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# **NARA Summer Day Camp Parent Handbook 2022**

**NARA Park  
25 Ledge Rock Way  
Acton, MA 01720**

[recreation@actonma.gov](mailto:recreation@actonma.gov)

**Acton Recreation Department: 978-929-6640 x0**

**NARA Summer Camp: 978-929-6641**

***Welcome Parents!***

We are delighted that you have chosen NARA Camp for your child this summer! You and your family are encouraged to visit the beautiful grounds of NARA Park prior to your child's first day of camp.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day easier for you and your child. Please carefully read this handbook and keep it for future reference. The staff at NARA Camp and the Acton Recreation Department would be glad to address any of your questions or concerns. Once again, welcome!

**ACTON RECREATION'S MISSION / VISION**

***Building a sense of community through quality recreation.***

**OUR PROGRAM**

The goal of our program is to create an atmosphere for children to grow socially and physically; our dedicated staff works with peer groups to engage the children in activities that are challenging and fun.

A variety of age-appropriate activities are offered each week including:

Arts and Crafts, Drama, Sports Activities, Group Challenges, Nature, Swimming, and more.

Additional special activities are included based on the week's theme (excluding field trips).



## NARA SUMMER CAMP INFORMATION

### CONTACT LIST

#### **NARA Staff: 978-929-6641**

Camp Director, *Gabriella Ricciardone*

[gricciardone@actonma.gov](mailto:gricciardone@actonma.gov)

Assistant Camp Director, *TBD*

Waterfront Director, *Wendy Hammond-Wildes*

[wwildes@actonma.gov](mailto:wwildes@actonma.gov)

#### **Recreation Staff: 978-929-6640**

Recreation Director, *Melissa Rier*

[mrrier@actonma.gov](mailto:mrrier@actonma.gov)

Recreation Events & Program Coordinator, *Maura Haberman*

[mhaberman@actonma.gov](mailto:mhaberman@actonma.gov)

Recreation Officer Manager, *Mary Lou Repucci*

[mlrepucci@actonma.gov](mailto:mlrepucci@actonma.gov)

#### **Absences**

If your child is not going to attend camp for the day, please report his/her absence by calling NARA Park's office at 978-929-6641.

#### **Drop-Off & Pick-Up Address**

NARA Park's Miracle Field  
75 Quarry Road  
Acton, MA 01720

#### **Camp Hours**

Monday – Friday  
8:00am to 4:00pm

*Extended hours for additional prices are available as follows:*

7:30am to 8:00am for Pre-Care

4:00pm to 5:30pm for Post-Care

### **Drop-Off**

All campers will be dropped off at the Miracle Field circle, at the north end of the park. When dropping off and picking up, please stay in your car and staff will direct you through the drive-through system. When checking in, a staff member will mark off that your child is here and go through a COVID-19 health care screening. Campers must pass the screening to stay at camp for the day.

The staff member will then radio to the appropriate Camp Counselor to let them know that their camper has arrived and will be joining their group. Additional staff and CITs will help with walking the children to their group. Parents/Guardians should not physically go past the check-point unless of possible separation anxiety instances with the younger children.

### **Early Pick-Up**

If your child will be leaving early, please notify the Camp Director in writing on the morning of the designated day. The staff will have your child prepared to depart at your requested time.

### **Pick-Up**

NARA Staff will then be stationed where they were in the morning at drop-off. Again, the pick-up system will be a drive-through system where the staff member will check IDs and radio to the Camp Counselor that the camper's parent is there for pick-up. The child will then walk over to their car. Parents will not be physically signing their children in and out. Camp Counselors will help campers keep their belongings neat and together throughout the day so children remember to grab everything at the end of the day. Parents should not leave their vehicle when picking up their child.

### **Late Pick-Up**

We close promptly at 5:30pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

NOTE: When a child is not pick up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pick-up" policy listed above starting 45 minutes from when the parent has been informed of the need for campers to be picked-up.

## **Children at Risk**

Parents who arrive at camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent or guardian
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

## **2022 CAMP SCHEDULE**

NARA Summer Day Camp runs for 9 consecutive weeks, with each week having its own unique theme. Please refer to our highlights document for specifics about each week.

### **Weekly Camp Dates:**

Session 1: June 27 – July 1

Session 2: July 5 – July 8

Session 3: July 11 – July 15

Session 4: July 18 – July 22

Session 5: July 25 – July 29

Session 6: August 1 – August 5

Session 7: August 8 – August 12

Session 8: August 15 – August 19

Session 9: August 22 – August 26

## **CAMP T-SHIRTS**

Every camper who registers for camp will receive a free NARA Camp t-shirt.

## **CAMP ATTIRE**

Please remember to dress your child appropriately for camp. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials. Here are some reminders of clothes for camp:

- T-Shirts
- Shorts
- Socks
- Appropriate clothing for camp: No halter or tube tops; No clothing with inappropriate language.
- Tennis Shoes or Sneakers (No sandals or flip flops, please!)
- LABEL EVERYTHING!

## **COMMUNICATION**

Every Friday, before the start of the new session, the Camp Director sends out an email to all the registrants explaining what will be happening at camp in the upcoming session. If you are not registered by the Thursday before, you will not be receiving this email. You can access additional recreation department information on our website.

## **CONDUCT**

Acton Recreation staff is committed to providing a safe and welcoming environment for all of our registrants and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are at our facilities or participating in our programs. We do not permit language or actions that can hurt or frighten another person. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Acton Recreation management will investigate all reported incidents. Dismissal from camp or termination may result. **No refunds will be given for these instances.**

## **DISABILITIES**

In order for the Acton Recreation Department to provide the best camp experience for your child, we ask that prior to registration, you consult with recreation staff regarding any special needs your child may have. Due to the fact that there are some medical treatments and procedures that legally camp staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

## **DISCIPLINE POLICY**

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from an activity, removal from an activity and placed with a staff member away from the group, suspension from camp, removal from camp. Unacceptable measures may include; verbally degrading a camper, physical punishment, isolation without proper supervision.

## **EXPECTATIONS**

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the campers toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from NARA Summer Camp. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child.

## **POTTY TRAINING POLICY**

All campers are expected to be fully potty trained before attending camp. NARA Camp does not have the facilities conducive to a young child's development when it comes to potty training needs. Staff are also not trained to help children with potty training. If your child is not yet completely potty trained, our program is not recommended for your needs.

## **ENROLLMENT, WITHDRAWAL & PAYMENT POLICIES**

There are two ways to enroll your child: 1) Online – [www.actonrec.com](http://www.actonrec.com) or 2) With our paper registration form completed with a check made out to "Town of Acton," cash, or credit card. All withdrawals from camp and/or refund requests must be submitted in writing by email: [recreation@actonma.gov](mailto:recreation@actonma.gov). Refunds/credits will be issued as follows:

- **Mighty Mini Program (Ages 4 & 5)**
  - You may withdraw up to 7 business days prior to the start of each session.
  - A \$50 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1<sup>st</sup> day of session start date.
  - Refunds will not be issued due to weather conditions or any water closure.
  - All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.
- **Youth Program (Ages 6 – 13)**
  - You may withdraw up to 7 business days prior to the start of each session.
  - A \$50 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1<sup>st</sup> day of session start date.
  - Refunds will not be issued due to weather conditions or any water closure.
  - All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.
- **CIT Program (Ages 14 & 15)**

- You may withdraw up to 7 business days prior to the start of each session.
- A \$50 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1<sup>st</sup> day of session start date.
- Refunds will not be issued due to weather conditions or any water closure.
- All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.

If you'd like to transfer your child to a different session, there will be a \$25 processing fee. All transfer requests must be made in writing. The Acton Recreation Department reserves the right to remove a child from any program due to behavioral or other concerns. In this event, there will be no refund given.

### **FIELD TRIPS**

Every Thursday the entire camp will leave NARA to go on a field trip. All field trip prices are included in the registration price for camp. If your child attends camp that day, they will be going on the field. Please have your camper wear their camp t-shirt every Thursday to make them easily identifiable to all NARA Camp Staff.

### **FINANCIAL ASSISTANCE**

The Acton Recreation Department seeks to make its services available to all people, regardless of their ability to pay. The Doli Atamian Campership Program helps families in need of childcare through our camp. Please visit their website to see if you qualify:

<https://www.doliatamiancampership.com/>.

### **GENERAL CAMP SCHEDULE**

Children participate in a variety of activities each day. The activities can be camp wide activities, personally selected activities, and group activities. Here is an example of what a typical camp day could look like:

7:30 – 8:00am	Pre-Camp Care (if applicable)
8:00 – 8:15am	Attendance & Morning Meeting
8:20 – 9:05am	Drama
9:10 – 9:55am	Lower
10:00 – 10:20am	Snack Time / Sunscreen
10:25 – 11:10am	Upper (Sports on the fields)
11:15 – 12:00pm	Swim / Water Play
12:05 – 12:45pm	Lunch
12:50 – 1:35pm	Arts & Crafts
1:40 – 2:25pm	Nature

2:30 – 2:45pm	Sunscreen / Water Break
2:50 – 3:35pm	Swim / Water Play
3:40 – 3:50pm	Pack-Up
3:50 – 4:15pm	Pick-up
4:20 – 5:30pm	Post-Camp Care (if applicable)

Camp activities have been designed to fit the theme of each camp session and include: ice breakers, arts & crafts, games & fitness, music & drama, transitional activities, special events, and swimming.

### **EXTENDED HOURS PROGRAM**

Children in our post camp program will be given a variety of structured and non-structured activities to choose from each day. Activities may include: puzzles and board games, books, Legos, and group games. Post Camp will be held at the Sports Pavilion and Miracle Field with options of different activities while waiting for their guardian to pick them up.

### **LOST AND FOUND**

NARA Camp has a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all campers' belongings in their backpack or with them, Acton Recreation will not be held responsible for lost or stolen items. Please take a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost.

### **LUNCHES & SNACKS**

Campers should bring a non-perishable lunch, beverage, and filled water bottle to camp daily. Please pack a healthy and balanced meal. Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name. Please do not provide your camper with food that will need heating or to be microwaved. Camp staff will not be heating meals.

We have one snack period daily. Please send extra food for these times as well as a water bottle.

The snack bar will be in operation by an outside vendor. Please pack a snack just in case the snack bar does not open at all. Our vendor will be providing a lunch program for Mondays, Wednesdays, and Fridays where you can buy lunch instead of packing it for that day.

## **NUT-FREE CAMP**

NARA Camp is nut-free. Please do not send your child in with items that are made with any types of nuts.

## **MEDICAL / EMERGENCY INFORMATION**

### **Essential Forms:**

As required by the local licensing authority, each camper must have a completed:

- ✓ **Camp Registration Form or Online Registration**
- ✓ **A copy of their physical (must be within 18 months) and immunization forms submitted online to CampDoc.com**

Physical and immunization forms must be submitted online. The Recreation Department will not accept paper copies. All medical forms should be submitted at least 2 weeks prior to when your child starts camp. Physicals must be dated within 18 months. Please be sure that the information on the registration forms is accurate and complete. Please do not leave any of the fields blank on the forms.

### **Illness Policy:**

Children must be healthy enough to participate in the program's daily routine. For the safety and comfort of your child and other campers, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 7:45am and let the Camp Director know of your child's absence. When your child has a fever (of 100) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. ***If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.***

The following are defined as illness or communicable health problems:

- COVID-19
- Influenza
- Conjunctivitis (Pink Eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash

- Knowledge that the child has had a fever within the past 24 hours

### **Accidents / Emergencies**

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by our certified camp staff. The following procedures will be followed:

- ✓ First Aid will be provided and the incident recorded in the camp log.
- ✓ The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff and the Camp Director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parents or other responsible adults will be notified. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- ✓ Immediate First Aid will be administered by the camp staff until professional services arrive.
- ✓ 911 will be called.
- ✓ You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- ✓ A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- ✓ The incident will be described in writing in the NARA Camp incident report log.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

### **Emergency Plan**

NARA Camp has a site-specific emergency plan including an assembly area program, notification system, locations of fire extinguishers, first aid kits, etc. Staff has been trained and is expected to be well-versed in emergency procedures. Drills will be conducted throughout the summer to practice safety procedures.

**Shelter:** In the event of an emergency that requires an inside shelter, campers and staff will assemble in the basement of the Sports Pavilion, NARA Bathhouse building, and Amphitheater building. With inclement weather, the staff will bring their group to their assigned shelter/tent.

**Facility Evacuation (in case of fire, or other emergency):** In the event of an emergency requiring facility evacuation, campers and staff will exit the area and meet at the Miracle Field. Camp staff will take attendance of campers in their groups, directors will make sure that everyone has left the facility, and the Camp Director and Assistant Camp Director will be responsible for medication and first aid kits.

### **Medication Policy**

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and “over-the-counter” medications will not be dispensed without written consent from the child’s parent.

- Complete the medication authorization form included in your camp registration packet.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child’s name, the name of the medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, etc.) to the Camp Director. Campers are not allowed to keep medications with themselves, backpacks, or lunch bags.
- All medications will be locked up and given to your child at the prescribed times.

### **Sunscreen & Hand Sanitizer**

The Acton Recreation Department encourages your camper to use and bring sunscreen to camp every day. Camp staff will help children with application of the sunscreen if requested. Every child must complete a sunscreen permission form and submit it to the Recreation Department or camp before or on the day they start camp.

All children and staff are required to either wash their hands or use hand sanitizer before transitioning to the next activity/block. Every child must complete a hand sanitizer permission form and submit it to the Recreation Department or camp before or on the day they start camp.

### **Bug Spray**

The Acton Recreation Department encourages your camper to use and bring bug spray to camp every day. Camp staff can only help with spraying the bug repellent on the child without rubbing it in.

### **Allergies**

Recreation Staff will try their best efforts to accommodate these campers without inconveniencing other campers. If you’re aware that your child is severely allergic to something,

it is your responsibility to notify the Acton Recreation Department in advance so we can take the proper precautions.

### **Special Diets**

NARA Camp staff must be made aware of any child who requires a special diet due to medical or religious reasons.

### **ORGANIZATIONAL CHART – NARA SUMMER CAMP**



### **PERSONAL BELONGINGS**

Please do not allow your child to bring personal belongings to camp. The Acton Recreation Department cannot be responsible for the loss or damage of phones, toys, games, clothes, or other personal belongings.

### **Please do not bring the following items to camp:**

- Any electronic games / devices (including, but not limited to: Nintendo Switches, Gameboys, PSPs, iPods, mp3 players, iPads, etc.)
- Cell phones
- Trading Cards
- Weapons of any sort – fake or real!
- Valuable items

## **PHONE CALLS**

Please do not call to speak to your child or your child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Camp Director with your questions or concerns at any time: 978-929-6641.

## **RULES & SAFETY**

Safety is paramount to our camp program. All children **MUST** be brought to and picked up from camp by a parent or authorized person. All adults picking up children will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

### **General Rules**

1. Stay with your group at all times.
2. No climbing on gates, fences, or trees.
3. No inappropriate or abusive language is permitted.
4. No hitting, kicking, or other physical abuse is permitted.
5. Listen to and respect the rules and boundaries of games and activities.
6. All campers will be expected to display *good teamwork*. How we play is more important than whether we win or lose!

## **STAFF**

The Acton Recreation Department strives to hire a highly qualified, well-trained staff to conduct NARA Summer Camp. The summer camp staff is comprised primarily of college students, high school students, recent graduates, and schoolteachers. The camp staff members are innovative and creative individuals who love working with children. All staff go through a camp staff training and are certified in First Aid and CPR. The camper:staff ratio for the Mighty Mini Program is 5 to 1, and 10 to 1 for the Youth Program.

## **SWIMMING**

Please send your child to camp with a swimsuit and towel **EVERYDAY**. Children will be swim tested at the beginning of each session. A certified lifeguard will determine whether they can swim in the deep or shallow water. Camp staff and certified lifeguards will supervise the pond at all times.

## **TAX INFORMATION**

The Town of Acton's Federal tax ID number is 046-001-062.

## **TRANSPORATION**

There is no transportation available to and from NARA Summer Camp. Bus transportation will be provided to and from all field trips.

## **WEATHER**

As a recreation department, we believe that outdoor play is an important element in a child's life. There are no indoor areas at NARA Park; however there are pavilions and tents for shelter on rainy days. Rainy days are specially programmed days and may include low impact games and activities. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the morning.

During periods of extreme heat, the camp staff will scale down physical camp activities. Campers will not be in direct sunlight for more than 20 minutes at a time. The staff will also remind children to increase their water intake by having many water breaks throughout the day. All precautions will be taken to prevent heat related injuries during these times.

### **Hints for the Heat:**

1. Provide at least two drinks for your child.
2. Drinking water is encouraged at camp.
3. Provide your child with a hat to wear and dress them in light colors.

### **COVID-19 Guidelines (Subject to change):**

- We ask that all staff and/or campers stay home if they are sick.
- Cough or sneeze into a tissue or your elbow.
- Camp enrollment and activities will follow the recommendation by the Acton Board of Health.
- All campers must bring a filled water bottle labeled with their name on it.
- Campers will only be with their group and not be within 3 feet of children from other groups.
- Campers and Staff will wash their hands or use hand sanitizer every time they switch activities. For an example, leaving arts & crafts, before and after lunch, leaving nature block, after sunscreen application times, etc.

- Masks are not required since our camp is 100% outside, but staff and families can wear masks if they prefer. Please provide your own masks from home. Masks will be required on field trip days.
- Staff will clean and disinfect frequently touched objects and surfaces, such as door knobs, faucets, equipment, and more.
- All staff and campers must pass a verbal daily health screening at the beginning of each day.
- Visitors (including parents) are not permitted.

### QUICK REFERENCE CHECKLIST

Did you remember to send?

- Backpack (labeled)
- A healthy lunch and snack that is labeled (no glass containers)
- Sunscreen (labeled)
- Hand Sanitizer (labeled)
- Swimsuit and towel
- A plastic bag for wet stuff
- Bug Spray (labeled)
- A poncho / raingear on wet days
- A complete change of clothes for younger campers
- Mask

If you have any questions or concerns, please feel free to contact the Acton Recreation Department at 978-929-6640 or [recreation@actonma.gov](mailto:recreation@actonma.gov).

***We look forward to a happy and safe summer with your child! 😊😊😊***