

# Spring Explorers 2020

Information Guide

263 Alden Street Springfield, MA 01109

## Spring 2020

Dear Families,

Thank you for choosing to have your child spend a portion of their April vacation with us here at Springfield College's East Campus. It is an exciting time as we attempt to find new and innovative ways to offer opportunities for youth to continue to explore the outdoors. It is our hope that your child's experience will support our vision of purposeful fun, which has been the foundation of programming at East Campus for over 80 years.

We anxiously await the kick off of this program and the arrival of your child, but first we need some information about him/her. All individuals who are responsible for registering a child for the Spring Explorers program must review the following essential information regarding policies and forms. Please remember that all payments and forms are due in the office by **April 1, 2020**. Please contact our office at 413.750.5011 if you have any questions about the information contained within this guide packet.

Respectfully,

Angela Veatch  
Spring Explorers Director

### **DOWNLOADED FORMS**

**In order to complete the registration process, all paperwork must be submitted to the Office by April 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 this deadline. This will help reduce administrative activity during the opening day check-in process and to ensure your child's safety while at East Campus.

### **EMERGENCY CONTACT & HEALTH RECORD FORM**

No participant may attend without a completed emergency contact and health record form. 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 participants must show proof of health insurance coverage for the time period while at East Campus. This is documented on the health form.

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

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## **PARENT/GUARDIAN DISCLAIMER**

During the registration process you agreed to the terms within the disclaimer document. If you did not thoroughly read the document please familiarize yourself with the content, which includes the following: Authorization to Participate/Assumption of Risk/Release, Health Record and Emergency Authorization. This can be viewed by clicking on the 'Disclaimer document' or by logging into your account, clicking 'Finance' and then click on the disclaimer icon.

## **\*AUTHORIZATION TO ADMINISTER MEDICATION\***

This form ONLY needs to be filled out if your child needs to take any medication during his/her time at East Campus. If your child has more than one medication that needs to be administered during program hours, a separate form must be filled out for each medication.

Spring Explorers'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 Participant" form

## **Attention EpiPen users:**

If your child has an **EpiPen** or **Epi-Pen Junior** for any allergy, the program requires that two (2) dosages be brought to the Health Supervisor on the first day of the session. This dosage will allow us to better 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.

## **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 East Campus staff to release your child too. At East Campus, we have a pick-up policy (below) instituted for all participants.

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 East Campus 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 office. A note may be sent in with your child on the day that a new individual will be

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picking them up or you may download a child release form and submit it to the office. Please advise anyone picking up your child of this policy and our photo identification requirement.

### **GROUP PLACEMENT REQUESTS**

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

### **BILLING INFORMATION**

#### **Payment:**

- All payments will occur online with a minimum of a 50% deposit required at the time of registration. The Government Portal 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 April 1, 2020.
- To make a payment for an outstanding balance, log in to your child's account and then go to "My Account"

#### **Financial Hardship:**

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

#### **Non-Payment Policy**

- A fee of \$35 will be charged for any unaccepted charges.
- A late charge of \$75 will be assessed if your child has an outstanding balance on their account after April 1, 2020.

### **WITHDRAWING FROM A SESSION**

If you need to withdraw your child from a session please email Angela Veatch at [aveatch@springfieldcollege.edu](mailto:aveatch@springfieldcollege.edu). You will receive a confirmation email confirming your request to drop within 3 days of receiving it. 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 shows" after the beginning of Spring Explorers. In case of emergency situations or documented illness, program credit may be granted at director's discretion. A \$50 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 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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## **PICK-UP LATE POLICY**

Spring Explorers offers late pick-up for all participants until 5:00 PM each day at no additional charge. ALL participants must be picked up by those who have been authorized to do so by this time. In the event of repeated offenses exceeding the 5:00 PM pick-up deadline, parents will be provided a verbal notice. Following further violations the director has the right to apply fees for each offense thereafter.

## **MEDICAL FACILITIES**

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

## **SESSION INFORMATION: HOW IT ALL WORKS**

### **FIRST DAY**

On the first day, there will be staff members in the parking lot to inform you of your child's group and to help guide you to their staff members. The majority of the staff will be waiting in the picnic grove area with a group name clearly displayed. If parents want to meet their child's staff member/s 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 staff in the picnic grove.

### **ARRIVAL, DEPARTURE, AND EXTENDED CARE**

#### **Early Watch**

Early supervision is provided for registered participants. It begins at 8:00 a.m. and no child should be brought 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**

Participants should arrive no later than 8:30 a.m. Pick-up begins at 4:15 p.m.

#### **Late Watch**

Late supervision will be provided until 5:00 p.m. In the event that a parent or relative does not pick up a child by 5:00 p.m., a staff member will call the contact numbers provided in the child's file. If there is no one available to pick up the child, the director will then notify the Massachusetts Department of Social Services and release the child into the department's custody. \*Please see Participant Pick-Up Late Policy\*

### **ABSENCE**

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

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## UNREGISTERED PARTICIPANTS

If a child is dropped off without having been properly registered we will consider the child to have been abandoned. If any contact information for the child is available, the 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 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 office which is located on the second floor of the Pueblo. An authorized individual must sign out the child and photo identification will be checked.

## WHAT TO BRING TO SPRING EXPLORERS!

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

- Clothing appropriate in coverage, language, and symbolism
- 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. Please send your child with a morning snack in their backpack. Please dress your child according to the forecast, April can be rather unpredictable so we recommend sending extra clothes if it is cool out.. Please **label** all clothing and lunches with your child's name. Your child **should not** bring toys or have money with them. We will keep your child busy during the day.

## WHAT NOT TO BRING

Please do not send your child 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 – 1 hour and 30 minute activity blocks. One of the blocks is planned by the staff and may include, project wild, arts and crafts, cooperative games, or scavenger hunts. The other blocks they will rotate throughout the day are: the ropes course, boating, and archery.

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## **DAILY SCHEDULE (Tentative between 8:30 a.m. and 4:15 p.m)**

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Early Care (optional) - 8:00-8:30 a.m.

Drop off by 8:30 a.m.

Opening Ceremonies - 8:45-9:00 a.m.

Activity Block 1 - 9:00-10:30 a.m.

Activity Block 2 - 10:30-12:00 p.m.

Lunch – 12:00-1:00 p.m.

Activity Block 3 - 1:00-2:30 p.m.

Activity Block 4 -2:30 - 4:00 p.m.

Closing Ceremonies - 4-4:15 p.m.

Pick up begins at 4:15 p.m.

Late Care (optional) - 4:15-5:00 p.m

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## **VISITORS**

East Campus strives to create a participant 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 Office in advance. A staff member is required to escort the visitor during their stay at East Campus.

## **BEHAVIOR**

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

## **FEEDBACK AND GRIEVANCES**

At East Campus, we seek to exceed your expectations. This is only possible through honest communication between the staff and participants and their guardians. If at any time you feel that there is an area of concern that we 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 that at any point the matter requires further attention, we encourage you to contact the office. Any issues that you believe has not been appropriately addressed by the director may be brought to the attention of Springfield College’s Office of Human Resources at 413.748.3118.

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## **DIRECTIONS – We are located at 701 Wilbraham Road Springfield, MA 01109**

### **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.

