nurse with regard to abuse needs to be kept extremely confidential.

With any behavior issues at camp, you will be notified that day either with a phone call during the day or with a conversation with the Head Counselor at the end of the day.

Policies and Grievances

In compliance with Massachusetts Department of Public Health, parents may request copies of background check, health care, and discipline policies as well as procedure for filing grievances.

What to bring to camp

- ◆ One or two bathing suits
- ◆ A towel
- ◆ Solid sneakers (our nurses have requested that no open-toed sandals be worn, as they make a child extremely susceptible to broken toes and bee stings.)
- ◆ A tennis racquet, if desired
- ◆ Rain gear
- ◆ A change of clothing for rainy days
- ◆ A water bottle
- ◆ Sunscreen
- ◆ A hat



All items need to be clearly marked with your child's FULL name!

What NOT to bring to camp

- ◆ Toys, dolls, or stuffed animals
- ◆ Electronic games
- ◆ Music/Movie Players, i-pods, mp3 players
- ◆ Comic Books
- ◆ Trading cards (including Pokemon, Magic, & Harry Potter Cards)
- ◆ Sandals, clogs, etc, (see above recommendation)
- ◆ Any item of value
- ◆ Floatation devices or pool toys
- ◆ Cell Phones- if campers need to call home, they will be brought to the office

The camp cannot and does not assume responsibility for loss or damage to a camper's personal property.

Health Care

We have a Registered Nurse on duty at all times during regular camp hours (8:30 am to 4:30 pm). **Michele Weisberg and/or Gianna Drew will be our registered nurses throughout this summer.** They will be responsible for coordinating all health care for campers and staff. If your child will be taking medication while at camp, you must deliver these in person to the **nurse only** with clear instructions for dosage. See Health Center Policies for instructions. Under no circumstances can any camper take any medications themselves (even over the counter medications such as Tylenol or Advil).



Health Forms

Health Forms are posted on our website. **Health Forms are due by June 1, 2012.** If we do not have a complete health form on file, your child will not be allowed at camp - no exceptions. Please fill out the Health History section pages 1-3. Include a copy of your child's immunization record. Ask your child's licensed physician to complete the last page, or attach your doctor's standard school/camp physical form. If there will be a delay in mailing us the doctor's page, please send along the form anyway, and put the doctor's information in the mail as soon as it is returned to you. You can have them fax it to us at (978) 402-2210.

Sun & Heat Protection



We run an active summer camp where campers are outside most of the time on nice days. While we take sensible precautions on extremely hot days, campers will inevitably be exposed to lots of sunshine. Please make sure that you apply sunscreen to your campers every morning before camp, and send an extra bottle for application after their swim lesson. Our staff will help campers remember to put on lotion, but aren't solely responsible for sunscreen application! Hats are another great way to protect children's skin from the effects of the sun, especially for our fair-skinned campers.



The best way to ensure that your camper is drinking enough fluids on a hot day is to send them to camp with a full water bottle. Campers can bring the bottle from activity to activity, and will be able to refill it when necessary. Please label the bottle with their full name.



Camp Store

Posted on our website will be a Camp Store order form. This form will include pictures and/or descriptions of Concord Academy Summer Camp items for sale. If you wish for your child to purchase something from the store, please check off items on order form and send them with the correct money (cash or check) in an envelope with their name on it. Items typically sold in the Camp Store include, Concord Academy Summer Camp T-shirts, hats, water bottles, etc.



T-Shirts

Campers will be given one Concord Academy Summer Camp T-shirt during their first session at camp.

Snacks

Each morning, we will provide campers with a light snack and juice. If your child is allergic to certain food items, you may wish to pack a snack for them. Typical snacks include: goldfish, cheese-its, pretzels, etc. We will always make sure that each camper drinks water and/or juice at other times in addition to snack times.

Lunch

Lunch is included in your camp tuition. If your child has any allergies we can certainly provide you with a menu for that week. In addition the kitchen will be made aware of all camper and staff food allergies. The menu will vary from day to day but typically includes sandwiches, hamburgers, hot dogs, pizza, etc along with sun-butter and jelly sandwiches, pasta with or without sauce, and a salad bar available everyday. Juice and milk as well as a desert of fruit, popsicles, or cookies will also be available on a daily basis.



Rainy Days

Camp goes on rain or shine! On rainy days, campers will still travel between activities outdoors. On a day that is raining or threatening rain, please send proper rain gear and an extra set of clothing (including sneakers) with your child. **Swimming lessons are held in the rain, unless it is too cold or there is thunder and/or lightning.**

Lost and Found

Items that are left around camp are collected at the end of the day and brought to Lost and Found, which is located near the camp office. Please make sure that all of your child's belongings are clearly labeled with their FULL name, so that misplaced items have the chance to be returned to their rightful owners. All lost and found is donated to charity the week after camp ends. Please remember to pick up lost and found during camp weeks.

Special Events

Weekly events add variety and interest to a camper's experience. On "Wacky Wednesdays", campers/counselors dress up according to the theme of the week. Major special events end the week on a high note every Friday afternoon. Some examples of previous Special Events include Carnival, Olympics, Hawaiian Luau, and Lip-Sync. The theme will be announced each Monday in *The Weekly Splash*. A tentative schedule of this year's themes and special events is on the last page.

Extended Day

Posted online is an extended day registration form. Please use this form to pre-enroll your camper for extended day services to fit your scheduling needs. Note - a discount in fee is offered for full week extended day registrations. If you will be using extended day on a daily basis, **payment is due in full at drop off** for extended mornings, (8am-9am) or at **pickup** for extended afternoons (for kiddie camp 1pm-4pm) or after camp (4pm-6pm).

To use our 8:00am-9:00 am extended morning, simply drop your camper off between 8:00-8:40 am, with payment.

In the afternoons we will take any campers remaining in camp after 4:15 pm to extended day.

To pick up your child from our extended day program between the hours of 4:15-6pm go to our pool area and you can sign out your child with our extended day staff. **Please bring your Pick-up card or ID** with you to pick up your child from extended day.



Pick Up and Drop Off Procedures

Mailed to your household were two "Pick Up cards". Please place one on your dashboard when you come to get your child. We have a friendly and hard-working transportation staff that will be making every effort to safely and efficiently guide campers from automobiles to camp groups and back again.

Please be patient and drive carefully around campus.

Please follow the staff's instructions every day. Note - these may change in severe weather conditions.

If you believe your child is old enough to walk or bike to and from camp alone, please send us a signed note to this effect at the beginning of the season.

Parking spots labeled "Resident Parking Only" are someone's driveway, Do Not park in these spots, even if you think you will only be there a minute.

Carpool

Please call and request a copy of campers in your demographic area if you are looking to carpool. **We strongly encourage carpooling!** If your camper will be going home with someone you have not authorized for pick up on your registration form, please send a note with your child including their names.



Parking

You are welcome to park your car and walk onto campus at either the beginning or the end of the day. However, please keep in mind there are no parking spaces available for use in the east end of campus (where camp pickup and drop off are located). You must park along Main Street. Parents picking up campers during our afternoon extended day period (4:20 - 6:00 pm) are welcome to drive in and park just long enough to pick up your child. **Please do not park in private spaces, which are marked by a reserved sign.**

Morning Drop Off: 8:50 - 9:10 am

During the morning drop off, drive into the East Gate of Concord Academy's campus and follow the signs and any staff's direction. As you reach our drop off point, members of our transportation team will greet your child at your car and escort him or her to their appropriate camp group. Do not plan to speak with counselors or the director from this line. We must keep traffic moving. If you need to speak with any member of the staff, please park your car on Main Street and walk in with your child.

Please do not arrive before 8:45 am! This is still our morning extended day - you will automatically be charged for using the service.

Afternoon Pick Up: 3:50 - 4:15 pm

Please note you child's pick up time below. Make sure to have you "pick up card" on your dashboard. Please follow our Pick Up Staff's directions, and **DRIVE CAREFULLY** as groups may still be moving around!

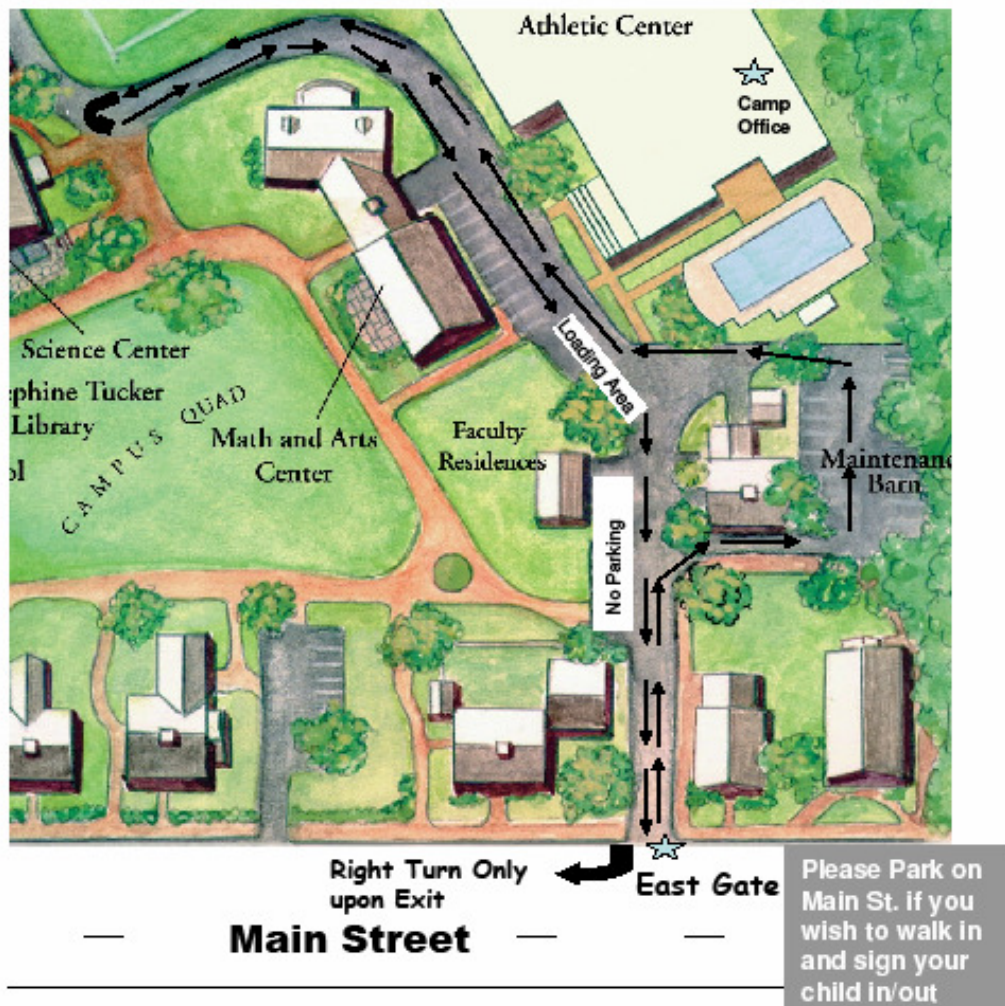
If your child's last name starts with the letters **A-L**, pick up is 3:50pm-4:00pm.

If your child's last name starts with the letter **M-Z**, pick up is 4:05pm-4:15pm.

Junior Adventurers and Teen Adventure Camp, pick up is 4:15pm.

If you are driving a carpool, please come during **your** scheduled time.

Any campers remaining after 4:20pm will be brought to extended day – you will automatically be charged for using the service.



- Please drive extremely carefully around campus. Campers and Counselors frequently move around campus and cross the street.
- Please refrain from using your cell phone while driving on campus.
- **In the event of severe weather, our Drop Off/Pick Up process may change slightly or need to be postponed. Please follow the directions of our Transportation Team.**

Bus Transportation

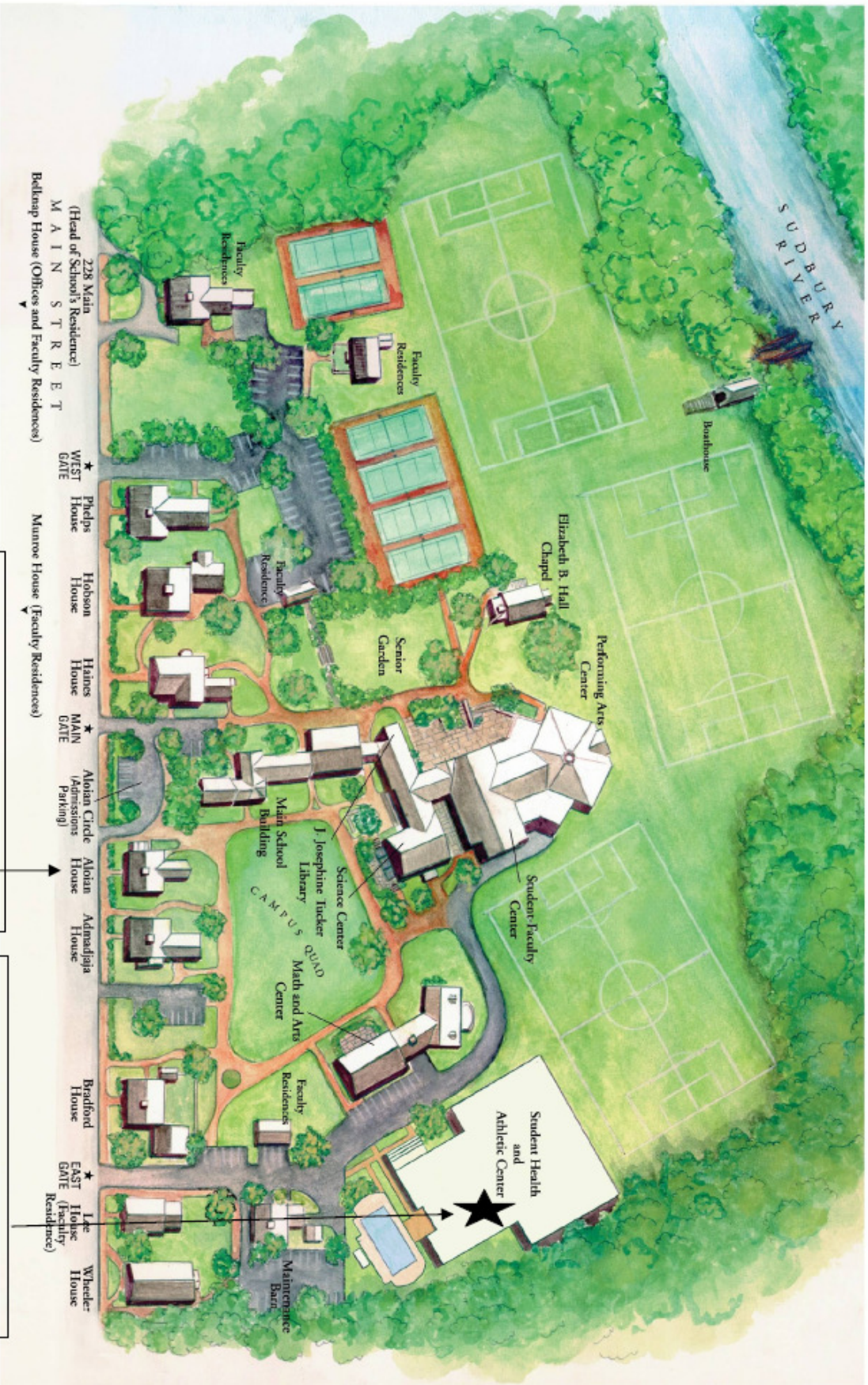
CASC now offers two bus routes to and from Camp. If you have registered your child for bus transportation, please arrive at your designated bus stop 15 minutes prior to the scheduled time on the first day, as the times are estimates. Depending on traffic, bus times can vary by as much as 10 minutes on any given day. Please wait with your child until the bus arrives in the morning, and please be at the bus stop before your child in the afternoon. *Keep in mind that it can be extremely distressing to a child to not be greeted at the bus stop after a long day of camp.* Remember, there may be other camp's buses at the same stop, so please look for the **Concord Academy Summer Camp** sign. There will be a CASC Counselor on the bus at all times, and all of camp's behavior policies apply while campers are on the bus.

Bus Route #1: Cambridge, Arlington, Lexington

AM	PM	TOWN	STOP
8:00	4:55	Cambridge	Russell Athletic Field Parking Lot (Across from 354 Rindge Ave)
8:10	4:45	Arlington	Gibbs Center Parking Lot (Tufts Street)
8:25	4:30	Arlington	St. Athanasius Church parking lot (4 Appleton Street)
8:40	4:20	Lexington	Lexington High School (Worthen Rd. Parking lot, near dome)
9:00	4:00	Concord Academy Summer Camp	

Bus Route # 2 Wayland, Sudbury, Maynard, Acton

AM	PM	TOWN	STOP
8:10	4:50	Wayland	Wayland Public Library (5 Concord Rd)
8:20	4:40	Sudbury	Noyes Elementary School (280 Old Sudbury Rd)
8:30	4:30	Maynard	Welcome to Maynard "turnaround" (Rt 27 Sudbury/Maynard line)
8:40	4:15	Acton	Buscemi's Town Line Convenience (37 Main St)
8:45	4:10	Acton	Acton Bowladrome (257 Main Street)
9:00	4:00	Concord Academy Summer Camp	



Summer Camp Office
Sept - May

Summer Camp Office
June - August

228 Main
(Head of School's Residence)
M A I N S T R E E T
Backstop House (Offices and Faculty Residences)

WEST GATE
Phelps House
Hobson House
Haines House
MUNROE HOUSE (Faculty Residences)

MAIN GATE
Aloian Circle (Admissions Parking)
Aloian House
Admadilaja House

BRADFORD HOUSE
EAST GATE
Lee House (Faculty Residence)
Wheeler House

CONCORD ACADEMY SUMMER CAMP

We are still in the process of planning our weekly themes at the time of publishing this handbook. Below are our tentative themes, which may change at any time.

Weekly Themes for 2012:

Week 1: June 25-29	Holi-Daze
Wacky Wednesday:	Favorite Holiday
Friday's Event:	CASC Holiday Hullabaloo
Week 2: July 2-6*	America Week
Friday's Event:	America's (and everyone's!) Birthday
* There will be no camp on Wednesday, July 4, 2012	
Week 3: July 9-13	World Cultures and the CA Olympics
Wacky Wednesday:	Dress in the colors of your group's country
Friday's Event:	OLYMPICS
Week 4: July 16-20	Wish Week!
Wacky Wednesday:	What I want to be when I grow up
Friday's Event:	CASC Carnival
Week 5: July 23-27	Musical Arts Week
Wacky Wednesday:	Rock Star Day
Friday's Event:	Lip Sync (parents will be invited)
Week 6: July 30-August 3	Dr Seuss Week
Wacky Wednesday:	The Original <i>Wacky Wednesday</i>
Friday's Event:	Oh, The Places We'll Go!
Week 7: August 6-10	Under the Sea
Wacky Wednesday:	Sea Creatures
Friday's Event:	Beach Party (CASC Style!)
Week 8: August 13-17	Summer Camp Week
Wacky Wednesday:	Dress like a Counselor
Friday's Event:	Indoor Campfire

Weekly themes, Wacky Wednesdays, and Special Events are subject to change.

