

Camp Massasoit 2018

Information Packet

Mailing Address: 263 Alden Street Springfield, MA 01109
Camp Location: 701 Wilbraham Road Springfield, MA 01109

Spring 2018

Dear Camp Families,

Thank you again for choosing to have your child spend a portion of their summer break with us here at Camp Massasoit. We realize that the decision to find an appropriate and responsible summer camp is a serious one. We are pleased that you have selected Springfield College's Camp Massasoit for your child.

To our new families, our intention is for you to find tremendous satisfaction in your child's camp experience. We take great pride in what we do and we believe this is evident in the strength of our programs and the high number of returning campers each year.

For our returning families, welcome back! It is your commitment to our camp that allows us to maintain the quality programs year in and year out. We appreciate your confidence in us, and we strive to never let you down.

We encourage everyone to regularly check our website, it will be filled with valuable information throughout the summer. Download forms, get directions to camp, and find out about All Camp and Theme Days. You can also learn more about what's going on at Camp during the summer and all year by "liking" us on Facebook at Camp Massasoit at Springfield College, by following us on Twitter at @CampMassasoit or on Instagram at @sceastcampus.

We anxiously await the summer camp season and the arrival of your child/ren for the summer; but first we need some information about them. All individuals who are responsible for registering a child for camp must review the following essential information regarding camp updates, policies and forms. Please remember that all payments and forms are due in the camp office by **June 1, 2018**. Please contact our office at 413.750.5011 if you have any questions about the information contained within this package.

Respectfully,

Angela Veatch & Ben Taylor
Directors of Camp Massasoit

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DOWNLOADED FORMS

In order to complete the registration process, all paperwork must be submitted to the Camp Massasoit Office by JUNE 1 (see mailing address above). Realizing people's busy schedules and the requirement that each child must have a completed physical within the last 24 months, please make necessary arrangements in order to meet these deadlines. This will help reduce administrative activity during the opening day check-in process and to ensure your child's and safety during camp.

HEALTH RECORD

No camper may attend camp without a completed health record. This is a Massachusetts State Law; therefore, there are no exceptions. All of the information on both sides of the form must be complete and the form must be signed by a physician or by the doctor's office. Please pay careful attention to the health record. You may not leave anything blank. All immunizations must be documented and up-to-date or the child will not be able to attend camp*.

- **HEALTH INSURANCE**

All campers must show proof of health insurance coverage for the time period at camp. This is documented on the health form.

PARENT/GUARDIAN WAIVER AUTHORIZATION

Please completely review this document to familiarize yourself with the assumption of risk, emergency care authorization and your acknowledgement of our camp policies. This form must be signed, witnessed, and returned to the camp office.

AUTHORIZATION TO ADMINISTER MEDICATION

This form ONLY needs to be filled out if your child needs to take any medication during their time at Camp. If your child has more than one medication that needs to be administered during camp hours, a separate form must be filled out for each medication.

Camp Massasoit's Health Supervisor is allowed to administer medication only if:

- It is in its original container with a written pharmacy label showing:
 - date of the filling
 - pharmacy name and address
 - filling pharmacist's initials
 - serial number of the prescription
 - patient's name
 - name of the prescribing practitioner
 - name of the prescribed medication
 - directions for use & cautionary statements, if any, contained in such prescription or required by law
 - if tablets or capsules, the number in the container.
- A signed "*Authorization to Administer Medication to a Camper*" form

Attention EpiPen users:

If your child has an **EpiPen** or **Epi-Pen Junior** for any allergy, the camp requires that two (2) dosages be brought to the Camp's Health Supervisor on the first day of the session. This dosage will better allow us to protect your child during the time that may be needed for advanced care to respond. A signed authorization form is required for EpiPens as well.

*Please refer to the Commonwealth of Massachusetts Department of Public Health CMR 4320.153.

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ADDITIONAL REGISTRATION INFORMATION

CHILD RELEASE INFORMATION

In an effort to increase safety for your child, when you registered your child we required that all parents/guardians fill out who you authorize Camp Massasoit to release your child too. At Camp Massasoit, we have a pick-up policy (below) instituted for all campers. This policy goes into effect starting on the first day of the first session for each child and continues throughout the summer.

Until our staff members are able to recognize you and the people who will be picking up your child, a staff member will ask you for picture identification, which will be cross-referenced with the information you submitted when you registered your child. This is the only way that we can be certain that we are releasing your child to the appropriate individual(s).

The staff at Camp Massasoit will not release a child to anyone whose name has not been submitted either during registration or in writing after your child has been registered. This policy does include a parent, friend or relative that may have been omitted from the release list, whether intentional or not. Any changes to your list must be made in writing and submitted to the camp office. A note may be sent in with your child on the day that a new individual will be picking them up or you may download a child release form and submit it to the camp office. Please advise anyone picking up your child of this policy and our photo identification requirement.

CAMPER GROUP PLACEMENT REQUESTS

We understand that many campers would like to be placed in groups with friends, cousins, or siblings, and that some campers would prefer not to be placed with a particular camper or group. Camp Massasoit will make **every** effort to fulfill group placement requests. We can make no guarantee when it comes to placing campers in camp groups. We must first meet mandated standards for camper-to-counselor ratios and then assure that camper groups are within appropriate age ranges. Group assignments will be available on the first day of each session that the camper is attending. If by chance something has changed since you submitted your request during registration please contact the camp office for assistance.

AUTHORIZED VEHICLE PLACARD

On the first day of each session you will receive a vehicle placard. The purpose of this paper marker is to allow the camp staff to quickly identify whether or not a vehicle is authorized to be on camp property. We ask that this sheet be displayed on the dashboard of the vehicle that is picking-up campers. This form includes the Springfield College seal and is designed to prevent photocopying. Please cut along the dotted line to create two vehicle markers. Each family is being provided with two of these markers, if additional are needed, please contact the camp office.

Any vehicle not displaying this marker on campgrounds will need to obtain direct permission from the camp directors to remain on property.

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BILLING INFORMATION

Payment:

- All payments will occur online with a minimum of a 50% deposit required at the time of registration. The CashNet system accepts: Visa, Mastercard, Discover, and American Express
- You can make as many payments after your initial registration, but the outstanding balance is due NO later than June 1, 2018.
- To make a payment for an outstanding balance, log in to your child's account and then go to "My Account">>"Pay Balances"

Financial Hardship:

- If you feel that you are unable to pay your child's outstanding balance by June 1, please contact the Camp office at 750-5011 as soon as possible.

Non-Payment Policy

- A fee of \$35 will be charged for any returned checks or unaccepted charges.
- A late charge of \$75 will be assessed if your child has an outstanding balance on their account after June 1, 2017.

SWITCHING SESSIONS

If your summer plans have changed and you need to switch your child out of their current session and into a different one a fee of \$25 will be assessed. Switching into a different session can only occur if space is still available in the desired session. Please contact the camp office to begin the process, however written documentation via email will be required.

WITHDRAWING FROM A SESSION

If you need to withdraw your child from a session log in to your child's account and then go to "My Account">>"Current Sections". Then under "Actions" select the section you wish to drop and fill out the request to drop correspondence. If applicable (see our refund policy below) you should receive a refund check within 2-3 weeks of submitting your drop request.

REFUND POLICY

Refunds will not be made for cancellations received within two weeks of the program start date or for "no show" campers after the beginning of a session. In case of emergency situations or documented illness, program credit may be granted at director's discretion. A \$50 per session/per camper fee is a non-refundable administrative fee regardless of the situation.

WAITLIST POLICY:

In the event that a session is full, you can select the option to join a waitlist. If a slot becomes available you will be notified by phone, as well as email. Once you have been notified you will have 24 hours to accept the slot via email (Please note that no waitlist acceptance can be made verbally). If you do not accept it within the 24 hour timeframe then the slot may no longer be available to your child.

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CAMPER PICK-UP LATE POLICY

Camp Massasoit offers late pick-up for all campers until 5:15 PM each day of camp at no additional charge. ALL campers must be picked up by those who have been authorized to do so by this time. In the event of repeated offenses exceeding the 5:15 PM pick-up deadline, parents will be provided a written notice. Following further violations, the Camp Directors have the right to apply fees for each offense thereafter.

MEDICAL FACILITIES

A Health Supervisor is on staff during the camp day for routine first aid. For any emergency beyond the limit of the camp's health supervisor, Springfield College's Public Safety officers will be contacted. If recommended or advised by Public Safety, the camper will be transported by ambulance to either the Mercy or the Baystate Medical Center Emergency Room (approximately four miles from camp). Parents/guardians will be notified immediately.

NOTIFICATION OF ILLNESS OR INJURY

The parent or guardian will automatically be notified of any illness or injury other than minor conditions such as cuts, bruises, colds, etc. Minor conditions will be reported if the parent or guardian requests the camp to do so.

CAMP SESSION INFORMATION: HOW IT ALL WORKS

FIRST DAY OF CAMP

On the first day of each session, there will be staff members in the parking lot to inform you of your child's group number and to help guide you to the group and counselor. All of the counselors will be waiting in the picnic grove area with a group number clearly displayed. If parents want to meet their child's counselor in order to help ease the transition, they can park and walk their child up to the picnic grove area. Please note that after the first day, children can be dropped off and they will then meet their group and counselor in the picnic grove.

CAMPER ARRIVAL, DEPARTURE, AND EXTENDED CARE

Early Watch

Early supervision is provided for registered campers. It begins at 7:30 a.m. and no child should be brought to camp prior to this time. If there are no staff members in the lower parking lot, please wait until one arrives before having your child exit the vehicle.

Arrival and Departure

Campers should arrive no later than 8:15 a.m. Pick-up begins at 4:15 p.m.

Late Watch

Late supervision will be provided until 5:15 p.m. In the event that a parent or relative does not pick up a child by 5:15 p.m., a staff member will call the contact numbers provided in the camper's file. If there is no one available to pick up the camper, one of the camp directors will then notify the Massachusetts Department of Social Services and release the child into the department's custody.

Please see Camper Pick-Up Late Policy

ABSENCE

If your child will be absent from camp, please contact the camp office by 9:00 a.m. on the day of their absence. If a child is absent for more than two consecutive days and no phone call has been received from the legal guardians, camp staff will do their best to attempt to contact the camper's legal guardian to verify the child's absence.

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UNREGISTERED CAMPERS

If a child is dropped off at camp without having been properly registered for the current session, Camp Massasoit will consider the child to have been abandoned. If any contact information for the child is available, the camp staff will work to contact the legal guardians and rectify the problem. This could result in either registering the child with appropriate paperwork and procedures or ask that the child be picked up immediately. If no contact information is available, then camp staff will contact appropriate authorities to assist in dealing with an abandoned child.

EARLY PICKUP

Please send us a written note on the day you will be picking up your child early. To help avoid interference with general dismissal, early pick-up accommodations are available until 3:30p.m, after that time staff can only provide this service in emergency situations. Park in the lower parking lot and proceed to the camp office which is located on the second floor of the Pueblo. An authorized individual must sign out the camper and photo identification will be checked.

WHAT TO BRING TO CAMP

Please send your child each day with the following items. *PLEASE PUT THE CHILD'S NAME ON EVERYTHING!!!!*

- Clothing appropriate for camp in coverage, language, and symbolism
- Bathing suit (one-piece bathing suits for females) and towel
- Rain Gear
- Comfortable outdoor clothes
- Closed-toed shoes (**NO SANDALS OR FLIP FLOPS ALLOWED**)
- Sunscreen and insect repellent
- A full water bottle (we will refill it throughout the day)
- Lunch and a morning snack

Lunches will be refrigerated, but please send your child with a morning snack in their backpack. Shorts, T-shirts, socks, and sneakers are recommended, as well as a sweatshirt or jacket on cool mornings. Please **label** all clothing and lunches with your camper's name. Your child **should not** bring toys or have excessive money with them. We will keep your child busy during the day.

WHAT NOT TO BRING

Please do not send your child to camp with any of the following items:

- Alcohol, tobacco products, and/or drugs
- Personal sports equipment
- Bicycles (unless approved for use in Adventure Camp programs by staff)
- Weapons of any kind
- Animals (unless used in assisting an individual with a disability)
- Materials considered to be inappropriate for a child care setting
- ipods, cell phones, video games

ACTIVITY BLOCKS (TENTATIVE)

Each day consists of four one- and- a- half hour activity blocks. One of the blocks are planned by the counselor and may include arts and crafts, cooperative games, or scavenger hunts. The other three

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blocks rotate through our specialty areas of the ropes course, swimming, boating, archery, project wild, and free swim.

DAILY SCHEDULE (Tentative between 8:15 a.m. and 4:15 p.m)

Early Care (optional) - 7:30-8:15 a.m.	Drop off by 8:15 a.m.
Opening Ceremonies - 8:15-8:45 a.m.	
Activity Block 1 - 9:00-10:30 a.m.	Activity Block 2 - 10:30-noon
Lunch - noon-1:00 p.m.	
Activity Block 3 - 1:00-2:30 pm	Activity Block 4 - 2:30-4 p.m.
Closing Ceremonies - 4-4:15 p.m.	
Pick up begins at 4:15 p.m.	Late Care (optional) - 4:15-5:15 p.m.
*Note: Adventure Camps daily schedules may vary.	

VISITORS

Camp Massasoit strives to create a camper focused environment through engaging and educational opportunities without the pressure of a school setting. While visitations do occur, in an attempt to maintain an atmosphere with limited distractions we try to keep them to a minimum. If you would like to visit, please keep in mind that all visitations must be set up and cleared by the Camp Office in advance. A staff member is required to escort the visitor during their stay at Camp.

ADVENTURE-BASED CAMPERS

Information regarding Voyager, Walk-A-Bout and Adventure Camp trips will be sent home within the first two days of each session. These itineraries will provide families with an outline for the two weeks in regards to travel schedules and activities. A list of required gear is available on the webpage that your child is enrolled in (i.e. If your child is enrolled in Voyager then go to the Voyager webpage).

ALL CAMP AND THEME DAYS

On Friday of the first week of each session, the camp community will celebrate a theme day. In the past the camp has experienced: bad hair day, crazy hat day, and international culture day, to name a few. It is a simple way to encourage camp spirit!

On the second Tuesday of each session, the entire camp participates in an All Camp program. All Camps typically center on a theme. In the past, the themes have been super hero day, Hawaiian day, space and exploration day, and penny carnival day. For these special days, we encourage the children to dress up in accordance with the theme. Be creative!

Notices for All Camp and theme days will be sent home during the beginning of the first week and will be posted on the camp website to allow ample time for preparation. We also ask that on All Camp days, you send your child with a bathing suit and towel since the camp will spend the afternoon swimming at Springfield College's Art Linkletter Natatorium.

FAMILY FUN NIGHTS

All Family Fun Nights occur during the second Thursday of every session from approximately 5 p.m. to 8 p.m. The Family Fun Night is an opportunity for the parents and campers to interact with the camp staff and other families. Parents and family members are encouraged to participate in programmed activities and take advantage of seeing first-hand what a day at camp involves. It is mandatory that all campers have a parent or guardian with them during the evening's activities. No child will be allowed to remain by themselves. All of our counselors will be assigned tasks throughout

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the evening to assist in the delivery of Family Fun Night. They will not be able to supervise any children.

If rain is predicted, the camp directors will cancel the event as soon as information is available to do so. We will post cancellations on the camp website and on our social media platforms. If a Family Night is cancelled, we encourage parents and campers to attend one of the remaining Family Nights. The final Family Night will not be rescheduled in the event of inclement weather.

BEHAVIOR

All campers are expected to behave in an appropriate manner at all times. They are required to abide by all camp rules and regulations and to comply with requests from the camp staff. This is for their protection, as well as the safety of other campers. Physical and/or verbal harassment will not be tolerated in any form. Camp Massasoit staff will not tolerate "bullying" in any form by our campers. Campers whose behavior is unacceptable are subject to dismissal by the camp directors. No refunds will be made at that time.

FEEDBACK AND GRIEVANCES

At Camp Massasoit, we seek to exceed your expectations for a summer camping experience. This is only possible through honest communication between the camp staff and campers and their guardians. If at any time you feel that there is an area of concern that we as a camp need to be more aware of, please speak to any member of our staff or ask to see our policies and procedures. If you believe at that point that the matter requires further attention, we encourage you to contact the camp directors. Any issues that a customer believes has not been appropriately addressed by the camp director may be brought to the attention of Springfield College's Office of Human Resources at 413.748.3118.

DIRECTIONS

From the East or West

Take the Massachusetts Turnpike, Interstate 90, Exit 6. After toll area, turn left at the traffic light onto Interstate 291 West. Proceed one mile to Exit 5, East Springfield/Indian Orchard. Turn right at the end of the exit ramp onto Route 20A, then immediately move into the left lane. Turn left at the first light onto Roosevelt Avenue. Proceed three miles to Alden Street and turn left. Proceed down Alden Street to first light; take a right at the light. East Campus is the first driveway on the right. Follow road to lower parking lot.

From the North

Take Interstate 91 South to Interstate 291. Proceed four miles to Exit 5B, East Springfield/Indian Orchard. Turn right at the end of the exit ramp onto Route 20A, then immediately move into the left lane. Turn left at the first light onto Roosevelt Avenue. Proceed three miles to Alden Street and turn left. Proceed down Alden Street to the first light; take a right at the light. East Campus is the first driveway on the right. Follow road to lower parking lot.

From the South

Take Interstate 91 North to Exit 2, Route 83. Proceed on Route 83 to the second traffic light and turn right onto Sumner Avenue. After two miles, turn left onto Roosevelt Avenue. Continue through two traffic lights, and then bear left at the stop sign. Half a mile after the stop sign, cross a bridge and turn right onto Alden Street. Proceed down Alden Street to the first light; take a right at the light. East Campus is the first driveway on the right. Follow road to lower parking lot.

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