



# FPTA SUMMER CAMP

## Parent Handbook

April, 2018

Dear Parents and Guardians,

Welcome to FPTA Summer Camp!

In honoring the organization's mission to "Unite families and the community through the sport of tennis," the FPTA Summer Camp seeks to provide an enriching environment which supports the healthy development of each child through physical activities, the arts, self-exploration and expression, community involvement and activities, as well as a viable work experience for youth.

***Utilizing tennis as the entranceway, the camp experience is a pathway, providing access to a world of future possibilities.***

Our goals of the program include:

1. Create a positive and fun environment
2. Create opportunities for socialization and self-expression
3. Provide opportunities for skill acquisition and development, on and off the tennis court, through a variety of activities for both campers and staff
4. Create new and strengthened connections within families and to the community
5. Promote community awareness and involvement
6. Provide a viable work experience for youth ages 13 and up.

Please read through this handbook and any other camp documents very carefully and discuss any relevant topics with your child. Although not included in this handbook, you have the right to review background checks, healthcare, discipline policies and grievance procedures upon request.

If you should have any questions or concerns at any time, please feel free to contact us.

Sincerely,

FPTA Summer Camp Staff

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



# FPTA SUMMER CAMP

TABLE OF CONTENTS	Page
Camp Contact Numbers	2
Dates, Hours of Operation & Costs	2
Meals	2
Daily Schedule	3
Registration	4
Payment Policy	4
Check-In/Check Out Procedures – Alternate pick up persons	5
Late Pick-up Policy	5
What your child should bring to camp	5
Illness, Administration of Medication and Emergency Medical Procedures	6
FPTA Code of Conduct	9
FPTA Inclusion Policy	9
Parent’s Rights to View FPTA Summer Camp Policies	9

## **CONTACT NUMBERS**

Should you need to contact us at any time, please contact the Camp Directors using their cell phone numbers. If for some reason you cannot reach them, you may also call the facility.

**Camp Operator** - Franklin Park Tennis Association, 1544 Columbus Avenue, Roxbury, MA 02119 – 617-427-8900. Executive Director Jeannine Laing, 617-686-0593 (cell)

### **Camp Directors**

Jaeda Crisp, 617-230-6907 David Jones, 617-710-6130 Ann Claude, 617-606-1711

### **Facility Contact**

Melnea A. Cass Recreation Complex 617-445-0062

## **DATES & HOURS OF OPERATION AND COSTS** \*Price includes one camp T-shirt to be worn on field trips.

**Week 1:** June 27-29 (3 Days - \$85 regular /\$105 extended)

**Week 2:** Jul 2-6 (4 Days - \$115 regular /\$140 extended)

**Week 3:** Jul 9-13

**Week 4:** Jul 16-20

**Week 5:** Jul 23-27

**Week 6:** Jul 30-Aug 3

**Week 7:** Aug 6-10

**Week 8:** Aug 13-17

**Week 9:** Aug 20-24

**Week 10:** Aug 27-31

**Regular hours:** \*8:30 am - 4:00 pm, Monday – Friday

\$145/week per child

**Extended day:** \*8:30 am – 6:00 pm, Monday – Friday

\$175/week per child

**\*Drop-off before 8:30 am must be discussed with Camp Director – May be arranged for additional \$20 weekly fee.**

**MEALS** Breakfast and lunch are provided by the City of Boston’s Summer Meal Program–**In instances where the Summer Meal Program will not provide meals, parents will be expected to provide meals for their children.** Campers who prefer to bring their own lunches will have access to a refrigerator, but will not have access to a microwave. Extended day students will be given a snack in the afternoon.



## FPTA SUMMER CAMP

### **DAILY SCHEDULE**

Each day begins with breakfast, followed by a mix of group ice-breakers, team builders, dynamic warm ups and life skill activities for all campers. The campers will be broken up into groups primarily by age, however other factors will determine group placement (maturity, placement with(out) sibling, etc). Each group will rotate through the 5 1-hour activity blocks each day not including meal times.

In general, campers will participate in activities that change from day to day, however the daily routine will include 2 hours of tennis (1 hour is optional and campers may choose an alternate activity),

Over the week, campers will also experience:

- **4-6 hours of other sports/physical activity.** Staple activities include Swimming, Soccer (Goals Program)
- **Academic enrichment activities to include** science & reading/writing activities
- **Challenge Day Activities** (Presidential Physical Fitness Test Elements, Tennis Matches, Minute to Win It, Speed/Agility tests)
- **Creative Expression**
  - Arts & Crafts, Sewing, Drama
- Other activities as appropriate to support social & emotional development and FUN!

Some of the other activities will include:

- Walk to Franklin Park for Elma Lewis Playhouse In the Park
- Participation in the Mayor's Cup Tennis Tournament
- Field trips as scheduled

### **Daily Schedule**

**Breakfast 8:30-9:00**

**Ice Breakers/Group Games 9:00-10:00**

Activity Block 1 10:00 – 11:00

Activity Block 2 11:00 – 12:00

**Lunch/Free Time 12:00-1:00**

Activity Block 3 1:00-2:00

Activity Block 4 2:00-3:00

Activity Block 5 3:00-4:00

**Dismissal or Snack for Extended Day 4:00-4:15**

Extended Day 4:15-6:00

**Parents will be routinely notified of schedule updates, including an itinerary for field trips.**



# FPTA SUMMER CAMP

## **REGISTRATION**

To register for FPTA Summer Camp, parents and guardians must complete a camp registration form and submit a certificate of immunization and a physical report from a licensed physician dated within 12 months of the start of camp.

### **Parent Registration Checklist**

- Camp Registration Form w/consents (2-sides)
- Medical Form (2 sides – 1 to be completed by parent’s, the other by a physician)
- Current physical (within past 12 months) signed by a physician
- Immunization Record

If your child needs medication while at camp, parents also need:

- Medication Authorization Form (completed by parent)
- Written orders from the child’s physician
- The medication in an appropriately labeled container

For informational purposes, parents will also be given a **memo on Recommended Immunizations for Children Attending Camp, Massachusetts School Immunization Requirements** and **Public Health Fact Sheet on Meningococcal disease**. Please discuss this information with your child’s physician.

## **PAYMENT POLICY - All payments received are non-refundable.**

Payments are due in full the Wednesday prior to the start of a camp week with the exception of Week 1, which will be due June 13. A \$25 non-refundable deposit can be made at any time before the full payment is due to hold a spot for your child for any given week. If your full payment is not received on the Wednesday before your child is expected to start a camp week, you will lose your child’s spot and your deposit if there is a child waiting.

### **Acceptable Payments**

We accept cash, money orders, personal checks, credit cards and debit cards. A **\$3** processing fee will be added for payment by credit card or debit card.

### **PAYMENT DUE DATES**

<b>Week Number</b>	<b>Dates</b>	<b>Full Payment Due Date</b>
Week 1	June 25-29	June 13
Week 2	Jul 2-6	July 5
Week 3	Jul 9-13	July 12
Week 4	Jul 16-20	July 19
Week 5	Jul 23-27	July 26
Week 6	Jul 30-Aug 3	August 2
Week 7	Aug 6-10	August 9
Week 8	Aug 13-17	August 16
Week 9	Aug 27-31	August 23
Week 10	Aug 20-24	August 23



## **CHECK IN /CHECK OUT PROCEDURES**

All campers must be checked in and checked out by an adult in writing unless they are authorized to arrive/leave on their own (see below). If another person is to pick up your camper, you must have their name listed on the release form that is part of the camp application. This person will be required to show identification when picking up your child.

### **Children Arriving/Leaving on Their Own – Needs approval by the Board of Health**

For children who are coming to and/or leaving the camp on their own must:

1. Be at least 11 years old
2. Must have parent's written consent and details about how they will be traveling (MBTA, walking, etc)
3. Must sign themselves in and out every day
4. Any additional security measures needed to ensure safety must be discussed with parent.

## **LATE PICK-UP POLICY**

We recognize that occasionally the unexpected happens and parent's can be delayed, however we do expect parents to pick up their child on time each day. There is a 5-minute grace period for parent pick-up (4:05 or 6:05 extended day) and anyone picking up their child after that grace period, will pay \$1 per minute that they are late. Payment of late fees is due by the end of the week or your child may not be able to return to camp the following week.

## **Absentee Policy**

By 9:30 am the Camp Director will begin to telephone all campers with unexplained absences. By 10:30 am, if contact has not been made with a camper's contact person(s), the Camp Director will contact the police.

## **WHAT YOU CHILD SHOULD BRING TO CAMP**

Each day at camp will be a very active day. Each day the camper should:

- Wear sneakers and comfortable clothing
- Bring a light sweater and/or long pants because the facility is air-conditioned
- Bring a full water bottle (can be refilled at camp)
- Hats, visors, etc. and/or sunscreen to protect child while outdoors from the sun.
- Bring reading material – either required reading for school or book of choice.
- On swim days - bathing suit, towel, flip-flops for shower, and a large zip lock bag for wet bathing suit.
- On field trip days – camper must wear FPTA Summer Camp T-shirt.
- Small bag or backpack to store their belongings.



## ILLNESS, ADMINISTRATION OF MEDICATION AND EMERGENCY MEDICAL PROCEDURES

### Care of Mildly Ill Campers

If a camper presents a mild illness (i.e. complains of a headache, head injury, stomach ache, sun burn/sun exposure, bee sting, or general unwell feelings), the Staff must first determine the nature and severity of the condition. If the condition is deemed an emergency, the staff will call 911 or call the Health Care Consultant immediately. If the condition is deemed non-emergency, or one that does not require medical attention from a medical professional, the Counselor will follow the specific steps for each type of mild illness listed below.

#### **Headache:**

If the camper complains of a headache, staff will ask the camper if there was a head injury that caused the headache. If there was a head injury, staff will follow treatment steps for head injury. If there was no head injury, staff will ask the camper if the headache could have been caused by sun exposure, lack of adequate fluids or no food since yesterday. If the headache was caused by sun exposure, staff will follow treatment steps for sun exposure. If the headache was caused by lack of adequate fluids, staff will offer water to camper, and help camper stay adequately hydrated. If the cause of the headache cannot be determined, the staff will provide an adequately ventilated, quiet, comfortable space for the camper to be. The staff will also monitor the camper's condition every 15 minutes in order to make a determination whether further attention or treatment is required. If the camper's condition does not improve within the first 30 minutes, the Staff will contact the camper's parent/guardian. If the parent/guardian cannot be reached, the Staff will contact authorized Emergency Contacts for the camper to determine appropriate next steps.

#### **Head Injury:**

The Health Care Consultant should be called immediately if the camper was pushed to the ground or the camper's head was struck with a hard object even if the camper did not lose consciousness. The Health Care Consultant should also be called if the camper vomits more than once, if there is weakness or the inability to walk, if there is neck pain, blurred vision, or if there is any unconsciousness.

A head injury may appear minor but a camper should be carefully observed if they feel dazed, have a headache, are irritable, have difficulty concentrating or feel nauseous.

Health Care Consultant and parent/guardian should be called and the staff will provide an adequately ventilated, quiet, comfortable space for the camper to be. The staff will monitor the camper's condition every 15 minutes in order to make a determination



## FPTA SUMMER CAMP

whether further attention or treatment is required. If the parent/guardian cannot be reached, the staff will contact authorized Emergency Contacts for the camper to determine appropriate next steps.

### **Stomachache:**

If the camper complains of a stomachache, staff will ask the camper if hunger is causing the stomach ache. If hunger is the cause of the stomachache, staff will ask the camper to eat some of the food the camper has brought to camp. If stomachache is not caused by hunger, the staff will provide an adequately ventilated, quiet, comfortable space for the camper to be. The staff will monitor the camper's condition every 15 minutes in order to make a determination whether further attention or treatment is required. If the camper's condition does not improve within the first 30 minutes, the Staff will contact the camper's parent/guardian. If the parent/guardian cannot be reached, the Staff will contact authorized Emergency Contacts for the camper to determine appropriate next steps.

### **Sun Exposure/Sunburn**

If the camper has had excessive sun exposure or sunburn, the staff will make sure the camper has been moved to a cool area and will offer the camper water. If the sun exposure is severe such that the skin has bubbled, or the camper has fainted due to sunstroke, the staff will call the Health Care Consultant immediately. If the sunburn is minor, the staff will provide an adequately ventilated, quiet, comfortable space for the camper to be. The staff will monitor the camper's condition every 15 minutes in order to make a determination whether further attention or treatment is required. If the camper's condition does not improve within the first 30 minutes, the Staff will contact the camper's parent/guardian. If the parent/guardian cannot be reached, the Staff will contact authorized Emergency Contacts for the camper to determine appropriate next steps.

### **Bee Sting:**

If the camper has been stung by a bee, the staff will determine if the camper is having an allergic reaction by checking for symptoms including difficulty breathing, hives throughout the body, swelling of the mouth and/or throat, wheezing, nausea, vomiting, large, localized reaction greater than 10 inches, and/or decreased consciousness. If an allergic reaction is occurring, the staff will call 911 immediately and if child has a prescribed Epipen that will be administered immediately as well. If an allergic reaction is not occurring, the staff will monitor the bee sting area for pain, redness, swelling, and/or itching. The staff will make sure the stinger has been removed as quickly as possible, apply ice indirectly for 20 minutes, and wash the sting site with soap and water.

### **General Unwell Feelings:**



## FPTA SUMMER CAMP

If the camper has general unwell feelings, the staff will provide an adequately ventilated, quiet, comfortable space for the camper to be. The staff will monitor the camper's condition every 15 minutes in order to make a determination whether further attention or treatment is required. If the camper's condition does not improve within the first 30 minutes, the Staff will contact the camper's parent/guardian. If the parent/guardian cannot be reached, the Staff will contact authorized Emergency Contacts for the camper to determine appropriate next steps.

### **Administration of Medication**

Medications can only be given by the Health Care Consultant (HCC) or the Health Supervisor. **Only oral or topical** medications can be given by the Health Supervisor with the exception of the use of an Epi-Pen for a camper who the Epi-Pen has been prescribed with written approval of both the parent and the HCC.

All medication prescribed for campers must be kept in the original containers in a locked storage cabinet. Medication will only be administered by the health care consultant or the health supervisor. When no longer needed, medication will be returned to parent or destroyed.

### **Self Administration for Campers**

#### **Epi-Pens or Inhalers**

Campers that are capable of self-medicating using a prescribed Epi-Pen or inhaler, with written consent of the parent and HCC, may do so. The camper may be allowed to carry these devices with him/her at all times in order to self-administer when necessary.

#### **Blood Monitoring/Insulin Injections for Diabetics**

With written consent of the parent and the HCC, a diabetic camper may self-monitor/self-inject in the presence of the Health Supervisor. The camp must dispose of any hypodermic needles and syringes in accordance with regulatory requirements.

### **Providing Emergency Health Care**

In an emergency situation, trained staff will provide first aid to the degree that it is appropriate and will call 911 for additional assistance. If necessary, the camper will be taken to the hospital and treated for his/her injuries accompanied by camp staff until parents can be contacted. If parents cannot be reached, emergency contacts will be called and asked to provide assistance in locating the parents.





## FPTA SUMMER CAMP

### **FPTA'S CODE OF CONDUCT**

Those participating in or attending activities, programs, or events at FPTA's Summer Tennis Camp are required to conduct themselves according to FPTA's Code of Conduct.

The following are not permitted at activities, programs, or events:

- Possession, consumption, or distribution of alcohol, drugs or tobacco products
- Theft, destruction, or abuse of property
- Unauthorized absence from a program site
- Physical, emotional, mental or verbal abuse of another individual (No bullying)
- Possession or use of any harmful objects with intent to hurt or intimidate others including tennis racquets
- Fighting
- Failure to comply with or blatant disregard of directions from a supervising adult or counselor
- Foul language
- Other conduct deemed inappropriate by supervising adults

**FPTA discipline policy is available upon request.**

### **FPTA'S INCLUSION POLICY**

FPTA supports inclusion of campers of all abilities in our programs. FPTA will work with families and outside providers to determine if necessary accommodations can be provided in our setting and based on our staff's skills and experience levels. Campers of all abilities must be able to comply with behavior and discipline policies - **at minimum, campers must be able to stay with the group, follow instructions given by staff and keep hands/feet, etc. to themselves.**

Please note that FPTA Summer Camp is a Day Camp and in accordance with state regulations provide staff to camper ratios of 1:10 for ages 6 and over and 1:5 for ages 6 and under. If your child needs a higher ratio of supervision, we urge you to discuss your child's specific needs with a the camp director before registering for camp and consider searching for a camp appropriately staffed to meet your child's needs.

### **PARENT'S RIGHTS TO REQUEST COPIES OF FPTA SUMMER CAMP POLICIES**

Upon request, parent's/guardians must be provided with copies of background check, health care and discipline policies, and grievance procedures.