



[www.allmasscamps.org](http://www.allmasscamps.org)

All Mass Camps- Lisa Gillis, Day Camp Director  
40 Brunswick Street  
Lowell, MA 01852  
[agillis@allmasscamps.org](mailto:agillis@allmasscamps.org)  
781-484-2101

## ALL MASS CAMPS' PARENT HANDBOOK 2022: DAY CAMP

This Parent Handbook is shared annually with parents to provide info on schedules, what to bring, behavior expectations, etc.

Day Camp takes place at DCR's property Camp Nihan, located at 131 Walnut Street Saugus, MA 01906

Check out more details and most recent updates at [www.allmasscamps.org](http://www.allmasscamps.org)

*This camp must comply with regulations of the MDPH & be licensed by Saugus Board of Health. (105 CMR 430.190(C))*

Our Day Camp offers a variety of activities including swimming, kayaking, fishing, nature walks, recreational games, sports, and crafts. Dress for the weather, as we will play, swim, etc. outside even in the rain, except when stormy (we do have cabin space for stormy weather). This program runs Monday through Friday, 8:00am to 4:00pm for Boys & Girls, ages 8-13; half day program runs 8am-12pm. We also offer a Counselor-in-Training program for 14 and 15 year olds. Junior Counselors are age 16 & 17; Adult Counselors are ages 18 & up, 17 if recent high school graduate. Our team of staff includes camper alums, local teachers and college students, and certified lifeguards whose goal is to offer campers an enriching summer full of new friendships and new adventures.

All Mass Camps' Mission: Provide youth with enriching sports and outdoor recreational experiences, giving children and teens a chance to learn new skills, develop confidence in sports and the outdoors, make new friends, and appreciate all the summer and out-of-school time has to offer.

Campers are always encouraged to wash hands throughout the day- especially before eating, after using rest room, after playing in the outdoors. We still need campers to bring their own refillable/reusable water bottle. Be sure to encourage your child to advocate for themselves if they need anything from staff, such as water, hand sanitizer, other safety needs or concerns.

All Mass Camps' operations are designed to follow CDC, state, and local regulations, but these may change as: These regulatory groups suggest or order new rules; our staff recognize we need to make adjustments to continually improve safety; or other factors tell us we need to make different decisions around safety, program design, operational routines, etc. Staff and parents are welcome to make suggestions any time

### WHAT TO PACK FOR THE DAY:

- A water bottle with the camper's name on it is required. There will be water available at camp at all times. Water bottles can be refilled under direction by staff to reduce risk of infection.
- Bring your own Lunch! and snacks for our busy day outside. We ask NO NUTS be brought to camp. We also ask that you think about the environment: Reusable sandwich and snack containers are great! We introduce Leave No Trace and try to keep trash at a minimum. **ALL CAMPERS TO BRING TRASH BACK HOME WITH THEM.**
- **NO SHARING OF FOOD:** Still a best practice to keep everyone healthy
- Backpack to carry belongings: Please be sure that all of your child's needs can stay in one backpack, as staff will have to monitor any items that are not with the camper or held at the camper's home base (the location that camper starts and ends their day). Lost & Found items will be removed from camp at the end of the week UNLESS THEY ARE MARKED WITH CAMPER'S NAME.
- Sunblock (SPF 50 or higher): For full day campers, we will remind campers to put sunblock 1x on in the morning and 1x again in afternoon. Staff (wearing mask) will help campers (wearing mask) if parent signs permission form to do so, but parents are encouraged to teach campers to put sunblock on themselves with direction; staff will also help direct.
- Hat for sun protection is highly recommended
- Sneakers or appropriate footwear (toes and heels covered except when at beach). Please note: If camper wears open-toed sandals, flip flops, etc., they will miss out on a number of activities, as we want to prevent toe and foot injuries. See more below.
- Change of clothes and swim wear- we swim every day, rain or shine...except in stormy weather. We use changing tents to change.

- **Tick checks:** We will remind campers to do regularly and ask that you also do daily at home. The State of Mass. recommends campers bring bug spray with 10-15% DEET to protect from ticks. Staff (wearing mask) will help campers (wearing mask) if parent signs permission form to do so, but parents are encouraged to teach campers to put bug spray on themselves with direction; staff will also help direct.

**NOTE:** Sandals and flipflops are not allowed for ANY of our activities except when swimming, as our campers are active throughout the day. They are allowed on the beach but NOT in activities such as hiking, outdoor games, sports. Sneakers are the best way to prevent foot and toe injuries.

Please leave valuables, electronic devices (cell phones, videogames, Ipods, etc.) and other unnecessary or inappropriate items at home when possible. We aim to be a tech free camp. AMC is not responsible for any lost, damaged items. In today's world, many campers will have their own phone but it is not needed at camp. Staff do their best to discourage using phones and not allow them to use phones except if they ask for permission to call home. Camp staff have phones that campers can use to call home as well.

**CITs:** Counselor-in-Training are leaders who assist as role models and helping prepare areas for camp by setting up games, helping clean up activities, etc. CITs are 14 or 15 year olds, and are considered campers in terms of registration, application, policies, etc. CITs need to follow same expectations as campers. Additional CIT info available upon request.

**MORNING DROP OFF:** All Mass Camps runs a "rolling" Drop Off and Pick Up. We meet in the first parking lot of Camp Nihan, which is the first large blacktop space after the entry driveway. We will run check in from 7:45am-8:15am, so that there is space for all cars to safely drop off and pick up. For the safety of all, please drive 5mph and wait in the parking lot LINE of cars for pick up and drop off. Do not leave until your child has been checked in with staff.

As campers are cleared for entry to camp, they will placed with their group and wait for group dismissal.

If you will be later than 8:15am, please PARK IN THAT LOT (do not drive past the small first Ranger Cabin), and walk your child to intersection just before the picnic tables inside the camp (continue to follow the same blacktop road, about 100 yards) to check in with staff. PLEASE DO NOT WALK PAST THE FIRST INTERSECTION IN THE ROAD/THE FORK IN THE ROAD. Wait there for staff to check in your child and place them with their group.

Please be extra careful as we may start a game in the parking lot at that time. Please let us know if your child will be arriving later than 9:00am, as we will begin to reach out to families to ensure child is safe/on the way.

And same goes if your child needs to leave early (before 3:30pm): PARK IN THAT LOT (do not drive past the Ranger Cabin), and walk to intersection just before the picnic tables inside the camp (continue to follow the same blacktop road, about 100 yards) to check in with staff. PLEASE DO NOT WALK PAST THE FIRST INTERSECTION IN THE ROAD/THE FORK IN THE ROAD. Wait there for staff to check in with you and find your child to dismiss them from their group. Be aware that we also dismiss half day campers at 12noon. See dismissal procedures for more info. If your child is leaving early, and you have given us an approximate time for pick up, we will do our best to have them wait in the picnic table area a few minutes before that time. Please dismiss your child with a staff person in the picnic table area.

***During "rolling" Drop Off and Pick Up, do not park on the small bridge near the parking lot. The road narrows there and we need to ensure that State and Emergency vehicles can fit through at all times. It also makes space for passing cars.***

**AFTERNOON PICK UP:** Only the people who are listed on the Camp Application will be able to pick up your child. If you need to add people to this list, please put in writing (note or email) and give to Camp Director or pick up/dismissal team staff. No campers are allowed to walk home unless a) Parent has given written permission, and b) child is ages 10 & up. For all others, meet again in parking lot for "rolling" Pick Up. Please stay in vehicle and we will bring child to you for dismissal. For the safety of all, please drive 5mph. For those attending half day, we will arrive at parking lot around 12:00pm. For full day campers: Campers will be at their "home base" by 3:30pm to gather their belongings, clean up, and wait to be called to parking lot. They will be allowed to play games with their Team in that home base area. Some staff will be at the parking lot with radios to call back to groups for dismissal as you arrive. At 4:00pm, remaining campers will head to the road next to the parking lot. Check out continues until 4:15pm. Again, this window of time for dismissal is so that there is space for all cars to safely drop off and pick up. Please do not park in this lot any time after 3:30pm; you are welcome to park in lot and walk down to the picnic table area any time before 3:30pm, just be sure to wait at that fork in the road until staff come to you. Staff will radio to your child's Team and send your child to meet you. If you do pick up early, we will do our best to have your child meet at the picnic table area as quickly as possible, but please patient as we are also trying to ensure a safe, fun, enriching experience for all.

Please note: Camp check in begins at 7:45am. Please do not leave your child unsupervised before this time. Camp is not responsible for your child until you check him or her in. We will continue Pick Up at end of day until 4:15pm. If there is a situation in which you will be later than that time, please contact camp to determine next steps. We will also try to contact you at that time if you are late; if unable to contact you, emergency contacts will be called, and if unavailable, emergency services may be called. Campers who are picked up late consistently may not be able to continue in the program. In the event an unregistered child arrives at camp, all attempts will be made to contact the child's parent or guardian. Unregistered children will not be allowed to participate in camp activities. Emergency services may be called if unable to reach parents.

### **HEALTH & MEDICATION POLICIES**

Your child will enjoy the activities most when he or she is taking care of his or her health, which includes drinking plenty of water, eating well, and getting a good night's rest. A current physical (within past 18 months) and a copy of up to date immunizations are needed to ensure that the child's physician has approved participation. Be sure to highlight any FOOD ALLERGIES or other potential health problems at camp. If you have any concerns about your child's health prior to or during camp, please contact the Camp Director. Our staff will always contact a parent about any health situations; if a parent is unavailable, then we will contact the adults listed as emergency contacts on the child's application. Please keep those contacts current and be sure that you and/or those emergency contacts are available during your child's stay.

All Mass Camps reserves the right not to admit a person showing signs or symptoms of any communicable disease or viral infection.

2022 Health Care Supervisors on site at this time: Allan Gillis (EMT) and Lisa Gillis (FA/CPR/LG)

Care of Mildly Ill Campers: Campers with colds/cold or flu symptoms, with a fever, or with COVID-19 symptoms may not be permitted to attend camp. Campers who are mildly ill or become mildly ill will BE REMOVED FROM GROUP/TEAM to determine next steps. Parent will be contacted. Campers who show COVID-19 symptoms or have a fever of while at camp will be removed from the rest of campers to await pick up by parent.

Administration of medication: Before any medication is administered at camp, the following conditions must be met. These requirements are also mandatory for self-medicating campers (Epipen, Inhaler)

- Parent Authorization Form: A signed authorization from the parent to give medication while at camp
- Licensed Provider Medication Order: A signed medication order from camper's licensed prescriber (one for each medication)
- If child is allowed to keep medication (only acceptable for Epipen or inhaler or diabetic/insulin needs), both the Provider and the Parent need to sign this on the Medication form. Otherwise, staff will store medications in proper location.
- Additional requirements need to be met by Camp, including training and approval by Health Care Consultant. This may include parent assigning family member (adult) to administer meds or AMC staff transporting camper to approved medical facility for medication distribution.
- All medications must be in their original container, with child's name and medication's name on it.

Storage of Medication: Emergency medications, Epi-Pen® or inhaler, if not kept on self (camper), must be stored in a secure location that is accessible in case of emergency. All other medications must be in a securely locked cabinet or in locked refrigerator. More info on Medication Administration available in AMC Policies that are part of the Town of Saugus permit requirements.

If a diabetic child requires his/her blood sugar to be monitored, or requires insulin injections, and the parent or guardian and the camp Health Care Consultant give written approval, the camper, who is capable, may be allowed to self-monitor and/or self-inject him/herself. Blood monitoring activities and self-injection must take place in the presence of the Health Care Supervisor.

In case of Medical Emergency: In the event a medical emergency arises, staff will ensure the safety of all campers while First Aid/CPR certified camp staff and Health Care Supervisor(s) manage the situation. In all cases, parents will be notified as soon as possible.

Please review the Meningococcal Disease & Immunization provided by the State of MA. Dept. of Health. More info at <https://www.mass.gov/service-details/meningococcal-disease>.

ALLERGIES- NUTS, PEANUTS: All Mass Camps will not serve any nut nor peanut products. However, we cannot ensure that all campers do not have nut products. We do ask families not to bring any peanut or tree nut products to camp. We call our program NUT-AWARE, as we will ask all campers to keep all nut or unknown products away from our picnic tables and to be aware of what they are eating and who they are eating with. If you have any concerns about nut or any other food or environmental allergies, please contact the camp to determine best safety strategies.

## TYPICAL DRAFT DAILY SCHEDULE

7:45am-8:15am	Check in, campers report with their group leader to their home base
8:00am-8:30am	Team travels to HOME BASE
8:30am-9:30am	Period 1
9:30am-10:30am	Period 2
10:30am-11:30am	Period 3
11:30am	Lunch takes place at HOME BASE
<i>(12:00pm Half Day Campers are dismissed)</i>	
12:00pm-1:00pm	Period 4
1:00pm- 2:00pm	Period 5
2:00pm-3:00pm	Period 6
3:00pm	Prepare for Dismissal at HOME BASE
3:30pm-4:15pm	Dismissal

Each Period, 1-4 TEAMS will participate in activities in one of three areas: Waterfront, Picnic Table, and Top Field.

- Waterfront Activities: swimming, fishing, kayaking, table games, lawn games, beach games, crafts take place in all waterfront program area
- Picnic Table Area Activities (there are 2 program areas in Picnic Table area): board games, field games, tournaments, recreational games, crafts, nature walks, hikes, educational games, and more take place in 2 picnic table areas
- Top Field Activities (there are 2 program areas at up top): large group games, basketball, field games, sports/lead up sports (street hockey, whiffleball, mini-lacrosse), table games, and more take place in both areas up top
- Additional program space: We'll also travel around DCR property for nature walks and hikes, which may include the field on Walnut St, as well as hikes to Eagle Rock and Breakheart Res., and Cedar Glen golf course on Water St.  
At the end of the Period, each group travels to the next area, where there will be variety of activities to choose from.

Thursday is our special event day! Watch the bulletin board for themed activities, including what colors to wear or how to dress for the event. Program adjustments will be made to continue social distancing, especially between Teams. We do not plan on serving any snacks at special events this year, unless they can be served in original packaging for each individual camper.

If you or your child have any concerns or questions in regards to schedule, specific activities, dietary needs, or program expectations, please see the camp staff as soon as possible.

**RAINY DAYS:** We do our best to stay outside on rainy and cooler days, so please dress for the weather. If your child does not want to participate on days like this, we do understand, but please encourage them to join us for fun outside activities, such as swimming, fishing, hiking, playing games, other outside adventures. If the weather turns stormy, DCR provides us with three cabins, which we'll rotate throughout the day if we are unable to stay outside. In more severe weather, we may end up staying the same cabin for a longer time; we'll only go outside when it is safe (no thunder or lightening for 30+ minutes). If your child will not be attending camp due to the weather forecast, please contact All Mass Camps via email, text, or phone message, so we do not assume your child is sick. If we do have to go inside cabins, each Team will be assigned one cabin, and may travel to another cabin every hour.

FYI: The cabins do not have toilets, so we use port-a-potties, located at several different program areas. We change for swim/after swim using changing tents in each Team's Home Base. **It is helpful if your child is wearing their bathing suit when they arrive, so they can head right to the waterfront for their group's first swim.** Additional handwashing stations will be placed around camp. Campers will be reminded to wash hands after using bathroom.

Behavior Expectations: Three rules of camp are: BE SAFE- Make decisions that keep yourself and others safe. This includes staying with group, playing/swimming with a buddy, sharing with staff anything or anyone that makes you feel unsafe, supporting each other, using equipment properly, drinking water, using sunblock, etc. BE RESPECTFUL- take care of your own property and yourself, do not use others property without permission, respect the camp property, take care of our supplies and equipment, show respect for staff and camp rules, be thoughtful of others feelings and differences, dress appropriately, etc. BE NICE- be friendly, invite others to join in the game, help out new campers, be supportive of younger members or those that need help, be welcoming, be inclusive. (More specific examples of this are reviewed on first day of camp during orientation in each program area space.)

If your child is having behavior challenges, our staff's typical approach is several tries to redirect, then give a short break (time out), then meet with Camp Leadership, which is typically when we will involve parent; if behavior continues, camper may need to take a break from program area, or take time away from camp.

If a child has made camp unsafe for himself or others, this may not be an appropriate program; the Camp Director will discuss with parent and staff to determine next steps. If there is an immediate unsafe situation, parent may need to pick up child immediately. This would include, but not limited to, bullying, stealing, violent incidents, destruction of property, possession of/use of weapons or drugs, etc. This may also lead to termination from camp.

**Other General Camp/Policy Info:**

Below are AMC Policies for your information. If you need additional information, parents have the right to review AMC Policies for background checks, health care, discipline policies, and grievance procedures upon request.

**Background checks:** Background checks, including CORI and SORI are completed for ALL staff and volunteers. No person is allowed to work until all the required background checks have been performed and the Director has been notified of the staff's clearance to work with children.

**Staff Training:** All staff will attend orientation and receive training prior to camp start. The training will include review of the camp mission, positive behavior management, and group management. The staff will be trained on all emergency procedures and medical policies. Each member of Camp Leadership will have certification in CPR/FA; additional support staff will also have CPR/FA. Staff will be trained on Recognizing/Preventing and Reporting Abuse and Neglect. All staff are considered mandated reporters in the event that abuse and/or neglect is suspected. Aquatics Staff will hold additional certifications as lifeguards and CPR/FA for the professional rescuer.

**.190(D) "Parents have the right to review policies for background checks, health care, discipline policies, and grievance procedures upon request."**

**Sunblock Policy:** All Mass Camps strongly urges parents to pack sunblock (SPF 50+) for your child daily. We recommend that sunblock is put on in the morning before camper arrives, as we will begin outdoor and waterfront activities at camp start. We will remind campers to put sunblock on again during each waterfront period, as well as at least once in morning and again at lunch. We will also post reminders throughout camp about the important of sunblock, and share educational information about making health decisions while being outdoors. Is your child able to put sunblock on him or herself? If not, or if you prefer that staff assist, please sign off on Permission for AMC staff to help child put sunblock on throughout the day.

**Bug Spray Policy:** A similar permission is needed for Bug Spray. The camp has not had too many problems with mosquitoes, ticks, bees, etc. but we still recommend bug spray that deters ticks, as Lyme Disease is on the rise in Massachusetts. We will remind campers about bug spray when we go on a nature walk or hike, as well as when they will be participating in activities in any woods, fields, or grassy areas.

**Grievances:** The Camp Director will immediately investigate all complaints/grievances and will take all steps necessary to remedy the situation. Grievances will be discussed with camp counselors and necessary steps taken to continue camper safety.

**Refund Policy:** Full refunds are available through April 1st; partial refunds, minus the \$50 deposit, are returned if cancelled by June 1st. This allows the camp the time to ensure that we can offer spots to campers on the waitlist, as well as meet staff ratio and safety needs and trainings in a timely manner. Thank you for your understanding of this policy.

Please contact AMC with any questions or concerns.

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