



GIRLS INC. OF THE BERKSHIRES,

*A PROGRAM OF THE GLADYS ALLEN
BRIGHAM COMMUNITY CENTER*

gladys allen
BRIGHAM
COMMUNITY CENTER



PARENT/GUARDIAN HANDBOOK 2021 FOR CAMP STEVENSON-WITAWENTIN



Berkshire United Way
Community Partner

Camp Stevenson-Witawentin 2021

General Information

Located at: 600 Churchill Road, Pittsfield, MA 01201 *on Onota Lake, (West Street to Churchill Street)*
Camp Telephone: 413-445-5850

Owned and Operated by: Gladys Allen Brigham Community Center
165 East Street
Pittsfield, MA 01201
413-442-5174
Kelly Marion, CEO
Sarah Gillooly, Camp Director

Camp Stevenson-Witawentin must comply with regulations of, and is licensed by, the MA Department of Public Health

Camp Hours of Operation: Monday-Friday, 8:30am-4:00pm
Someone is in the office 7:30am-4:30pm

Sessions for 2021

Session 1: June 28-July 2	Session 5: July 26-30
Session 2: July 6-9	Session 6: Aug 2-6
Session 3: July 12-16	Session 7: Aug 9-13
Session 4: July 19-23	Session 8: Aug 16-20

ALL BRIGHAM CENTER PROGRAMS ARE CLOSED MONDAY JULY 5
Closing Ceremonies TBA

Fees:

- \$205 per week Girls Day Camp, \$140 per week Counselor In Training Program
- 50% deposit required at time of registration
- \$25 Registration fee
- Payments are due the week before the first day of each new session in which your camper is registered to attend.

Financial Aid:

Limited financial assistance is available through our Campership Fund to income eligible families based on a sliding scale on a first come first serve basis. Appointments are made by calling Sarah Gillooly, Camp Director. Apply early as funds are depleted quickly.

Physicals & Health Forms:

State law requires a physician signed health form within the last 18 months with up-to-date immunizations before your child can attend camp. This form is part of the registration packet, and your child will not be allowed to begin without it completed.

Registrations are accepted throughout the summer so long as there is space available.

After June 28 registrants must call ahead for availability and registrations must be received by Monday 5:30pm of the week before you want your camper to start.

Bag lunch is only required if they do not want the lunch provided.

Menus will be sent out to all registered campers at the start of camp. Bathing suit, towel, water bottle, sunscreen and sneakers required. No open toe or open heel shoes allowed. Please mark ALL campers' belongings with name.

If you have any questions, please contact Sarah Gillooly, Camp Director, 442-5174 ext. 17, (or 445-5850 once camp is in session) or you can email her at sarahg@brighamcenter.org

Gladys Allen Gladys Allen Brigham Community Center & Girls Inc. of the Berkshires Camp Stevenson-Witawentin

STATEMENT OF PURPOSE

Welcome to the Summer Camp Program of the Gladys Allen Brigham Community Center, overseen by Girls Inc. of the Berkshires, also known as Camp Stevenson-Witawentin. The program provides a comprehensive, safe, and supervised program for campers for eight weeks during the summer months. The Summer Camp Program is a comfortable and nurturing place for your camper to grow and learn. Each camper is encouraged and motivated to learn from the environment. Activities enhance the development of the camper, understanding that campers learn through play.

The Gladys Allen Brigham Community Center (formerly Girls Inc. of the Berkshires) has a long history with providing programs for girls, starting back in 1911. In 1981; the center started its coed Out of School Youth Program, now called the ABC School Age Enrichment Program. It was the - earliest - largest - most comprehensive- school age childcare program in the county. The ABC Program was among the first programs in Massachusetts to be licensed by the Department of Early Education and Care (DEEC). ABC Program girls may attend Camp Stevenson-Witawentin during the summer, which is licensed by the Department of Public Health (DPH), except for before and after care at the main building, which is under DEEC.

Girls Inc. of the Berkshires is a national affiliate of the non-profit organization Girls Inc., headquartered in New York, New York. In the United States & Canada there are over 90. Programs offered at the center during after school, evening and summer hours provide girls with a structured, supportive empowering and safe environment. Girls can interact with their peers while learning and having fun. Support and guidance is available by highly qualified program staff. At Girls Inc. of the Berkshires, we know every girl, regardless of her age, background, interests, or dreams has the potential for greatness. At Girls Inc. of the Berkshires or goal is to inspire all girls to be strong, smart, and bold.

Our staff is well educated and highly motivated to provide campers with an environment in which they will receive the skills necessary for a positive self-image. They will be proud of their cultural identity.

The Summer Camp Program provides a safe environment with informal educational and recreational activities on a regular basis. Camp Stevenson-Witawentin is licensed by the Department of Public Health. The program maintains a ratio of 1:10 leaders to campers for campers over age 6, and for age 6 and under the ratio is 1:5. Campers are placed in units by age. We generally have about 4-5 units for our Girls Day Camp.

Gladys Allen Brigham Community Center Mission Statement:

We are a multi service organization empowering campers and youth, with a special emphasis on girls, to become responsible, confident and personally fulfilled individuals.

The Brigham Community Center is committed to providing programs and activities that will help campers and youth achieve their full potential. We provide a supportive environment that includes opportunities for active involvement with peers and caring, understanding adults. We will continue to meet needs of young people in our community by implementing a balanced program of informal education designed to help them grow and succeed.



GOALS OF GIRLS INC. OF THE BERKSHIRES

To inspire all girls to be strong, smart, and bold

1. **Careers and Life Planning**
To enable girls to pursue careers that will provide them with economic autonomy, and to enable them to integrate a rewarding career into their lives as adults and family members.
2. **Health and Sexuality**
To enable girls to take charge of developing and maintaining fit, healthy bodies and to function comfortably as responsible sexual beings.
3. **Leadership and Community Action**
To enable girls to exercise personal and collective power effectively and responsibly, and to analyze and contribute to positive change in their community, nation, and world.
4. **Sports and Adventure**
To enable girls to compete and cooperate with confidence, to take physical risks, and to master a range of physical skills.
5. **Self Reliance and Life Skills**
To enable girls to conquer life's basic challenges in areas both traditional and non-traditional for adults, and to prepare them to function independently and interdependently in such ventures today and in the future.
6. **Culture and Heritage**
To enable girls to appreciate their own, and others' heritage, to enjoy diverse forms of creative expression, and to recognize the contributions of all adults to history and culture.

STATEMENT OF PURPOSE FOR CAMP STEVENSON-WITAWENTIN:

The purpose of Camp Stevenson-Witawentin is to provide an outdoor setting where campers have the regular opportunity to gain a deeper understanding of their relationships to their fellow peers and their natural environment, and to also help each individual camper gain skills to help her achieve a strong self-concept, self-responsibility, and an ability to get along with her peers.

The following goals are how we will accomplish this purpose.

GOALS OF CAMPING

What we hope to provide for each camper

- ∇ To provide organized sessions where girls can come together and develop interpersonal relationships.
- ∇ To provide a well-cared-for natural environment where activities encourage a better understanding, awareness, and responsibility for, the natural environment.
- ∇ To provide activities and (expert) instruction to assists campers in gaining specific skills.
- ∇ To provide opportunities within the program for the development of social skills.
- ∇ To design the "living group" and the camp activities to help develop self-responsibility in each camper.

PROGRAMS OFFERED AT CAMP STEVENSON-WITAWENTIN:

Girls Day Camp for girls entering kindergarten – age 15+. Girls Inc. mission-oriented programs in the areas of sports & adventure, self-reliance & life skills, culture & heritage, leadership & community action, careers & life planning, and health & sexuality in addition to traditional camp components of drama, art, nature, sports, swim skills & free swim, and team & social skill building. Weekly spirit days and special events will be scheduled.

Counselor in Training Program, for young women 13-15. The Counselor in Training (CIT) program is a unique opportunity for young women 13-15 to spend the summer assisting experienced program instructors. Some exceptions with age may be made at the discretion of the Camp Director. Activity areas include swimming, boating, drama, arts & crafts, nature, sports, office/clerical. The girls will develop leadership, communication, and socialization skills through active participation in a series of traditional camp components and specialized programming which will afford them a challenging experience. Each potential CIT must go through an interview process before being accepted. Physician signed health forms are required.



GLADYS ALLEN BRIGHAM COMMUNITY CENTER STAFF ORGANIZATION

Camp staff reports to the Camp Director and Director Designee if Director is offsite. The Camp Director in turn reports to the Program Officer of the Gladys Allen Brigham Community Center, who reports to the Chief Executive Officer. As a consumer of Girls Inc. of the Berkshires services, matters regarding any facet of the Gladys Allen Brigham Community Center are best discussed first with the program coordinator or staff so that member needs can best be met. An organizational chart is available on request.

NON-DISCRIMINATION POLICY

The Gladys Allen Brigham Community Center does not discriminate against any person because of her/his race, color, religious creed, national origin, citizenship, sex, sexual orientation, which shall not include persons whose sexual orientation involves minor campers as the sex object, age, ancestry, disability, marital status, veteran status, genetic information, political or union affiliation in the provision or access to services, employment, and activities.

VISITS, PREREGISTRATION, ADMISSIONS

Any caregiver interested in the Camp Programs is encouraged to first visit the campsite. Due to COVID-19 visits while camp is in session are not allowed. An appointment is necessary to visit or observe. Please contact the camp director for more information

Please check in upon arrival at the main office of the camp.

Registration includes an intake face sheet, demographic sheet, health form, photo release form, transportation plan, medication consent form (if applicable), survey permission, and financial aid forms if eligible. We understand that this a lot of paperwork, however it is mandated by the Department of Public Health regulations for operating a summer camp and is also vitally important for the safety and well being of your camper. If you need help or have any questions about the paper, please do not hesitate to ask. Incomplete registration packets will delay in processing.

The caregiver must notify the Gladys Allen Brigham Community Center that the camper is coming to camp and identify how. Campers arrive to camp via the bus from different stops throughout the city or via their own transportation. Bus routes and times are in the back of this handbook in the registration

packet and in the camp brochure, please call us if you need one, ***times have changed***, and like most busses, they are not always on time, please give or take 15 minutes on either end. If the camper is being picked-up or dropped-off at camp by a caregiver drop-off is 8:20, **please NO earlier** (camp staff do not arrive until 8:15) and pick-up is any time before 4:00pm, **please NO later. We do not have before and aftercare at camp.** At the end of the day, if your camper misses or forgets their bus stop or there is no one to receive the camper at their stop **they will be brought to the Brigham Center's main site at 165 East Street at the end of the route and will need to be picked up there.**

MEMBERSHIP

As a Gladys Allen Brigham Community Center member, I will be considerate of the rights of fellow members, practice fair play, honesty, and good sportsmanship in all Gladys Allen Brigham Community Center activities. I understand that my right to membership depends upon respect for Gladys Allen Brigham Community Center, its equipment, rules, membership, and staff.

Members who do not respect the pledge can have their membership in the program jeopardized. The caregiver/guardian, with the camper member's participation, is responsible for replacement of property damaged willfully.

PAYMENT AND FEE POLICY:

Each camper must be registered to participate in the Girls Inc. of the Berkshires Camp Stevenson-Witawentin programs. The summer registration fee is \$25.00. The registration fee is charged when your camper is registered for the program.

All camp programs are based on a tuition model and charges are billed for the week in advance. *A tuition model means you reserve space for your camper and pay for your reserved space whether your camper attends or not. This model includes charges for scheduled holidays and scheduled closures. Fees are charged for all absences.*

A 50% deposit plus the \$25 registration fee is required at the time of registration. If the deposit is not paid on time, your camper will lose their reserved space.

Payment is required to be made weekly with payment due in advance on Friday before each week that your camper is registered to attend camp.

- A Late Pickup Fee of \$1.00 per minute per camper will be billed if you are late. Camp Stevenson-Witawentin program closes at 4:00 PM. All campers must be picked up prior to closing time.
- If your check is returned for insufficient funds, you will be charged a \$25.00 fee.
- Failure to meet fee agreements may result in notification of termination. You then have 5 days to become completely current or camp services can be terminated.
- If you fail to make payments for camp fees, your account will be sent to our attorney for collection and small claims processing.

Payments for camp fees can be made in person or by mail to the Gladys Allen Brigham Community Center at 165 East Street, Pittsfield, MA 01201, or by phone if paying with a card. Please call 442-5174. Ext 14, to contact the billing specialist. If paying by check please put the camper's name in the memo of your check. Do not send your camper to camp with payments as we have no way to log payment there.

A two-week notice must be given if a camper is going to be withdrawn from the program; this includes private and subsidized enrollments. You will be billed for this time.

All outstanding balances must be paid in full prior to withdrawal from a program.

Financial assistance is available based on eligibility on a first come first serve basis.

ABSENTEEISM

Caregiver must call in a camper’s absence from the program. Otherwise, the calling mechanism will be activated, and valuable staff time will be used to call the caregiver about the absenteeism of the camper. Please note that program fees are on a tuition model and you are charged for absences. The cost of the space or slot is annualized, and fees remain lower and even due to this practice. Excessive absences may result in the termination of your camper care subsidy (DEEC slot or Farm Worker’s voucher). Massachusetts subsidized childcare regulations and policies define excessive absences as: more than 30 absences in a rolling 6-month period OR more than 3 consecutive unexplained absences (explained absences are due to an illness or medical condition, death in the family, emergency circumstance, religious holidays, and up to 10 vacation days in a 12-month period. All other absences are considered unexplained). If you have any questions about this, please see the camp director.

ACTIVITIES

Campers arrive, mostly by bus or by caregiver drop-off. At arrival campers are screened and checked-in, lunch order is taken, and they are asked to wash their hands. Then they can eat breakfast if arriving before 9:15, then partake in various activities supervised within their units, throughout the campsite, starting at 9:30am to 4:00pm, with lunch being from 12:30-1:30. Activities include boating, swim skills, arts & crafts, nature, drama, adventure and exploration, team and social skill building, cooperative games, and sports. There will also be activities in the areas of literacy, art, and science to reduce summer learning loss, with occasional guest presenters, and evidence-based Girls Inc. Programming with Operation Smart, Media Literacy, and Healthy Sexuality. Activity times are 55-minute blocks. We have dress-up/spirit days on Tuesdays, special events every Friday in addition to closing ceremonies and a talent show. Toward the end of the day, all campers and staff help to clean up the camp, as a part of All Camp Clean-Up. All units and staff have a different section of camp to tidy. Campers and staff are expected to leave the program areas in orderly fashion at the end of any activity. We try to abide by the campfire rule, which is, “Leave it better then you found it”. A monthly calendar of camp activities is included at the end of this handbook.

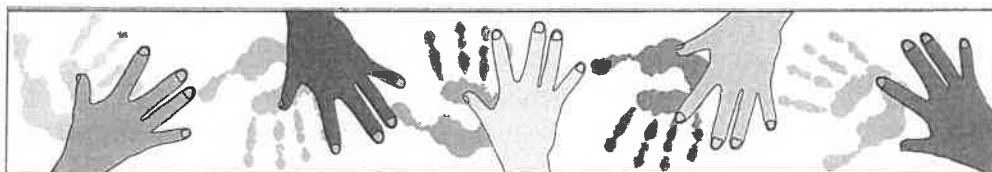
If camper arrives or departs with a caregiver, we ask that caregivers stay in their vehicle and beep your horn upon arrival if staff is not immediately present. Staff will then retrieve or bring campers to where they need to go.

DAILY CAMP SCHEDULE 2021 (with modifications due to COVID-19)

Time	8:15-9:15	9:15-9:25	9:30-10:25	10:30-11:25	11:30-12:25	12:30-1:30	1:35-2:30	2:35-3:30	3:30-3:50	3:50-4:00	4:00
UNIT 1 5-6	A R R I V A L / B R E A K F A S T	W E L C O M E	ARTS & CRAFTS/ DRAMA	NATURE	UNITS OWN	L U N C H	SWIM SKILLS (M-F) <i>Girls! Does not go boating</i>	SPORTS	C A M P / U N I T C L E A N - U P	C L O S I N G	D E P A R T
UNIT 2 7-8			SPORTS	ARTS & CRAFTS/ DRAMA	NATURE		UNITS OWN	SWIM SKILLS (T/TH/F) BOATING (M/W)			
UNIT 3 9-10			SWIM SKILLS (T/TH/F) BOATING (M/W)	SPORTS	ARTS & CRAFTS/ DRAMA		NATURE	UNITS OWN			
UNIT 4 11-13			UNITS OWN	SWIM SKILLS (T/TH/F) BOATING (M/W)	SPORTS		ARTS & CRAFTS/ DRAMA	NATURE			

Schedule subject to change without notice.

- All groups must stay and transition within in their specified units of 1 counselor to 10 campers or less, or 2 counselors to 20 campers or less, for the duration of their enrollment.
- No group gatherings of more than 25 in close proximity. Longer activity block gives more time for frequent handwashing.
- Staying within specified groups helps with social distancing.
- Masks must be worn at all times when inside and anytime when social distancing not possible, and, when there is more than 1 person is in the unit cabin.
- "Unit's Own" time gives campers a chance to make their own independent decisions about how to spend their time. Example activities may include but certainly not limited to, singing camp songs, making up a routine/skit/dance for talent show, nature scavenger hunts etc.**
- Every Tuesday and Thursday the children from the ABC School Age Summer Enrichment Program at the center come to camp via bus from 10am-3pm. They will be doing their own structured activities with their own staff. They swim from 11:30-12:25 on Tuesdays and Thursdays, no units have swim scheduled at this time, and they eat lunch from 12:30-1:30 sitting behind the Kolomo (breakfast area). They use Cabin 6 as a base/changing room.



WHAT TO SEND YOUR CAMPER WITH:

- **Clothes, that have campers name on them**, we consistently have tons of unclaimed lost and found items at the end of the summer, and we are not responsible for lost items.
- A bag lunch is only necessary if they do not want the lunch provided, monthly menus will be available. For safety of all campers, please no peanut products.
- A change of clothes or extra layers as the weather around here can change quickly. It is often cool in the mornings and heats up during the day.
- Swimsuit and towel, with their name clearly marked on them.
- Clothes that can be played in.
- Sneakers with socks are required, **(open toe or open heel shoes are not allowed at camp, water shoes are ok for beach only). Crocs are ok with caution.**
- Backpack, water bottle, bug spray, sunscreen, and a hat to help against sunburn.
- **2 Face Masks for moments when we cannot be socially distant.**
- Please put camper name on everything.
- Extra clothing and layers are helpful and sometimes necessary as the weather can change quickly and participation in certain activities may cause the need for a change of clothes. Bathing suit and towel is required for swim activities. Sneakers with socks always are most preferred. No open toe or open heel shoes allowed as this is a safety hazard. Water shoes are okay at swim time only.

It is very important that caregivers mark ALL clothing and belongings with the camper's name.

You would not believe the amount of unclaimed clothing and towels that are sent to donations at the end of every camp season all because they do not have camper's name.

Please do not send your camper to camp with cell phones, ANY TOYS FROM HOME, iPod, tablets, video games etc. or anything of value as we are not responsible for anything that is lost, stolen, or broken. Things from home can cause conflict and campers end up crying or fighting over them.

NO ELECTRONICS POLICY

Camp has adopted a strict NO ELECTRONICS POLICY onsite. Camp is the time to be "unplugged" and tuned-in to nature. The campers have plenty of activities to keep busy and there is a phone in the office if a camper needs to call home. Campers should not be on their cell phones to make calls etc. without permission and direct supervision. Included in this policy is the use of the cell phones, mp3 players, tablets, game systems, laptops, etc. PLEASE GO OVER THIS POLICY with your camper. We are not responsible if they bring it to camp and it is lost, stolen, or broken.

THERE ARE ABSOLUTELY NO CELL PHONES ALLOWED:



If your camper needs to use the phone, they may ask a staff and they can use the phones located in the office while a staff member is present. If a caregiver needs to contact their camper, they can contact the camp's main line (413-445-5850) and a staff member will get your camper and bring them to the phone. If a camper is seen with a cell phone, they will be asked to put it away if it is seen again, they will have the cell phone taken away until a caregiver arrives to pick them up. This is a safety precaution for all campers involved in the program. If camper absolutely needs to use their personal cellphone to contact a caregiver, it must be done in the presence of staff. At no time should a camper be taking pictures or video of campers or staff with their personal devices without prior approval.

CONDUCT

Every child has the right to expect to have the best possible experience at camp. We realize that the potential for bullying or hurting a child exists in any group situation; therefore, there must be measures in place to keep such behavior out of camp. Part of the camp experience is learning how to deal with new people and different situations, but sometimes there are situations where your child may need to ask for adult help. Please encourage your child to ask a counselor or any adult staff whenever they feel they need help. We will be in contact with the parent as events may unfold. We strive to provide a safe, happy camp environment for your child. So, if you have ANY concerns, please contact the Camp Director. We will answer your questions, speak to the camper, speak to staff members, and then reconnect with you. The best time to call camp is between the hours of 9 a.m. and 11:45 a.m. or leave a message for any of us and we will return the call A.S.A.P.

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.

Every situation will be assessed as to the severity of the circumstance but please know that bullying or abusive conduct will not be tolerated. It may start with just a time-out for the child (with a call to the parent), if it continues it may mean a day off or even the rest of the session off which will NOT be refundable.

CAMPER GUIDELINES/CONDUCT

Remember the Camp Fire Rule: Leave It Better Than You Found It.

Leaving the space clean and tidy for the next group is a sign of respect for your neighbor and the environment.

Make sure garbage and food scraps find their way to the trash barrels.

Litter and garbage destroy the natural beauty of camp and invites unwanted animals (Yes, we have bears!)

🦋 Stay with your group at all times.

If you are with your group at all times, then we don't have to send the search and rescue team to look for you.

🦋 Please always wear shoes on your feet.

You could be hurt wearing sandals or flip-flops, so please leave them at home.

🦋 Talk in a respectful manner to your fellow campers and staff.

Camp is NOT the place for swearing or inappropriate language

🦋 Participate and have fun!

That is what you are here for so make the most of it – enjoy yourself and have a goodtime.

🦋 Violence is NOT the answer!

Use communication as tool for resolving conflicts, not your fists.

🦋 CIT's are there to assist campers and counselors.

CIT's are NOT relief staff, however, then can be a needed extra set of hands. Never leave CIT's alone to supervise a unit.

🦋 Don't forget to wear lots of sun block and drink lots of water.

Some of us burn easier than others and it gets very hot being in the sun all day. It is very important to protect your skin and stay hydrated.

🦋 For supplies and equipment, we only have what you help take care of.

Use toys/equipment/supplies in the manner in which they were intended and putting them away properly ensures that they will be there the next time we wish to use them.

🦋 Only swim when a lifeguard is present.

It is VERY IMPORTANT that camper and staff NEVER swim unless there is a lifeguard on duty, and it is a designated swim time.

🦋 Use the Buddy System during Swim.

Using the Buddy System during Swim helps us to know that we haven't lost you in the water.

🦋 Always tell someone where you are going, and go with a staff or CIT.

NEVER leave your group without first telling someone and getting permission and always go WITH someone.

🦋 NO Glass containers on the beach.

This keeps the sand free of broken glass, which can be VERY harmful to campers and staff with bare feet.

🦋 Water shoes are OK for beach and swim time ONLY.

Wearing water shoes during other activities is not safe and can cause blisters.

🦋 If you keep your Cabin clean and tidy your unit could win the Cleanest Cabin Award.

Keeping a clean cabin will also keep unwanted visitors away (mice, ants, bears, etc.).

🦋 If you ever see a stranger on the property let a staff know immediately.

Staff know how to properly answer questions and direct people on where they may need to go.

🦋 Leave your toys/electronics/valuables at HOME.

Please NO cellphones, video games, mp3's, tablets, etc. We are NOT responsible for anything that lost, stolen, or broken. When things are brought from home, it causes fights and hurt feelings. Camp is an "unplugged" environment connecting children to nature, a connection that benefits our health and well-being.

📌 Make sure your name is clearly marked on clothing, bathing suits, towels, lunch boxes, socks, etc.

It makes it MUCH easier to return lost and found items if we know whom they belong to, and parents are happier.

📌 Be respectful and courteous to the Bus Driver and Bus Monitor.

Behaving inappropriately on the bus can and will cause you to lose your bus privileges.

ADDITIONAL SAFETY GUIDELINES

Safety is paramount to our camp program. All children MUST be brought to and picked up from camp by a caregiver or authorized person. All children dropped off at camp must be checked in by a parent at the Camp Office. All adults picking up children will be asked to show an I.D. when retrieving their child. This helps ensure their safety. Camp guidelines 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 above and following guidelines with your camper:

General Guidelines

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, respect, and practice good sportsmanship. How we play is more important than whether we win or lose!
6. Only age-appropriate apparel (e.g., T. shirts)

Swimming

All campers will be swim tested by our certified swim instructors. All swimmers will be documented on the levels of ability. Depending on your camper's ability they will be able to go to either the deep end or shallow end. Campers must be deep water swimmers to kayak or canoe.

The Health Department of the State of Massachusetts requires the following per Christian's Law:

- All minors swim tested pursuant to guidelines by national safety organizations
- All minors will be provided with properly sized and fitted Personal Floatation Devices (PFD) or lifejacket, if tested as a non-swimmer or at-risk swimmer
- Ensure that parents or legal guardians can provide properly fitted lifejacket for children
- If (PFD) does not fit your child, our Waterfront Director will get them fitted.

BREAKFAST AND LUNCH

Breakfast and lunch are provided through a collaboration with Pittsfield Public School Summer Food Program. Breakfast typically consists of pre-packaged individual servings of cereal, or other grain type, milk, and fruit. Breakfast is served from 8:30-9:15. Lunch is identical to lunch served in PPS cafeterias. Due to COVID-19 meals come pre-packed as a complete meal. The PPS kitchen prepares all meals daily, and camp staff pick-up lunch at Crosby School Kitchen at 12:10 to be served by 12:30. We have to call in the lunch order before 10am every day. If your camper will be arriving after 10am they will not be included in the lunch count and will need their own lunch. If you know that your camper is going to be late, please call the camp number 445-5850 before 10am if you would like them to have camp lunch. We do not provide snacks. Menus once available will be provided.

TRANSPORTATION (to and from camp)

Campers arrive mostly by bus or by caregiver drop-off.

STOP #	WHERE	AM PICK-UP TIME	PM DROP-OFF TIME
#1	Brigham Center	7:30	5:00
#2	Herberg Middle School	7:40	4:55
#3	Williams School	7:50	4:45
#4	Allendale School	7:55	4:35
#5	Morningside School	8:00	4:30
#6	Crosby School	8:10	4:20
#7	Capeless School	8:20	4:10
	CAMP	8:30	4:00

We anticipate on having bus transportation for the 2021 Camp Stevenson Witawentin season.

- Please see the end of this handbook for a list of our anticipated bus stops and times. A daily screening/attestation form will need to be completed each day prior to entering camp/boarding the bus.
- There is a bus monitor that is also camp staff that is on the bus the entire time. The bus monitor will have a list of scheduled campers (updated weekly) for each stop with contact information for campers families.
- All campers will be required to complete and hand in a completed COVID-19 health screening form prior to boarding the bus.
 Parents must have his form completed, signed and ready to hand in when boarding bus. Having forms competed and signed at time of boarding is critical in expediting the boarding process and maintaining the bus schedule. For ease, forms may be printed in advance online from our website.
- Facemasks are required during transportation.
- Campers must sit where instructed to do so and must stay in their seats for the duration of the trip.
- Campers must not get up, stand up or move seats during transit.
- Campers must wait in vehicles prior to boarding the bus at all stops. Campers taking the bus from the center should not enter the building, but directly board the bus by 7:30am. Parents/campers are expected to maintain 6 feet of social distance between other parents/campers for the duration of boarding the bus.
- If you are dropping your child off directly at camp they cannot arrive before 8:20am. There is no before care options at camp or the center for camp programs. Unless bus transportation is not provided, more information to come.
- The bus to camp leaves the Brigham Center promptly at 7:30am.
- Please note that you may choose a morning arrival that is different from the afternoon departure, so long as it is indicated.
- If the camper's ride/person is not waiting for them at any of the bus stops, the bus monitor will attempt to contact caregiver, if they cannot be reached, the camper will be brought to the center and will need to be picked up there no later than 5:00pm.

- Please remember that there is a late pick-up fee of \$1 per minute per child after 5:00 at the center and after 4:00 at the camp.
- If you are picking your child up directly from camp, they must be picked-up no later than 4:00pm.
- The Bus returns to the final stop of the Brigham Center between 4:45-5:00pm. If camper's ride is not present in the center parking lot at the afternoon bus arrival time, campers will be brought inside the Brigham Center to the gym to wait social distant apart in the gym.



EXPECTATIONS ON THE BUS

A contracted bus is used for summer camp programs. Parent/guardian authorization is required for all forms of transportation used in the program. All campers have the option to be transported by bus provided there is space if parents/guardians have indicated so on the intake forms. If they are not transported by bus, they are then responsible for their own transportation.

Please take a few minutes to go over expectations while on the bus with your camper. Campers must first and foremost, listen and be respectful to the Bus Monitor and or the Bus Driver. Camper behavior must be courteous and not disruptive to other campers or the bus driver.

- BU Campers are expected to keep their hands to themselves and stay seated in their seats for the duration of the ride, getting up and moving around or to another seat is not allowed.
- BU Eating and drinking apart from water only, is not allowed at any time on the bus.
- BU Campers need to maintain inside voices while in route, occasional singing, with approval from the bus driver is acceptable.
- BU Campers must make sure that they take everything with them when they leave the bus, including any personal items and or garbage or wrappers. There is no guarantee that things left on the bus will get returned, and campers must never throw anything out of a bus window.
- BU Bus drivers are notified by the designated bus monitor of any behavior issues or of an ill or injured camper during transportation.
- BU There is one designated Bus Monitor that is also a Camp Counselor. The Bus Monitor is equipped with a cellphone to relay messages or concerns and has list of emergency contact info for all campers riding the bus.

Inappropriate behavior or disregard for expectations can result in the loss of bus privileges and termination from riding the bus for the duration of the camp season.

****Please note that the speed limit on the camp road is 5mph****

Notice to all Caregivers/Guardians

Below is a copy of the current camper passenger safety laws in the state of Massachusetts. These laws are for the safety of your campers. It is the policy of Gladys Allen Brigham Community Center to see that caregivers/guardians and caregivers abide by these laws when the campers are arriving and leaving the camp.

We as mandated reporters can report to the Department of Campers and Families all observations of campers not being properly transported in appropriate passenger restraint systems (car seats) by caregivers coming to and leaving the program.

**PART I. ADMINISTRATION OF THE GOVERNMENT
TITLE XIV. PUBLIC WAYS AND WORKS**

MOTOR VEHICLES

Chapter 90: Section 7AA. Camper passenger restraints; fine; violation as evidence in civil action

A passenger in a motor vehicle on any way who is under the age of 8 shall be fastened and secured by a camper passenger restraint unless such passenger measures more than 57 inches in height. The camper passenger restraint shall be properly fastened and secured according to the manufacturer's instructions.

Unless required to be properly fastened and secured by a camper passenger restraint under the preceding paragraph, a passenger in a motor vehicle on any way that is under the age of 13 shall wear a safety belt which is properly adjusted and fastened according to the manufacturer's instructions.

The provisions of this section shall not apply to any such camper who is: (1) riding as a passenger in a school bus; (2) riding as a passenger in a motor vehicle made before July first, nineteen hundred and sixty-six, that is not equipped with safety belts; (3) physically unable to use either a conventional camper passenger restraint or a camper restraint specifically designed for campers with special needs; provided, however, that such condition is duly certified in writing by a physician who shall state the nature of the disability as well as the reasons such restraints are inappropriate; provided, further, that no such certifying physician shall be subject to liability in a civil action for the issuance of or for the failure to issue such certificate. An operator of a motor vehicle who violates the provisions of this section shall be subject to a fine of not more than twenty-five dollars; provided, however, that said twenty-five dollar fine shall not apply to an operator of a motor vehicle licensed as a taxicab not equipped with a camper passenger restraint device.

A violation of this section shall not be used as evidence of contributory negligence in any civil action.

A person who receives a citation for a violation of any of the provisions of this section may contest such citation pursuant to section three of chapter ninety C. A violation of this section shall not be deemed to be a conviction of a moving violation of the motor vehicle laws for the purpose of determining surcharges on motor vehicle premiums pursuant to section one hundred and thirteen B of chapter one twenty-five.

PICK UP POLICY

Caregivers/guardians need to give themselves enough time to pick up their campers and leave the program by closing time. All Campers must be picked up by 4:00 pm each evening as timed by the program clocks.

The Camp will charge \$1 per minute/per camper for late pick-ups. Caregivers will be asked to sign the late slip and the charges will be added to their camp fees. This payment will be due by the week's end. Nonpayment of this charge will result in the camper's termination from the program.

If a caregiver is picking-up a camper in the program they must be picked up and signed out in the main office by 4:00pm. The 2021 Camp Stevenson-Witawentin program closes at 4:00 PM. All campers must be picked up prior to closing time. If you need to pick-up earlier then specified, please call ahead so that we know when to have the camper ready. ***Staff will log the time each camper leaves the program.***

Campers will only be released to those people indicated on the intake form signed by the caregiver. Please include in writing if there are people that may be picking up your camper. **Staff must know**

where to contact caregivers or emergency people at all times. When a camper is not picked up on time, staff immediately calls caregivers at home or work.

As a licensed camp we will follow the same procedure we follow with our Department of Early Education and Care program at our main site and. Therefore Camp, as a mandated reporter will take the following steps when a caregiver or approved pick up person is not present at the pre-arranged pickup time and/or has not called to notify the camp with any scheduled changes.

1. Following a period of 15 minutes the center will contact persons who have been previously designated by the caregiver as "Emergency Contact persons". The contact person will be asked to pick up the camper immediately.
2. If after additional 15 minutes the emergency contacts cannot be reached, and the caregivers still have made no attempt to contact the Camp or Center, the Department of Children and Families (DCF) and the local Police Department will be notified.
3. Once these steps have been taken, caregiver should contact Department of Children and Families to rectify their situation.

Any written communications for caregivers will be given to caregivers at drop-off or pick-up time.

Caregivers absolutely must pick up campers from camp by 4:00pm.

Due to COVID-19 staff will log who pick-ed up the camper and at what time they departed.

CAMPER RELEASE POLICY

it is our policy that if a caregiver comes to pick up a camper and that caregiver is in any impaired condition that might jeopardize the health and safety of the camper, the following steps will be taken:



Staff assesses the situation. Staff engages the person picking up the camper in conversation and observes for signs of impairment, i.e., slurred speech, dilated pupils, alcohol on breath, unsteady gait, etc. Staff calls in another staff if possible, to observe or distract the camper. Staff encourages the pick-up person for the camper to step out of the program space. Staff tactfully lets the pickup person know of her/his observations that s/he believes they might be impaired and verbalizes concern for the camper's safety. An offer to call a designated driver or taxi is made. If pickup person still insists on taking a camper home, the pickup person is informed that they cannot be prevented from doing so; however, we are required to call the police. The pickup person can also be informed that we are mandated reported under the Massachusetts law and that we are required to document and/or report this incident to the Department of Children and Families.

If a pickup person leaves, police are called with information of the car make, license number and destination. Written documentation is made of the incident and placed in the camper's file. A determination whether to call DCF is made at this time.

CONTINGENCY PLAN

All day camps must have written contingency plans in accordance with 105 CMR 430.211 to address the following situations:

- A camper who is registered for camp and on the roster fails to arrive for a day's activities.
- A camper fails to arrive at the point of pickup at the end of the day.
- A camper comes to camp without being registered or without notifying the camp.

For campers who fail to arrive in the morning (via caregiver drop-off or camp-provided transportation):

- Double check attendance and/or roll call.

- Call caregiver or other contact name provided on the camper's registration form and document reason why camper is not in attendance and when they will be returning.

For campers missing from the point of pick-up at the end of the day:

- Double check attendance and/or roll call.
- Check with Main Office to see if camper was picked up early by caregivers.
- Check campgrounds in accordance with your lost camper plan.
- If a caregiver calls for a camper who has been at camp that day but does not make it to their designated bus stop in the afternoon; the Camps Director, or Brigham Center official will contact the bus monitor, and find out where they got off and then the Camps Director or other official will retrace the bus route. After these steps are exhausted, or an hour passes from the time the center or camp was contacted, the police will be notified.

For unregistered campers arriving at camp:

- Check with the camper's caregivers/guardians if still on site.
- Contact the correct camp if camper is at the wrong camp and arrange for possible transportation. Contact camper's caregivers.
- Find out which camper the camper arrived with friend, brother/sister, etc. – obtain contact information from forms.
- Call the camper's caregiver if the camper's phone number is obtained.

If at any time an unregistered camper arrives at camp, the camper will remain at the camp until the caregiver can be reached to determine registration. If they are not registered arrangements will be made for the camper to get home.

FIELD TRIPS

There is advance notification for field trips. The campers may occasionally go off-site to the State Forest, or for nature walks. You give permission for the latter when the registration forms are signed. Camp Stevenson-Witawentin does not typically have bus provided field trips during the camp season.

CAREGIVER/PARENT INVOLVEMENT

Information about the program is given to new and prospective families. The Gladys Allen Brigham Community Center encourages caregiver and family members to be involved in the program. Caregivers have the right, and are welcome, to visit their camper's activities/program area at any time and to observe and/or eat lunch with their camper or to volunteer to help in program areas or with special events. The Gladys Allen Brigham Community Center direct care staff also copy notices of many workshops, talks and other events that are of interest to caregiver, family, and friends and distribute them to caregiver.

Caregivers/guardians need to remember that their site visits are limited to interaction and support of their own campers and should not interfere with the operation of the program. Staff is there for the support of the overall program and to supervise and facilitate activities. For the safety of all campers-caregivers may not interfere with the direct care staff in the performance of these duties. Visiting caregiver may not interfere with the activities, behavior management of campers or direction of the program while visiting. Additionally, caregiver need to remember that participants are afforded the right to confidentiality as members of our programs and no information about any camper in our care may be shared with any parties without the express permission of caregivers/guardian. If you have a concern while on or off site, it must be brought to the attention of the Camp director or her designee. No caregiver complaints are to be addressed to the staff assigned directly to supervision of campers.



Caregivers/guardians have the right to review our policies on background reviews, health care, discipline, and grievance procedures.

GREIVANCE PROCEDURE – PARENT/CAREGIVER

A grievance procedure is the process by which solutions are sought to resolve disputes in a fair, equitable and prompt manner. Grievances should be resolved as informally and quickly as possible by the parties involved. When the persons directly involved cannot resolve grievances informally, a formal grievance process is implemented. Not all disputes can be handled in one particular format and judgment needs to be made on what particular style is appropriate to suit each individual dispute.

PROCEDURE FOR DEALING WITH CAREGIVER/STAFF CONFLICT:

1. The caregiver should discuss the problem with the relevant Camp director or designee
2. If the caregiver still feels further action is necessary after discussion with the relevant staff member, they should take the matter up with the Camp director.
3. If the caregiver is still unhappy, or the initial complaint is with the Camp director, the Director can offer to take the matter to the Program Officer.

PROCEDURE FOR DEALING WITH CAREGIVER/MANAGEMENT CONFLICT:

The caregiver can make an appointment to discuss the matter with the Program Officer/Director Designee and receive a copy of our Member Resolution Policy

TOBACCO, DRUG AND MARIJUANA USE POLICY

Tobacco use in any form, including nicotine delivery systems (e.g., electronic cigarettes) but excluding cessation products approved by the U.S. Food and Drug Administration, shall not be allowed by staff, campers, or any other person at a licensed recreational camp for children. Use of drugs, alcohol, and recreational use of marijuana in any form is prohibited at a recreational camp for children during camp operating hours. For the health and safety of our campers please properly extinguish any smoking products before entering the camp property.

CAMPER GUIDANCE PLAN

A primary center goal is to help campers develop a positive self-image. We encourage campers to be self-directed. To do this, campers need opportunities to build self-esteem. Therefore, no camper is subject to abuse or neglect, cruel, unusual, severe, or corporal punishment including: any type of physical hitting in any manner upon the body, punishment which subjects a camper to verbal abuse, ridicule or humiliation, denial of food, rest, or bathroom facilities, punishment for soiling, wetting, or not using the toilet, or punishment related to eating or not eating food. Campers need to be encouraged to make good choices and to be prevented from harming themselves and/or others. This can best be accomplished through supervision, guidance, and redirection. Campers can learn to identify their feelings and express them. This prevents campers from hurting one another and helps campers appropriately ask for what they need.

Caring for campers requires patience, as they often need to be reminded about safety rules. Each ground rule is stated clearly and precisely and then s/he is helped to follow the rules by choosing other acceptable safe activities. Directions are stated in a positive manner. Staff are expected to be consistent, make eye contact and lead by a good example.

Here at Gladys Allen Gladys Allen Brigham Community Center our behavior management plan is a blend of positive reinforcement and redirection.

Positive reinforcement is used strongly with the campers in the program. This is done with the hopes that the campers will make good choices in their daily activities. "I am proud of you Celeste because you stopped talking with your friends, so you could hear the directions for the arts and crafts activity." Or "Thank you Celeste for walking in the hall rather than running." This shows the other campers the positive choice rather than saying NO RUNNING in the halls.

Verbal direction with choice encourages good decision-making. "Celeste, to go to the park the game you are playing with must be picked up." Follow-through is extremely important. The campers will go to the park if the game is picked up.

When behavior becomes excessive or extreme then the camper will visit with the Director to discuss the behavior issue in hopes to redirect the negative behavior into positive behavior. If this fails to work than staff would move to the next step of our behavior management plan, which is an incident report, caregiver meeting and/or termination if behavior issues become extreme.

An incident report is a written report documenting unusual or serious incidents such as behavior incident, accidents, property destruction or emergencies. The Program Administrator reviews these reports, and a copy of these reports are placed in the camper's file and incident log per Department of Early Education and Care regulations. A copy is also given to the caregiver. Please see the Termination and Suspension Plan for more information.

If a camper is injured an accident report is done and copy is given to the caregiver, a copy is put in the camper's file, placed in the injury log, and a copy of the report is also sent to the Department of Early Education and Care and or the Board of Health as regulated.

CAMPER LEAVING THE PROGRAM WIHTOUT PERMISSION POLICY

In the event, a camper in any agency program leaves the building without caregiver or staff permission (expressed in writing or verbally), the following procedure will be followed:

1. Staff will immediately call the police department to alert them to a minor camper leaving a program space unattended. Next, the caregiver will be contacted.
2. If the camper is involved with the Department of Campers and Families or other agency such as the Key Program/ Key Tracking, they will also be contacted and alerted to the situation.
3. The camper will be suspended form program for three days. When a camper leaves the building without permission, this is considered a serious incident and the termination/suspension policy will reflect a higher-level consequence.
4. Before the camper can re-enter the program, they must meet with the Camp director, agency counselor and caregiver to discuss the incident. A behavioral contract will also be developed that will be signed by the camper, agreeing that leaving the program without permission will not occur again.
5. A camper leaving the building without permission is a serious issue because it takes staff supervision and time away from the rest of the program and campers. Due to this, the camper will be terminated from if another incident occurs during their time in the program.



TERMINATION AND SUSPENSION PLAN

A camper may be **suspended** from the program for inappropriate behavior such as violence, physical harm to another member or staff person, excessive disregard of staff, unacceptable language, damaging of center equipment and/or property, camper disregarding the rules established for safety. If your camper is found to be violation of these behaviors the following procedures will take place:

1. Notice to bring situation to your attention: through incident report.
2. Written warning of suspension
3. Suspension

An Incident Report is a written report documenting unusual or serious incidents that are behavioral, accidents, property destruction or emergencies. The program administrator reviews these reports, and a copy of these reports are placed in the camper's individual file per Department of Early Education and

Care regulations. A copy is given to the caregiver. The following behavioral situations qualify as an incident report:

- Inappropriate language by a camper.
- Physically endangering another camper or staff member.
- Excessive disregard of staff.
- Campers disregarding the rules established for their safety.

After a **first** incident of misbehavior, a report is filed by a staff member within 24 hours and includes caregiver notification. Agency Social Worker is advised on appropriate incidents and may be called in for meeting with caregivers. After the **second** incident, a meeting is set up with the caregiver to discuss the camper's behavior. If a **third** incident occurs, a camper will be suspended from program and a caregiver meeting. A **fourth report** will result in a two-day suspension from program and a caregiver meeting. Clinical consultant will be advised. A **fifth** report will result in a three-day suspension from program. Any additional infraction will result in the camper's removal from the program. A plan will be made at this time for possible re-enrollment arrangements.

Most campers are enthusiastic and well behaved most of the time. This policy has been designed so campers, caregiver, and staff understand the boundaries of appropriate behavior that insure each camper's safety and security while in our care. These processes can be overridden if the behavior is of a severe nature.

A camper may be terminated from the program for chronic absenteeism without explanation or for non-payment of tuition fees as a private consumer, a DCF contracted consumer, voucher and/or EEC contracted slot consumer. The appropriate agency is notified in the event of termination. A caregiver more than two week in the arrears is subject to having services terminated for their camper.

A camper may be terminated from program for inappropriate behavior on the part of their caregiver in the facility. This includes in the program, with center staff or at center special events in the facility and in the community. Certain conduct is unacceptable in a camper care environment and will not be tolerated at the Gladys Allen Gladys Allen Brigham Community Center. You are expected to approach staff in a professional manner, treat others as you would like to be treated and maintain a positive attitude while dealing with our agency staff. Examples of such conduct include, but are not limited to: discriminatory, disrespectful, intimidating or abusive conduct towards members, campers, youth or employees including inappropriate threats, rudeness or discourtesy to the above mentioned persons; harassment of staff, other caregiver or members, dishonesty in any matter; violent behavior: use, possession, or sale of alcohol or illicit drugs on agency property; being under the influence of alcohol or drugs while at work; failure to follow program supervisor directives related to your camper/ren's care; willful falsification of records; and misuse or damage to agency property or property of others. Conduct not in conformity with these standards will result in immediate termination from the program.

Termination from the program rarely occurs at Gladys Allen Gladys Allen Brigham Community Center due to the support given to the families. Staff prepares the terminated camper in ways that they can understand. Gladys Allen Gladys Allen Brigham Community Center focuses on what is in the best interest of the camper, her/his family, and center.

CAMP DIRECTORS AND MANAGEMENT STAFF

The Gladys Allen Brigham Community Center lines of supervision are very clear. Formal supervision occurs in weekly meetings between the camp and other directors. The Program Officer is responsible for the direct supervision of those directors.

The Camp Director is the immediate supervisor of all seasonal camp staff at. The ABC Camp director is the immediate supervisor of all school-age staff. The Program Officer is responsible for unannounced visits to all program areas. Both the ABC Program and Camp Director hold regular staff meetings and

attend the center's full staff meetings, which are held weekly. Their direct service responsibilities allow for direct observation and supervision of other program staff members. Policy regarding supervisory feedback is that it is immediate, clear and includes expected performance.

DESCRIPTION OF PLAN FOR STAFF ORIENTATION

In addition to documentation that the new staff member has read and understood Personnel Guidelines, full staff orientation is held before programs begin in summer by the Camp Director, ABC Camp director and Coordinators. Areas covered include but not limited to goals of the agency, program operating procedures, personnel policies, safety/first aid, and staff are given information on Mandated Reporting and Referral, the Gladys Allen Brigham Community Center program philosophy and goals, the camp COVID-19 Control Plan, and the Food Program.

Supervision and training of new and permanent staff is continued throughout the year. Weekly in-service training may follow staff meetings, i.e., time management or health benefits speakers. Special in-service training is scheduled periodically during the year for year-round staff.

Please see our COVID-19 Control Plan for more information regarding precautions and risk reduction measures etc.



**Gladys Allen Brigham Community Center
Camp Stevenson-Witawentin
Health Care Policy**



1. EMERGENCY TELEPHONE NUMBERS

Health care consultant: Dr. Jacqueline Jones, MD

777 North Street
(413) 499-8531

Fire Department	911	Police Non-Emergency (413) 448-9700
Police Department	911	Poison Control Center 1-800-222-1222
Ambulance / Rescue	911	

Hospitals Utilized in Emergency:

Berkshire Medical Center Inc.
725 North St.
Pittsfield, Ma. 01201
(413) 447-2000

Designated Health Care Supervisor(s):

1. Sarah T. Gillooly- Camp Stevenson-Witawentin Director, First Aid/CPR/AED Certified
2. Prashad Abeyasinghe, CSW Waterfront Director, First Aid/CPR for the Professional Rescuer/Lifeguard Certified
3. Carly Holmes, CSW Art & Crafts, First Aid/CPR for the Professional Rescuer/Lifeguard certified
4. Shakia Green, CSW Senior Unit Counselor, First Aid/CPR for the Professional Rescuer/Lifeguard certified

2. PROCEDURES FOR EMERGENCIES AND ILLNESS

A. FIRST AID AND TRANSPORTATION TO THE HOSPITAL

1. In the case of serious illness (such as a seizure, a serious fall, or a serious cut), the lead staff will begin the administration of first aid while the assistant staff takes the other campers to another area or room. Both staff members should respond in a calm manner.
2. The director or another close staff member will be alerted to send for medical assistance.
3. The director or another supervisory staff will contact the caregiver to come and pick up the camper or if time is a factor, to have the caregiver meet the camper and accompanying staff at the emergency room of the hospital used in emergencies.
4. In the event a situation arises that is life threatening, an ambulance (911) will be called immediately. The caregiver will be called to meet the camper and a staff member at the emergency room. The staff or other designated staff will go with the camper in the ambulance. The camper's file will be taken including permission slips and insurance information.
5. If the caregiver comes to pick up a camper and needs assistance the staff or camp director may offer to accompany the caregiver and camper.
6. When caregivers cannot be reached, those listed on their emergency contact list will be called. If the caregiver cannot be reached immediately, a designated staff member will continue to attempt to contact caregivers. If necessary, the camper will be taken to the hospital via ambulance with one staff member and the camper's file will be taken.
7. The program will immediately report to the Dept. of Early Education and Care, any injury to, or illness of any camper that occurs during the hours that the camper is enrolled in care that requires hospitalization or emergency medical treatment.
8. In accordance with M.G.L. c. 111, §§ 3 and 127A and 105 CMR 430.000: Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code Chapter IV), 105 CMR 430.154 specifically requires that a report be completed, on a form prescribed by the Massachusetts Department of Public Health, for each fatality or serious injury as a result of which a camper or staff person is sent home, or is brought to the hospital or a physician's office and where a positive diagnosis is made. Such injuries shall include, but shall not necessarily be limited to, those where suturing or resuscitation is required, bones are broken, or the child is admitted to the hospital. A copy of each injury report must be sent to the Massachusetts Department of Public Health within SEVEN (7) days of the occurrence of the injury.

B. EMERGENCIES ON A FIELD TRIP

1. If an accident or an acute illness occurs while on a field trip, the lead staff will take charge of the emergency, assess the situation, and give first aid as needed. The caregiver will be called immediately to come pick up the camper. If necessary, an ambulance will be called.
2. Caregivers will be contacted by phone either by the lead staff, the camp director, or another designated staff member.
3. The camp director or other designated adult will be contacted by the lead staff as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.
4. As a preventative measure, prior to departure from the camp, the camp director or lead staff will determine appropriate guidelines to be followed during the field trip to ensure continuity and safety of the campers including
 - a. A first aid kit will be taken in all vehicles used on a field trip.
 - b. Emergency information, including contacts and telephone numbers and a first aid kit will be taken on all trips.

- c. Staff must know the location of the nearest phone, and if that is a pay phone have the appropriate change to use it.

3. PROCEDURES FOR USING AND MAINTAINING FIRST AID SUPPLIES

Location: @Camp: Main Office First Aid Supply Cabinet (Red Cross on Door)
Arts & Crafts Cabin (Red Cross on back wall)
Waterfront Shed (Red Cross on shed door)
All sports sheds (Red Crosses indicate where)

Camper **Concerns lists** are kept inside the first aid kits noted above.

****ANSI CLASS A and CLASS B FIRST AID KITS are maintained onsite.**

Maintenance of First Aid Kit: Camp Staff notifies camp director of needed supplies. Director will buy supplies for the kit.

Administering First Aid: Certified Staff person. Most Camp Counselors are certified in CPR and First Aid.

Emergency Procedures off site: First Aid kits are in each of the center vehicles and are taken on all field trips and walking trips.

-ADDITIONAL INFORMATION ABOUT HEALTH CARE POLICY IS LOCATED NEAR FIRST AID KIT-

4. PLAN FOR EVACUATION OF CAMP IN AN EMERGENCY

All staff will be trained in emergency management procedures yearly.

The Center has a comprehensive Emergency Management plan book located in each office.

Administrative staff will carry cell phones and emergency plan book out of building. All emergency phone numbers will be kept in this book. Unit Leaders in each group will be responsible for bringing emergency backpack and clipboard with attendance and the emergency contact numbers of their campers.

Campers are led immediately through nearest door. Each Staff person is responsible for securing their area and removing any campers in the program. Camp Staff leads campers out of the building to the designated area in parking lot. Attendance is taken outside immediately. Camp Staff are responsible for keeping unit attendance logs correct at all times and for reporting the number of campers present on-site.

Staff will follow further directives given by emergency personnel.

Staff supervises and account for campers at the site, then wait until the signal is given by the Program Officer, Camp director or emergency personnel to return to the program. Administrative and support staff check for stragglers in bathrooms and closets. Doors are closed behind each checked area. Camp director, or designee, is the last person out of the area.

Staff supervises and account for campers at the site, then wait until the signal is given by the Program Officer or the Facilities Manager to return to the rooms. Support staff in the building has the responsibility for various non-program areas. The primary focus of program staff is the health and safety of all.

In case of a tornado watch or warning, instruction will be given from the main office. If there is no warning time, the campers will move to the basement of the main camp office (Kolomo).

In case of power outage, the campers will remain in their cabins. In case of a long-term power outage, the camper's will be bussed backed to the main site – Brigham Community Center – 165 East Street and caregivers will be called for pick-up.

In case of loss of water and or plumbing the camper's will be bussed backed to the main site – Brigham Community Center – 165 East Street and caregivers will be called for pick-up.

If campers cannot return to camp or must leave due to severe weather threat or damage, bomb threat, chemical spill, or fire damage, the camper's will be bussed backed to the main site – Brigham Community Center – 165 East Street, and caregivers will be called for pick-up. Caregiver then will be notified by phone, email if they are signed up, and social media if they follow our Facebook page.

This procedure will be practiced every 5-6 weeks at varying times of the day and program circumstances at the discretion of the Camp directors and Facilities Manager. Director will document evacuation drill and take narrative notes that include the date time and effectiveness of each drill.

5. INJURY PREVENTION PLAN

- a. Camp Staff are responsible for monitoring the environment daily to immediately remove or repair any hazard that may cause injury. That will include checking for broken glass, and any other condition that might result in injury to a camper.
- b. Any needed repairs will be reported to the Camp director.
- c. The Camp director will monitor the outdoor play areas and remove any hazards prior to campers using the space. In addition, if staff members observe potential hazards in the play area or anywhere on the campsite, they should report it to the Camp director.

Staff use an injury report form to document name of camper, date, time, and location of accident or injury, how it occurred, and name of witnesses, name(s) of person(s) who administered first aid or medical care. The staff person who filled out the Injury Report Form is responsible for reporting the information into the central log located in the main office, for reporting information to the caregivers within 24 hours, and for placing a copy of the report into the camper's file.

The center will immediately inform the Department of Early Education and Care and the local board of health of serious injury that requires hospitalization or medical treatment or death of a camper while in care during the hours of operation.

All hazardous materials and toxic substances are kept in locked closets and cabinets out of the reach of campers.

6. PLAN FOR MANAGING INFECTIOUS DISEASE

Staff will take extra special precautions when campers who are ill are diagnosed at the Center and when campers who are mildly ill remain at the Center.

Campers who exhibit symptoms of the following type of infectious diseases, such as gastro-intestinal, respiratory, and skin or direct contact infections, may be excluded from the Center if it is determined that any of the following exist:

- A. The illness prevents the camper from participating in the program activities or from resting comfortably.
- B. The illness results in greater care than the camp staff can provide without compromising the health and safety of the other campers.
- C. The camper has any of the following conditions: fever, lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness.
- D. Diarrhea
- E. Vomiting two or more times in the previous 24 hours at home or once at the Center
- F. Mouth sores, unless the physician states that the camper is non-infectious
- G. Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease.
- H. Purulent conjunctivitis (define as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for readmission with or without treatment.
- I. Tuberculosis, until the camper is non-infectious.
- J. Impetigo, until 24 hours after treatment has started and all sores are covered.
- K. Head lice, free of all nits or scabies and free of all mites.
- L. Strep infection, until 24 hours after treatment and the camper has been without fever for 24 hours.
- M. Hepatitis A, unless treated with by physician with appropriate medication (such as Rafampin) for 2 days and has that physician's approval for readmission.
- N. Chicken Pox, until last blister has healed over.

A camper who has been excluded from camp may return after being evaluated by a physician, physician's assistant, or nurse practitioner, and has been determined that he/she is considered to pose no serious health risk to himself or to the other campers. Nevertheless, the Center may make the final decision concerning the inclusion or exclusion of the camper.

If a camper has already been admitted to the Center and shows signs of illness (for example: a fever of 100.5 either orally or auxiliary, a rash, reduced activity level, diarrhea etc.), he or she will be offered a quiet space to lie down or another comfortable spot in which to lie down. If the camper manifests any symptoms requiring exclusion (as listed above) or is considered to be too ill for camp, caregivers will be contacted immediately to pick up their camper as soon as possible.

When a communicable disease has been introduced into the camp, caregivers will be notified immediately, in writing from the camp director. Whenever possible, information regarding the communicable disease will be made available to caregiver. Camp directors will consult the Day Care Health Manual for such information.

7. PLAN FOR INFECTIOUS CONTROL

Staff and campers wash their hands with liquid soap which is provided in all bathrooms and hand washing sinks in the kitchen before eating, after toileting, after coming in contact with body fluids and discharge, after handling program animals or equipment, and after cleaning and picking up. Staff washes down tables and counter tops nightly with disinfectant. Hand washing procedures are posted at each hand-washing sink.

Maintenance staff will wash and disinfect bathrooms and drinking fountains daily. Camper's toys and equipment are cleaned thoroughly with bleach solution and left to air dry at least once a month. Toys that are mouthed by young campers are cleaned immediately.

In addition to other measures, the Gladys Allen Brigham Community Center provides disposable gloves for use in the clean up of blood spills. Affected areas are disinfected with bleach solution in DEEC recommended concentrations for blood. Used gloves are thrown away in a lined, covered container. Staff members are accountable for washing their hands thoroughly with soap and water after cleaning up a bloodied area. Bloody clothing is sealed in a plastic container or bag, labeled with the camper's name, and returned to the caregiver at the end of the day.

7b. PLAN FOR MANAGING INFLUENZA SYMPTOMS

As a camper care provider, we must help protect the health and safety of our campers, youth, and staff. To control the spread of influenza, caregiver and staff are asked to follow these recommendations to prevent the spread of influenza at the center:

- Emphasize to campers/youth/caregivers/staff the importance of proper hand washing and cough etiquette.
- Inform caregivers/caregivers that they should assess all family members for symptoms of influenza before sending them to the center (i.e., fever, cough, vomiting, and diarrhea).
- All staff should assess themselves for symptoms of influenza before reporting to work and should stay home if they are symptomatic.
- Students and staff who appear ill with influenza will be promptly isolated and sent home. All such campers/ youth/ staff should stay out of the program/work for at least seven days even if their symptoms resolve sooner. Campers and staff that is still sick after 7 days should continue to stay home from program until at least 24 hours after they have fully recovered.
- If a camper or staff is ill with other symptoms, they should stay home at least one day to observe how the illness develops and until they are completely well for 24 hours. The period of exclusion can be shortened if it is found that the camper/staff is unlikely to have influenza because an alternative diagnosis is made (i.e., strep throat).

In the event of an increase of absenteeism at the center of a classroom due to influenza, the center will begin screening students and staff for visible signs of influenza upon arrival at the program or work. Symptoms will include fever and other symptoms. If the ill camper/staff has a cough, they should wear a mask until leaving the center premises to decrease the spread of the virus.

Campers should be washing their hands regularly with soap and water and using sanitizer only when soap and water washing is not possible such as outside, on walks etc. Hand sanitizer will be placed in all classrooms. Younger campers should wash hands before eating snacks and lunch or returning

from the bathroom. Older campers (school age) should wash hands each time they change program spaces. In the event, soap and water are not available, such as on an outdoors filed trip, sanitizer may be used.

Staff and Staffs will demonstrate proper hand washing and cough etiquette to campers. Posters from the Mass Department of Public Health will be visible in licensable spaces throughout the building.

Increased cleaning routines will be employed when appropriate.

Caregiver will be given up to date health/illness information and tip sheets as they become available, based on the changes to the health information on particular strains of influenza, amendments may need to be made to this policy. These amendments will be given to caregiver/guardians as an addendum to this policy.

7c. PLAN FOR AGENCY CLOSURE DUE TO INFLUENZA LIKE ILLNESS

Please also see our COVID-19 Control plan for more information

As a camper care facility, we need to prepare caregivers/guardians and staff for the possibility of facility closure before a closure needs to be made. Caregivers/guardians should always make a contingency plan should the camp need to close due to illness outbreak.

The center will be closed when:

- Absenteeism is substantially higher than expected for the facility at the particular time of the year.
- Confirmation is made that the absenteeism is due to influenza like illness.
- Indication that the already high absenteeism rate is rising rather than falling.
- Inability to function due to high absenteeism among students and or staff.

A decision to close the facility will be a joint decision between the center administration, local board of health and Massachusetts Department of Public Health (MDPH).

If the facility is closed, all center gathering, events will also be cancelled.

The duration of closing will vary and depend on epidemiological findings in the area. The center will need to confer with the local board of health and MDPH to determine reopening. After re-opening, increases in the prevention of infectious diseases and surveillance methods will need to be employed to avoid a future closure. Caregiver will be given written information regarding further methods of illness prevention and detection.

8. PLAN FOR MEETING THE INDIVIDUAL NEEDS OF MILDLY ILL CAMPERS WHILE IN CARE

If a camper is admitted under the criteria of being mildly ill, the following plan will be implemented:

1. Food and Drink: Light amounts of bland food and small drinks as camper shows the need. If small amounts of food and drink are kept down, more can be eaten.
2. For Rest: A camper may rest on the couch in the back office/infirmery.
3. Play Materials: Quiet toys such as books, music, stuffed toys, and etc.
4. For Comfort: Blanket, pillow, and sheet on camper's mat for camper to rest on.
5. For appropriate indoor activity: Same as 3.

A mildly ill camper is provided with rest and exclusion from uncomfortable activities. Caregivers are provided with full notification of behavior, condition, and progress.

9. PRESCRIPTION AND TOPICAL MEDICATIONS.

A. Prescription Medication

1. Prescription medications must be brought to the center in its original container and include the camper's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization from the physician.
2. The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the camper's physician.
3. The caregiver must fill out the **Authorization for Medication form** before the medication can be administered.

B. Non-prescription Medicines

1. Non-prescription medication, such as Tylenol and Advil, will be given only with the written consent of the camper's physician. The Center will accept a signed statement from the physician listing the medications, the dosage, and criteria for its administration. This statement will be valid one year from the date it was signed.
2. Along with the written consent of the physician, the Center will also need written caregiver authorization. The caregiver must fill out the **Authorization for Medication form**, which allows the Center to administer the non-prescription medicine in accordance with the written order of the physician. This statement will be valid for one year from the date it was signed.
3. The Center will make every attempt to contact the caregiver prior to the camper receiving the non-prescription medication unless the camper needs the medication urgently or when contacting the caregiver will unreasonably delay appropriate care.

C. Topical Ointments and Sprays

1. Topical ointments and sprays such as petroleum jelly, sunscreen, insect spray, etc. will be administered to the camper with written caregiver permission. The signed statement from the caregiver will be valid for one year and include a list of topical non-prescription medications.
2. When topical ointments or sprays are applied to wounds, skin rashes, or broken skin, the Center will follow its written procedures for non-prescription medicines, which includes a written order from the camper's physician which is valid for one year and the Authorization for Medication that is signed by the caregiver.

D. All Medication

1. The first two doses must be administered by the caregiver at home in case of an allergic reaction.
2. All medication must be given to the Camp Director or Assistant directly by the caregiver.
3. All medications will be stored in the main office in a lock box out of the reach of campers. If the medication needs refrigeration, it will be kept in a lock box in the refrigerator.
4. The Camp Director or Assistant will be responsible for the administration of medication. In the absence of the Camp director the director designee will be responsible.
5. The Camp will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin), which will include the camper's name, the time, and date of each administration, the dosage and the name of the staff person administering the medication. This completed record will become a part of the camper's file.
6. All unused medication will be returned to the caregiver.

10. PLAN FOR MEETING SPECIFIC HEALTH CARE NEEDS

Upon admittance to the center, any allergies that the camper may have are listed on the camper's face sheet as well as health history section of the health form. Lists of camper's allergies are then given to each unit leader, as well as the main camp office. Camp concerns list are in their respective first aid kits. Camp Staff will be notified of campers with food allergies and select and prepare foods substitutes for the safety of the campers with allergies.

The names of campers with allergies that may be life threatening (such as bee stings) will be posted in a conspicuous location with specific instructions if an occurrence were to happen. The Camp director will be responsible for making sure the staff receives appropriate training to handle emergency allergic reaction.

Notification to caregivers of any symptoms that might indicate allergy: respiratory, skin, or digestive distress.

No-Nit Policy

The center and camp have a "no-nit policy". This means that campers may not return the program until complete removal of all lice and nits. If staff detect the presence of any lice and or nits then the caregiver will be notified to come and pick-up their camper. In this way, infested campers will not transmit head lice to others.

The National Pediculosis Association recommends the No Nit Policy as the public health standard intended to keep campers lice free, nit free, and in school.

Pediculosis represents one of the most common communicable childhood diseases. By having a No Nit Policy, we encourage each family to do its part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits. Establishing consistent guidelines and educating the public about procedures in advance of outbreaks helps minimize inappropriate responses.

We do support families dealing with this issue. We have information on how to properly treat this issue and will be more than happy to distribute this information upon request or assist with a referral.

This policy has been approved by our health care consultant, Dr. Jones, MD

THREAT OF THUNDER AND LIGHTENING

The following procedure will describe the actions be followed when the threat of thunder or lightning is present.

Thunder occurs because of lightening. If thunder can be heard, then the presence of lightning is actual, even though it may not be immediately observed. According to the National Weather Service, "a thunderstorm is considered as ended when there has been no sounding of thunder or sighting of lightning within 15 minutes and the sky is no longer dark and threatening. Unless there are evident signs of clearing, the storm should be considered as ending".

All campers and staff should be cleared from the water and the surrounding area (pool deck or beach) immediately at the first sounding of thunder or the first sighting of lightening. Because lightening is attracted to the tallest object in the area, patrons and staff should not be allowed to congregate under trees, umbrella, and other tall objects. Everyone should leave the

waterfront/beach area or go indoors at camp in the Unit Cabin, Art Cabin or Main Lodge – Kolomo, until the storm passes.

Campers and staff should not reenter the water or come out of shelter for 15-30 minutes after the last sounding of thunder or the last sighting of lightening. Additionally, campers and staff should not reenter the water unless there are evident signs of clearing and the sky is no longer dark and threatening.

End of Health Care policy, please see our COVID-19 Control Plan for more information regarding precautions and risk reduction measures etc.

PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CAMPER ABUSE OR NEGLECT TO THE DEPARTMENT OF CAMPERS AND FAMILIES AND DEPARTMENT OF EARLY EDUCATION AND CARE

All staff members including staffs, and support staff are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that any staff member of Gladys Allen Brigham Community Center has a reasonable suspicion of the abuse or neglect of a camper he/she must file a report with the Department of Children and Families (DCF).

Department of Children and Families: 413- 236-1800
DEEC: 413- 788-8401

The following procedure will be followed:

1. A staff member who suspects abuse or neglect must document the observations including the camper's name, date, time, camper's injuries, camper's behavior, and any other pertinent information. The lead staff or staff member will discuss this information with the Camp director.
2. The camp director/Program Officer or the staff member, or Agency Counselor will make a verbal report by telephone to DCF. DCF phone number is listed above. This verbal request will be followed by a required written 51A report within 48 hours.
3. The Program Officer or the CEO will be consulted for feedback on the written report before being sent. If both the CEO and the Program Officer are unavailable the Camp director will consult with the Board President.
4. If a staff or staff member feels that an incident should be reported to DCF, and the Camp director/Program Officer disagrees, the staff member may report to DCF on their own.
5. All concerns of suspected abuse and neglect that are reported to DCF would be communicated to the caregivers of said camper by the Camp director unless such a report is determined to not be in the best interests of the camper. This is determined by the Camp director, Program Officer or CEO.

Gladys Allen Brigham Community Center, Inc.
Procedure for Identifying and Reporting Camper Abuse/Neglect while in the care of
the Center

It is the Brigham Center's commitment to protect all campers in care from any abuse or neglect. The following are the procedures for reporting camper abuse/neglect while the camper is in the Center's and or Camp's care.

DCF phone # is (413) 236-1800

DEEC phone # is (413) 788-8401

Any report of suspected abuse or neglect of a camper should be immediately reported to the Camp director and/or Program Officer. The Camp director with support from the Program Officer and/or Agency Case Manager will make a verbal report by telephone to the DCF phone number is listed above regarding all details of the suspected abuse or neglect.

The Program Officer, Camp director or Agency Case Manager will inform the CEO. In the absence of the CEO, the President of the Board of Gladys Allen Brigham Community Center will be informed.

A meeting will be held with the staff member in question to inform him/her of the report with the Camp director and Program Officer.

The staff member in question will be immediately suspended from the program with pay pending the outcome of the DCF and DEEC investigations. Nothing prohibits the Program Officer or CEO from pursuing termination of the employee for cause during any such suspension or during any portion of the investigative process. The Brigham Center reserves the right to have the discretionary option of the staff member being on Administrative Leave without contact with campers depending on the seriousness of the allegations and facts available at the time of the report. The employee may draw on accrued personal holidays or vacation days during a suspension if the Administrative Leave is not an option.

If the report is screened out by DCF, the camp director, with approval from the CEO and Program Officer has the option of having the staff member remain on suspension pending the outcome of the DEEC investigation or allow the staff member to return to her/his duties in the classroom or program room. Approval of this will be based on the seriousness of the allegations and the facts available.

A substantiated report by DCF shall result in immediate suspension without pay or benefits. The center will maintain medical insurance at the employee's expense. If the substantiated report is later found to be unsubstantiated, the employee shall be reinstated with back pay during the period of suspension, not to exceed 60 working days.

The Camp directors and staff will cooperate fully with all investigations.

Caregivers of all campers who might have been involved in a reported incident shall be notified by phone and/or in writing.

Contact with the media during a publicized case of institutional abuse or neglect shall be decided by the President of the Board of Directors and the CEO.

REFERRAL PLAN

In cases where the camper care staff determines that additional social, medical, vision and hearing screening, educational, dental, and mental health services are indicated for a particular camper, the Director, group leader, or both will discuss possible referral options with the camper's caregiver.

The Camp director will determine the staff person designated to carry through the referral process.

Medical concerns affecting the center are referred to the program's medical consultant, Dr. Richard Rosenfeld. Medical concerns are shared with the caregiver so that they may seek the medical attention of their choice.

Information is not shared with another agency without the written permission of the involved caregiver and referrals are documented in the camper's file.

A written consent form is obtained from caregiver before any referral is made. Caregiver are informed of available services, including chapter 766, or early intervention programs. Follow up referrals are made with caregiver permission by contacting agency or service providers. If it is determined that the camper does not need services or is ineligible, the camper's progress is reviewed every three months.

DEPARTMENT OF PUBLIC HEALTH REGULATIONS REGARDING STAFF REQUIREMENTS:

The camp counselor in charge of a unit or group is responsible for their safety. ALL staff at the Gladys Allen Brigham Center's Camp Stevenson-Witawentin must have Criminal Offender Records Information (CORI) and Sex Offender Registry Information (SORI) and other background checks performed before employment begins.

Massachusetts Department of Public Health Camp Regulations State:

430.100: Camp Counselor and Junior Counselor Requirements

- (A) Each counselor in a recreational camp for campers shall:
- (1) have at least four weeks' experience as a participant in structured group camping and/or at least four weeks' experience in a supervisory role with campers; or
 - (2) have satisfactorily completed a camp counselor orientation program prior to the arrival of campers.
- (B) Each junior counselor in a recreational camp for campers shall have satisfactorily completed a junior counselor orientation program prior to the arrival of campers.
- (C) The age of counselors shall be as follows:
- (1) in residential, primitive, sports, travel, trip, and special needs camp:
 - (a) counselors shall have attained 18 years of age or have graduated from high school;
 - (b) junior counselors shall have attained 16 years of age;
 - (2) In a day camp
 - (a) counselors shall have attained 16 years of age;
 - (b) junior counselors shall have attained 15 years of age.
 - (3) All counselors and junior counselors shall be at least three years older than the campers whom they supervise.
- (D) For 105 CMR 430.000, age shall be determined at the start of the camp season.

430.101: Required Ratio of Supervisory Staff or Counselors to Campers

Each recreational camp for campers shall have the following minimum ratio:

- (A) Residential and Day Camp. Residential and day camp shall have at least one supervisory staff person for every ten campers over the age of six. There shall be one supervisory staff person for every five campers age six or under. Junior counselors may be included in meeting up to one half of the camper/staff ratio within each unit, living or general activity group, but only if they have received training and supervision to verify their ability to handle camper groups independently.

430.090: Background Information

(A) The operator shall develop and follow written procedures for the review of the background of each staff person and volunteer.

(B) Each staff person and volunteer shall have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers. The operator shall determine, whether each staff person's and volunteer's conduct, criminal or otherwise, shall disqualify that person from employment or service at the camp. In making this determination, the operator shall consider at a minimum that information required under 105 CMR 430.090(C) and (D).

(C) At a minimum, the operator shall require for each camping season, the following with regard to each staff person:

- (1) Prior work history, including name, address, and phone number of a contact person at each place of employment for the previous five years, and
- (2) Three positive reference checks from individuals not related to the staff person including, but not limited to, previous employers or school administrators. Returning staff persons may use references on record with the camp from the preceding year to satisfy the requirements of 105 CMR 430.090(C)(2). However, if there is a gap in employment with the camp for at least one camp season, new references shall be required.
- (3) Inquiry by the operator into each staff person's prior criminal history. Such inquiry shall include, at a minimum, self-reporting of any felony conviction and a criminal history inquiry as indicated:
 - (a) The operator shall obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board for all prospective staff. International staff entering the country pursuant to a visa and who have not previously been in the United States are exempt.
 - (b) In accordance with M.G.L. c. 6, § 172G, operators shall obtain a CORI/Juvenile Report from the Massachusetts Criminal History Systems Board for all prospective staff.
 - (c) For prospective staff, whose permanent residence is not Massachusetts (out of state and international), the operator, where practicable, shall also obtain from the applicant's state criminal information system, local chief of police, or other local authority with access to relevant information, a criminal record check or its recognized equivalent.
 - (d) If there is no interruption in the staff person's employment by the camp/organization from the time of the initial background check, no new criminal or sex offender history is required for each camping season. This applies only to permanent employees of the same camp/organization. Any break in employment service requires a new criminal history and sex offender inquiry for the staff person.

(D) At a minimum, the operator shall require for each camping season the following with regard to each volunteer:

- (1) Prior work or volunteer history, including name, address, and phone number of a contact person at each place of employment or volunteer service for the previous five years.
- (2) A sex offender registry information check from the Massachusetts Sex Offenders Registry Board.
- (3) In accordance with M.G.L. c. 6, § 172G, operators shall obtain a CORI/Juvenile Report from the Massachusetts Criminal History Systems Board.

(E) The operator shall maintain written documentation verifying the background and character of each staff person and volunteer for three years, or as required by M.G.L. c. 149, § 52C, if applicable.

(F) No person shall be employed or allowed to volunteer at a recreational camp for campers until such time as the operator is in receipt of, reviews and makes a determination with regard to all background information required pursuant to 105 CMR 430.090(C) and (D).

430.091: Staff Orientation

The operator shall provide orientation for all staff and volunteers. The operator shall

describe, in writing, the camp's plan for orientation that shall include at a minimum, but not be limited to, the camp's philosophy, organization, policies and procedures. The operator shall not assign any person to be responsible for a group of campers nor utilize any staff or volunteer to supervise others until such person has received the minimum orientation described in 105 CMR 430.090.

SAFETY OF CAMPERS:

When a caregiver brings a camper to the camp, s/he must tell staff that the camper is present and write the time of arrival on the attendance log. The same procedure is required at the end of the day.

Campers receive eyes-on supervision at all times. No camper is left unsupervised.

For an emergency situation, medical phone numbers and medical procedures posted on site and kept in a binder with program materials. A first aid kit is available, and all staff members are trained in American Red Cross First Aid and Infant/Camper CPR within six months of hire.

A fire drill is conducted twice during the season at varying times and circumstances. Documentation of the evacuation drill and narrative notes that include the date, time and effectiveness of each drill are kept on file in the camp office. Fire and evacuation procedures are posted in each area used by members with a diagram of primary and secondary evacuation routes.

Any vehicle that is owned, leased, or hired by the center for transporting campers will be licensed and operated in accordance with the law, including vehicle lighting requirements and camper restraint systems requirements.

The Gladys Allen Brigham Community Center's main building is equipped with a security system. Upon enrollment caregivers will be given an access code number. This number accesses a specific wing only. In the event of a fire, all doors are automatically unlocked and remain unlocked until the fire alarm is no longer sounding. The system remains in effect during an electrical outage.

STAFF ABSENCE AND EMERGENCY PROCEDURE

There is a plan to provide adequate staff coverage:

- a. when regular personnel are absent; and
- b. in case of emergency.

Interpretation: Examples of ways to demonstrate implementation of this standard include, but are not limited to:

- A camper or youth in need of medical care is always accompanied by a staff member;
- During such emergencies, a suitable number of adults are on hand to remain with the other campers and youth;
- If a staff member becomes ill during the program time, there are still enough personnel to care for campers and youth;
- If one staff member is sufficient to meet the required ratios of personnel to campers and youth, a second adult is on hand to assist incase emergencies occur;
- The program keeps an up-to-date list of adults who are qualified to serve as substitutes;
- The responsibilities and procedures for substitutes are defined and carried out; and
- Substitutes are evaluated by personnel and directors.

OFFSITE FIELD TRIPS

The use of offsite field trips can be a fun and educational way to enhance the out of school time program. To ensure a safe and productive field trip the following guidelines will be followed.

1. The field trips and length of the field trips will be age appropriate and planned with the interests and abilities of the campers participating. Sufficient breaks will be taken to meet camper's personal needs.

2. Campers will be informed of the purpose of the field trip.
3. Caregivers will be informed of field trips one week prior unless it is to the library, Berkshire Museum, Common Park- as these are regularly frequented program components.
4. Staff must ensure that a sanitary water supply (jugs of water and cups or individual bottles/Containers of water) are provided to campers.
5. Adequate sanitary facilities will be available for the campers at the site of the field trip.
6. Other necessary items will be taken, sunscreen, wipes, etc.
7. A buddy system will be in place for campers on field trips.
8. The staff to camper ratio will be at least 10-1. A group list will be taken with the group; attendance will be taken using the list before, during and after the field trip.
9. First aid kits will be taken.
10. Staff will ensure there is an adequate fall zone before campers play on any playground equipment. Campers may not use playground equipment without an adequate fall zone.
11. Campers will have the name of the program and program number on them at all times.
12. The emergency contacts names and phone number binders will be taken.
13. The outside park field trips will take place to the local Common Park only unless van or bus transportation provided to other city parks. Occasionally other parks such as Clapp or Springside may be visited.
14. Transportation will be provided for trips longer than one-mile walking distance.
15. The outside walking activities will not take place at temps over 85 and under 45 Fahrenheit.
16. Staff will be sure that campers have weather appropriate clothing before going offsite. If a camper is dressed too warmly or not warmly enough, the caregiver can be called to bring appropriate attire. If this is not possible due to program time frame, then the camper may stay at the center with staff to ensure their health and safety.
17. Staff will bring two-way radios and/or cell phones to call back to main center in the event of an emergency, illness.
18. In addition, a field trip checklist will be completed by the accompanying staff and left with the main office.
19. After the field trip (other than to local parks for recreation), an activity will take place to link activity to learning.

Bussing Information for Camp Stevenson-Witawentin

BUS STOPS - MORNING PICK-UP TIMES*

STOP #	WHERE	AM PICK-UP TIME
#1	Brigham Center	7:30am
#2	Herberg Middle School	7:40
#3	Williams School	7:50
#4	Allendale School	7:55
#5	Morningside School	8:00
#6	Crosby School	8:10
#7	Capeless School	8:20
	CAMP STEVENSON-WITAWENTIN	8:30

The bus leaves the Brigham Center promptly at 7:30am.

BUS STOPS - AFTERNOON DROP-OFF TIMES*

STOP #	WHERE	AM PICK-UP TIME
#1	Brigham Center	5:00pm
#2	Herberg Middle School	4:55
#3	Williams School	4:45
#4	Allendale School	4:35
#5	Morningside School	4:30
#6	Crosby School	4:20
#7	Capeless School	4:10
	CAMP STEVENSON-WITAWENTIN	4:00

The bus arrives back to the center between 4:45-5:00pm.

**Bus times are at best a guide - PLEASE allow 10-15 minutes on either end as exact timing can be difficult.*

The hours of camp are 8:30am-4:00pm. If the camper is being dropped off or picked-up directly at camp they cannot be dropped off before 8:20am and must be picked-up no later than 4:00pm.

Camp Stevenson-Witawentin is located at 600 Churchill Street, Pittsfield.
West Street to Churchill Street.



MASSACHUSETTS PUBLIC HEALTH FACT SHEET

Meningococcal Disease and Camp Attendees: Commonly Asked Questions***What is meningococcal disease?***

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the “meninges”) that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes.

How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person’s saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils, or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is most at risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

Are camp attendees at increased risk for meningococcal disease?

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

Should my child or adolescent receive meningococcal vaccine?

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child’s healthcare provider.

How can I protect my child or adolescent from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene, and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty).
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they do not have a tissue, cough, or sneeze into their upper sleeve.
3. not share food, drinks or eating utensils with other people, especially if they are ill.

4. contact their healthcare provider immediately if they have symptoms of meningitis.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at www.mass.gov/dph.

Legend of the White Deer – Princess Witawentin

Over 2,500 moons ago, Princess Witawentin from among the first Americans, ran free with white-tailed deer. She was allowed to hunt, choosing to bring home many fish to her large family.

She was called Running Deer. Her father, Chief Onota was gentle and firm. Her mother, Silver Sun, was brave and kind. Her younger brother, White Tooth, was protective and generous.

Settlers came; they were not evil but brought death.

Only Princess Witawentin survived by becoming the last white deer. She lives in the Camp Stevenson Witawentin Forest. She survives as a friend to the forest animals. This is her home. She will not leave. To this day, she watches over Camp Stevenson-Witawentin, protecting campers and coming out once a year to share her spirit with you.

Princess Witawentin only visits once a year in her human form. She comes when camp is completely quiet. As other deer, Princess Witawentin is afraid of loud jarring noises. To come, she must feel your trust and caring for her through your peaceful hearts and quiet spirits.

Because Princess Witawentin is a deer, she does not speak in words. Rather she speaks through her eyes. Every year, she returns to Camp Stevenson-Witawentin to pass along her passion, bravery, kindness, fortitude, caring, strength, sensitivity, and love to you. She passes her spirit to each of you through eye contact. When she calls you up, go quietly. It is important to hold her gaze with yours until she releases a small bag of corn into your hand. In this way, you receive the gifts she brings to share.

Once you have shared the quiet moment with Princess Witawentin, and once you have received the gifts, she passes along to you, you will always have her spirit.

After this day, remember the following:

- ❖ To appreciate the gifts you have been given,
- ❖ To respect people who are different from you,
- ❖ To respect tradition and peace,
- ❖ To believe in yourself,
- ❖ To know that you have strength to be whoever you want to be and to achieve whatever you want to achieve.
- ❖ And, most of all, remember that you now have *the spirit of the white deer*.

Legend of the White Deer_Witawentin/CSW/Program Materials

Thank you for taking the time to read the Camp Stevenson-Witawentin Parent/Caregiver Handbook!☺ If you have any questions, please see the Camp Director. She will be more than happy to help you.

Thank You!!

Please return this page for your camper's file.

I have received the Camp Stevenson Witawentin Parent/Caregiver Handbook 2021 and the COVID-19 Control Plan.

Signature of Caregiver

Date

Camper's Name



DAILY CAMP SCHEDULE

4 group schedule, modified 2021







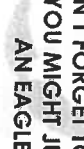
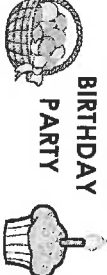





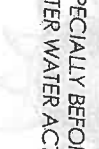
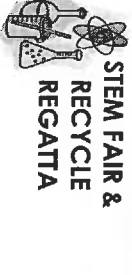
Time	8:35-9:15	9:15-9:25	9:30-10:25	10:30-11:25	11:30-12:25	12:30-1:30	1:35-2:30	2:35-3:30	3:30-3:50	3:50-4:00	4:00
UNIT 1 5-6	W E L C O M E		ARTS & CRAFTS/ DRAMA	NATURE	UNITS OWN	L U N C H	SWIM SKILLS (M-F) <i>Unit 1 does not go boating</i>	SPORTS	C A M P / U N I T C L E A N - U P	C L O S I N G	D E E P A R T
UNIT 2 7-8	A R R I V A L / B R E A K F A S T		SPORTS	ARTS & CRAFTS/ DRAMA	NATURE		UNITS OWN	SWIM SKILLS (T/TH/F) BOATING (M/W)			
UNIT 3 9-10			SWIM SKILLS (T/TH/F) BOATING (M/W)	SPORTS	ARTS & CRAFTS/ DRAMA	NATURE	UNITS OWN	UNITS OWN			
UNIT 4 11-13			UNITS OWN	SWIM SKILLS (T/TH/F) BOATING (M/W)	SPORTS	ARTS & CRAFTS/ DRAMA	NATURE	NATURE			

****Every Tuesday and Thursday the boys from the center come to camp from 10am-3pm. They will be doing their own structured activities with their own staff. They swim from 11:30-12:25 on Tuesdays and Thursdays, no units have swim scheduled at this time, and they eat lunch from 12:30-1:30 sitting behind the Kolomo (breakfast area). They use Cabin 6 as a base/changing room.**

CAMP JULY 2021



Camp Berkeley-Walshville

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>JULY 4 HAPPY 4th of July </p>	<p>JUNE 28 <u>SESSION 1</u> WELCOME</p>	<p>JUNE 29 Spirit Day: RED, WHITE & BLUE DAY </p>	<p>JUNE 30 Camp... Where strangers become friends and friendships last forever.</p>	<p>JULY 1 <u>This Week's Unit's Own Topic:</u> What is your favorite thing about or subject in school? What are you looking forward to most at camp this summer?</p>	<p>JULY 2 ICE CREAM SOCIAL & BINGO PARTY </p>	<p>JULY 3</p>
<p>JULY 5 ALL BRIGHAM CENTER & CAMP PROGRAMS CLOSED</p>	<p>JUNE 29 <u>SESSION 2 - WATER</u> Spirit Day: ALL ONE COLOR DAY </p>	<p>JULY 7 <u>BE KIND</u> WHENEVER POSSIBLE. IT IS ALWAYS POSSIBLE! -Dell Lamm</p>	<p>JULY 8 <u>This Week's Unit's Own Topic:</u> If you were stranded on an island what 3 things would you want with you and why? What is your idea of a perfect vacation?</p>	<p>JULY 9 LUAU BEACH PARTY </p>	<p>JULY 10</p>	
<p>JULY 11 <u>SESSION 3</u> CELEBRATIONS</p>	<p>JULY 12 <u>SESSION 4</u> SPORTS DAY Spirit Day: CRAZY, HAT, HAIR & SUNGLASSES DAY </p>	<p>JULY 14 DON'T FORGET TO LOOK UP! YOU MIGHT JUST SPOT AN EAGLE! </p>	<p>JULY 15 <u>This Week's Unit's Own Topic:</u> What do you think came first, the chicken or the egg and why? If you could be an animal what would you be and why?</p>	<p>JULY 16 EGG HUNT & BIRTHDAY PARTY </p>	<p>JULY 17</p>	
<p>JULY 18 <u>SESSION 4</u> SPORTS DAY Spirit Day: SPORTS TEAM DAY </p>	<p>JULY 19 <u>SESSION 5</u> STEM Spirit Day: RECYCLED MATERIALS ATTIRE (design something to wear out of recycled materials/plastic shopping bags like a necktie, hat or skirt, etc.) </p>	<p>JULY 21 <u>REMEMBER TO DRINK PLENTY OF WATER!</u> </p>	<p>JULY 22 <u>This Week's Unit's Own Topic:</u> Who is a role model for you or someone that inspires you or that you admire? What is it about them that you like?</p>	<p>JULY 23 SUMMER CAMP OLYMPICS </p>	<p>JULY 24</p>	
<p>JULY 27 <u>SESSION 5</u> STEM Spirit Day: RECYCLED MATERIALS ATTIRE (design something to wear out of recycled materials/plastic shopping bags like a necktie, hat or skirt, etc.) </p>	<p>JULY 28 <u>APPLY SUNSCREEN OFTEN!</u> ESPECIALLY BEFORE AND AFTER WATER ACTIVITIES! </p>	<p>JULY 29 <u>This Week's Unit's Own Topic:</u> If you could invent something what would it be and why? What is your idea of the perfect dream job/career? What can you do to make that dream come true?</p>	<p>JULY 30 STEM FAIR & RECYCLE REGATTA </p>	<p>JULY 31</p>		

CAMP AUGUST 2021



Camp's Survival-Wisdom

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						31
1	2 SESSION 6 CULTURES & TRADITIONS	3 Spirit Day: DECADE DAY <small>(Pick a decade 50's 60's 70's 80's etc. and dress your best decade style)</small> 	4 IS CAMP CLEAN ENOUGH AND HAVE WE BEEN KIND ENOUGH TO EACH OTHER TO SEE THE PRINCESS AT THE END OF CAMP? THERE IS STILL TIME	5 This Week's Unit's Own Topic: What is your favorite family holiday tradition? If you could create a holiday, what would it celebrate and what would it be called?	6 CAMP HALLOWEEN 	7
8	9 SESSION 7 CREATING COMMUNITY	10 Spirit Day: PAJAMA DAY 	11 FIELD DAY Fun & Games 	12 This Week's Unit's Own Topic: What would you like to change about your neighborhood or community and what can you do to make that happen?	13 CAMP CARNIVAL 	14
15	16 SESSION 8 TALENT/CLOSING	17 Spirit Day: TWINNS DAY <small>(Find a buddy and dress the same)</small> 	18 Will we see the Princess today? 	19 This Week's Unit's Own Topic: If you could have any talent or superpower, what would you have and why?	20 TALENT SHOW & CLOSING CEREMONIES 	21
22	23	24	25 You can leave camp, but camp never leaves you! SEE YOU NEXT SUMMER!	26	27	28
29	30	31				

