

# **Camp Fire North Shore Parent Handbook 2023**

## **Spark, Explore, Discovery & Adventure Camps**

**June 26<sup>th</sup> 2023 – August 25<sup>th</sup> 2023**

**Basic Day: 9:00am - 4:00pm**  
**Drop Off: 7:30am - 9:00am**  
**Pick Up: 4:00pm - 5:30pm**

**Camp Director:**  
Sean Donahue

**Executive Director:**  
Laurie Hamill

**Phone: 978-745-7200**  
**Email: [mcole@campfirenorthshore.org](mailto:mcole@campfirenorthshore.org)**  
**[www.campfirenorthshore.org](http://www.campfirenorthshore.org)**

*Camp Fire North Shore, Inc. must comply with the regulations of the Massachusetts Department of Public Health, and is licensed by the local (Salem, MA) board of health.*

Welcome Camp Fire Families!

In this handbook you will find any information you may need to help your child(ren) have the best experience at camp!

For returning families, you may have noticed we changed the names for some of our summer programs. Camp Waluta is now Spark Camp and Explore Camp! Spark Camp is geared towards children entering K thru 1<sup>st</sup> grade, and Explore Camp is for children entering grades 2 thru 4. These are the same great programs you and your children know and love, with small changes made to better engage each age group. This year our Spark campers will receive dance instruction from Mini Movers Dance Studio, and our Explore campers will get a chance to take part in a mural arts project.

Discovery and Adventure camps are continuing this summer with a minimum of three field trips each week. New this year – Super Fun Field Trip Weeks! During these four weeks, youth will be off-site on a field trip five days a week.

Please note our operating hours - all registered campers may attend from 7:30 am until 5:30 pm - there is no separate charge for pre or post camp. Children may be dropped off between 7:30 am and 9:00 am, and must be picked up between 4:00 pm and 5:30 pm. Regular camp activities will take place between 9:00 am and 4:00 pm. Breakfast will be available to campers who arrive before 9:00 am and an afternoon snack will be provided to campers who stay beyond 4:00 pm.

We encourage any feedback, questions or comments you may have concerning the camp program or your child's camp experience. Feel free to contact us at any time: 978-745-7200.

We are looking forward to another exciting year here at camp!

Best,

Camp Fire Team

## **General Information**

### **Summer Camp Contact Information**

**Main Office & Registration:** 978-745-7200, menu #4

**Summer Camp Office:** 351-666-0869 (June 26-Aug 25)

**Main Office Email:** [mcole@campfirenorthshore.org](mailto:mcole@campfirenorthshore.org)

**Summer Camp Director Email:** [sdonahue@campfirenorthshore.org](mailto:sdonahue@campfirenorthshore.org)

**Groups:** Children will be grouped by age/grade level and activities will be age appropriate. Please call the office if you would like your child to be paired with another camper in a group.

**Counselors:** Each group will be assigned a counselor for the duration of the camp week. Please keep in mind, your child may have different counselors throughout the summer. This gives your child the opportunity to get to know many different staff members and meet new friends!

### **What can you expect from the Camp Fire summer program?**

**Safety & Health:** Camp Fire adheres to state regulations concerning recreational camp operations as well as to covid-19 guidelines concerning hygiene, cleaning & disinfecting, cohorting, social distancing and face coverings.

**Professional Trained Leaders:** Caring adults who are true mentors. Our work with youth is tailored to each individual, guiding them to their best. We are role models and are here to encourage and guide youth to discover their sparks.

**Inclusiveness:** Camp fire is open to everyone. We embrace the uniqueness of each individual child and family. Our staff's goal is to build lasting relationships with youth and adults of all ages and backgrounds.

**Youth Development:** We are here to build self-esteem and motivate children to find their voice. Our goal is to help our youth become compassionate towards others and find their natural sense of curiosity leading them to find their spark. We build a strong foundation, preparing youth for the present & future.

**Programming:** Our curriculum has been tailored to the needs and interests of our campers! This summer we will continue to offer the following activity areas: Cooking, Gardening, Nature, Visual Arts, World Builders (STEM), Swimming, Drama, Dance, Sports and games.

### **Parent Expectations**

Open communication is strongly encouraged. The emotional, physical and educational development of your child is very important to us and we look forward to working with you. Camp Fire has a long history of responding to the changing needs of children and families. We are dedicated to providing direct services and advocacy for children.

**Parent Input** - Positive parent input regarding the development of program and philosophy is a very important part of Camp Fire philosophy. Please email or call our Camp Director with any suggestions or concerns about programming.

**Communication with parents** - It is our philosophy to always have open and on-going communication with our campers' parents/guardians. Unfortunately, due to covid-19 we are not able to provide in person meetings this summer. If staff has an issue to discuss regarding your child, the Counselor and/or Camp Director will reach out to you via phone following the close of camp for the day. We have established an emergency communication system via the Remind app. Staff will use the Remind app to communicate general and emergency information, including inclement weather notifications. A parent/guardian for each camper (or family of campers) will be required to download and monitor the app.

**Concerns or Complaints:** If a parent has a specific complaint, he or she should contact the Camp Director directly and immediately via phone or email. Camp Fire will make staff available for individual phone conferences with parents at the parents' request.

**Drop-Off/Pick-Up** – Parents/guardians will not be able to leave their car during drop-off and pick-up.

Families may drop off their child(ren) between 7:30 am and 9:00 am. During drop-off cars will enter the circular drive in front of the pavilion.

Families must pick up their child(ren) between 4:00 pm and 5:30 pm. If you need to pick up your camper early, please send in a written note one day in advance. Please note – we cannot accommodate early pick-ups between 3:30pm and 4:00pm. During pick-up cars will enter the circular drive in front of the pavilion; staff will retrieve your child(ren) and direct them to the pick-up area. You must exit the property once your child(ren) is in the car safely.

**Inclement weather** – On occasion due to extreme weather and/or covid-19 guidelines, we may not be able to provide programming on inclement weather days. If possible, the decision to close due to weather will be made the day prior and communicated during pick-up, however, due to the evolving nature of weather patterns that will not always be possible. As such, we expect parents/guardians to monitor the Remind app for any weather-related closure updates. Notification of closure due to weather will be communicated to families via the Remind app by 6am at the latest for that day of camp. In the case of a weather-related emergency such as flash flooding, tornado, etc. parents/guardians will be notified via the Remind app and will need to pick their child(ren) within an hour.

**Lost & Found** – We will set aside water bottles, clothes, etc. and will hold onto to these items for up to two weeks. Please note, we are not responsible for any lost items. Please do not send your camper to camp with any valuable items.

**What to Bring:**

- **Bug Spray & Sunscreen:** Staff members will assist with applying sunscreen and insect repellent throughout the day. Please initial or mark your youth’s belongings so they can be easily identified.
- **Towel and Bathing Suit:** Youth will participate in instructional swim time along with free swim, so each child needs to have their own towel. Please send your child to camp in their bathing suit with a cover up or clothing over the suit.
- **Dry Clothes:** It is imperative that each youth have a change of dry clothes and undergarments to change into after swimming.
- **Sneakers & Flip Flops/Sandals:** All youth must have sneakers! Open toed shoes are not allowed due to the activities planned throughout the day. Flip flops or sandals are required for the pool area only.
- **Snack:** All groups have a morning snack break, please pack extra snacks. In addition, we will provide an afternoon snack to those who remain at camp beyond 4:00 pm.
- **Breakfast/Lunch:** We participate in the Lynn Public School’s Summer Food Service program, offering a free breakfast and/or lunch, as well as milk, to all campers and staff aged 21 and under. Breakfast is offered from 7:30am – 9:00am. Please plan to pack your child a lunch if he/she prefers a lunch from home. Re-fillable water bottles are encouraged. Campers will have access to water throughout the day, and you may pack other drinks to encourage hydration.

**What NOT to Bring:**

- **Electronic Devices & Valuables from home:** electronic devices (cell phones, smart watches and tablets), money, toys and other valuables should not be brought to camp. This will help to promote positive youth engagement and provide youth the full Camp Fire summer experience.

### **Registration, Attendance, Pick-up Policies 430.211**

**Registration:** All registrations must be completed online. A completed registration & health history form (online at [www.regpack.com/reg/CFNSSUMMER2023](http://www.regpack.com/reg/CFNSSUMMER2023)), proof of physical & immunizations, and the weekly payment are required to enroll at summer camp.

**Cancellation Policy:** Cancellation of registered week(s) will only be accepted up until 14 days before the week(s) begins OR you will be financially responsible for the full week's tuition. The deposits are non-refundable and non-transferable. NOTICE OF CANCELLATION MUST BE RECEIVED BY THE MAIN OFFICE. Refunds on tuition and exemptions to the 14 day rule are made only for medical reasons causing a camper to withdraw. A written notice from your health care provider must be provided. Minor illness such as a sore throat, stomach aches, etc. or changes in a parent's plans are not sufficient grounds to warrant refunds or exemptions to the 14-day cancellation rule. By signing this, you have read and understand the cancellation policy and agree to make all tuition payments on time.

**Attendance:** If a child who is registered for camp fails to arrive, the Camp Director will call the child(ren)'s parent/guardian to find out if the child will be attending. The Camp Director will also ask a few short health screening questions in order to identify possible covid-19 transmission. This protocol is in accordance with the health monitoring guidelines issued by the state in regards to the covid-19 pandemic.

### **General Pick Up/ Pick Up by Others 430.190/430.211**

Camp dismissal is between 4:00pm and 5:30pm.

Only persons authorized by a parent or guardian will be allowed to pick up your child.

Picture identification is required for all persons picking up children at all times.

Occasionally, circumstances arise where a child must be picked up by a friend or relative. It is our policy not to release children to unauthorized persons. If you need someone other than those individuals listed on your child's registration to pick up, please notify us in writing beforehand.

### **Late Pick Up Policy**

Pick-ups that take place any time after 5:30pm will be considered late. A late fee will be assessed at the rate of \$10.00 per fifteen minutes. Continuous tardiness could result in termination.

To ensure the safety of every child the staff must follow the procedure listed below. The staff will continuously call until a parent or emergency contact is reached, for up to one hour. If someone is reached at any time we will not move onto the next step in the procedure:

- Phone calls to Guardian (House/Cell Phone/Work)
- Phone calls to Emergency Contact listed on registration form
- Local Police Department will be notified

### **Summer Camp Payment Information**

**Payments:** Deposit and weekly payments must be made through our online registration system: [www.regpack.com/reg/CFNSSUMMER2023](http://www.regpack.com/reg/CFNSSUMMER2023) .

**Billing:** Upon registration all families are automatically enrolled in the auto-billing deposit plan; weekly camp balances will be charged on Mondays, one week prior to the start of each week of camp. If there is no saved payment method or your payment information is invalid, then you will be charged a \$10 late fee if your payment is not received by midnight on Wednesday of that week. Please note that your child(ren) will not be admitted to Summer Camp if we have not received payment in full by Thursday at midnight in the week prior to attendance. Any payments made after Thursday at midnight will need to be communicated to MARY COLE via phone (978-745-7200) on Monday morning starting at 9:30am.

**Vouchers:** Families who expect to pay for programming with a voucher are not required to pay registration fees or make any deposit payments. During the registration process you will answer a question about whether or not you have a voucher. If you plan to pay with a voucher, then please answer “yes”, even if you do not have the voucher updated yet. Office staff will reach out to you with further instruction once your daily and/or weekly rates are received from Child Care Circuit and a payment plan has been established. You may find copies of the Change of Provider and Confirmation of Provider forms on our website.

### **Camp Fire Summer Camp Staff**

All Camp Fire Staff are qualified to work with school age children and have attended Staff Orientation and Training. Staff are encouraged to return to camp each year, and each staff member brings a unique skill set and personality to camp programs. If you have any concerns or feedback about a member of the Camp Fire staff, please call or email the Camp Director.

All staff regardless of age are subjected to a Criminal Records check through the Commonwealth of Massachusetts Criminal History Systems Board (CORI) All staff are also subjected to a sex offender check through the Massachusetts Sex Offender Registry (SORI). Per Camp Fire North Shore policy, all staff working with children must also undergo a DCF background check. This information is available to parents upon request.

Parents have the right to review Camp Fire’s policy on background review, health care, discipline policies and grievance procedures.

All staff are mandated reporters and are required by law to report suspected abuse and neglect to the Department of Social Services and to the program administrator.

**Summer Camp Sample Daily Schedule**

<b>Arrival</b>	<b>7:30-9:00</b>	<b>Drop-off/Breakfast/morning activities</b>
<b>Activity Period 1</b>	<b>9:00-9:45</b>	<b>Sports</b>
<b>Activity Period 2</b>	<b>9:45-10:30</b>	<b>Swim lessons</b>
<b>Break</b>	<b>10:30-10:45</b>	<b>Snack</b>
<b>Activity Period 3</b>	<b>10:55-11:30</b>	<b>Skits &amp; Songs</b>
<b>Lunch</b>	<b>11:30-12:30</b>	<b>Lunch/Free Time</b>
<b>Activity Period 4</b>	<b>12:30-1:15</b>	<b>World Builders</b>
<b>Activity Period 5</b>	<b>1:15-2:00</b>	<b>Arts &amp; Crafts</b>
<b>Activity Period 6</b>	<b>2:00-3:00</b>	<b>Free swim</b>
<b>Activity Period 7</b>	<b>3:00 -3:45</b>	<b>Nature</b>
<b>Dismissal</b>	<b>4:00-5:30</b>	<b>Pick-up/Snack/afternoon activities</b>

**Note:** This is a *sample* schedule of a typical camp day at Camp Fire, and is designed to show the variety of activities offered at camp. At times, activity periods will include activities based on the theme of the week, and other special projects.



### **Field Trips**

**All Camp Trips:** Parents will be notified of any scheduled field trips in advance. The camp occasionally offers rainy day field trips which are usually booked the morning of the inclement weather. A fee of \$7.00 per child may be collected to cover the cost of the bus. Staff will take attendance before the bus leaves the camp property, upon arrival at the field trip location, and again before the group returns to camp. At least one staff member on the trip will be designated as a Health Care Supervisor and is First Aid and CPR certified; a first aid kit will be taken on all field trips. Staff members on the field trip will carry phones to stay in touch with the camp directors throughout the day.

**Discovery Field Trips:** The Discovery campers will take three weekly field trips, usually on Tuesday, Wednesday and Thursday. There is no additional fee charged to attend these field trips. The fee is already included as part of your weekly tuition fee. Although food may be available for purchase on the trip, we ask that each camper pack a lunch. Campers without a packed lunch can take one of the lunches provided by the camp, and staff will ensure that each camper on the trip has a packed lunch. Staff will take attendance before the bus leaves the camp property, upon arrival at the field trip location, and before the group returns to camp. At least one staff member on the trip will be designated as a Health Care Supervisor and is First Aid and CPR certified; a first aid kit will be taken on all field trips. Staff members on the field trip will carry phones to stay in touch with the camp directors throughout the day.

**Adventure Field Trips:** The Adventure campers will take three weekly field trips, on Tuesday, Wednesday and Thursday. There is no additional fee charged to attend these field trips. The fee is already included as part of your weekly tuition fee. Although food may be available for purchase on the trip, we ask that each camper pack a lunch. Campers without a packed lunch can take one of the lunches provided by the camp, and staff will ensure that each camper on the trip has a packed lunch. For any type of field trip, staff will take attendance before the bus leaves the camp property, upon arrival at the field trip location, and before the group returns to camp. At least one staff member on the trip will be designated as a Health Care Supervisor and is First Aid and CPR certified; a first aid kit will be taken on all field trips. Staff members on the field trip will carry phones to stay in touch with the camp directors throughout the day.

### **Super Fun Field Trip Weeks**

During weeks 3, 4, 5 & 6 Discovery and Adventure campers will be off-site on a field trip five days a week.

### **Unrecognized Persons on Camp Property**

Camp Fire North Shore identification policies ensure the safety of the camp property. Only parents and guardians, and designated emergency contacts, as well as staff and volunteers who have been cleared to work with children via a state background check will be allowed on the property during operating hours. Staff introduce themselves to and become familiar with parents/guardians and drop-off/pick-up designees in the first days of camp – identification is requested and matched to each child’s authorized pick-up list. Many of our staff work in other Camp Fire North Shore programs, which provides additional opportunities for our staff to become more familiar with our campers and their families. Camp staff are located throughout the property and have been trained to notify a Camp Director immediately if an unrecognized person approaches the camp. Camp Directors will request identification. If identification proves no connection to a camper or staff member, then the person will be asked to leave. Refusal will result in a call to the Salem Police Department.

Only persons authorized by a parent or guardian will be allowed to pick up your child. Picture identification is required for all persons picking up children at all times. Occasionally, circumstances arise where a child must be picked up by a friend or relative. It is our policy not to release children to unauthorized persons. If you need someone other than those individuals listed in your child’s registration profile to pick your child up, please notify us in writing beforehand.

Please note, due to covid-19 reopening guidelines, visitors are not allowed on the camp property during programming.

### **Conduct of Campers**

1. Respect other campers, counselors, ourselves, the environment, camp equipment and property.
2. Do not hurt or threaten to hurt others
3. Do not tease others, use curse words, or call people names.
4. Do not touch someone else’s belongings.
5. Listen to and cooperate with counselors at all times. If a camper feels he or she being treated unfairly, the camper may speak to the Camp Directors about the problem.
6. Electronic devices (cell phones and tablets), money and other valuables should not be brought to camp. The camp directors will hold onto these items for the day, and then give them to parents at pick up.
7. Weapons are not allowed at camp, and bringing a weapon to camp is grounds for dismissal.
8. Campers must stay with their group at all times. Running away is a serious safety issue, and is grounds for dismissal or a day of rest.
9. The pool may only be used at designated times. Campers must follow directions from lifeguards, counselors and any staff in the pool area.
10. No throwing sticks and rocks.
11. Shoes and socks must be worn at all times, except in the pool area.
12. If campers are not able to behave appropriately at camp, they may lose the privilege

of attending. It is critical that your child is able to follow the current protocols put into place in order to reduce the risk of covid-19 transmission and to keep our campers and staff healthy.

### **Camp Fire North Shore Behavior Policies**

**Positive Behaviors at Camp:** Camp Fire is committed to helping our youth realize their potential and to function as caring self-directed individuals, therefore our staff will always respond positively to a camper who exhibits appropriate behavior. Our staff will recognize camper achievements and positive behavior, and will let campers, parents, and their peers know when they do a good job.

**Discipline Policy:** Camp Fire staff will not use corporal punishment (hitting/striking campers), or deny campers any basic needs such as food or rest as a form of discipline. Camp Fire encourages positive redirection when campers are not behaving, and encourages staff to keep campers busy and engaged, avoiding down time (when bad behavior often occurs). When kids misbehave staff will follow these steps:

- 1. Warning:** the camper will be given a verbal warning, and counselors will explain why their behavior is against the rules, and then will be told “this is your warning”.
- 2. Consequence:** the counselor will explain to the camper why their behavior is against the rules, and that that this is the second time so now there is a consequence. Consequences could be: Time out from: free time, an activity they like, sitting on the side of the pool for a few minutes, etc. Time out will be short, and occur near the group to avoid isolation. Time out will allow campers to calm down and then rejoin the group. Counselors will help campers transition back into activities. Other consequences could include picking up litter, writing a letter of apology, or otherwise fixing or amending the situation that has occurred by helping out.
- 3. Notify Parents:** the counselor will explain to the camper why their behavior is disruptive, and that they have had a few chances today to fix the problem, and now it is the third time. Campers will be told that their parents will be notified at pick up. The Camp Directors will also be informed of the behavior, and may help come up with a behavior contract for the camper.
- 4. Suspension or Dismissal:** Campers may be suspended or dismissed at the discretion of the camp directors for recurring or major behavior problems. Often dismissal from camp occurs when a child puts other camper’s safety at risk, or behaves in a way that jeopardizes their own safety.
- 5. Exception to Policy:** One exception to this protocol would be in terms of our social distancing practices at camp. If after the first week of camp your child is not able to adhere to the protocols we put into place, we will have to re-evaluate if your child can continue to attend program.

**Documentation:** If a child is behaving in a way that is unacceptable to the staff or is inflicting harm upon himself or another child, the Camp Director will complete an **incident report** and send it home to the parents. The parents will then read the report, sign it and send it back to the Camp Director. A meeting can then be set up between the Camp Directors, parents, and counselors at the request of parents; otherwise a copy of the report will stay with the campers file for reference. If a child in the program is suspended or terminated, the Camp Fire staff will help the child with their transition out of the camp program in a manner consistent with the child's ability to understand the situation.

**Suspension:** A child will be suspended or will be asked to take a day of rest from camp for the following reasons:

1. When a child receives two incident reports he/she will be suspended from the camp from one day to one week depending upon the severity of the action in question.
2. Unacceptable parent behavior, including verbal and/or physical abuse towards a staff member by a parent.
3. If a child consistently disrupts the camp day or prevents other campers from having a positive experience (either through bullying/teasing or consistent disruptions).

**Termination:** Camp Fire hopes each camper will have a positive experience at camp, but at times behavior issues prevent children from staying in Camp Fire programs. A child will be terminated from the program for the following reasons:

1. When a child receives three incident reports, and the staff feels that every attempt to change the child's behavior has been made the child will no longer be allowed to attend camp.
2. If a child was suspended due to the behavior of the parent and the behaviors continue when the child returns to camp, the child will then be terminated from the program.
3. Bringing weapons to the camp property and/or hurting or threatening others may result in immediate termination.
4. If repeated steps to collect tuition are unsuccessful, the child will be terminated. Camp Fire can provide referrals for other services in the area at the request of the parents.

**Above steps may be skipped and termination may be immediate if staff feels that a child's behavior presents a significant safety concern to the child, other children in the program and or staff members.**

**Notes: Each week Camp Fire Staff celebrate camper achievements with awards and recognition. The staff will be happy to let you know how your child is doing at camp, and are very much encouraged to provide positive behavior reports.**

**Emergency Information 430.210 (b)**

**Lightning and Inclement Weather Plan 430.210 (B)**

If a storm comes up suddenly, one long air horn blast will signal campers and staff to return to the program facility and listen for instructions from the Camp Directors. If heavy rain is on-going, rainy day activities will take place indoors. In the event of a sudden storm, campers and staff may be required to stay in the pavilion until a storm passes. There will be no swimming if lightning is present, and campers are not to leave the camp buildings when lightning is present. If we determine that weather is severe enough and camp needs to be dismissed, this will be communicated through the Remind app.

**Other Severe Weather: tornados, flooding, hurricane guidelines**

In the event of severe weather, camp may be dismissed for the day depending on the circumstances. If a Massachusetts state of emergency for weather is declared, parents will be notified via the Remind app, and campers will be picked up as early in the day as possible. Any campers remaining at camp will stay with staff indoors in the safest building space available: tornadoes: office basement, flooding: pavilion or office, hurricane: office basement. For any non-weather related State Emergencies, Camp Fire North Shore will follow the state guidelines for safety, and parents will be notified as soon as possible. If Camp Fire experiences a loss of power, cell phones will be used to contact parents. Camp Fire staff will act in the interest of camper safety at all times, and activities will be held indoors if any severe weather occurs during the camp day.

**Disaster Plans 430.210 (B)**

In the event of a disaster or state/town emergency (non-weather related), camp may be dismissed for the day depending on the circumstances. Camp Fire North Shore will follow the state guidelines for severe weather safety, and parents will be notified as soon as possible. If Camp Fire experiences a loss of power, cell phones will be used to contact parents via the Remind app. Camp Fire staff will act in the interest of camper safety at all times, and activities will be held indoors if the emergency warrants it during the camp day.

**Traffic Control 430.210. (D)**

Cars driven to drop-off and/or pick up campers arrive off of Highland Avenue using the main camp road. **No child** is allowed to walk along the road during camp hours without being accompanied by staff.

Traffic will flow past the office building, up the driveway and to the circular drive in front of the pavilion building. Parents/guardians will remain in the car while the child(ren) exits and is signed in by camp staff. Parents/guardians will continue along the circular drive, and will turn left to exit the property via the main driveway, staying to the right and obeying regular traffic laws. Parents are asked to observe a speed limit of 5 MPH.

If necessary, cars can turn around at (1) one of the two smaller parking areas by the office, (2) the parking area to the left of the field, or (3) at the end of the road past the field.

If necessary, a staff member will be assigned to assist with traffic control in order to assure the safety of all children when cars are in the area (specifically at the beginning and the end of the camp day.)

### **Health Requirements 430.151**

The Camp Fire Summer Camp shall admit a child only if provided with written documentation of required immunizations; a physical exam by licensed medical provider; signed health form that lists allergies, restrictions & any current medication; lead screening from the camper's PCP. Please understand that no child can be admitted into the camp without their health and immunization records.

### **Additional COVID-19 Related Health Requirements**

We adhere to all covid-19 guidelines and regulations put forth by the state and will continue to adhere to and enforce guidelines that are in effect during the summer camp season, with the understanding that guidelines and protocols may change throughout the summer.

Staff will actively monitor all campers throughout the day for symptoms, and will enforce hand washing, disinfecting and sanitizing policies.

**Health and Safety at Camp:** The health and safety of each camper is our number one priority at Camp Fire. Please talk to the camp directors about any health and safety concerns you may have while your child attends camp.

**Health Care Consultant:** Camp Fire North Shore contracts with a local pediatrician to serve as our Healthcare Consultant. The consultant oversees medication administration and health care related training for staff, as well as advises our Health Care Supervisors who are located on site.

**Health Care Supervisor:** The Camp Fire North Shore Summer Camp Health Care Supervisors are the Camp Director and a senior counselor. The Supervisors are at least 18 years of age, CPR & First AID certified, and are present at camp at all times. The Health Care Supervisors oversee all aspects of camper and staff health, including the administration of medication.

**IMMUNIZATION REQUIREMENTS: Grades Kindergarten – 6**

In ungraded classrooms, Kindergarten requirements apply to all students ≥5 years.

DTaP	<b>5 doses;</b> 4 doses are acceptable if the 4 <sup>th</sup> dose is given on or after the 4 <sup>th</sup> birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP.
Polio	<b>4 doses;</b> 4 <sup>th</sup> dose must be given on or after the 4 <sup>th</sup> birthday and ≥6 months after the previous dose, or a 5 <sup>th</sup> dose is required. 3 doses are acceptable if the 3 <sup>rd</sup> dose is given on or after the 4 <sup>th</sup> birthday and ≥6 months after the previous dose.
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable
MMR	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and the 2 <sup>nd</sup> dose must be given ≥28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and 2 <sup>nd</sup> dose must be given ≥28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

**IMMUNIZATION REQUIREMENTS: Grades 7 – 12**

In ungraded classrooms, Grade 7 requirements apply to all students ≥12 years.

Tdap	<b>1 dose;</b> and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been ≥10 years since Tdap.
Polio	<b>4 doses;</b> 4 <sup>th</sup> dose must be given on or after the 4 <sup>th</sup> birthday and ≥6 months after the previous dose, or a 5 <sup>th</sup> dose is required. 3 doses are acceptable if the 3 <sup>rd</sup> dose is given on or after the 4 <sup>th</sup> birthday and ≥6 months after the previous dose.
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable.
MMR	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and the 2 <sup>nd</sup> dose must be given ≥28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and 2 <sup>nd</sup> dose must be given ≥28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

**IMMUNIZATION REQUIREMENTS: Campers/staff/volunteers 18 years of age and older**

MMR	<b>2 doses,</b> anyone born in or after 1957. 1 dose, anyone born before 1957 outside the U.S. Anyone born in the U.S. before 1957 is considered immune. Laboratory evidence of immunity to measles, mumps and rubella is acceptable
Varicella	<b>2 doses,</b> anyone born in or after 1980 in the U.S., and anyone born outside the U.S. Anyone born before 1980 in the U.S. is considered immune. A reliable history of chickenpox or laboratory evidence of immunity is acceptable
Tdap	<b>1 dose;</b> and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch- up schedule; Td should be given if it has been ≥ 10 years since Tdap
Hepatitis B	<b>3 doses (or 2 doses of Heplisav-B) for staff whose responsibilities include first aid;</b> laboratory evidence of immunity is acceptable

\*A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant or designee.

**Medication Storage and Administration:** *All drugs (prescription or over the counter) on camp property will be given to the Health Care Supervisor and stored at the first aid office under lock and key.* Prescription or non-prescription medication including sunscreen and insect repellent will be administered to a child only with written parental authorization which indicates the medication is for the specified child. All medication will be kept labeled in its original container with the child's name, the name of the drug, date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the prescribing practitioner, and if tablets or capsules, the number in the container and the directions for its administration and storage. All over the counter medications for campers will be kept in the original containers containing the original label, which shall include the directions for use.

**Permission to Administer Medication:** Camp Fire requires parents to sign a permission form allowing the Health Care Supervisors to administer medication. Parents provide the name of the medication(s) and specific instructions. Parents are encouraged to speak to the camp directors with any medication questions or concerns, and should do so prior to the child's first day of camp. Please note that all Health Care Supervisors have received oral, topical, epi-pen and inhaler administration training directly from our Health Care Consultant.

Child(ren) enrolled in our Summer Camp who need medication during camp hours must have a Medication Administration Form on file. This includes epi-pens and inhalers. We are not able to keep epi-pens and inhalers on the summer camp property unless we have this form on file. The completed form can be uploaded to your child(ren)'s Regpack account. You can access the form here: <http://www.campfirenorthshore.org/important-forms.cfm>.

**Ill Children:** A nurse station/first aid area will be established in a tented area. A cot will be available in this space. If a camper indicates he/she feels ill or upon recognition of symptoms of an illness, Counselors will immediately bring the camper to the first aid area. The Health Care Consultant and/or Supervisor will take the campers temperature and assess symptoms. All appropriate hygiene protocols will be followed. Parents/guardians will also be consulted with as soon as possible. If it is determined that the child is symptomatic or sick, parents/guardians will be contacted and directed to pick-up their child immediately. The child will be isolated in the meantime.



### **Emergency Health Care Procedures**

1. If your child has an accident and must be taken to the hospital, the camp staff and camper will proceed by ambulance to the hospital. Camp Fire notifies the parent(s) of the emergency and agrees on a course of action with the parent as quickly as possible. If the parent cannot be reached, staff will notify the parent's emergency contact person in the child's record and call the physician shown on the child's medical record. Camp Fire staff will stay with the child until a parent or guardian arrives to take charge. Campers will be transported by ambulance to Salem Hospital (North Shore Medical Center) on Highland Ave.

2. If the child needs medical treatment but can wait for the parent's arrival, the parent will meet the child at the camp and seek treatment for him/herself. A cot will be available in a quiet, supervised area until parents arrive.

### **It is our policy to call a parent and request that a child be taken home from the camp in the following circumstances:**

- The child is vomiting, has diarrhea, or fever of 100 or greater
- The child shows signs of impetigo, conjunctivitis, strep throat, T.B., ringworm, parasites, scabies, chicken pox, measles, mumps, etc. or if not taking antibiotics or being treated for these conditions
- The child exhibits covid-19 related symptoms such as : Fever (100.0° Fahrenheit or higher), chills, or shaking chills, Difficulty breathing or shortness of breath, New loss of taste or smell, Muscle aches or body aches, Cough (not due to other known cause, such as chronic cough), sore throat (when in combination with other symptoms), Nausea and/or vomiting (when in combination with other symptoms), Headache (when in combination with other symptoms), Fatigue (when in combination with other symptoms), Nasal congestion or runny nose (not due to other known causes, such as allergies when in combination with other symptoms)
- There has been an injury to the head with accompanying symptoms such as swelling, dizziness, headache, nausea, etc.
- The child has experienced an accident requiring more than minor first aid
- The child's behavior poses a threat to their own safety or the safety of others

**Emergency Contact Information:** It is essential that you provide the camp with a number where you can be reached if there is an emergency at camp. In addition, an alternate number is needed for someone who is willing to accept emergency responsibility for your child in the event that you cannot be reached. The camp expects that if you are called in an emergency, you will come as soon as possible. Please notify the camp of any changes in emergency contact numbers so camper information is up to date.

**If you have any questions, please let us know!**

**Phone**

978-745-7200

**Email - Main Office**

[mcole@campfirenorthshore.org](mailto:mcole@campfirenorthshore.org)

**Payments**

All payments must be made online via our Registration & Payment System,  
Regpack: [www.regpack.com/reg/CFNSSUMMER2023](http://www.regpack.com/reg/CFNSSUMMER2023)

*Camp Fire North Shore shall not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, income, marital status, or sexual orientation.*