



# **Friendly House Summer Camp**

## **Parent Manual**

2021

**Mandatory Parent Orientation  
June 9<sup>th</sup> at 6:00pm**

Summer 2021

Dear Parent/Guardian,

We welcome you to the day camp program at Friendly House, Inc. This Parent Manual is designed to provide you with useful information about our day camp program. It is intended to be a resource for you during the parent orientation and for the balance of the day camp season.

This Parent Orientation has been carefully planned to ensure that families receive the information needed to feel comfortable that their child is safe and having a good time while at Friendly House Summer Camp. Please read this guide so that you will have a complete understanding of our day camp program.

Friendly House recruits mature and capable staff to work in our programs. We count on each of them to be a role model to our campers and to teach them values of social responsibility and personal accountability.

Day camp can be a memorable experience for a child and Friendly House is committed to providing your child with a fun, interesting, educational and safe summer. If there is anything that we can do to make your child's summer more enjoyable please do not hesitate to contact our camp staff.

We look forward to a great summer!

Sincerely,

Danielle Delgado  
Director of Child, Youth, & Family Programs

## **MISSION STATEMENT**

**Friendly House is a community service organization funded “for the educational, social and family betterment of residents of the City of Worcester.” Working with entire families both nuclear and extended, Friendly House provides a continuum of comprehensive coordinated neighborhood basic services and is an integrating force for the families and the neighborhood(s) it has served for over 90 years.**

### **Summer Camp Location**

Friendly House  
36 Wall Street  
Worcester, MA 01604  
Ph#: 508-755-4362

As a traveling camp, we visit local state parks, beaches, and other recreational venues leaving by bus transportation from this main location.

### **Camp Hours**

Monday – Friday: 9am-4pm  
Extended Afternoon Hours: 4pm – 5:30pm

Closed Holidays

## **Summer Camp Goals:**

- To be safe**
- To have fun**
- To make new friends**
- To try new activities**

In order to accomplish these goals, camp staff and parents must work together to:

1. Provide an environment that affirms and respects the diversity of language, ethnicity, socio-economic status, religion, and personal experiences of the children in our community.
2. Provide children with the opportunities for success, recognition, and acceptance by others while fostering self-esteem and self-confidence within themselves.
3. Encourage desirable character traits as good sportsmanship, teamwork and cooperation, self-discipline, respect for authority, the willingness to acknowledge the rules of the game as well as personal accountability and responsibility.
4. Provide children with the opportunity to develop problem-solving, communication, and leadership skills in areas such as games, sports, arts, nutrition, etc. which are not only useful in the present but also necessary for success in the future.
5. Promote academic success, social/emotional well-being, and physical health through wholesome, vigorous, and creative activities that foster decision making skills while also building favorable adult and peer relationships.
6. Provide fun, creative, and positive alternatives to substance abuse, anti-social/violent behavior, and criminal activity by providing a release for tension, aggression, or hostility through engaging and socially acceptable activities.
7. Be positive role models and mentors for all children participating in our programs!

### **Friendly House Camp Staff**

Friendly House staff are selected on the basis of their abilities; education, skills, enthusiasm, and concern for helping young individuals develop.

All camp employees participate in a mandatory, week-long, intensive training. Most of our day camp staff work for Friendly House year round in other programs such as After-School and Teen Programs or are returning summer camp staff. All camp staffs are required to submit to a background check and be CPR/FA certified. Parents are encouraged to share with our staff as much information as possible about their child(ren) to make his/her time spent in the day camp program an enjoyable experience and as pleasant as possible.

## **Registration Process**

Before a child is admitted to the Summer Day Camp Program, the following registration requirements MUST be completed.

1. The Meal Benefit Form must be completed in order for your child to receive food services while at Friendly House Summer Camp. Two healthy meals and a snack are provided, however campers age 12 and under may bring a bagged lunch to camp if they so choose. Lunches brought from home will not be put in cooler and must be able to maintain the summer weather.
2. At the time of registration, parents should inform the camp about any medical situations such as allergies, asthma, diabetes, ADD, or other conditions. (See Section on Medication Administration)
3. The Emergency Contact Form listing ALL adults authorized to pick up campers MUST be submitted before the first day of camp along with a completed Immunization Form\* signed by child's doctor.

\*The Department of Health and American Camping Association (ACA) requires each child to have an official medical form on file before the first day of camp. The child's pediatrician must complete this form, sign and date it. Parent(s)/guardians(s) MUST sign the waiver page of the Friendly House medical form to consent to treatment.

## **Program Overview**

Friendly House Summer Camp program is dedicated to providing activities that develop character and leadership in participants. Friendly House staff works with campers to help them achieve their fullest potential in terms of their mental development, physical well-being, social/emotional growth and self awareness. In our Day Camp program, Friendly House provides age-appropriate, engaging and creative physical, social, and educational experiences through the use of a diverse curriculum and by positive relationships with mature and experienced staff.

## **Attendance**

Attendance will be taken daily by the camp staff. All registered participants attend Day Camp and all scheduled activities Monday through Friday from 9:00am to 4:00 pm. Extended morning and afternoon hours are available (for a fee) for those families requiring early drop-off and late pick-up. Campers who need to be picked-up from the program early MUST bring in a note the day he/she is to be picked up by 10am and the parent MUST inform the Camp Director. A camper who is scheduled for early dismissal, must be picked up by a parent or guardian at the scheduled off-site facility.

Parents are asked to tell the Camp Director and provide a written note the day before or call on the day the child is absent. Parents should call the office at 508-755-4362 and leave a message with the office staff indicating the child's name and group if unable to reach Camp Director. Office will then inform the camp of the absence.

## **Absent Camper**

It is the parent's responsibility to inform the program when his/her child(ren) will be absent from camp. When a camper is absent, he or she will be recorded as absent on the attendance list. If, on the second day of the camp week the staff still has no notification about the child's absence, the Camp Director will make every effort to confirm the absence with the parent(s) by phone.

If a camper will be on vacation during his/her registered camper weeks, a written note with a parent signature must accompany the child two weeks prior to vacation time. If there is no written note, parent will be charged for the week(s) their child is out.

## **Arrival Procedures**

### Children brought to Friendly House:

A Parent/guardian must sign camper into camp at the designated drop-off area.

### Children picked up by Friendly House Bus:

A parent/guardian must be present with camper at designated bus stop and must initial sign-in sheet at time of pick-up by bus.

All Campers who will travel on the bus will need to be signed on and off the bus each day

## **Late Drop-Offs**

Friendly House goes on field trips and is considered a traveling camp. Therefore, it is imperative that you drop your child off to program by 9:10am. Children who miss the bus will not be able to attend camp for that day.

## **Dismissal Procedures**

All authorized persons must show proper ID every day and be at least 18 years of age to pick up a camper.

### Children picked up at Friendly House:

Parent/guardian must provide an ID then sign the child out in the designated sign-out book. Please make sure the time of pick-up is indicated on this sheet.

### Children walking Home Alone:

A parent or guardian must provide a written statement on the first day of camp indicating that their child has authorization to walk home from Friendly House.

### Children dropped off by Bus:

Any child dropped off by bus transportation must have a parent/guardian at his/her designated bus stop to sign them off the bus at pick-up. If a child is going to walk home from the bus stop, authorization must be signed by the guardian and provided to the Camp Director on the first day the child attends camp.

### Late Pick-Ups:

Any parent picking up a child after the program has ended must have a valid reason for being late. We understand that there are unique circumstances that may cause you to be late in arriving to pick up your child from camp and respectfully ask that you call Friendly House or the Camp Director to let us know. There will be a \$1 per min fee charged for any camper who is picked after program time has ended. If a child is picked up late more than two times without a valid reason, the child will be terminated from the program.

## **Weekly Schedule**

The weekly schedules for each camper group are created by the Camp Director and remain in effect for that group throughout the summer. Weekly activities within the schedule are planned by the Camp Staff and are to be age-appropriate, educational, challenging, and fun. Questions about the schedule should be discussed with the Camp Director.

## **Travel**

Friendly House Summer Camp contracts out school buses to get to our various destinations. Procedures and guidelines for traveling on the bus and in the van will be discussed with the children on every travel day. In all cases, camper groups will be escorted by day camp staff and supervisors. If at any time parents would like to review these travel procedures, they may do so with the Camp Director.

## **Swimming**

Swimming & water play is a major part of the day camp experience. Learning to swim helps children in many ways-they develop confidence in their ability to take care of themselves around water, build their endurance and strength, and most importantly- they have fun!

Friendly House Summer Camp travels to various Massachusetts State Park & City Parks (Splash Pad) that have an open water swim area. We only visit parks where a lifeguard is stationed, however our campers ARE NOT ALLOWED to swim in non-designated swimming areas and ALL Friendly House camp counselors are required to be trained in CPR.

## **Swimwear**

One piece bathing suits must be worn at swim times. Children must come to camp with a bathing suit, towel, extra clothes, flip-flops, and a plastic bag (to store wet clothing). Camper's belongings should be clearly labeled.

## **Swim Tests**

All campers as well as staff are required to take a swim test before they are allowed to swim in open water areas. The level achieved in the test determines in which area(s) a participant will be allowed to swim

## **Swim Rules**

- Campers are to stay in designated swim areas and no camper group is allowed to be in the water at any point without a counselor present
- No campers are allowed to enter the deep end or go beyond the ropes AT ANY TIME!
- Dunking, splash fights, horseplay, and throwing of any unsafe objects are strictly forbidden
- No food or drink is allowed in the swim area
- Campers must stay with their assigned Buddy Group during all swim times

## **Personal Flotation Devices**

PFD that meets United States Coast Guard (USCG) guidelines in accordance with the following:

- PFDs shall be USCG certified according to type (I, II, III) for size and buoyancy.
- All PFDs must always be in a serviceable condition prior to use and properly fitted to each individual.
- Information on the types of PFDs, size selection, and tips for determining & maintaining a PFD in serviceable condition is available directly from the USCG website at:  
[http://www.uscgboating.org/safety/life\\_jacket\\_wear\\_wearing\\_your\\_life\\_jacket.aspx](http://www.uscgboating.org/safety/life_jacket_wear_wearing_your_life_jacket.aspx)
- Non-swimmers, at-risk swimmers, and participants whose parents or legal guardians have provided a PFD for their child do not need to wear a PFD during a swim test, closely supervised swimming or diving

lessons, and other closely supervised beach waterfront activities, however a PFD should be worn for all other swimming or boating activities, and whenever on a dock.

- The Department recommends that in every case in which a PFD is used by a minor, either when one is provided by a program/camp or when one is dropped off by a parent or legal guardian, staff at municipal and recreational programs and licensed camps conduct an initial fit test to determine that the PFD is the correct size, and check each minor's PFD prior to every water entry to ensure that the PFD fits properly and is securely fastened.
- The Department recommends that all staff be trained for PFD fit testing by reviewing the short guidance video provided by the Department with assistance from the U.S. Coast Guard Auxiliary and Mass Parks/Department of Conservation & Recreation. A link to the video can be found at the website below: <http://www.mass.gov/eohhs/gov/departments/dph/programs/environmental-health/comm-sanitation/christians-law.html>

### **Buddy System**

The Buddy System is a safety technique that is used at all times while campers are at campground while swimming and ALL field trip activities, whether in or out of camp. Simply put, each camper has a buddy with whom he/she is paired. For identification purposes, each buddy team will be assigned a number or a letter by the staff person in charge of their camper group.

If a child must use the restroom or otherwise leave his/her camper group, he/she must travel with a member of the camp staff – NO EXCEPTIONS. The State Parks are an open campground area visited by hundreds of people daily and the buddy system ensures campers are not traveling alone. Please review the Camper Rules & Expectations handout with your child before coming to camp.

THE DEPARTMENT OF HEALTH REQUIRES BUDDY CHECKS TO BE CONDUCTED EVERY FIFTEEN MINUTES.

### **Behavior Management**

The goal of our Summer Day Camp is to help children develop both self-esteem and self-discipline. Behavioral limits are set to provide children with a sense of security as they know what is expected of them and that they are valued, listened to, and respected as individuals. While certain behavior management tools used in the program are consistently reinforced, children should be involved in the establishment of these rules, policies, and procedures whenever possible.

Positive reinforcement of appropriate behavior and redirecting of inappropriate behavior will be used in accordance with the developmental needs and understanding of each individual child. Feelings and consequences will be discussed and self respect, as well as group respect, will be preserved. Staff will make every attempt to ensure the safety and well being of every camper and work together to create a positive and caring camp environment.

## **Camper Conduct**

In order to provide children with a safe, healthy, and educational environment, structure and rules **MUST** be maintained at all times. These rules and expectations will be discussed with the children on their first day of camp and will be reviewed daily or as needed. Please review the rules and expectations below with your child.

The Rules and Expectations of Friendly House Summer Camp:

- ☞ Listen and respect the counselors and other children.
- ☞ Respect each other's feelings and personal belongings.
- ☞ Keep hands and feet to yourself-NO fighting, screaming, or cursing.
- ☞ Cooperate with each other.
- ☞ Stay with your group.
- ☞ Remain with your buddy during buddy times
- ☞ DO NOT TALK TO STRANGERS.
- ☞ Tell a counselor if someone is bothering or upsetting you.
- ☞ Clean up after yourself.
- ☞ HAVE FUN!

## **Discipline of Campers**

Throughout the summer, camp staff will continuously monitor the behavior of each child and attempt to work through conflicts and problems as they occur. Positive reinforcement and Redirection techniques will be used.

If a child continuously disrupts the program or other campers, the Camp Director will make a determination as to whether to call the parents. If the difficulty can't be resolved, Friendly House reserves the right to suspend a child from participation in the camp program without reimbursement for a specified period of time. Child may be allowed to return to camp upon improvement of negative behavior. Continued difficulties in following the Rules and Expectations of camp may result in termination from the program.

## **Camper Termination**

Participation in Friendly House Summer Camp will be terminated when the health/safety of a camper in the program cannot be assured. Parent/guardian will receive written notification about the reasons or circumstances requiring this action. The safety of your child, other children, as well as camp staff will be first priority when determining any suspensions or termination of a child in the program.

## **Personal Property**

Toys, radios, I-Pods, CD players, video games, trading cards, and other personal items **CANNOT** be brought to camp. Friendly House is not responsible for any lost items including swimsuits, backpacks, clothing or any other personal items belonging to a camper No cell phones may be used by campers during the camp day unless they are given specific permission by the Camp Director. Camera phones are never permitted in camp. If a child is caught using any of the above items, his/her counselor will take away the item and return it to the parent when the child is picked up at the end of the day.

## **Illnesses**

The health and safety of campers and staff is of primary importance to Friendly House. Parents are expected to keep a sick child home for his/her sake and for the sake of other campers. Many communicable diseases begin with cold-like symptoms but can easily be transmitted or a sign of a more serious condition.

If a camper arrives at camp who is suffering a fever, contagious disease or other illness that might negatively affect the general Camp population, the camper will not be allowed to stay and/or sent home. A parent/guardian of the child will be notified should such illness not be detected until arrival of the child at the travel destination. Parents/guardians understand and agree that alternate arrangements may need to be made at his/her personal expense, including travel to the campground to pick up sick child.

In the case of Head Lice, a parent/guardian will be notified and asked to pick up their child, immediately. Child will remain with the camp director until a parent/guardian arrives. A complete treatment for the condition shall be performed and 7 days shall pass before the child may return to camp.

A child may be allowed to return to camp until 24 hours have passed, at the absence of the above conditions, or with a physician's written permission.

## **Accidents and Emergencies**

During all trips, the group Leader or Site Supervisor will be responsible for determining the severity of the situation. At no time should a staff call 911 without the direction of his/her supervisor.

In a minor situation such as scraped knees, minor cuts and bruises, the group leader will administer basic First Aid. In case of a serious injury or emergency, an ambulance will be called immediately by the Camp Director or Site Supervisor, followed by:

- Attendance to the specific needs of the emergency situation;
- Administration of FA/CPR by a trained staff member, if necessary;
- A call to the Youth Department Director;
- A call to the parent or guardian notifying them of the situation;
- If necessary, the child will be taken to the hospital and accompanied by a staff member who will remain with the child until a parent or guardian arrives.
- All documents to be filed in camper file and a copy sent home to be given to the parent.

If a parent/guardian cannot be reached, a staff member will call the names listed as the child's Emergency Contact. It is VERY IMPORTANT that parents inform the camp staff of any changes to this list.

## **Allergies and Medications**

The Site Coordinator and/or Camp Director are the only persons responsible for administering medications, if applicable. With the exception of an Inhaler or an Epi-Pen (which should accompany the camper), all camper medications will be stored in a locked unit and kept by the Camp Director. Parents will need to notify the

camp of any allergy and/or medication taken by child and complete a Medication Consent Form(with physician's signature) in order for medicine to be distributed to his/her child while at camp.

**We thank you for taking the time to read this Handbook. It is very important to us that your children are safe and have fun at camp! If you have any questions, please do not hesitate to call us!**

**Important Information:**

**Friendly House-** main office 508-755-4362

**Danielle Delgado-** Director of Child, Youth, and Family Programs 774-276-7490 (cell)

# Parent Orientation Completion Form

**By signing below, I understand the policies & procedures of the Friendly House Summer Camp as indicated in this Parent Manual and will follow these expectations accordingly.**

**Parent's Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

\_\_\_\_\_ **Age:** \_\_\_\_\_

[https://docs.google.com/forms/d/e/1FAIpQLSdro7KcqUo\\_0q1i7YBzh4k5561y88GaBDQYbzh-NT1c-  
qyH4YQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdro7KcqUo_0q1i7YBzh4k5561y88GaBDQYbzh-NT1c-<br/>qyH4YQ/viewform?usp=sf_link)

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_