



SUMMER CAMP HANDBOOK

2025



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

Table of Contents

Welcome!	2
Camp Office Information	2
Communication with Camp	2
Drop-off & Pick-up Procedures (Car Line)	2
Drop-off & Pick-up Procedures (Walkers)	3
Extended Day Drop-off & Pick-up Procedures	3
Tennis, Flag Football, Pickleball, & Volleyball Drop-Off (Moriarty Athletic Campus)	3
Authorized to Pick-Up	3
Attendance/Absence Policy	4
Late Arrival/Early Dismissals	4
Parking	4
Visitors	4
What to Bring to Camp	4
What to Leave at Home	4
Cell Phone Policy	5
Lunch & Snack	5
Lost & Found	5
Wacky Wednesdays & Special Event Fridays	5
Rainy Days	5
Refund Policy	5
Camper Expectations & Behavior Policy	6
Alcohol & Drug Policy	6
Swimming	7
Sunscreen	7
Toilet Training & Accidents	7
Health Care Information	7
Medications at Camp	7
Health Forms	7
Required Immunizations	8
Camper Illness & Exclusion Policy	9
Mandated Reporting	9
Requesting Policies	9

Welcome!

Welcome to Concord Academy Summer Camp! We're thrilled that you've chosen our program for your child's summer adventure. This comprehensive handbook contains essential information to ensure your child has an excellent, enriching, and safe time at camp. We kindly request that you review it carefully and keep it as a reference throughout the summer.

Our camp philosophy is centered on fostering growth, creativity, and community in a supportive environment. With a wide range of activities from arts and crafts to sports and nature exploration, we aim to provide a well-rounded and memorable experience for every camper!

Camp Office Information

Director:	Greg Jutkiewicz
Assistant Director:	Cheryl Corey
Camp Nurse:	Catherine Kopek
Office/Nurse Location:	Student Health and Activities Center (SHAC - large brick building)
Website:	www.CASummerCamp.org

Communication with Camp

If you have any questions or concerns throughout the summer, please reach out to us via phone or e-mail. Camp staff are available throughout the camp day to take your call and are happy to speak to you regarding your child and the program. For matters that are not urgent or cannot be immediately answered, your call will be returned between 4:30 p.m. and 6:00 p.m. daily so our staff can focus their attention on the campers while camp is in session.

Camp Phone: (978) 402-2222 | **Fax:** (978) 402-2210 | **Camp Office E-Mail:** camp@concordacademy.org

Dates & Times

Week 1	June 23 - 27	
Week 2*	June 30 – July 3	*No Camp on Friday, July 4
Week 3	July 7 - 11	
Week 4	July 14 - 18	
Week 5	July 21 - 25	
Week 6	July 28 – Aug 1	
Week 7	August 4 - 8	
Week 8	August 11 - 14	

Day Camp:	9:00am-4:00pm
Kiddie Camp:	9:00am-1:00pm

Extended Day (AM):	7:50am-8:50am
Kiddie Camp Afternoon	1:00pm-4:00pm
Extended Day (PM):	4:00pm-6:00pm

Drop-off & Pick-up Procedures (Car Line)

Morning Drop-off: Morning drop-off for campers who are not registered for Extended AM, begins promptly at 8:50 a.m. Cars will drive onto campus via the East Gate entrance. Once you have entered, please follow the signs and staff directing you around the barn to join the queue. Please do not allow your child to exit the vehicle until they have reached the drop-off point and there is a staff member there to greet them.

Staff will greet campers at their vehicle and help to safely escort them to our check-in tent. From there, another staff member will escort your child to their appropriate camp group.

**** Please do not enter East Gate prior to 8:45 a.m. unless you are registered for Extended AM. Cars entering before regular drop-off begins will be asked to exit and return at the appropriate time. ****

Drop-off will end promptly at 9:15 a.m. for campers to start their day.

Afternoon Pick-up: Afternoon pick-up for campers not registered for Extended PM, begins promptly at 3:30 p.m. We kindly ask that vehicles for afternoon pick-up not to drive onto campus prior to 3:25 p.m. Groups are still moving about campus, and we often have many afternoon deliveries at this time, i.e. Amazon and FedEx. **Cars that enter East Gate prior to 3:25 p.m. will be asked to exit and return at the appropriate time.**

Prior to camp, you should have received two **Pick-up Cards**. Please place one on the Driver's side dashboard when you arrive to pick-up your child. A staff member will use this card to call for your child and have them ready for you at the pick-up point (same as morning drop-off). A staff member will help to safely escort your child to your vehicle.

Please note your child's pick-up time below. This information can also be found on your pick-up card.

If your child's **LAST NAME** begins with the letters **A-K: 3:30 – 3:45 p.m.**

If your child's **LAST NAME** begins with the letters **L-Z: 3:45 – 4:00 p.m.**

If for some reason you do not have a pick-up card, please have your Photo ID ready.

Drop-off & Pick-up Procedures (Walkers)

For families who wish to avoid the Car Line there is a Walk-in table. Families still need to present their Pick-up card or Photo ID at the time of pick-up when using the Walk-in table. The Walk-in table is **NOT** available during Extended AM or Extended PM times. Please see the Campus Map in the Appendix for directions to the Walk-in table.

Extended Day Drop-off & Pick-up Procedures

Extended AM drop-off begins at 7:50 a.m. Families who have registered for this service will enter through the East Gate entrance of campus and then loop around the barn. Please pull up to the check-in tent. There will be a staff member there to greet your child, check them in, and escort them to the extended day meeting area.

If your child is staying for Extended PM (4:00 p.m. – 6:00 p.m.), you may park in any space **NOT** labeled **Residents Only** or you may park on Main Street. Once parked, please head to the pool located right next to the large brick building labeled the SHAC (this is the only brick building on campus). There will be a staff member there to help get your child ready to go. In the event of inclement weather, the staff member can be found under the covered portion of the SHAC steps. Please be sure to have your Pick-up card or Photo ID.

Tennis, Flag Football, Pickleball, & Volleyball Drop-Off (Moriarty Athletic Campus)

If your child is registered for any of the following programs:

- ½ Tennis, ½ Traditional Camp
- ½ Flag Football, ½ Traditional Camp
- ½ Pickleball, ½ Traditional Camp
- ½ Volleyball, ½ Traditional Camp

Please plan to drop your child off at the **Moriarty Athletic Campus** located at **153 Fairhaven Road, Concord, MA** during the AM drop-off times. If you need an earlier drop-off time, please contact the camp office so we can ensure there is a staff member there to greet you. Following your camper's morning programming, they will be brought to Concord Academy Summer Camp's main campus where they will have lunch and join their camp group for the remainder of the camp day.

Authorized to Pick-Up

Any individual picking up campers must be on the camper's Authorized to Pick-Up list. These individuals should have been added at the time of registration. Having a camper's pick-up card indicates an individual is authorized to pick-up. If you need to update your Authorized to Pick-up list, please contact the Camp Office. If the authorized individual does not

have a pick-up card, please be sure they have their Photo ID ready. Any individual **not** on the Authorized to Pick-up list will be pulled off to the side while it gets sorted.

Attendance/Absence Policy

Each day, during morning drop-off, a staff member will check in your camper at the check-in tent or walk-in table. Once the camper has been taken to their appropriate group, the Head Counselor will take attendance using the roster provided to them at the beginning of each week.

If your camper is going to be absent, please notify the camp office either by email or by phone so we know not to expect your camper on that day.

Late Arrival/Early Dismissals

Late Arrival: Any camper who arrives after drop-off has ended (9:15 a.m.) should be taken to the camp office to be checked in. Once checked in, a staff member will take them to their group for the camp day.

Early Dismissal: While we strongly discourage it, we understand that sometimes campers need to be dismissed early for various reasons. If you need to pick-up your child **prior to 3:00 p.m.**, please email or call the camp office ahead of time so we can have your camper ready to go in the camp office. **Please note we are unable to accommodate early dismissals after 3:00 p.m. Any families arriving for an early dismissal after 3:00 p.m. will be directed to the regular pick-up time. Please plan accordingly.**

Parking

Parking on campus is limited. If you need to park for any reason, please park on Main Street. **Please do not park in spots labeled “Resident Parking Only” or “CA School Vehicles Only”.**

Visitors

In order to provide our campers with the best possible experience, foster their independence, and prioritize their safety, we ask that all visitors contact the Camp Office prior to visiting the camp. All visitors must be accompanied by a staff member at all times.

What to Bring to Camp

Campers should plan to bring the following items to camp. Please be sure to label your campers’ belongings so we can return them to the rightful owner if found.

- One or two bathing suits
- Towel
- Solid sneakers or other shoes that cover the entire foot
- Flip Flops (for traveling to/from the pool)
- Change of clothes
- Reusable water bottle
- Sunscreen
- Hat

What to Leave at Home

Campers should leave the following items at home:

- All electronics – tablets, phones, hand-held video games, cameras, and speakers
- Pocket knives and weapons – including any item that could be construed as a weapon (i.e. water/squirt guns)
- Toys, dolls, and stuffed animals
- Live animals of any kind
- Trading Cards
- Alcohol, drugs and tobacco of any kind, including marijuana, e-cigarettes and any vaping device

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

Cell Phone Policy

The purpose of this policy is to ensure that all campers can focus on the camp experience and engage fully in the activities provided, while promoting a safe and positive environment for all participants.

Campers are **not allowed** to use cell phones while at camp unless they have a pre-approved circumstance (i.e., medical circumstance). Cell phone use during camp can interfere with camp activities, social interactions, and safety. For this reason, we strongly encourage that campers leave cell phones at home or in their backpacks for the duration of the camp day.

Please note that the camp is not responsible for any lost, stolen, or damaged cell phones.

Lunch & Snack

Lunch and a daily snack are included in camp tuition. The weekly lunch menu can be found on our website. Typical lunch menu items are grilled cheese, quesadilla, cheese pizza, sandwiches, etc., along with sun-butter and jelly sandwiches, pasta with or without sauce, and a salad bar available every day. Daily snacks typically include goldfish, pretzels, Cheez-Its, etc. Vegetarian, vegan, and gluten free lunch options are available as well as gluten free snacks.

If you prefer that your child has a different type of lunch/snack, or if they benefit from an additional snack, we ask that you provide one from home. **Please note we are not able to refrigerate any food items brought from home.**

Lost & Found

Campers are responsible for keeping track of their own belongings to the best of their ability while at camp. Items that are left around campus are collected at the end of the day and brought to the Lost & Found, which is **located at the top of the SHAC steps**. All lost & found items will be kept for up to one week following the last week of camp. Any unclaimed lost & found items will be donated to charity.

Wacky Wednesdays & Special Event Fridays

Every Wednesday, campers are invited to get a little bit wacky and dress in their best costumes/outfits that fit the theme of the week.

Every Friday, camp ends the week with an all-camp special event with activities planned around the week's theme. Each special event Friday ends with a special treat. These treats typically include popsicles, freeze-pops, or snow cones, etc.

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 rain gear and an extra set of clothing (including sneakers) with your child. **Swimming still happens in the rain, unless it is too cold, there is thunder and/or lightning, or the lifeguards can no longer see to the bottom of the pool.**

Refund Policy

- A full refund or credit for any tuition paid in full, **less the non-refundable \$100/week deposit**, will be given for any changes or cancellations made **before April 15, 2025**.
- A 50% refund is available for any tuition paid in full, **less the non-refundable \$100/week deposit**, for any changes or cancellations made **between April 15 - June 1**.
- Any changes or cancellations made **after June 1, 2025**, will **not** be eligible for a refund.
- If space is available, a balance can be transferred, **less the \$100/week non-refundable deposit**, to a different session/week.

No refunds or credits will be made for a camper who only attends part of a session for any reason, including a behavioral transgression, with the exception of illness. Refund requests for illness must be accompanied by a note signed by a licensed medical practitioner stating that camp is medically inadvisable.

**** All refund requests MUST be submitted in writing to the Camp Office via email camp@concordacademy.org ****

Camper Expectations & Behavior Policy

At Concord Academy Summer Camp our primary goal is to provide and ensure a physically and emotionally safe environment for all of our campers and staff. To achieve this, we ask that you please share the following behavior expectations with your camper(s):

- 1. Respect Others**

Treat fellow campers, staff, and counselors with kindness, respect, and empathy. Use polite language and practice good sportsmanship.

- 2. Follow Directions**

Listen to and follow instructions from camp staff promptly, especially regarding safety procedures and activity participation.

- 3. Be Inclusive**

Welcome everyone, regardless of differences, and participate in activities with a cooperative and positive attitude. Bullying, teasing, or exclusionary behavior will not be tolerated.

- 4. Maintain Safety**

Adhere to all safety rules, including respecting boundaries in activity areas (e.g., pool, playground, or nature trails). Keep hands and feet to yourself and use equipment appropriately.

- 5. Care for Camp Property**

Help keep spaces and materials clean and undamaged. Report any broken equipment or accidents to staff.

- 6. Be Responsible**

Stay with your group, keep track of your belongings, and take responsibility for your actions. Ask for help if needed.

- 7. Communicate Openly**

Let a counselor or staff member know if you feel uncomfortable, unsafe, or have concerns about camp activities or interactions with others.

Campers are encouraged to reflect on their actions and make positive changes. Depending on the severity of a situation, Concord Academy Summer Camp will take one of the following actions:

- A verbal warning and discussion with a counselor
- Time away from activities to reflect on behavior
- Notification of parents/guardians
- Involvement of the Camp Director for further resolution
- In extreme cases, dismissal from camp

Note: The Director reserves the right to dismiss a camper when, in their opinion, this action is in the best interest of the camp.

Concord Academy Summer Camp strictly prohibits:

- Corporal punishment, including spanking, is prohibited
- No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse
- No camper shall be denied food, water, or shelter
- No child shall be punished for soiling, wetting, or not using the toilet

Alcohol & Drug Policy

The camp's primary focus regarding alcohol and other drugs is to help campers avoid their use, and to maintain health and well-being. No camper may buy, sell, provide, possess, or use alcohol, unauthorized drugs, or improperly use prescription medication while attending camp, nor may they be in possession of drug or alcohol paraphernalia. Vaporizers, including vape devices and e-cig systems, constitute drug paraphernalia. Campers are reminded that the use

of marijuana, though now legalized for adults in Massachusetts, is still prohibited by individuals under the age of 21 and is therefore not permitted at camp or at camp-sponsored activities away from campus.

Swimming

All campers in our Kiddie Camp and Traditional Camp programs will have two swim blocks throughout the camp day, an instructional swim lessons block and a free swim block. Every Monday campers are oriented to the pool rules and procedures. Campers are swim-tested on their first day of camp in order to determine their swimming ability and assignment to their appropriate swim group/pool area. In order to enjoy free swim time, campers are expected to fully participate in their instructional swim lessons.

Every swimmer wishing to swim in the deep end of the pool must pass the Deep End Test as given by the Pool Director.

Due to the inherent risks with swimming, Concord Academy Summer camp reserves the right to restrict pool access for any camper who fails to comply with safety rules and procedures. The camper may be removed from the pool/pool area until a review involving their parents/guardians, the Camp Director, and the Pool Director determines they are safe to return.

Sunscreen

Please apply sunscreen liberally to your camper each day, even if it looks like rain. Sunscreen application should become a routine for camp. Waterproof and sweat proof sunscreens work well for a busy camp day. Look for products that screen-out both UVA and UVB rays. Most pediatricians recommend an SPF of 30 or higher. Please send your camper with a bottle of sunscreen labeled with their name. We ask that campers do not share each other's sunscreen due to skin and allergic reactions.

Campers will be assisted or reminded to reapply sunscreen as needed throughout the camp day, especially after swimming.

Toilet Training & Accidents

All campers who attend Concord Academy Summer Camp must be toilet trained. We understand that accidents do happen on occasion, and we encourage families to pack an extra set of clothes, especially for campers in our Kiddie Camp program. However, for the health and safety of campers and staff, campers who have repeated accidents may be sent home.

Concord Academy Summer Camp classifies a camper to be fully toilet trained as:

- A child who can communicate with counselors when they need to use the restroom before they go.
- Can go to the bathroom by themselves, including removing clothing, sitting on the toilet, properly wiping, and dressing once again.
- Does not wear diapers or pull-ups.

Health Care Information

Concord Academy Summer Camp has a Licensed Nurse on duty from 8:30 a.m. – 4:30 p.m. They are responsible for coordinating all health care for campers and staff. The Health Center is located in the SHAC should you need to visit the Camp Nurse for any reason. For more information, please refer to our [Health Center Policies](#).

Medications at Camp

The Camp Nurse is responsible for the administration of all medication. If your child needs to take any medication while at camp, you must deliver these in person, in the original pharmacy packaging, to the **nurse only** with clear instructions for dosage. Under no circumstances can any camper take any medications themselves (even over the counter medications such as Tylenol or Advil). Medications will be stored in a locked cabinet at all times.

Health Forms

Massachusetts Department of Public Health requires a completed health history form and physical examination by a healthcare provider within the last **18 months** to be submitted **prior** to attending camp. Our nursing staff will review these documents. **Any camper who does not meet this requirement will not be able to attend camp – no exceptions.**

To upload the required physical and immunization record (see info below) please follow these instructions:

- Log into your account here: <https://casummercamp.campbrainregistration.com/> and go to the Registration Details page.
- Scroll down to the “Upload Documents” section, here you will upload a PDF or picture of your child’s **physical and immunization record**.

Required Immunizations

In accordance with Massachusetts law, CA Summer Camp requires all campers to provide proof of up-to-date immunizations or a certificate of exemption before attending camp. Proof of immunizations should be provided on a form signed by a licensed health care provider. A camper with a qualified religious or medical exemption must provide the camp with an exemption form. A medical exemption must be signed by a licensed health care provider, attesting that the camper is exempt from a specific vaccine(s) because of medical reasons. A religious exemption must be signed by the camper’s parent or guardian (and by campers 18 and older), attesting that immunization conflicts with the tenets of their religious beliefs. Campers who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the camp or participate in any camp activities.

Grades Kindergarten – 6

In ungraded classrooms, Kindergarten requirements apply to all students ≥5 years.

DTaP	5 doses; 4 doses are acceptable if the 4 th dose is given on or after the 4 th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Grades 7 – 12

In ungraded classrooms, Grade 7 requirements apply to all students ≥12 years.

Tdap	1 dose; and history of DTaP primary series or age-appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥10 years since Tdap.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable.
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥28 days after first dose; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable
MenACWY (formerly MCV4)	Grades 7: 1 dose; MenACWY required. Grades 11: 2 doses; 2 nd dose MenACWY must be given on or after the 16th birthday and ≥ 8 weeks after the previous dose. 1 dose is acceptable if it was given on or after the 16th birthday. Meningococcal B vaccine is not required and does not meet this requirement.

Camper Illness & Exclusion Policy

To protect the health and well-being of all campers and staff, families are asked to keep their child at home if they are sick or contagious. Campers should be symptom-free for at least 24 hours before returning to camp, including being fever-free without medication. Children placed on antibiotics must be on them for 24 hours prior to attending camp.

If a child becomes ill at camp, they will be sent home. Parents/guardians or emergency contacts will be notified to pick-up their child. For Teen Leaders participating in any off-campus trips, the Director of Specialty Camps and caregivers will coordinate pick-up if necessary.

Campers may be excluded from camp if they are too ill to participate in activities, have a contagious disease, or lack up-to-date immunizations as required by Massachusetts State Law during a communicable disease outbreak.

Symptoms requiring a child to stay home or leave camp include:

- Fever of 100°F or higher (children must be fever-free for 24 hours without medication)
- Vomiting or diarrhea
- Severe cold, persistent cough, sore throat, or Flu-like symptoms
- Contagious skin diseases (e.g., impetigo)
- Chickenpox (all lesions must be crusted over)
- Conjunctivitis (pink eye)
- Active head lice (child must be treated and cleared by the Camp Nurse)
- Any illness that prevents full participation in camp

Your cooperation ensures a safe and healthy camp environment for everyone. If you suspect your child may have a communicable disease, please notify the Camp Nurse and/or Camp Director. We will notify all parents (without identifying your child) if deemed necessary.

All children will be observed as they enter the program for signs of communicable diseases. The staff are trained to recognize these signs.

Concord Academy Summer Camp is required to report any cases of communicable diseases and food poisoning incidents to the Massachusetts Department of Public Health as well as the local Board of Health.

Mandated Reporting

Concord Academy Summer Camp has mandated reporting obligations in the event of a reasonable belief that a camper is being abused, neglected, or sexually abused by an adult responsible for their care. In Massachusetts, all professionals responsible for the care of children are required to report suspected abuse or neglect of children under the age of eighteen (18).

We ask families to understand that a camp counselor or staff member is required to make a report to the Department of Children and Families (DCF) immediately when there is reasonable cause to believe that a camper has suffered abuse or neglect, including sexual abuse. In addition, camp personnel are expected to consult with the camp director or designee about the situation, so that appropriate action can be taken to protect the camper and timely reports can be made to DCF or local law enforcement as appropriate; however, responsibility to report rests with the individual professional.

The camp director (or designee) will review the situation and may consult with the camp nurse or mental health consultant, and, if appropriate, the camper's family. If appropriate, legal counsel and/or consultant specializing in the care and protection of children may be involved in these reviews. The confidentiality of the camper and their family will be protected to an appropriate extent.

Requesting Policies

In compliance with the Massachusetts Department of Public Health, parents and/or legal guardians may request copies of staff background checks, health care policies, discipline policies and how to file grievances. Please email the camp office with your request.