

Summer Camp 2016

BSC Lynnfield



new york
sports clubs®



boston
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philadelphia
sports clubs®

Parent Packet Acknowledgement Receipt

Family Name: _____

I agree that I will read the information contained in the parent packet, and that I will agree with and will abide by all of the rules, regulations, policies, and procedures contained here in. I will complete all attached forms and return them to the Sports Clubs for Kids program desk by June 1. If I register my child after June 1, I will complete all attached forms and return them to the Sports Clubs for Kids program desk one week prior to my child's camp start date.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____



sports clubs for kids | camp 2016

Parent Packet

Camp Lynnfield at Boston Sports Clubs and its staff would like to welcome you and your camper! During the time your child is at Camp Lynnfield, you can expect them to participate in swimming, sports, arts and crafts and a variety of games while having fun together in a safe environment.

Boston Sports Clubs Lynnfield is proud to say that the dedication and expertise of our staff is a major contributor to our camp program. Carefully selected counselors are required to partake in a comprehensive Staff Training and present appropriate clearances such as CORIs, SORIs, and three reference checks. The safety of our campers is our highest priority. Parents have the right to request to view any of the above information for verification on the screening, hiring, and training process of our Camp Counselor staff. There will be one camp counselor to every 10 campers above the age of six, and one camp counselor to every 5 campers ages six and under.

In our ongoing efforts to keep **safety as our top priority**, Boston Sports Clubs Summer Day Camp will require campers to wear their camp t-shirts every day. Camper t-shirts must be worn on the outside of any other shirt or sweatshirt. This requirement will further increase the security and identification of our campers. Each child will receive three complimentary camp t-shirts when registered for full-weeks, two if coming two or three days per week. You will be able to buy additional t-shirts and hooded sweatshirts (no drawstrings) may be available for purchase, for those cooler camp mornings. Each camper will receive a camp t-shirt on **Sunday, June 5, 1:00pm-3:00pm** at the final open house and Meet the Counselors Day. If they cannot attend, they will receive their t-shirts their first week of camp.

Please be sure to read the information in this parent packet and retain it for future reference. **In order for your child to attend camp, the emergency contact information, child release and authorization and medical forms must be completed, signed and returned to the Sports Clubs for Kids program desk by June 1. Should you register your child after June 1, all completed and signed paperwork must be turned in one week prior to your child's camp start date.** A separate medical form that includes a list of your child's immunizations/allergies needs to be signed by your child's physician. All campers **MUST** have this form completed and on file with us.

We appreciate your interest and support in our camp. We look forward to sharing a wonderful, safe and fun summer with you and your camper. If you have any questions or concerns regarding your child or our camps, please feel free to contact the Sports Clubs for Kids program desk.

Policies & Procedures for Summer Camp

Age

Sports Clubs for Kids provides a camp program for children between the ages of three and sixteen (as measured on May 1 of the camp year). All campers must be toilet-trained by May 1 of the camp year.

Registration

Only a child's parent or guardian may register a camper for summer camp. You may register your child for camp by the day or week. Proper medical and personal information will be required before a child can participate in camp. We cannot guarantee that any two campers will be assigned to the same group and cannot guarantee that any camper will be assigned to a particular counselor's group.

Camp spots will be filled on a first-come, first-served basis and once a day or week has reached capacity, no further registrations will be permitted. Your child's spot can only be secured by registration. Exceptions may be made in rare circumstances in the discretion of the Camp Manager.

This location may also charge a registration fee for any registrations that take place after May 1. Please see the TSI website or call your club for specific fee information.

Any discounts offered cannot be combined, except that sibling discounts are available on all campers registered by the same parent or guardian after the first child.

Parents have the right to review background check, health care, discipline policies and grievance procedure upon request.

Camp Hours

Camp runs from 9:00 a.m. to 4:00 p.m. Monday through Friday. You will be notified of any changes to this schedule. Half-day camp is also available from 9:00 a.m. to 12:00 p.m. or from 1:00 p.m. to 4:00 p.m.

For the full day or morning session, you are expected to drop your camper off at camp between 8:45 a.m. and 9:00 a.m. For the afternoon session, you are expected to drop your camper off at camp between 12:45 p.m. and 1:00 p.m. For the morning session, you are expected to be at the camp to pick your camper up by 12:00 p.m., but in no event later than 12:15 p.m. For the full day or afternoon session, you are expected to be at the camp to pick your camper up by 4:00 p.m., but in no event later than 4:15 p.m.

Early drop off (beginning 7:00 a.m.) and late pick up (until 6:00 p.m.) is available for an additional charge. You must register for this service at least 24 hours in advance to ensure appropriate coverage.

If you drop your camper off more than 15 minutes before or pick your camper up more than 15 minutes after the scheduled time, you will be charged an early drop off or late pick-up fee, respectively.

Only the parent or guardian on record may pick up their camper from camp, unless the parent or guardian signs a child release and authorization form providing someone else with authority to pick up the camper. If an individual other than the parent or guardian is authorized to pick up a camper, they must provide photo identification. No campers of any age are permitted to ride their bike or walk home from camp. Camp employees are not permitted to provide rides home to any camper, regardless of circumstance.

If you plan to drop your camper off late or pick your camper up early, please notify the camp in advance, in writing so that the proper arrangements can be made.

Dress Code

All campers must wear their camp t-shirts every day. Camp t-shirts must be worn on the outside of any other shirt or sweatshirt. Each camper will receive three complimentary camp t-shirts when registered a for full-week and two if coming two or three days per week. T-shirts and hooded sweatshirts are also available for purchase.

Refunds and Transfers

All sales are final. There are no refunds or credits for missed days or weeks. Between your date of registration and the Monday prior to the beginning of the camp week, you may change your registered day or week, subject to availability. A \$5 processing fee will apply to each change made. After the Monday prior to the beginning of the camp week, no registration changes are permissible. Once a day or week is paid for in full, it can be used for one year from date of payment.

Food & Drink

Campers must bring their own lunch and snacks. No food or beverages will be provided by the Camp and campers are not permitted to purchase food or drink from the vending machines or cafes in any club. The campers may not bring any food containing nuts or nut products and any snacks must be non-perishable. In some locations, water fountains may be available for use.

Camp Rules and Discipline

Campers are not permitted to bring toys, weapons, trading cards, personal electronics, gum, shoes with wheels or valuables to camp. If a camper is found to have any of these prohibited or any other inappropriate item, the item will be confiscated and will only be released to the camper's parent or guardian.

Use of cell phones by campers is prohibited. If you need to contact your camper, please contact the Sports Club for Kids program desk.

Fighting, foul language and disrespectful or threatening actions or remarks are not permissible. The Camp Manager may implement additional camp rules.

Generally, when a camper breaks a rule, the camp will follow the progressive disciplinary steps below. However, based on the egregiousness of the rule violation, the camp may skip to the last step immediately.

1. The camper will receive a verbal warning from the counselor.
2. The camper will be removed from all activities until he/she is under control.
3. If the problem persists, the camp manager will get involved. Misbehavior resulting in this level of discipline is recorded in a logbook to be signed by the camper and his/her parent or guardian at the time of pick-up and kept in the camper's file.
4. In the discretion of the Head Counselor and Camp Manager, a decision will be made for early dismissal from camp. If the offense warrants it, the camper may be dismissed from camp permanently.

Field Trips, Special Guests, and Theme Weeks

Sports Clubs for Kids may schedule some off-campus day field trips for certain age groups, which are offered at an additional charge. Please take note that camper groups may change on field trip days. Special guests and themed activities will also be scheduled throughout the summer. Please refer to the camp newsletter each week for upcoming guest and activity information.

Illness

Please do not send your child to camp if they feel ill. Plan to keep your child home for the duration of their illness if they may be contagious to other campers, or if any of the following systems exist:

- Fever
- Diarrhea
- Vomiting
- Nasal mucus (green in color)
- Unidentifiable or contagious rashes
- Eye, ear or throat infection unless the child has been on an antibiotic for more than 24 hours and a doctor has advised you that your child is not contagious

If your child is sent to camp and develops any of these systems, you will be contacted and asked to pick up the child immediately. Please be advised that if your child is absent from camp due to a contagious disease, the child cannot return to camp without written medical clearance.

Medication Regulations by State

For purposes of the below stated policies, "medicine" or "medication" is defined as any product prescribed by a physician or purchased over the counter that must be swallowed, injected, or applied topically, including sunscreen.

Massachusetts: If your child needs to have medication administered at camp, you must sign a Massachusetts Board of Health "Authorization for Medication" form on the first day of camp. Medication prescribed for campers must be kept in its original container bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use. The managers administering the medication will be certified in first-aid and CPR.

Connecticut: Self-administration of medication by children is **only** permitted with documented parental and authorized prescriber's permission which must be submitted to the Camp Manager before the beginning of camp. Please note, with respect to the administration of medication, children may request and receive assistance from staff **only** for opening containers or packages, or replacing lids.

Maryland: You must provide written authorization to the Camp Manager for the camper to be allowed to self-administer medicine. This authorization must include the camper's name, the parent's or guardian's signature, the date signed, the medicine name, the reason for the medicine, and documentation that at least one dose of a prescription medicine was given to the camper at home. **Nonprescription** medicine must be kept in the original container that includes the directions for use. The child's health practitioner must provide written authorization for administering the medicine when the practitioner's directions differ from the medicine container's label directions. **Prescription** medicine must be kept in the original container bearing a pharmacy label that shows the prescription number, date filled, prescribing physician's name, medicine name, directions for use, and patient's name. Directions for use provided on or with the medicine container's label, or by the child's health practitioner, must be followed. An adult staff member or volunteer will be designated to supervise the camper's self-administration.

For all other States: If your child requires medication, please make proper arrangements during each day with your child, and the Camp Manager, to either administer the medication yourself, or have the camper self-administer the medication. In the event you wish to allow your child to self-administer medication, you must abide by the rules of the State in which your child is attending camp, as listed below. You must notify the Camp Manager in writing of your permission to allow your child to self-administer medication while at camp. All medications, prescription or over the counter, must be kept in their original, labeled, container at all times.

Please note, for camps located in the State of **New York**: A child who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the child, if permitted by a parent or guardian in writing, and authorized by the camp. A record of such permission will be maintained by the camp.

Campers with severe food or insect sting allergies are permitted to self-administer medicine in the event of an emergency. The Camp Manager must be notified in writing of any medication being brought to camp, as well as the camper's specific allergy or medical issue, prior to the first day of camp. The camper will also need to wear visible identification with their specific allergy or medical issue.

In case of emergency, camp staff will follow emergency procedures to ensure the safety of all our campers.

Camp Supplies

Campers should come to camp each day with waterproof sunscreen applied prior to arrival. If additional sunscreen is needed midday, please send it with the camper and instruct them on how to apply it.

Campers should wear sneakers to camp (no open-toed shoes/sandals).

Campers should also bring the following items to camp each day (please label all items with your child's full name):

- Towel
- Bathing suit
- Change of clothes
- Water bottle and drink
- Sweatshirt
- Lunches and snacks: Full-day campers must bring a clearly marked lunch, two snacks and drink to camp. Lunches will be refrigerated. Please no coolers. Snacks (non-perishable) should be labeled and packed separately from lunches. Half-day campers should bring a non-perishable drink and snack each day. Campers are not permitted to purchase lunch, snacks or drinks from the café. An additional non-perishable snack may be sent for late pick-up participants. *No Nut Products are allowed.

Grievances

If you or your child has a complaint about the camp or any of its employees, the complaint should be put in writing and sent to the Camp Manager. The Camp Manager will review the complaint with his or her supervisors and attempt to respond to you within 24 hours. If your issue is not adequately resolved by the Camp Manager, you may request to speak to the club's General Manager and/or the Regional Program Manager. The camp will keep a record of any written complaints received and the response thereto. We ask that you keep any complaints and our responses as confidential as possible, on a need-to-know basis. If your complaint results in a change of policy, the new policy must be approved by the Board of Health and will be sent out in a weekly camp newsletter.

Background Information

The Camp Director shall inform parents at the time that the camp application forms are provided that they may request copies of background check, our health care and discipline policies as well as procedures for filling grievances.