



**BOYS & GIRLS CLUB
OF THE BERKSHIRES**

Camp Russell

~ 2019 ~

Parent Handbook

Camp Russell

341 Boys Club Road

Richmond, MA 01254

info@bgcberkshires.org

Boys & Girls Club of the Berkshires 413-448-8258

Camp Russell: 413-698-2716

The camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

Welcome Parents!

Thank you for choosing Camp Russell! We are looking forward to another sun-sational summer.

The Parent Handbook has been written to describe our program, policies and all the practical details that go into making each day enjoyable for you and your child. Please carefully read this handbook and keep it for future reference. The staff at the Boys & Girls Club of the Berkshires and Camp Russell would be glad to address any of your questions or concerns. Once again, welcome!

Boys & Girls Club of the Berkshires Mission

The mission of the Boys & Girls Club of the Berkshires, Inc., is to enhance the quality of life for youth as participating members of a richly diverse society. With emphasis on being socially and economically inclusive, the Boys & Girls Club of the Berkshires, Inc. helps youth to help them to realize their potential for growth, development, and leadership.

CAMP RUSSELL

Camp Russell is a special place where children learn about character, leadership, develop a stronger sense of self-esteem and grow in confidence.

A variety of age-appropriate activities are offered each week including:
Tubing, Kayaking, Flag Football, Arts and Crafts, Water Trampoline, Wiffleball, Tie-Dye, Animal Care, Basketball, Soccer, Fishing, Hiking, Capture the Flag, Field Games, Brain Gain, Boating, Field Trips

Additional special activities are included based on the week's theme.

Table of Contents

Camp Russell Information	4
General Program Requirements	5-9
Transportation, Drop-off, Pick-up, Early Pick-up, Late Pick-up.....	5-6
Children At Risk	6
Camp T-Shirts, Camp Attire, Quick Reference Check List.....	6-7
Communication, Conduct, Discipline Policy.....	7-8
Requirements for Discipline, Expectations.....	8
Special Contingency Plan for Day Camps	9
Background Info/Grievances	10
Financial Assistance	10
Enrollment, Withdrawals, Refunds, & Payment Policies	10-11
Field Trips	11
General Camp Schedule	11
Extended Care Programs	12
Lost & Found	12
Lunches & Snacks	12
Special Diets	12
Medical & Emergency	13-20
Essential Forms	13
Disabilities, Illness Policy.....	13-14
Accidents & Emergencies.....	14-15
Emergency Plan	15
Medication Policy	15-16
Example of Medicine Administration Tracking	17
Health Care Staff.....	17
Emergency Numbers, Sunscreen, Bug Spray, Tick Checks, Allergies	17-18
Infection Control, Meningococcal Disease and Camps.....	18-20
Rules & Safety	20-21
General Rules, Swimming, Personal Belongings, Cell Phones, Staff	20-21

CAMP RUSSELL INFORMATION

Contact List

Camp Staff: 413-698-2716

Camp Director: Dan Joslyn

Day Camp/LIT Director: Kaliegh Hayes

Sport Camp Director: Cam Warren

Recreational Therapy Director: Rick Baker

Camp Infirmary: 413-698-3498

djoslyn@bgcberkshires.org

khayes@bgcberkshires.org

cwarren@bgcberkshires.org

rsb0804@yahoo.com

Absences

If your child is not going to attend camp for the day, please report his/her absence by calling the Camp Russell office at 413-698-2716

Camp Drop-Off & Pick-Up Address

341 Boys Club Road

Richmond, MA 01254

Camp Hours

Monday – Friday

8:30am to 3:30pm

Extended Care programming is available for an additional fee. Hours are as follows:

7:30am to 8:00am for Pre-Care at the Club located at 16 Melville St. Pittsfield, MA

4:00pm to 5:30pm for Post-Care at the Club located at 16 Melville St. Pittsfield, MA

Registration Requirements

Day & Sports Camp registration is open to youth who have completed kindergarten thru grade 8. Our Leader in Training (LIT) program is open to youth who are entering grades 9 & 10. All campers must have a Club membership (valid September 1, 2018 thru August 31, 2019). Registered campers who fail to have all required forms completed and handed in will be sent home without discount or refund for days or week missed. Deadline to register is 10:00am the Friday before each Camp week begins to ensure ample time to compile registration reports for the upcoming week. Additional forms are required for the After School Extended Care Program.

General Program Requirements

Transportation

Transportation to camp is provided by Dufour Bus Company from select bus stops identified by the Boys & Girls Club of the Berkshires. It is always the parent's responsibility to pick up children on time at the end of the program day either from their selected bus stop or the Club. NOTE: If a parent is not on time at the select bus stop the child will be brought back to the Club for pick up and every effort will be made to contact the parent/emergency contact of the change. Bus monitors are provided by Camp Russell and will carry a cell phone in case of an emergency or if the bus has any type of mechanical problem, delayed or has been involved in an accident. Monitors will call the Camp Director to make them aware of the situation and how it is being handled. Parents may choose different stops for pick up and drop off. Every effort is made to arrive at bus stops at the designated time.

Drop-Off

- Camp: Sign your child in with Camp Russell Office Staff at the Camp Office - the first cabin on the left after the gate entering camp grounds.
- Club: Sign your child in with Camp Russell Staff at the Lighthouse Café – you may use the entrance located in back of the Club parking lot next to our playground. Enter through blue doors.

Pick-Up

- Camp: Sign your child out when you pick them up from camp. Please bring a photo ID with you every day. If someone other than yourself or the person authorized on the registration form will be picking up your child, a written note must be submitted to the Camp Director ahead of time. This person must also bring a photo ID when they pick up the camper.
- Club: Sign your child out when you pick them up from the Club. Please bring a photo ID with you every day. If someone other than yourself or the person authorized on the registration form will be picking up your child, a written note must be submitted to the Camp Director ahead of time. This person must also bring a photo ID when they pick up the camper.
 - Pick up for those scheduled till 4:00 and those registered in the Before & After Care program will be in our big gym.
 - Pick up for those registered in the After School program will be in the After School room located on the second floor.

Early Pick-Up from Camp

If your child will be leaving early, please notify the Camp Office Staff, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need your photo ID and to sign your child out.

Late Pick-Up

We close promptly at 5:30pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes there after: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

NOTE: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disaster we will follow the above “late pick-up” policies starting 45 minutes from when the parent has been informed of the need for campers to be picked up.

Children at Risk

Parents who arrive at camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child emergency contact list
- Call the other parent
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

Procedures for protecting Children from Abuse and Neglect

Any person who witnesses sexual assault, abuse, neglect or to whom the alleged sexual assault, abuse, neglect was disclosed will immediately notify the Program Director or designee of the alleged assault, abuse or neglect. Accompany the victim(s) to the Program Director or designee. Act as a co-reporter for filing a 51-A. The Program Director will assess the person for emergency medical treatment and follow the guidelines for a medical emergency. Contact the parent/guardian unless that person is the alleged perpetrator. Notify DCF. Notify Police. Complete and file an incident report (51-A) immediately. Notify in writing the Department and the Board of Health if a report is filed pursuant to M.G.L.c. 119, & 51A alleging abuse or neglect of a child while in the care of Camp Russell. The report filed pursuant to M.G.L.c. 119, & 51A itself shall not be forwarded to the Department of Health. Notify the CEO or designee. The CEO or designee will Coordinate the media effort with the appropriate Town Departments. Notify the School Committee. The Program director shall cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation. The Program director shall ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Social Services investigation is completed.

Camp T-Shirts

Every camper who registers for camp will receive a Camp Russell t-shirt.

Camp Attire

Please remember to dress your child appropriately for camp. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials. Here are some reminders of clothes for camp.

- T-Shirts
- Shorts (no skirts)
- Appropriate clothing for camp: No halter or tube tops; No clothing with inappropriate language
- Sneakers
- Sweatshirt
- Please send your child to camp with a swimsuit and towel EVERYDAY. Children will be swim tested at the beginning of each session. A certified lifeguard will determine whether they can swim in the deep or shallow water. Camper staff and certified lifeguards will supervise the pond and pool at all times.
- **LABEL EVERYTHING!**

Quick Reference Checklist

Did you remember to send?

- Backpack (labeled)
- A healthy lunch and snack (no glass containers)
- Sunscreen (labeled)
- Swimsuit and towel (labeled)
- A plastic bag for wet stuff
- Bug spray (labeled)
- A poncho /raingear on wet days (labeled)
- A complete change of clothes

Communication

- Email will be used as the primary source of communication for non-emergency related subjects. This includes invoicing and statements.
- Every Friday, before the start of the new session, an email will go out to all registrants with information and reminders for the upcoming week.
- Every afternoon you will receive an email notifying you of when buses leave camp in an effort to provide a more exact time of the arrival of the bus at scheduled stops.

Conduct:

Every child has the right to expect to have the best possible experience at camp. We realize that the potential for bullying or hurting a child exists in any group situation; therefore, there must be measures in place to keep such behavior out of camp. Part of the camp experience is learning how to deal with new people and different situations, but sometimes there are situations where your child may need to ask for adult help. Please encourage your child to ask a counselor or any adult staff whenever they feel they need help. We will be in contact with the parent as events may unfold. This does include all travel time on the bus as well. ****Any child who misbehaves on the bus either to or from camp may have his or her bus privileges suspended at the discretion of camp personnel. As a result, it will be the parent's obligation to transfer the child to and from camp and there will be no refund because of bus suspension.****

We strive to provide a safe, happy camp environment for your child. So if you have ANY concerns, please contact the Camp Director. We will answer your questions, speak to the camper, speak to staff members, and then reconnect with you. The best time to call camp is between the hours of 9 a.m. and 11:00 a.m. otherwise you can call the Boys & Girls Club to leave a message for any of us and we will return the call A.S.A.P.

We do not permit language or actions that can hurt or frighten another person. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Every situation will be assessed as to the severity of the circumstance but please know that bullying or abusive conduct will not be tolerated. It may start with just a time-out for the child (with a call to the parent), if it continues it may mean a day off or even the rest of the session off which will NOT be refundable.

Discipline Policy

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from an activity, removal from an activity and placed with staff member away from the group, suspension from camp, removal from camp. Unacceptable measures may include; verbally degrading a camper or counselor, physical punishment, isolation without proper supervision.

Requirements for Discipline

- I. Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The Camp Director shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

- II. Procedures for disciplining campers
 - A. Prohibitions
 1. Corporal punishment, including spanking, is prohibited.
 2. No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
 3. No camper shall be denied food, water or shelter as a form of punishment
 4. No child shall be punished for soiling, wetting or not using the toilet

 - B. Methods of Discipline
 1. Time-Outs
 2. Sent to Camp Office
 3. Sent home
*To be determined by Camp Director.

 - C. Record Keeping
 1. Incident Reports (IMR)
 - a. Date, Time, Camper's Name, Staffs Name and Brief Description of the incident
 - b. Bring form to Camp Director.
 2. Notifying Parents/Legal Guardians
*To be done by Camp Director.

Expectations

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the campers toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from Camp Russell. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with camp staff. This will enable us to work more effectively and productively with your child.

Special Contingency Plans for Day Camps

- I. When a registered camper fails to arrive at the point of pickup at the end of the day
 - A. Via parent pick-up
 1. Camp Office Staff will double check attendance sheets to see if they attended that day
 2. Camp Office Staff will check to see if camper got picked up earlier by other parent or designated person.
 3. The Camp Director on duty will check the camp grounds in accordance with the lost camper plan
 - B. Via camp provided transportation/drop-off
 1. When a camper who is scheduled to take the afternoon bus fails to arrive, the bus monitor will notify the Club Office Staff & Camp Director.
 2. The Camp Director will check to see if camper got picked up early by parent/legal guardian or designated person.
 3. The Camp Director will check the Camp grounds in accordance with the lost camper plan.

- II. A registered camper who fails to arrive to camp
 - A. Via parent drop-off
 1. After morning attendance is taken each group leader will deliver attendance sheets to the Camp Office Staff.

 2. Once all daily attendance sheets are collected, the Camp Office Staff will attempt to contact parents/legal guardians of campers who failed to arrive to camp that day.
 - B. Via camp provided transportation/pick-up
 1. After morning attendance is taken each group leader will deliver attendance sheets to the Camp Office Staff.
 2. Once all daily attendance sheets are collected, the Camp Office Staff will attempt to contact parents/legal guardians of campers who failed to arrive to camp that day.

- III. For unregistered children arriving at camp:
 - A. When child is accompanied by parent(s)
 1. Camp Office Staff to conduct Registration procedures.
 2. Parents must stay with child until all necessary registration procedures are complete.
 3. If parents refuse to wait, the Camp Office Staff must inform parent(s) their child CANNOT stay at camp unless they do.

 - B. When child is NOT accompanied by parent(s)
 1. When a child has all necessary registration forms completed.
 2. Camp Office Staff must locate Camp Director on duty.
 3. Camp Director or Camp Office Staff must contact the child's parent/legal guardian finalize registering the child for camp.

Background Information/Grievances

If at any time a parent feels that an issue has not been addressed or resolved and it may need to be pursued further, we are here to support that process. It is essential that parents and families are heard when they raise a concern. All parent concerns should be addressed initially at the level closest to the event in an effort to come to a resolution. The early identification and communication of a concern and prompt initiation of a resolution can help avoid further problems. If you have a question, concern or issue, the following steps will help facilitate the problem solving process.

1. Speak with your lead counselor
2. If unsatisfied, then speak with the Camp supervisor
3. If unsatisfied, please speak with the Camp Director, Dan Joslyn 413-448-8258 ext. 15 or 413-698-2716 and ask for Dan. Email djoslyn@bgcberkshires.org
 - A. Parents may request a form from the Camp Director to request copies of the Boys & Girls Club of the Berkshires policies regarding background checks, health care and discipline policies.

Financial Assistance

The Boys & Girls Club of the Berkshires seeks to make its services available to all people, regardless of their ability to pay. The Camp Russell Campership Program helps families in need of childcare through our camp. Financial aid applications are due by May 31, 2019 – all supporting household income documents must be submitted with the application before assistance is considered. Financial aid applications are available at the security desk and the program office at the Club. Financial Assistance cannot be combined with Auction Coupons, Campership Coupons, New England Farm Workers or DCF Vouchers.

Enrollment, Withdrawals, Refund & Payment Policies

Billing Inquiries Contact: Kristine Huggins (413)448-8258 khuggins@bgcberkshires.org

To enroll your child visit bgcberkshires.org Camp Russell page and create an account if you're a new parent; if you are a returning parent login to your account. Use the forgot my username or password if you need help logging in. **NOTE: All withdrawals from camp or refund requests must be submitted in writing by email to info@bgcberkshires.org.** *Refund requests **are not** filtered through Camp Russell summer staff.*

1. Regarding Enrollment:

- a. Registration CLOSES at 10:00am the Friday before each session to allow sufficient time to compile attendance reports for the upcoming week.
- b. All transfer requests must be in writing by email to info@bgcberkshires.org

2. Regarding Payment:

- a. Full payment is required BEFORE attending camp.
 - i. Day & Sport Camps: \$175* per week or \$340* for every 2 weeks registered.
 - ii. Leader In Training (L.I.T) Program: \$100* or \$400* for 4+weeks registered.
 - iii. *Must have a valid Club Membership \$20
 - b. The FULL camp fee is due regardless of days attended in a session
 - i. New England Farm Work Voucher recipients will need to submit their voucher to the front office to complete registration. Parent fees are due before attending camp.
 - ii. Department of Children & Families may complete their registration with their social worker or visit the Boys & Girls Club of the Berkshires.
- (NO PARTIAL WEEKS ALLOWED).

- c. Payment plans are available when you register in advance of the start date of camp by adding a credit card, debit card or checking account number to your account.
 - i. Payment dates will not be changed.
 - ii. When setting up a payment plan, you must make a payment of \$175 per child at the time of registration then your remaining balance will be divided by the payment dates remaining in the payment schedule you selected.
 - iii. **The longer you wait to register the less payments you make resulting in higher payments.** Weekly payment plans are not available after 6/28/19, Bi-weekly after 6/28/19 and monthly after 7/5/19. **Once payment schedules end, payment must be made in full to attend. You may choose to register & pay week by week.**
- d. We accept credit/debit, checks, cash, New England Farm Workers and Department of Children and Families Vouchers.

- 3. Regarding Refunds:** -- request must be submitted in writing by email to: info@bgcberkshires.org
- a. If you cancel a session 30 days or more in advance, a full refund will be issued.
 - b. IF CANCELLATION IS **BETWEEN 30 DAYS & ONE FULL WEEK** BEFORE A SESSION, YOU MAY TRANSFER THE FULL PAYMENT TO ANOTHER SESSION *OR REQUEST A FULL REFUND MINUS \$50.00 FEE.*
 - c. IF CANCELLATION IS **LESS THAN 1 WEEK** YOUR PAYMENT FOR THAT SESSION IS FORFEITED.
 - d. **Exception to policy:** a written letter from a licensed physician excusing participant from a program prior to the 1st day of session start date.
 - e. Refunds will NOT be issued due to weather conditions or any water closure.
 - f. Camp Russell reserves the right to remove a child from any program due to behavioral or other concerns. In this event, there will be NO refund given.

Field Trips

Camp Russell may schedule field trips. To participate permission slips must be signed in advance for your child to attend. Itineraries will be provided to parents/guardians before departure and any changes to the itinerary will be provided before departure. A Nurse or Health Care Supervisor will accompany all field trips with readily available access to health records, medications, and first aid kits as needed. Written contingency plans will accompany all field trips. You may provide your child with extra money to purchase food or souvenirs. You will have the option for your child not to attend the field trip and resume regular activities at camp with staff and other campers whom opt not to attend.

2019 Camp Schedule

Camp Russell runs for 8 consecutive weeks.

Session 1: June 24 – June 28

Session 2: July 1 – July 5 (*No camp on July 4th*)

Session 3: July 8 – July 12

Session 4: July 15 – July 19

Session 5: July 22 – July 26

Session 6: July 29 – August 2

Session 7: August 5 – August 9

Session 8: August 12 – August 16

Extended Care Programs

The Boys & Girls Club of the Berkshires offers two options for extended care. Both programs allow parents to drop off as early as 7:30am and pick up no later than 5:30pm.

1. Before & After Care

This option is supervised free time. Campers will check in at our Lighthouse in the morning. After camp, campers will enjoy free supervised time in the Club's big gym while waiting for pick up. Additional fee of \$50 per week applies.

2. After School

This program is for the 52 week children and those with a New England Farm Workers Voucher. Campers will check in at our After School Room in the morning. After camp, children will have foosball, table tennis, puzzles, board games, books and group games. All staff are EEC qualified. Additional forms are required for this program and must be complete to attend. Additional fee of \$50 per week applies.

Lost & Found

Camp Russell has a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all camper belongings in their backpack or with them, Camp Russell will not be held responsible for lost or stolen items. Please make a quick check of your child's backpack at the end of the camp day.

Lunches & Snacks

We intend to provide Free lunch daily through the Pittsfield Public School department but at the time of this handbook we do not have full details. If the program does not return, parents will be required to provide a lunch. Camp Russell will provide a method of properly storing meals brought from home to maintain safe temperatures and to protect from contamination. Please mark all lunches and all containers inside with campers first and last names. Please do not provide your camper with food that will need heating or require a microwave. Camp staff is not responsible for food preparation or preheating meals.

We offer a camp store for purchase of snacks and beverages. You may choose to send your child with money to purchase snacks and beverages.

Special Diets:

Camp Russell staff must be made aware of any child who requires a special diet due to medical or religious reasons.

Medical / Emergency Information

Essential Forms

Camp Russell has two registered nurses on duty at all times. The Infirmary is the first green building to the right of the road when driving into camp.

Essential Forms:

- Online registration forms
 - Waterfront Permission (online)
 - Anti-Bullying (online)
 - Sunscreen Permission (online)
 - Bug Spray Permission (online)
 - Parent Health Form (online)
 - Physical Examination within the last 18 months (upload online or submit signed hard copy)
 - Immunization records (upload online or submit signed hard copy)
 - **Required immunizations are:**
 - 2 doses of MMR, or laboratory evidence of immunity.
 - 4 doses of Polio vaccine
 - 5 doses of DTaP
 - 1 dose of Tdap (Pertussis ingredient) for campers entering grades 7 through college. (Booster at 7th grade)
 - 3 doses of Hepatitis B
 - 2 doses of Varicella
- Additional Essential Forms for Extended School Program
 - EEC Form (online)
 - Transportation plan and authorization (online)
 - First Aid & Emergency medical care consent (online)
 - Child pick-up permission (online)

All medical forms should be submitted at least 2 weeks prior to when your child starts camp. Physicals must be dated within two years. Please be sure that information on registration forms are accurate and complete. Please do not leave any fields blank on the forms.

Disabilities

In order for Camp Russell to provide the best camp experience for your child, we ask that prior to registration, you consult with recreation staff regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally camp staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

Illness Policy:

Children must be healthy enough to participate in the programs daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend camp. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 7:45am and let Camp Office Staff know of your child's absence. When your child has a fever (of 101) or vomiting/ diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms return to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.

The following are defined as illness or communicable health problems:

- Conjunctivitis (Pink Eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the child has had a fever within the past 24 hours.

Illness

In the event of a child's illness, Club staff will notify the child's parents/guardians. Staff will make the child comfortable in a quiet place until the parent/guardian arrives. Parents are asked to make every effort to come and pick up their child as soon as possible after they have been notified of the child's illness. Children who are sent home sick will not be allowed back to camp until they have fully recovered (not running a temperature) and/or not contagious. Children who have serious illness or contagious diseases will be isolated from other children under the club's supervision.

Mildly Ill Campers

Camper will be taken to the infirmary and be assessed by the Nurse. Minor illness/injuries will receive appropriate treatment and the camper will return to their scheduled activities. Parent/Guardian will be contacted if exhibited symptoms cannot be immediately treated and arrangements may be made to pick up the camper.

Accidents / Emergencies

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by our certified camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff and the Camp Director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parent or other responsible adults will be notified. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff until professional services arrive.
- 911 will be called.

- Parent/Guardian will be contacted. If you cannot be reached, the emergency contact person will be notified.
- A staff person will accompany your child to the hospital in the event an ambulance service is needed and remain until you or your emergency contact person arrives.
- The incident will be described in writing in the Camp Russell incident report log.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep emergency information accurate at all times.

Emergency Plan

Camp Russell has a site-specific emergency plan including an assembly area protocol, notification system, locations of fire extinguishers, first aid kits, etc. Staff has been trained and is expected to be well-versed in emergency procedures. Drills will be conducted throughout summer to practice safety procedures.

Shelter: In the event of an emergency that requires an on-site shelter, campers and staff will assemble in the dining hall.

Medication Policy

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses.

- Prescription and “over-the-counter” medication will not be dispensed without written consent from the parent/guardian and pediatrician. This authorization must state that the medication is for the specific child. (see Medication Authorization form provided in the forms section of registration)
- A completed and signed Asthma Action Plan must be submitted by the child’s physician for Campers that require a management plan.
- Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist’s initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use. (see Medication Authorization form provided in the forms section of registration)
- **All medication (including inhalers) are to be hand delivered by the parent/guardian to the Camp Nurse. *Parent/Guardians are expected to plan and deliver medication to the Camp Nurse at Camp Russell in Richmond. *In the event the parent/guardian is not able to deliver medication to the Camp Nurse, the parent/guardian must pre-arrange a scheduled time to meet the Camp Director at the Club to hand off medication. *Campers are not allowed to keep medications on their person, in backpacks, or lunch bags unless otherwise authorized per policy and Massachusetts Department of State Public Health standards. (see attached Medication Authorization form)**

- All medications will be locked up and given to your child at the prescribed times. Medications requiring refrigeration shall be stored at temperatures of 36° to 46° in accordance with Massachusetts Board of Registration in Pharmacy guidance regarding proper storage of refrigerated and frozen medication.
- Field Trips:
- All medication must be given by the on-site licensed nurse or health care supervisor. If the health care supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant.
- A camper's physician and parent/guardian may request in writing that a child be allowed to give him/herself their own medication (such as inhalers and epinephrine auto-injector). The camper must be capable of self-administration. (see Medication Authorization form provided in the forms section of registration)

Epinephrine Auto-Injector

- Circumstances in which the Camp Nurse or approved self-administered camper may administer an epinephrine auto-injector for a known allergy or pre-existing medical condition include the following signs and symptoms of Anaphylaxis: Hives, itchy rash and/or swelling about the face, body or extremities, flushing and or swelling of the face, itching around the eyes, redness and swelling of the eyes, and tearing of the eyes, itching and/or swelling of the lips, tongue or back of the throat, itching and/or sense of tightness in the throat, hoarseness, difficulty breathing and/or swallowing, itching of the outer ear canals, shortness of breath, repetitive coughing and/or wheezing, chest tightness, harsh high-pitched breathing, weak pulse, low blood pressure, light headedness, feeling faint, fainting, collapse, nausea, abdominal cramps, vomiting, distress, anxiety and a sense of dread. (see Medication Authorization form provided in the forms section of registration)
 - Campers may receive an epinephrine auto-injection by someone other than the Camp Nurse if the campers physician and campers parent/guardian have given written approval and said person has completed a training development by the Camp Nurse in accordance with the requirements in 105 CMR 430.160

Insulin Injectors/Blood Sugar Monitoring

- If a diabetic child requires his or her blood sugar be monitored, or requires insulin injections, the parent/guardian may grant them permission to self-administer if you deem appropriate. The Camp Health Care Consultant will also need to approve self-administration, and the Camp Nurse will need to be present to oversee self-administration. (see Medication Authorization form provided in the forms section of registration)
- The Club will keep a written record of the administration of any medicine to each child. This record will include the time and date of administration, the dosage, the name of the staff member giving the medication, and the name of the child. This record will be kept in the child's file.
- If there is leftover medication the Camp Director consults with the on-site nurse of how to dispose of it properly. If there is no knowledge the Camp Director will contact the local Board of Health.

Example of Medicine administration tracking

TIME IN	NAME (LAST AND FIRST)	AGE	Medication Taken	ILLNESS	INJURY	OTHER	RETURN TO Activities	SENT HOME	911	PARENT CALLED	TIME OUT	INITIALS

Health Care Staff to be Provided

The Boys & Girls Club of the Berkshires takes care to ensure that all children under Club supervision are safe and well-cared for. One or more registered nurses are on site during Camp hours. The Club has the following health and safety policies:

- **Health Care Supervisor**- TBA
- **Health Care Consultant**: Dr. John Dallenbach, MD (Camp Physician lic. #155179)
413-442-8267 – 426 East St. Pittsfield, MA 01201
- **First aid**- All staff that care for children are certified in first aid. At least one staff member on duty is certified in Cardiopulmonary resuscitation (CPR).
- **Injuries**- Club staff will notify on site certified RN then immediately notifies parents of any injury which requires emergency care beyond minor first aid. The Club will conduct an injury report for any incidents, which requires first aid, or emergency care will be kept in the child’s file.

<u>Emergency Numbers</u>		
Dr. John Dallenbach, MD (Camp Physician lic. #155179)		413-442-8267 (Camp consultant)
Berkshire Medical Center		413-447-2000
Pittsfield Police Department	Emergency 911	413-448-9765
Richmond Police Department	Emergency 911	413-442-3693
Richmond Fire Department	Emergency 911	413-698-3366
Richmond Ambulance	Emergency 911	804-254-1150
MA State Police Department	Emergency 911	413-243-0600
Cheshire Police Department	Emergency 911	413-743-4700
Lee Police Department	Emergency 911	413-243-2100

Sunscreen

Campers will be expected to provide their own sunscreen and lip balm for daily personal use. Parents are asked to apply sunscreen prior to bringing their child to camp each day. Camp staff will not rub sunscreen on any child but will remind them to put it on throughout the day. Camp staff can only help with sunscreen application if it is spray lotion and the parent/guardian has signed the sunscreen application form.

Bug Spray

Campers will be expected to provide their own bug spray for daily personal use. Camp staff will remind campers to put on their bug spray throughout the day. Camp staff can only help with spraying the bug repellent on the child without rubbing it on and the parent guardian has signed the bug spray application form.

Tick Checks

Tick exposure is most active during warmer months (April-September) and live in grassy, brushy or wooded area or on animals. To prevent tickets parents should expect to provide their own tick repellent and apply to clothing and gear prior to bringing their child to camp. Parents are strongly encouraged to carry out a tick check after each camp day, preferably as soon as the camper is picked up or arrives at home. A full body check for ticks should be conducted including clothes and gear. Areas of the body to check should include: Under the arms, in and around the ears, inside belly button, back of knees, in and around the hair, between the legs and around the waist.

Allergies/ Allergy Awareness

Camp Russell staff are provided with a list of your child's allergies and maintains allergen sensitive tables in the dining hall. We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the Camp Russell Nurse in advance so we can take the proper precautions. In the event of a severe allergic reaction, the epi-pen will be administered, 911 called, and the protocol for a child with a medical emergency will be followed.

Infection Control

The parent or guardian of any child suspected of being ill with a communicable disease, or diagnosed as such, shall be contacted immediately by the health supervisor or camp operator to make arrangements for the camper to receive necessary medical attention. The child will either be brought to the hospital for immediate attention, or discharged from camp to a parent/guardian, or the parent/guardian's approved designee, depending on the nature and severity of the illness. Space shall be designated for isolation of a child ill with a communicable disease or suspected of such illness or otherwise in need of quiet and rest while the health supervisor, camp operator, and parent/guardian make the necessary arrangements for appropriate medical care. This space shall be separate from regular living and sleeping quarters so as to ensure both quiet to the child and safety to others. The space shall be suitably equipped and not utilized for any other purpose. An isolated child shall be provided with adequate adult supervision and all basic necessities, in accordance with the procedures for isolation and quarantine outlined in 105 CMR 300.210. A child will only be kept in isolation if medically necessary and only until the necessary arrangements for appropriate medical care can be made.

Meningococcal Disease and Camp Attendees: Commonly Asked Questions

What is meningococcal disease?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the “meninges”) that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease may appear suddenly. Fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash can all be signs of meningococcal disease. Changes in behavior such as confusion, sleepiness, and trouble waking up can also be important symptoms. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes. Less common presentations include pneumonia and arthritis.

How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person’s saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is most at risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

Are camp attendees at increased risk for meningococcal disease?

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

Should my child or adolescent receive meningococcal vaccine?

That depends. Meningococcal conjugate vaccine is routinely recommended at age 11-12 years with a booster at age 16. In addition, these vaccines may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child’s healthcare provider.

How can I protect my child or adolescent from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don’t have a tissue, cough or sneeze into their upper sleeve.

3. not share food, drinks or eating utensils with other people, especially if they are ill.
4. contact their healthcare provider immediately if they have symptoms of meningococcal disease.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at www.mass.gov/dph.

Rules & Safety

Safety

Safety is paramount to our camp program. All children **MUST** be brought to and picked up from camp by a parent or authorized person. All children dropped off at camp must be checked in by a parent at the Camp Office. All adults picking up children will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

General Rules

1. Stay with your group at all times.
2. No climbing on gates, fences, or trees.
3. No horseplay, screaming, or yelling while on the bus.
4. No inappropriate or abusive language is permitted.
5. No hitting, kicking, or other physical abuse is permitted.
6. Listen to and respect to display good teamwork. How we play is more important than whether we win or lose!

Swimming

All campers will be swim tested by our certified swim instructors. All swimmers will be documented on the levels of ability. Depending on your child's ability they will be able to go enjoy the following areas: small dock, big dock and advanced water activities such as tubing, waterskiing, kayaking, canoeing, sailing, & trampoline

The Health Department of the State of Massachusetts requires the following per Christian's Law:

- All minors swim tested pursuant to guidelines by national safety organizations
- All minors will be provided with properly sized and fitted Personal Floatation Devices (PFD) or lifejacket, if tested as a non-swimmer or at-risk swimmer
- Ensure that parents or legal guardians can provide properly fitted lifejacket for children
If (PFD) does not fit your child, our Waterfront Director will get them fitted.

Personal Belongings

Please do not allow your child to bring personal belongings to camp. Camp Russell cannot be responsible for the loss or damage of toys, games, clothes, or other personal belongings.

Please **do not bring** the following items to camp:

- Any electronic games / devices (including but not limited to: tablets, Game boys, PSPs, iPods, cell phones, iPads)
- Trading cards (including pokemon)
- Weapons of any sort – fake or real!
- Toys, stuffed animals
- Expensive clothes
- Nail polish/ make up
- Shoes with high heels
- Flip flops/sandals
- Valuable items
- Fidget spinners

Cell Phones

Please do not call to speak to your child or child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Camp Director with your questions or concerns at any time: 413-698-2716

Staff

Camp Russell strives to hire a highly qualified, well-trained staff to conduct Camp Russell. The summer camp staff is comprised primarily of college students, high school students, recent graduates, school teachers and registered nurses. The camp staff members are innovative and creative individuals who love working with children. All staff go through training and orientation. Staff ratio for campers 7 and older is 1:10. Staff ratio for campers younger than age 7 is 1:5. Two staff or more at all times for swimming activities.

Background Information:

When hiring staff:

1. Staff must have 3 references. Camp Director must call all three and log when the call was made.
2. Criminal Background checks: All Boys & Girls Club of the Berkshires employees and board volunteers must undergo an annual criminal background check, and all volunteers (including minors) who have direct contact with children must also receive an annual background check. The requirement also applies to staff and volunteers from other organizations who may work in local Clubs as part of a partnership or collaboration.
3. We are not able to actually hire staff until after the CORI check has been run.

Tobacco, Alcohol and Marijuana Use Policy

Tobacco use in any form, including nicotine delivery systems (e.g. electronic cigarettes) but excluding cessation products approved by the U.S. Food and Drug Administration, shall not be allowed by staff, campers or any other person at a licensed recreational camp for children. Use of alcohol and recreational use of marijuana in any form is prohibited at a recreational camp for children during camp operating hours.