



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

SUMMER 2024 CAMP MASSAPOAG PARENT HANDBOOK

YMCA CAMP MASSAPOAG

**234 Hall Street
Dunstable, MA 01827**

P: 978-649-7521 (May-August)

P: 978-454-7825 (off-season)

E: campmassapoag@lowellymca.org



Welcome To Camp Massapoag!

Thank you for choosing to send your child to our camp for Summer 2024. We are excited to meet all our campers and welcome them to another fun and engaging summer! Camp is all about creating a space for campers to be themselves, make friends, learn about others, and gain new skills.

We understand that sending your child to summer camp can be a stressful experience. Whether this is your first summer, or you join us year after year, this handbook is designed to get you and your camper prepared for the summer and will hopefully make the experience a little easier. It may not have all the answers, but it will help you with general information and frequently asked questions. For a complete listing of theme weeks, special events and all things Massapoag, keep reading this handbook and check out the 2024 camp brochure.

Stay Connected

Emails and updates will be sent out regularly during the summer. We want all parents/guardians to feel connected to their camper's summer adventure. Be sure to follow us on Facebook and Instagram to stay updated. We will be sending updates via email and updating our social media pages as much as possible.

Safety First!

Our staff participate in pre-camp training that focuses on camper health and safety while providing fun and engaging camp programming. Staff will go over safety and behavior expectations before the groups start programs, and regular emergency safety drills are held throughout the summer. YMCA Camp Massapoag focuses on youth development and maintains an environment in which all campers and staff are growing in Mind, Body, and Spirit.



Give the gift of Camp

The YMCA is a leading nonprofit committed to strengthening communities through youth development, healthy living, and social responsibility. Donations are always welcome in any amount. If you would like to help send a child to camp or find out more information, please contact us.

A donation of \$290 sends one child to Camp Massapoag for one week.

DAILY PACKING LIST

Campers will be spending their days outdoors, unplugged from electronics, participating in activities and enjoying the nature that surrounds them. To make sure your camper is ready each day, here's what to bring to camp:



WHAT TO LEAVE AT HOME

- Electronic devices
- Toys & games

The YMCA is not responsible for any lost or stolen items.



CAMP SPECIAL EVENTS 2024

MEET THE STAFF

Our Meet the Staff event is a chance to meet your campers' counselors and see why they love camp!

This event will be from 5-7pm on June 24.

POAGTOWN STAY-LATE'S & PIONEER OVERNIGHTS

Stay-Lates and Overnights will be offered on Thursdays of Weeks 4,6,8. Stay-Lates are for campers in our Poagtown Village and the overnights are for Pioneers only. Campers will enjoy swimming, games & activities, camp songs, and dinner. Stay-Lates are from 4pm-8pm.

Additional fee TBD

LIT TRIP

This year our LIT's will be going on a 2 day, off-campus trip that they will help plan.

More information on this trip will be available during the summer.

END-OF-SUMMER EXTRAVAGANZA

Join us for an evening of fun to close out the summer! There will be camper awards, games, and our end-of-summer slideshow!

This will be held at camp on August 22nd.

IMPORTANT CAMP FAQ'S

What happens on the first day of camp?

Once they arrive on their first day, campers will receive a warm welcome to Camp Massapoag. Our friendly staff will greet campers at the Moosegate and tell them what group they are in and where to find their cabin. Your child will be introduced to their counselor and meet the campers in their group at their cabin. From there, all campers will meet around the flagpole for the flag raising ceremony followed by morning assembly. After morning assembly, groups are dismissed to begin daily programming. They will spend the day with their group experiencing all the exciting activities Camp has to offer.

Our YMCA Camp Staff will do all we can from the first moment to comfort your child, ease fears, and help make the first day (and every day) a positive experience. The best thing we can do is to make sure every camper knows that our staff are friendly and eager to answer any questions they may have. Please help us reinforce the practice of asking where to go, what to do, where to place belongings, etc. Also, please have campers on time for the bus and properly prepared for camp. Try to have your child ready early for their first day so that we can get right into making great memories!

How does lunch work?

All campers are required to bring their own lunch and drinks. The lunch should be packed in an insulated lunch bag with an ice pack. Frozen juice boxes and water bottles keep the lunch fresh and provide extra liquids for hot days. Please put your camper's name on the outside of the lunch bag. Camp staff will not heat up lunches for campers.

What if it rains?

We have a rainy-day schedule for inclement weather. Depending on the amount of rain, we will still follow our normal schedule outdoors. When the rain is too heavy or there is thunder/lightning, groups will retreat to cabins or the covered gymnasium for games and activities until the weather clears. Specialists will be prepared with rainy day alternatives for their activities that will allow campers to still get a full camp experience even when it's raining.

Do campers need money at camp?

The camp store sells drinks, snacks, and camp swag. To add money to your camper's camp store account, log into your Camp Brain parent portal, click "view details" and under your account page will open. From there you will see the option to add money to your child camp store account. You can call the Camp Office to add money to your camper's account. The Camp Store will NOT accept cash directly from campers.

CAMP STORE MONEY IS NON-REFUNDABLE.

Do campers need sunscreen/bug spray?

Camp Massapoag recommends that all campers and staff use sunscreen and take precautions such as wearing protective clothing and hats, taking advantage of shade, and staying hydrated. Please send your camper with sunscreen that you've determined is appropriate and teach them to apply it. Provide enough to apply several times a day throughout the camp session. Staff will remind campers to apply sunscreen regularly and take other sun protection precautions.

Camp Massapoag is located in the woods and bugs are a natural occurrence. We encourage applying bug spray before camp and providing your camper with bug spray, to reapply throughout the day. Staff will assist any camper who needs it. We also encourage teaching your camper how and where to check for ticks. Staff will give daily reminders for campers to do tick checks but they cannot assist with them.

Lost and Found?

Everything your camper brings to camp should be plainly marked with their name in permanent ink. Please use first and last name in a very visible area on all clothing, towels, backpack, lunchbox and anything else brought to camp. The lost and found storage area is accessible to campers and families. Lost and found will be cleaned out every two weeks. Items will be deposited if not claimed.

Are your staff trained?

All of our staff are CPR & First Aid certified and have completed background checks. All our staff have completed a camp staff orientation and training course. This course covers various child and adolescent behavior management techniques, small and large group activities, emergency planning, medical emergencies and goals for camper and character development. Our waterfront is protected by certified lifeguards during all swimming activities and counselors are also on hand to help build confidence around the water.

Why are photo IDs important?

To ensure camper safety, we will release campers only to the authorized adults listed on your Camper Registration. Adults picking up campers must present a Photo ID in order for campers to be released. To help expedite the pick-up process, please have your Photo ID ready at camp and bus stops.

TRANSPORTATION

Parent Drop-Off

We have a rolling drop-off from 8:45AM-9:00AM every day. After 9:00AM all campers must be signed in at the Camp Office.

Parent Pick-Up

Parent pick-up at Camp Massapoag takes place between 4PM and 4:30 PM. Campers not picked up by 4:30 will go to Extended Care and a \$5 fee will be applied to your account. PHOTO ID is required for pickup EVERYDAY.

If you plan on picking your camper up prior to 3PM, please email or call the office as early in the day as possible. All early pick-ups take place in the Camp Office. Photo ID is required for campers to be released from camp. No camper will be released to anyone whose name does not appear on their Camper Release on the Registration Form. Parents must email specific written instructions to Camp to alter camper authorization information.

**FOR EVERYONE'S SAFETY WE ASK THAT YOU SCHEDULE EARLY
PICK-UPS PRIOR TO 3PM.
IF YOU ARRIVE AFTER 3PM, YOU WILL BE ASKED TO WAIT UNTIL
REGULAR PICK-UP TIME.**

PLEASE DO NOT ENTER CAMP PARKING AREA WHILE BUSES ARE PRESENT.

Extended Care

Extended Care is available for an additional fee at Camp Massapoag. Morning Care starts at 7AM and afternoon care starts at 4PM and pick-up ends at 6PM. Late pick-ups are billed at \$1/minute. Fees will be billed to your account and due that same Friday. Persistent late pick-ups/late payment will result in loss of extended care.

How does bussing work at camp?

At the end of the day, counselors will help remind campers what bus they are on and then each bus will be called to line-up. Attendance is taken by the bus monitor before they get on the bus and after. Buses do not leave camp property until all children are accounted for. Bus monitors will be present on each bus. Be sure your child knows their bus stop. Encourage them to speak with any of the staff if they don't know which bus they should board. Campers are only released from the bus to authorized adults on your camper registration form. Adults must present a photo ID.

You can register for any bus assignment you'd like. However, changes to bus assignments CANNOT be made during the week your child is attending camp. Call the Camp Office for more information about this policy. If circumstances require you to pick your child up directly from camp, please review the Parent Pick-up Information for more details.

BUSSING

BUS STOPS	AM TIMES	PM TIMES
A) Treble Cove Plaza, Billerica	8:00 AM	5:00 PM
B) TJ Maxx Plaza, Chelmsford	8:15 AM	4:40 PM
C) McAnespie Park, Dracut	8:00 AM	4:55 PM
D) Veterans Memorial Park, Dracut	7:55 AM	5:05 PM
E) Tyngsboro Middle School	8:15 AM	4:45 PM
F) Lawrence Library, Pepperell	8:45 AM	4:15 PM
G) Stadium Plaza, Tewksbury	8:00 AM	4:45 PM
H) McCarthy Middle School, Chelmsford	8:20 AM	4:30 PM
I) Abbott School, Westford	8:35 AM	4:20 PM
K) Summer Village, Westford	8:40 AM	4:10 PM
Y) Lowell YMCA	8:00 AM	4:45 PM

Bus Stop Times May Vary Each Week

PHOTO ID IS REQUIRED AT PICK-UP TIME.

No child will be released to anyone whose name is not on the campers Registration Form unless the Camp Office is notified in writing. Please arrive at the bus stop 10 minutes before the scheduled bus arrival time and wait 10 minutes after the scheduled time to be sure you do not miss the bus.

YMCA Camp Massapoag is not responsible for any child left unattended at a bus stop in the morning. Any child who is not met at the bus stop in the afternoon will be taken to the Lowell YMCA.

Campers are not left alone at bus stops and the bus does not wait.

If you would like your child to walk home from the bus, please notify the camp in writing. YMCA Camp Massapoag works with the bus company to ensure safety and efficiency. Bus times are subject to change. The camp has contact with the bus dispatcher for emergencies. Though families may register for different AM & PM bus stops, registered stops may NOT be changed during the week of attendance. To make changes to busing call the camp office prior to the registered week. Inappropriate bus behavior can result in loss of busing. Gum, food, and drinks are not allowed at any time on the bus. Bus monitors are present on each bus.

PAYMENT POLICY

Payments can be processed online with a debit/credit card (Visa, Master Card, Discover) or through the Camp Office with debit/credit card, check, money order, or cash. Please write your child's name on your check.

Final payments are due the Friday before the start of each session.

Registration fees, deposits, and membership fees (if applicable) are due at the time of registration.

Deposits are non-refundable and non-transferable between siblings.

Full payment for the tuition balance is due at least two weeks prior to each week registered.

Balances not paid two weeks prior to each week registered will be automatically charged to the card on file.

Tuition balance is non-refundable & non-transferable if cancellation is within two weeks.

No refunds will be issued for absences or inclement weather.

Refunds will only be made in the case of a documented illness of the camper or death of an immediate family member.

Cancellations must be submitted in writing to campadmin@lowellymca.org; emails received after camp hours on Friday will not be considered until Monday.

Camp Fees (Registration, Membership, and Deposits) are non-refundable.

SESSION CHANGES/CANCELLATIONS

Changes/Cancellation With Two Weeks Notice or Greater:

If Cancelling Weeks - Refund or credit minus non-refundable Membership fee, Registration fee, and deposits.

If Changing Weeks - All fees transferred to new weeks (if space is available).

Changes/Cancellation With Less than Two Weeks Notice:

If Cancelling Weeks - No refund or credit will be given.

If Changing Weeks - Fees may be transferred to new weeks minus non-refundable deposit (if space is available).

Changes/Cancellation During Week of Camp:

No refund or credit will be given. No fees will be transferred.

FINANCIAL AID

We do accept vouchers. Financial Assistance is available for families who qualify. Deadline to apply is April 14, 2024. Financial Assistance Applications can be found on the YMCA website. Payment must be submitted for registered sessions and services regardless of attendance.

MEDICAL POLICES & INFORMATION

Your child's health and safety is our top priority. YMCA Camp Massapoag complies with Massachusetts Department of Public Health and YMCA standards.

The following must be on file for each individual camper:

- Physical Exam performed within 18 months (CANNOT be dated prior to February 23rd, 2023) and a current Immunization record.
- Emergency Contacts with parent/guardian signature
- Medical History

PER MASSACHUSETTS CMR430.152(A), IMMUNIZATION HISTORY MUST BE SIGNED BY A LICENSED HEALTHCARE PROVIDER AND INCLUDE:

Measles, Mumps, and Rubella (MMR) Vaccine - minimum of two (2) doses is required.

Polio Vaccine - minimum of three (3) doses of either IPV or OPV (4 if mixed) is required.

Diphtheria/Tetanus Toxoids/Pertussis Vaccine - minimum of four (4) doses of DTaP/DTP/DT or at least three (3) doses of Td is required.

Hepatitis B - minimum of three (3) doses is required.

*Exceptions to these requirements may be made provided there is documentation of contraindicated immunizations and/or religious objections.

CAMPERS WILL NOT BE PERMITTED INTO CAMP
WITHOUT THESE FORMS ON FILE!

Medication Policy

Over-the-counter and prescription meds, as well as Epi-Pens, inhalers, and diabetic maintenance, must be sent in original containers only and are locked in the Health Office or will be carried by a staff member in the group bag. Any other non-oral medication must be discussed with the Camp Health Supervisor or Camp Director prior to enrollment. Prescription medication containers must have pharmacy label and contain only the medication listed on the label.

Medication will be given only in prescribed dosages and schedules. Any changes from the label information must be authorized in writing by your child's doctor. OTC meds only need parent written permission to administer. Prescription meds require a signature on the medical waiver form. If a camper is trained to carry and use his/her own epinephrine auto-injector or inhaler, the prescriber should document this and sign off that they are able to self-administer.

Head Lice

We have a strict NO NIT policy. Campers will be sent home immediately if eggs or lice are found. Campers cannot return if nits remain, even after treatment.

Insect/Ticks

Camp Massapoag recommends that campers use insect repellent as necessary and take precautions such as wearing long pants, socks, and long sleeve shirts when appropriate to prevent insect stings and bites and tick bites. Please send to camp an insect repellent that you've determined is appropriate for your camper and teach them to apply it. Massapoag staff will remind campers to take precautions to avoid insects and ticks, and to check their bodies regularly. Some ticks may transmit disease after being attached for over 24 hours. Please also check your camper for ticks upon their return home.

Camper Illness/Injury

In the event of any illness or injury other than a minor one, the parents or emergency contact person will be notified as soon as possible. Emergency medical personnel may be called to the scene in emergency situations. YMCA Camp Massapoag participants are not covered by accident insurance through the YMCA. If a camper has a fever greater than or equal to 100.0 F, a parent/guardian will be contacted and asked to pick up their camper as soon as possible. The camper may return to camp after 24 hours of no fever.

SAFETY POLICY

YMCA Camp Massapoag is committed to providing a safe, positive and welcoming environment for all.

All campers have the right to feel welcome, safe, and nurtured during their time at Camp Massapoag. To help guide these ideas, YMCA Camp Massapoag has established a Safety Policy to govern the actions and behaviors of our participants.

TO KEEP OUR CAMP SAFE, PARTICIPANTS ARE EXPECTED TO:

- No Eloping/Bolting (running away from groups and staff). Because of camp's property, it's important that campers are able to remain in the program areas within sight and sound supervision.
- No physical aggression, violence, or threats of harm to others.
- No weapons, alcohol, tobacco, or drugs in any form.
- No use of profanity or offensive language.
- No engaging in any behavior that is derogatory or discriminating.
- Uphold the four, core YMCA Character Values.
 - HONESTY- Being truthful to staff and honest with themselves
 - CARING - Showing compassion and care for others.
 - RESPECT- Respecting their staff, peers, and the environment.
 - RESPONSIBILITY- Being responsible for their actions, person, and belongings.

Prohibitions

1. Corporal punishment, including spanking, is prohibited;
2. No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
3. No camper shall be denied food, water or shelter;
4. No child shall be punished for soiling, wetting or not using the toilet.

At the Y, we welcome all children and their families, because our communities are stronger when everyone can take part in equitable programs where they can learn, grow and thrive.

Our Steps to Help Participants Succeed

It is important that we take appropriate action to make sure your child and other children remain safe and happy while at camp. Our safety management plan begins with positive reinforcement to strengthen camper character and prevent inappropriate behavior from taking place. Every situation is handled as a unique situation. Should a camper choose to repeatedly disrupt the experience of other campers and staff, the following action steps may be taken.

1. Redirection: Campers will be redirected to a more age-appropriate behavior if the situation allows.
2. Verbal Warning: For minor behavior issues and reminders of camp rules. Often used as a first response if redirection is not an option.
3. Chat with Leadership: If the behaviors persist, or a single incident is serious enough, and counselors can no longer manage the situation themselves, the Village Leader and/or the Inclusion Director will step in to discuss the actions with the camper and work with them to find a solution for them to be able to participate in camp safely.
4. Camp Director Visit: If rule-breaking or unsafe behaviors persist, or a single incident is serious enough, a Camp Director will speak with the camper and an Incident Report will be filled out. Parents will be contacted to discuss the behavior and possible next steps. An early pick-up may be requested.
5. Suspension: If campers exhibit serious and/or reoccurring behavior concerns, and have been talked to multiple times by camp staff or the director, parents will be contacted to discuss the possibility of suspension. The first time a camper is suspended, they will be removed from camp for the remainder of that day, and will not be allowed to return for the next full camp day. The second suspension will result in them being removed from camp for the remainder of the camp session.
6. Dismissal: Dismissal from camp will occur after a conference with the Parents/Guardians, Camper and Camp Director, after repeated or serious behavioral issues. If a camper is dismissed for disciplinary measures due to severe behavior, no refund will be issued.

Some situations may call for a quicker escalation in steps as every situation is unique.

A camper may be suspended or dismissed immediately for severe behavior including but not limited to: physical violence, harm to other campers or staff, attempts to leave the camp property.

Final determination regarding the suspension and/or dismissal will be made by a Camp Director.

Camp Massapoag reserves the right to dismiss a camper when the child's behavior is deemed inappropriate, disruptive, unsafe or harmful to themselves or others.

Please contact a Camp Director if you have any questions regarding Safety policies.