



Lakeside Summer Camp

Parent Manual

2021

**Mandatory Parent Orientation
June 8th at 6:00pm**

Lakeside Summer Camp 2021

Dear Parent/Guardian,

We welcome you to the day camp program at Lakeside, 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 Lakeside Summer Camp. Please read this guide so that you will have a complete understanding of our day camp program.

Lakeside 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 Lakeside 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,

Solimar Lopez

Assistant Director of Child, Youth, & Families Program

CC: 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

Lakeside

54 Circuit Ave.

Worcester, MA 01603

Phone Number: 508-791-2876

Camp Hours

Monday – Friday: 9am to 4pm

Virtual Class implemented on two days out of the week.

Group A and B will alternate.

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!

Lakeside Camp Staff

Lakeside 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. All camp staff's 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.

Program Overview

Lakeside Summer Camp program is dedicated to providing activities that develop character and leadership in participants. Lakeside 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, Lakeside 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. 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.

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, 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, child may be replaced with another child that may be on the waitlist.

Arrival Procedures

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

Dismissal Procedures

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

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.

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 Lakeside or the Camp Director to let us know. If a child is picked up late more than two times without a valid reason, 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

Lakeside Summer Camp contracts out school buses to get to our various destinations. Procedures and guidelines for traveling on the bus 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.

Buddy System

The Buddy System is a safety technique that is used at all times while campers are at campground while 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 Lakeside 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, Lakeside Camp reserves the right to suspend a child from participation in the camp program for a specified period of time. Child/ren 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 Lakeside Summer Camp will be terminated when the health/safety of a camper in the program cannot be assured. Parent/Guardians 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. Lakeside Camp 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. 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 Lakeside Camp. 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. Campers are to wear mask upon arrival and keep on while inside the building. We will implement mask breaks that will be utilized during our outside time. We will continue to maintain the 3ft apart rule while inside the building and outdoor playground.

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 Camp Director 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 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 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 Camp Director or Health Director is the only person 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 the 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:

Solimar Lopez- Camp Director 508-791-2876

Danielle Delgado- Director of Child, Youth, and Family Programs 774-276-7490

Parent Orientation Completion Form

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



Parent's Name: _____

Child's Name: _____ Age: _____

_____ Age: _____

_____ Age: _____

Parent's Signature: _____ Date: _____

https://docs.google.com/forms/d/e/1FAIpQLSfbwjc3UsRo1vYQypQcP1NBBkQ0gkhXBdDpvM_Y5-VXUafB2w/viewform?usp=sf_link