PARENT HANDBOOK
LINCOLN SUMMER CAMP 2018
TRAILBLAZERS GRADES 6, 7, 8
WWW.LINCOLNSUMMERCAMP.COM
WELCOME
The Lincoln Summer Camp is a recreational camp that promotes the developmental, social, and emotional well-being of campers entering grades K - 11 by providing a safe, fun, and structured environment. Campers entering Kindergarten & Grade 1 participate in our Pioneers Camp, campers entering grades 2 - 3 participate in our Ramblers Camp, campers entering grades 4 - 5 participate in our Crusaders Camp, and campers entering grades 6, 7 and 8 participate in our Trailblazers Camp.

Our Trailblazer camp focuses on off-campus activities that provide new experiences and challenges that refresh and renew the camp experience for our older campers. Each week we take campers on adventures that provide opportunities for personal growth, independence, peer socializing, team building and leadership development. Our focus this year is providing experiences that get our tweens and teens unplugged and more connected to each other and nature.

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health. Participants may request copies of background check, healthcare and discipline policies as well as procedures for filing grievances.

CAMP BASICS

• The Trailblazers spend 2 days a week on campus and 3 days a week participating in off campus activities. Typically, they are on campus Mondays and Wednesdays and off campus Tuesday, Thursday and Friday, however this can vary because of other special events. A complete schedule can be found at www.lincolnsummercamp.com/trailblazers

• Please call the Parks & Recreation Office (781) 259-0784 if your camper will be absent or late!

• Campers will spend a great deal of time outdoors - therefore you should send your child to camp with sunscreen already applied in the morning. Counselors will instruct campers to reapply periodically throughout the day so please pack extra in their bags.

• While most of our outdoor play occurs in fields - hikes, nature walks, some of our trip locations, and our proximity to wooded areas make regularly applying bug spray a good idea. We also recommend light colored clothing and high socks due to the prevalence of ticks this season.

• Please send your camper with a water bottle everyday that can be refilled throughout day.

• Please send your child with a bathing suit and towel on the days they will be at camp and for any trip that involves water attractions.

• Please send your child to camp with sneakers or closed-toed shoes with backs. Closed-toed shoes provide the safety necessary to participate in athletic activities and are required for such participation. Many of our trip locations share this requirement for participation.

• Please label all your child’s belonging so that we can return them in the event they get lost or misplaced.

• Each day please provide your child with a snack and a lunch. On trip days please be sure that both are in a disposable bag - lunch is not provided on field trips unless otherwise noted. We do not provide refrigeration or a microwave at camp and we eat picnic style so please consider that while packing. We provide pizza on Wednesdays for $2 per slice or 2 slices for $3. The concession stand is also open at the pool during free swim.
COMMUNICATION

We are committed to keeping parents and caregivers up to date with everything they need to know. Here are the ways to stay informed:

- At www.lincolnsummercamp.com/trailblazers you will find an overview of all the trips we anticipate going on this year. There is information about each trip as well links to learn more, and information about anticipated drop off and pick up times.
- Before the start of each camp week you will receive an email with general reminders about the upcoming week, including information about special events or any schedule changes. You will also receive an email with all the information about the trips for the week. These emails will include information about what campers need to wear, pack, bring, as well as details about pick up and drop off times. They will also let you know if there are waivers that must be signed either on paper or online, which is common for many of our trips.
- The information in these emails will be duplicated on our Camp Blog for easy access. The camp blog will also include a Week in Review post at the conclusion of each week which will include pictures and stories from our adventures. You can subscribe to our blog by entering your email in the upper right-hand portion of the page.
- We also utilize the Remind App which allows text communication between the camp director and camp staff with parents and caregivers. You can sign up for Remind messages by following the directions below. Do note that if you have a smartphone you do not need to download the app - you may just get the text message updates if you prefer by using Option B below. We will use Remind to let parents know when we have safely arrived at a destination, when we are headed back, and if traffic or weather are causing any changes in schedule. We also might share a picture or two!

![Pick a way to receive messages for Trailblazer Parents](image-url)

A. **If you have a smartphone, get push notifications.**

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/trail18

Follow the instructions to sign up for Remind. You’ll be prompted to download the mobile app.

B. **If you don’t have a smartphone, get text notifications.**

Text the message @trail18 to the number 81010.

If you’re having trouble with 81010, try texting @trail18 to (623) 552-4574.

* Standard text message rates apply.*
CELL PHONE POLICY

It is our belief at Lincoln Summer Camp that campers should be spending as little time on devices as possible during their camp experience. Therefore, we have implemented the following policies and procedures:

- During the days we are on campus cell phones are not permitted at all. Campers will be reminded as they enter camp that phones are not to be seen or used during the camp day.
- On trip days cell phone use is restricted to bus rides for the purpose of listening to music/eBooks, reading books, and playing games. Phones must be put away during our bus ride activities (trivia, Name that Tune, Family Feud, Rocking Bingo, etc.). This means that during the trip itself phones should not be seen or used.
- On a select few trips where we employ the Buddy System (see explanation below), such as Canobie Lake Park, campers will be permitted to use phones for the purpose of staying in contact with counselors via the Remind App. While cell phones are in no way necessary, we do like to leverage them as an added layer of security.
- On overnight trips campers will be permitted to use their phones for the purpose of calling/texting home before bed. By 8:00pm, campers will be reminded to contact home and then phones will be collected and stored in a secure location so that they do not interfere with sleep and/or go missing.
- Any use of cell phones for reasons not specified above, including the use of any social media in any form, are subject to disciplinary action as describe in our behavior contract. (see Behavior Policy for more information)

OTHER TRIP POLICIES

- If a trip requires a waiver, campers must have a signed waiver submitted or they will not be permitted to board the bus.
- On our two camp overnights that take place on the Ballfield Road campus, campers must either be picked up when we return from that day’s trip, or must stay for the duration of the overnight. If a camper will be picked up when we return from the trip, please notify Trailblazers camp staff at the beginning of the week so that we may plan appropriately. This ensures that all campers are safe and accounted for.
- Campers are not permitted to be picked up from a trip location unless a written request has been sent to the camp directors prior to the trip.
- On overnight trips campers will be separated based on the gender they have identified during registration. If there are special circumstances to consider please contact the camp directors prior to the start of the camp week.

REGISTRATION POLICIES

- The non-refundable $60/week deposit will be retained per person for all Camp Week withdrawals.
- Cancellations must be received in writing by the Parks and Recreation Office (email office manager Laurie Dumont at ldumont@lincnet.org) at least 7 calendar days before the first day of that camp week.
- No refunds will be given within 7 calendar days of the first day of a camp session.
- To switch camp weeks, you also must submit your request in writing to the Parks and Recreation Office at least 7 days before the first day of the camp week.
- Any switching request received within 7 days of the first day of the camp week, and before 12:00 pm on the Friday immediately preceding the start of the camp week, will be subject to a $30 switching fee.
- We do not issue credit card refunds; we issue check refunds only.
- All registrations must be completed, and are considered final, as of 12:00pm on the Friday preceding a given camp week.
DROP OFF / PICK UP PROCEDURES

Trailblazer campers may be dropped off at the Trailblazers Lounge, located at the end of the Hartwell A Pod (shown in red on the map). We cannot allow parking in this lot because our neighbors at Magic Garden and Lincoln Preschool are operational during the summer. So, if you need to speak with staff or prefer to walk your camper in, we ask that you park in the Codman Lot (marked in yellow on the map) and follow the trail to Trailblazers Camp. This trail can also be used by Trailblazers who have younger siblings that will be dropped off in front of the gym so that you can make a single stop.

For pick up, you again may pick up your camper from the Trailblazer Lounge. A staff member will be located outside. Inform the staff member who you are there to pick up and they will retrieve your camper. Anyone who you wish to pick up your child must be listed on the Camper Release form, and must be able to provide photo identification if requested. Campers may also be self-dismissed to either the Codman Pool or to walk/bike home. If your camper will be self-dismissing we must have their dismissal plan in writing from you before the start of their camp week. Campers will not be allowed to self-dismiss without written permission and will be placed in our Extended Day Camp program if they are not picked up by 3:15pm. If you need to pick your child up before 3:00 pm, you should make arrangements with the Camp Director in advance.

FIELD TRIP SUPERVISION

We utilize two primary supervision systems at Lincoln Summer Camp.

Chaperone System:
This is our most common supervision format with elementary school age programs and its utilized on a handful of Trailblazers trips. Staff/Trip Chaperones are directly responsible for 8-10 participants, and stay with them for the duration of the activity. Staff/Trip Chaperones work directly with the Trip Supervisor to coordinate the group’s activities. Each Staff/Trip Chaperone sets an emergency meeting location for their group, in the event that any participants get separated. The Trip Supervisor does not have his or her own group, and acts as an additional safety monitor throughout the trip.

The Buddy System:
This is our most common supervision format with middle school age programs. We have had excellent success with our participants when we outline what is expected of them, explain the reasons and consequences, and then allow them the opportunity to reward our trust in them. This system allows your child an opportunity to participate in the activity without direct Staff/Trip Chaperone contact. Staff/Trip Chaperones will always be available to them, but they will not be with your child at all times.
Participants pick one or two “buddies” that they stick with for the duration of the trip. “Buddies” will stay together at all times, with NO EXCEPTIONS. Buddies may pair up with other groups of “buddies” as they wish, but they must remain with their “buddy” at all times.

The Trip Supervisor will designate a Check-In point as soon as the group arrives at the destination. One Staff/Trip Chaperone will be stationed at that Check-In Point at all times. Anyone who loses his or her buddy must return immediately to the Check-In point. There, they will inevitably meet up with their lost “buddy”, who will also return to the Check-In. The Staff/Trip Chaperone determines how the system broke, and decides whether or not to allow the buddies back out.

Depending on the size of the destination and the duration of the trip, the Trip Supervisor will determine Check-In times. Everyone is expected to wear watches, so each buddy group will know when they need to meet up with their Staff/Trip Chaperone at the Check-In. If a camper is late to check in, they will be asked to sit with the Staff/Trip Chaperone for some “quality time” to talk about why they were late to check in, and how they could have avoided being late.

The Trip Supervisor has the right to determine whether the buddy system will be applied to any individual child based on the ability to work within the system. A child that repeatedly fails to follow procedures may be asked to stay in direct contact with a Staff/ Trip Chaperone at all times, and in extreme circumstances, may need to be removed from the activity, as is stated in the departments discipline policy. The Buddy system uses the same supervisor ratio as the Chaperone system (10 participants/1 chaperone), to allow for a switch in systems as the situation dictates.

**HEALTH CARE POLICIES / MEDICATIONS**

Please bring all medications in a properly labeled medication container and their Medication Order Form in a plastic zip-lock bag clearly labeled with your child’s name, grade and phone number. Make sure the form is completed and signed. (You may also fill out this form on CampDoc.) Please use a separate form for each medication.

A “properly labeled” medication container must be a pharmacy or manufacturer container that is labeled with the following.

1. Name of medication
2. Dosage
3. Time(s) medication should be given
4. Child’s name
5. Physician’s name
6. Name of dispensing pharmacy

Parents wishing to discuss a particular problem with the Camp Directors are encouraged to do before their campers first day of camp. This is particularly important if your child has dietary needs and is participating in one of our overnight experiences where food is provided.

If your child uses an inhaler or requires an Epi-Pen, please be sure to send two so that one can accompany your child and one can remain with their Director.

**HEALTH CARE CONSULTANT**

Name: Dr. JoEllen Altschaefl, MD

**HOSPITAL UTILIZED FOR EMERGENCIES**

Name: Emerson Hospital
Telephone: (978) 369-1400
Address: Concord, MA 01742
EMERGENCY PROCEDURES
If a child is in need of immediate advanced medical attention, staff will administer first aid, contact the Program Director and/or Camp Director, and contact Emergency Medical Services. They will then contact a parent, and bring the child’s Emergency Information Form and Parent/Guardian Authorization Form to the hospital.

If on campus, one staff member will return to the health center with the injured child if the child is able to walk back. If the child is not able to walk back, one staff member will remain and administer first aid while another staff member goes for help.

While on a field trip, we will administer first aid and contact Emergency Medical Services if necessary. A staff member will call camp and notify the Parks & Recreation Office of the situation. The Parks and Recreation Office will notify the parent/emergency contact and inform them of what is happening and where the child is being transported if necessary.

If the parent(s) cannot be reached, we will try the emergency contact. If no one can be reached and the child needs to be transported to the hospital, a staff member will accompany the child to the hospital while the camp continues trying both parents and emergency contact.

To help prevent accidents, staff members check the campus daily for hazards. If any hazards are identified, the area is marked-off and reported to the Camp Director. If the Director cannot fix the hazard it is reported to the School Maintenance Coordinator and Parks and Recreation Director.

Staff will inform parents if their child receives a minor injury. Minor injuries are entered into our logbook, and parents receive a verbal report on the incident. All major injuries are documented on the injury report form and placed in the child’s file as well as a copy given to the parent. If the injury is related to the condition of the school grounds, a written report is also given to the School Business Manager.

In the event of fire or natural disaster, parents will be notified and the camp area will be closed until the problem is corrected. If a long-term solution is needed, we will ask the school committee to supply temporary space until the camp space becomes available again. In the event of loss of power, heat, or water parents will be notified and the camp area will close. We will move to another building on campus if possible.

ILLNESS
The rooms and tables are thoroughly cleaned daily. If any child comes down with an infectious disease, it is reported to parents via email.

If your child is mildly ill, they will be given a place to rest and/or quiet activity until they feel better. You will be contacted if your child has a temperature of 99.6 or higher, is vomiting, has diarrhea, or other symptoms of illness that may seem serious.

A child must be temperature free and free of the above symptoms for 24 hours before s/he can return to camp.

The Board of Health, the Camp Physician, and all parents are notified in writing if a child has any contagious or reportable disease.

ALLERGIES
All camper and staff allergies are posted. Children are kept away from any situations that might aggravate their condition. Medication is given as prescribed by physician and parent.
**BEHAVIORAL / DISCIPLINE EXPECTATIONS**

The behavior policies below are part of a contract that you and your camper signed and agreed to as part of your registration - please review these expectations with your camper prior to their first week of camp.

**Camper Behavioral Expectations:**
1) Campers will conduct themselves in a safe and respectful manner at all times. They will follow the directions of the camp staff at all times.
2) Campers will not participate in any form of violent behavior.
3) Campers will not participate in any hazing, bullying, intimidation, threats of violence, harassment or any form of inappropriate controlling, either verbal or physical.
4) Campers are not to leave or separate themselves from the group or camp activity at any time, unless approved to do so by camp staff.
5) Campers will not take anything, without permission, that does not belong to them.
6) Campers will not damage or deface any property. Families will be held responsible for any monetary reimbursements due to property owners.
7) Campers will not bring objects that are deemed dangerous or disruptive to the program, (pocket knives, fireworks, lighters, matches, projectile devices, etc.) and subsequently will not possess or use any illegal objects. Use of personal entertainment devices are solely at the discretion of the staff.
8) Tobacco, alcohol, and all illegal substances are prohibited on all Parks and Recreation Department and Lincoln Summer Camp activities.
9) Participants will not use verbally inappropriate or abusive language or physically inappropriate or abusive actions at any time during a Parks and Recreation Department activity.
10) Campers in grades 6-8 will use their cell phones in accordance with Trailblazer Cell Phone Policy and Trailblazer Camp Staff instruction.

These expectations are not intended to be all-inclusive, and any action deemed unsuitable or unsafe by the camp staff / trip supervisor may be subject to the disciplinary actions outlined below:

**Summer Camp / Parks and Recreation Department Disciplinary Procedures:**
No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment as outlined in the behavior contract.

Depending on the severity of the offense, the following actions may be taken:
1) The camper will be warned against future infractions.
2) The camper may be removed from the situation and asked to sit with staff. A parent will be notified of the situation.
3) If damages are involved, the camper will be responsible for their repair. A parent or guardian is ultimately responsible for any damages incurred by their camper.
4) A parent may be notified and asked to come and remove the camper from the program. In these cases, a parent/child conference with the Camp Director and Parks and Recreation Director is mandatory before the participant can return to camp or any Department activity.
5) In the interests of program safety, the Camp Director and Parks and Recreation Director reserve the right to withhold a camper from any Parks and Recreation Department activity until the necessary parent/child conferences have been completed. In extreme or repeated cases, the Parks and Recreation Director may suspend a participant’s enrollment or expel a participant from any and all Department activities.
6) In the interests of program safety, the Camp Director and Parks and Recreation Director reserve the right to review with any camper past infractions that may pertain to the overall safety of the camp program. Past infractions will be taken into account when determining appropriate disciplinary measures.