



# SUMMER CAMP HANDBOOK 2020



**WE ARE PROUD TO BE AN ACA  
ACCREDITED CAMP!**

Welcome to the **55<sup>th</sup>** year of **Concord Academy Summer Camp!** In this handbook, you will find information that is both useful and pertinent to camp. Please review it carefully prior to sending your child to camp!

**We are looking forward to another incredible summer!!**

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## CAMP OFFICE INFORMATION

**Hours:** Monday-Friday 7:50am-6:00pm  
**Phone:** 978-402-2222  
**Fax:** 978-402-2210  
**Director:** Greg Jutkiewicz  
**Assistant Director:** Cheryl Corey  
**Office Manager:** Nikki Turpin  
**Website:** [www.CASummerCamp.org](http://www.CASummerCamp.org)  
**Email:** [camp@concordacademy.org](mailto:camp@concordacademy.org)

## WEEKS OF CAMP

Week 1\* June 22-26  
Week 2\*\* June 29-July 2  
Week 3 July 6-10  
Week 4 July 13-17  
Week 5 July 20-24  
Week 6 July 27-31  
Week 7 August 3-7  
Week 8 August 10-14

**\*Meet the Staff Night: Wednesday, June 24  
4:30pm-5:30pm**

**\*\*No Camp on Friday, July 3**



## CAMP HOURS

**Day Camp:** 9:00am-4:00pm  
**Kiddie Camp:** 9:00am-1:00pm  
**Teen Adventure Camp:** 9:00am-4:15pm

**Extended Day (AM):** 7:50am-9:00am  
**Extended Day (PM):** 4:00pm-6:00pm  
**Kiddie Camp Afternoon:** 1:00pm-4:00pm

## ATTENDANCE POLICY

- Attendance is taken daily at the beginning of each day.
- If your camper will be absent, please notify the camp office by email or by phone.
- If your camper arrives at camp after 9:15am, please make sure to come to the camp office so they can be checked in and taken to their group.
- If you plan to pick your camper up early, please notify us in writing no later than drop-off time on that day. Your child will be waiting in the camp office at the specified time.

## DROP OFF AND PICK UP PROCEDURES

### *Morning Drop Off: 8:50am - 9:15am*

During the morning drop off, drive into the EAST GATE of Concord Academy's campus, follow the signs and the direction of the Transportation Team. As you reach our drop off point, members of our Transportation Team will greet your child at your car and escort him/her to their appropriate camp group. Do not plan to speak with counselors or the director from this line. Traffic must continue to move at a steady flow as to not back up Main Street. If you need to speak with any member of the staff, please park your car on Main Street and walk in with your child.

**Please do not arrive before 8:45am! This is still our morning extended day – you will automatically be charged for using the service.**

### *Afternoon Pick Up: 3:50pm - 4:15pm*

Mailed to your household were two 'pickup cards'. Please place one on your dashboard when you arrive to pick up your child. If for some reason you do not have a 'pickup card', please have your Photo ID.

We have a friendly and hard-working Transportation Team who will be making every effort to safely and efficiently guide campers to their vehicles. Please follow their directions, and **DRIVE CAREFULLY** as groups may still be moving around! **Please note your child's pickup time below:**

If your child's **LAST NAME** starts with the letters **A-L**: pick up is **3:50pm-4:00pm**.

If your child's **LAST NAME** starts with the letter **M-Z**: pick up is **4:05pm-4:15pm**.

**Teen Adventure Camp**: pick up is **4:15pm**.

If you believe your child is old enough to walk/bike to and from camp alone, please send us a signed note to this effect at the beginning of the camp season.

**Any campers remaining after 4:15pm will be brought to extended day – you will automatically be charged for using the service.**

### Extended Day Drop-Off & Pick-Up Times

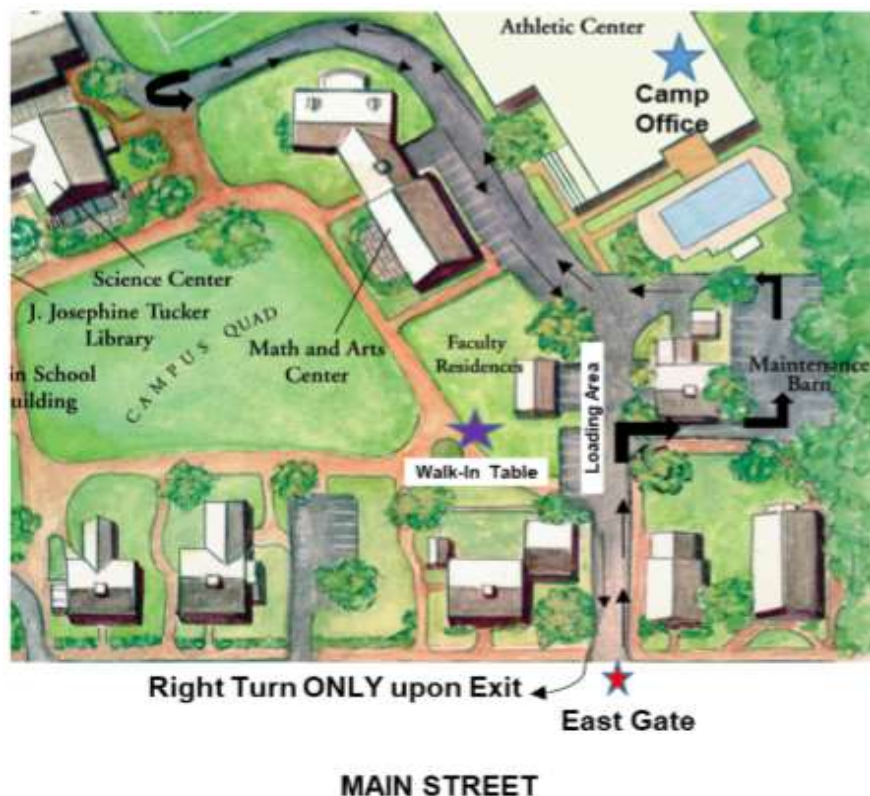
Extended AM drop-off begins at **7:50am** and ends at **8:40am**. To drop-off for extended day, please drive through the **EAST GATE** entrance. A staff member working extended day will greet your child, check them in and escort them to the extended day meeting area.

If your child is staying for Extended PM (**4:00pm-6:00pm**), you may park in any space NOT labeled **Residents Only** or on Main Street. Please bring your Pick-Up card or Photo ID to the pool (located in the East Gate entrance). A staff member will greet you and have your child ready to go.

### Tennis Camp Drop-Off Location

Please note that if your child is enrolled in our ½ Tennis ½ Traditional camp program you drop off location is different. Please drop your child off at **153 Fairhaven Road, Concord, Ma** during the normal AM drop-off times (8:50am-9:00am). Your child will be picked up, brought back to Concord Academy Summer Camp at 12:00pm where they will have lunch and join their camp group for the remainder of the camp day.

When you arrive on campus to drop off/pick up your child, you will drive in a loop indicated by the arrows in the map below. Be aware that on any given day the pattern may change slightly, so please be sure to follow the direction of our Transportation Team.



## PARKING

You are welcome to park your car and walk onto campus at either the beginning or the end of the day. However, please keep in mind there are no parking spaces available for use in the east end of campus (where camp pickup and drop off are located). **You must park along Main Street.** Parents picking up campers during our afternoon extended day period (4:15pm-6:00pm) are welcome to drive in and park outside the SHAC to pick up your child. **Parking spots labeled “Resident Parking Only” are someone’s driveway. Please do not park in these spots, even if you think you will only be a minute.**

## BUS TRANSPORTATION

Concord Academy Summer Camp offers two bus routes to and from Camp. If you have registered your child for bus transportation, please arrive at your designated bus stop **15 minutes** prior to the scheduled time on the first day, as the times are estimates. Depending on traffic, bus times can vary by as much as 10 minutes on any given day. Please wait with your child until the bus arrives in the morning, and please be at the bus stop before your child in the afternoon. *Keep in mind that it can be extremely distressing to a child to not be greeted at the bus stop after a long day of camp.* Remember, there may be other camps’ buses at the same stop, so please look for the **Concord Academy Summer Camp** sign. There will be a CASC Counselor on the bus at all times, and all of camp’s behavior policies apply while campers are on the bus.

### **Bus Route #1: Cambridge, Arlington, Lexington**

AM	PM	TOWN	STOP
8:00	4:55	Cambridge	Russell Athletic Field Parking Lot (354 Rindge Ave)
8:10	4:45	Arlington	Gibbs Center Parking Lot (Tufts Street)
8:25	4:35	Arlington	Trader Joe’s (1427 Massachusetts Ave)
8:40	4:20	Lexington	Lexington High School (Worthen Rd. Parking Lot)
9:00	4:00	Concord Academy Summer Camp	

### **Bus Route #2: Wayland, Sudbury, Maynard, Acton**

8:00	4:55	Wayland	Beth Israel Deaconess Healthcare (109 Andrew Ave)
8:10	4:45	Sudbury	Noyes Elementary School (280 Old Sudbury Rd)
8:25	4:35	Maynard	Welcome to Maynard Sign (Rt. 27 Sudbury/Maynard Line)
8:35	4:25	Acton	Buscemi’s Variety Store (37 Main St.)
8:45	4:15	Acton	<b>AM:</b> Bowladrome (257 Main St.) <b>PM:</b> Kmart (252 Main St.)
9:00	4:00	Concord Academy Summer Camp	

### WHAT TO BRING TO CAMP?

- ✓ One or two bathing suits
- ✓ A Towel
- ✓ Solid Sneakers
- ✓ Flip Flops (only to be worn in pool area)
- ✓ Rain Gear
- ✓ Change of Clothing
- ✓ Water Bottle
- ✓ Sunscreen
- ✓ Hat

**\*\*Please clearly mark all belongings with your child's FULL NAME!\*\***

### WHAT \*NOT\* TO BRING TO CAMP?

- × Toys, Fidget spinners, dolls, or stuffed animals
- × Electronic Games
- × Music/Movie Players
- × Comic Books
- × Trading Cards
- × Floatation Devices or Pool Toys
- × Cell Phones

**\*\*Camp cannot and does not assume responsibility for loss or damage to a camper's personal property.**

## HEALTH CARE

We have a Registered Nurse on duty at all times during regular camp hours (8:30am to 4:30pm). They will be responsible for coordinating all health care for campers and staff. If your child will be taking medication while at camp, you must deliver these in person to the *nurse only* with clear instructions for dosage. See Health Center Policies for instructions. Under no circumstances can any camper take any medications themselves (even over the counter medications such as Tylenol or Advil).

## HEALTH FORMS

It is a regulation of the Massachusetts Department of Public Health that we have the complete health history on file *prior* to a camper attending any camp program. If we do not have a complete health form on file, your child will not be allowed at camp – no exceptions.

- Log in to your account here: <https://casummercamp.campbrainregistration.com/> and go to the Registration Details page.
- On the right-hand side you will see a "Forms" section. If you have yet to complete the **Medical Form** (Health History) please do so as soon as possible.
- Then scroll down to the "**Upload Documents**" section, here you need to upload a PDF or even a picture of the required **Doctor's Physical Form and Immunization Record**.

## SUN & HEAT PROTECTION

We run an active summer camp where campers are outside most of the time on nice days. While we take sensible precautions on extremely hot days, campers will inevitably be exposed to lots of sunshine. Please make sure that you apply sunscreen to your campers every morning before camp, and send an extra bottle for application after their swim lesson. Our staff will help campers remember to put on lotion, but aren't solely responsible for sunscreen application! Hats are another great way to protect children's skin from the effects of the sun, especially for our fair-skinned campers.

The best way to ensure that your camper is drinking enough fluids on a hot day is to send them to camp with a full water bottle. Campers can bring the bottle from activity to activity, and will be able to refill it when necessary. **Please label the bottle with their full name.**

## CAMP STORE

Posted on our website is a link to our online Camp Store. Items typically sold in the Camp Store include, Concord Academy Summer Camp T-shirts, hats, water bottles, etc.

## T-SHIRTS

Campers will be given one Concord Academy Summer Camp T-shirt during their first session at camp.

## SNACKS

Each morning, we will provide campers with a light snack and juice. If your child is allergic to certain food items, you may wish to pack a snack for them. Typical snacks include: Goldfish, apples slices, Cheez-Its, pretzels, etc. We will always make sure that each camper drinks water and/or juice at other times in addition to snack times.

## LUNCH

Lunch is included in your camp tuition. If your child has any allergies we can certainly provide you with a menu for that week. In addition, the kitchen will be made aware of all camper and staff food allergies. The menu will vary from day to day but typically includes sandwiches, hamburgers, hot dogs, pizza, etc. along with sun-butter and jelly sandwiches, pasta with or without sauce, and a salad bar available every day. Juice and milk as well as a dessert of fruit, popsicles, or cookies will also be available on a daily basis.



## RAINY DAYS

Camp goes on rain or shine! On rainy days, campers will still travel between activities outdoors. On a day that is raining or threatening rain, please send proper rain gear and an extra set of clothing (including sneakers) with your child. **Swimming lessons are held in the rain, unless it is too cold or there is thunder and/or lightning.**

## LOST & FOUND

Items that are left around camp are collected at the end of the day and brought to the Lost & Found, which is **located outside the SHAC**. Please make sure all of your child's belongings are clearly labeled with their FULL name, so that misplaced items have the chance to be returned to their rightful owners. All lost & found is donated to charity right after camp ends. Please remember to pick up lost & found during camp weeks.

## SPECIAL EVENTS

Weekly events add variety and interest to a camper's experience. On "Wacky Wednesdays", campers/counselors dress up according to the theme of the week. Major special events end the week on a high note every Friday afternoon. Some examples of previous Special Events include Carnival, Olympics, Hawaiian Luau, and Lip-Sync. The theme will be announced each Monday in *The Weekly Splash* and posted to the camp's "News" section on the website. A tentative schedule of this year's themes is on page 11.

## EXTENDED DAY

Posted online is an extended day registration form. Please use this form to pre-enroll your camper for extended day services to fit your scheduling needs. Note – a discount in fee is offered for full week extended day registrations. If you will be using extended day on a daily basis, **payment is due in full at drop off** for extended mornings, (7:50am-9:00am) or at **pickup** for extended afternoons (for kiddie camp 1pm-4pm) or after camp (4:00pm-6:00pm).

To use our 7:50am-9:00am extended morning, simply drop your camper off between 7:50am and 8:40am, with payment.

In the afternoons we will take any campers remaining in camp after 4:15pm to extended day.

**To pick up your child from our extended day program** between the hours of 4:15-6:00pm, go to our **pool** area. There you can sign out your child with our extended day staff. **Please bring your Pick-up card or ID** with you to pick up your child from extended day.

## DISCIPLINE POLICY

Please see below for further details on how we instruct our staff to encourage positive camper behavior and deal with any negative behavioral issues. At our staff training we go over the following:

To help establish positive behaviors:

- Please praise the campers for their good communication skills with their peers and with you.
- Acknowledge appropriate behavior with your campers.
- Establish rules and what the consequences are for breaking those rules, and communicate those effectively with your campers.

When you need to take a camper or campers aside to correct behavior, please use these approaches:

1. Ensure control by taking a calm approach and using a calm voice
2. Select a private place to talk within sight of other counselors
3. Attract and keep the child's attention by kneeling or sitting at the child's level.
4. Tell the child what was not ok and why.
5. Reassure the child that it was the *behavior*, not the child that was unacceptable.
6. Tell the child what is expected and emphasize your faith that he or she will be able to do that in the future.

Counselors at camp should see discipline as a multi-tiered system. You should correct any behaviors that you see in the course of your day at camp that are less than ideal, immediately. If you encounter resistance or if you feel that the camper did not respond to you, seek the advice and/or assistance of your Head Counselor. If a problem persists, then you should come and see a member of the Administrative Team.

Head Counselors are to write any behavior issues in their journals. If there are any repeat offenders both the Head Counselor and a member of the Administrative Team will collaborate on a letter home to parents.

### **Prohibitions:**

1. Corporal punishment, including spanking. Any form of physical, emotional, or verbal abuse is prohibited;
2. No camper shall be subjected to crude or severe punishment, humiliation, or hazing;
3. No camper shall be denied food or shelter as a form of punishment;
4. No child shall be punished for soiling, wetting, or not using a toilet.

**In the event that you suspect any abuse (these symptoms might include but are not limited to broken bones, bruising, or other strange marks) please bring the camper to see the nurse for evaluation and a DSS report will be filed if necessary. Please keep in mind that anyone you bring to see the nurse with regard to abuse needs to be kept extremely confidential.**

**\*\*Should there be any behavior issues at camp, you will be notified that day either with a phone call during the day or with a conversation with the Head Counselor at the end of the day. \*\***

## Grievances

In compliance with Massachusetts Department of Public Health, parents may request copies of background check, health care, and discipline policies as well as procedure for filing grievances.

# CONCORD ACADEMY SUMMER CAMP

## Weekly Themes for 2020:

Week 1: June 22 – June 26    Once Upon a Time...

Week 2: June 29 – July 2\*    Party in the USA

**\* There will be no camp on Friday, July 3, 2020**

Week 3: July 6 – 10            Wild Wild West

Week 4: July 13 – 17          Hawaiian Luau and CA Carnival

Week 5: July 20 – 24          Performing Arts Week: Rockstars, Superstars, &  
CA Lip Sync (Parents will be invited to this event!)

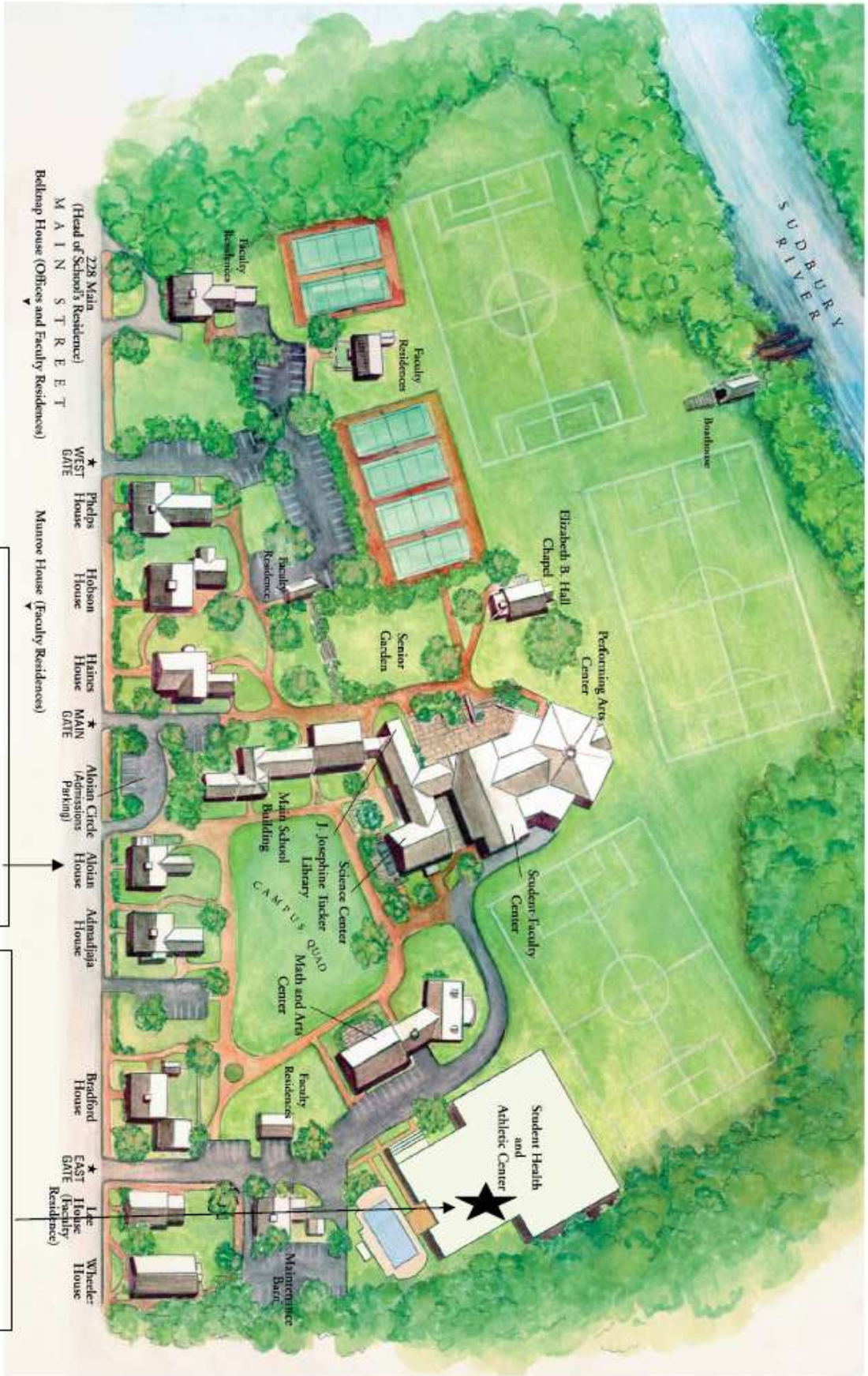
Week 6: July 27 – July 31    20,000 Leagues Under the Sea

Week 7: August 3 – 7          CA Summer Olympics

Week 8: August 10 - 14        Summer Celebration

\*\*Weekly themes, Wacky Wednesdays, and Special Events are subject to change.





Summer Camp Office  
Sept - May

Summer Camp Office  
June - August