



**Camp Pikati**

**2024**

# **FAMILY HANDBOOK**

This handbook will help you and your camper prepare for a great summer at camp by knowing what to expect before you arrive

WSY CAMPING SERVICES BRANCH

[campings@wsymca.org](mailto:campings@wsymca.org)

(617) 244-6050 ext.3008

## Welcome to Camp Pikati Summer 2024

Whether your camper has been coming to Camp Pikati for several years or is brand new, there may be changes or new information from year-to-year you should know about. This is a brief summary of changes or highlighted items we want to remind you about. As always though, if you have any questions, please don't hesitate to reach out to our office and speak with a staff member directly!

### Information for New & Returning Campers

Whether your camper has been coming to Camp Pikati for several years or is brand new, there may be changes or new information from year-to-year you should know about.

- Same as last year, Camp Pikati will be using **CampSite** for post-registration paperwork and communications. Login information for your camper's Campsite profile will be sent to you in the weeks following your registration. Your camper's Campsite profile is the place where you will fill out your camper's medical information, parent/guardian contact information, and other information needed to make your camper's experience at camp safe and successful.
- All camp paperwork (on CampSite) is due **June 1<sup>st</sup>**.
- **Campers must have a \$0 balance** for the session they are attending or risk being turned away. For information about payment plan exceptions, contact our Camp Registrar ([CampingS@wsymca.org](mailto:CampingS@wsymca.org)).
- Cell phones and electronic devices (i.e. iPods, DS) are **not allowed** at camp.
- Drop-off at camp **begins at 8:45 AM-9:15 AM**. Drop-off for morning camper care begins at **7:30 AM**.
- Pick Up is between 3:45 PM – 4:15 PM and until 6:00PM if you attend PM care.
- **Any person** picking up a camper from camp, or camper care, must have their pin number or ID

### ABOUT THE WEST SUBURBAN YMCA

#### Our Mission:

The West Suburban YMCA (WSY) is a charitable organization that welcomes all by creating a community that serves individuals of any age, race, gender, religion, heritage, economic circumstance, or physical ability. We focus on youth development, healthy living and social responsibility to ensure all children, adults and families are healthy, confident and connected.

#### WSY History:

The West Suburban YMCA was founded in 1877 as the Newton YMCA. After a successful fundraising campaign by Frank A. Day, Sr., the YMCA began construction of a facility at 276 Church Street in 1910 and opened the following year. The YMCA grew gaining new members and adding new programs, including camps. In 1916, Camp Frank A. Day opened as the Newton YMCA's residential camp in East Brookfield, MA. In 1946, Camp Pikati started with sixty boys. In 1948, the YMCA started a day camp at the YMCA facility.

The YMCA has come a long way since then. Women were allowed to join and participate in programs. A new 10,000 sq. ft. gymnasium and multi-lane pool were added on. The former field was converted into



an artificial turf field and synthetic track and named the New Balance Track & Field. More day camps were created to better serve the needs of our members. In the fall of 2016, the West Suburban Y finished a large renovation project to create a new preschool, a new child watch center, a new fitness center floorplan, new cardio space overlooking the pool, and new administrative offices. In 2022 the WSYMCA expanded and opened a second full-service facility to provide our community members expanded access to more programs and services. For decades, our Y Association volunteers, and staff have identified the need to provide affordable access to programs and services on the south side of our large city. Now more than ever, our children, families, and older adults need the Y. The 61,000 square foot facility features four multi-purpose courts for basketball, volleyball, and pickleball, three group exercise studios, state-of-the-art strength and cardiovascular equipment lines, newly renovated locker rooms, Y Work Lounge, a four lane 25-yard lap pool, and child watch center.

### **Program Goals:**

Our program goals were created to align with the Mission, Vision, and Values of the YMCA of the USA as well as with the unique culture the Camp Pikati community has fostered. While our primary goal is the safety and overall well-being of our campers and staff, we also hope that campers who attend Camp Pikati—whether for one week or for the whole summer—will experience growth in the following areas:

- **Community:** Programs at Camp Pikati are tailored to foster the growth of meaningful relationships, to build intentional communities, and to empower all campers to contribute to the growing culture and history of camp. We hope that every camper feels significant in the story of our camp and leaves with friendships to last a lifetime.
- **Creativity:** Many activities at Camp Pikati are unusual or down right kooky, and we love it! Our programs are designed to activate and engage the imaginations of our campers. Big showy activities can be amusing, but an active mind will entertain for a lifetime. At Pikati campers are invited to participate in activities like Sneaky Parades, Battle of the Twins, L.A.R.P. activities, and more.
- **Character:** At Pikati, we value diversity. To us diversity includes all aspects of the individual: interests, passions, personality, leadership style, unique social skills, talents, and many other attributes. To foster the development of character, we train our staff to be guides and mentors to our campers, and we offer campers significant choice and autonomy in determining their daily schedule. Our hope is that our campers will discover new things to love at camp, share their interests and values with others, and that our campers will unlock and unleash their best, most authentic selves.
- **Respect:** In everything our campers and staff do or say at Camp Pikati, our expectation is that it comes from a place of respect. We encourage our campers to respect all members of our community, to respect themselves, and to respect facilities and grounds of camp itself. Our staff members are taught to model that respect in their interactions with campers and each other. Even conflict at camp is navigated through respectful dialogue, clear and logical consequences, behavioral contracts that all parties have equal share in writing, and a restorative justice model that emphasizes our desire for all community members to contribute positively to camp.

### **Licensing:**

All camps must comply with regulations of the Massachusetts Department of Public Health, including *Regulation 105 CMR 430.00 Minimum Standards for Recreational Camps for Children*, and be licensed by the local board of health. Camp Pikati is licensed by the Newton Board of Health. According to the Massachusetts Department of Public Health, parents may request information regarding background checks, health care and discipline policies as well as procedures for filing grievances. We are an



American Camp Association accredited camp.

**Staff Qualifications and Ratios:**

Campers are supervised by qualified, trained staff members. All staff and volunteers have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers. All staff completes a thorough orientation prior to the start of the summer which includes:

- All camp staff and volunteers are CORI, SORI, Camp CORI, and Out of State CORI (where appropriate) background checked.
- We complete reference checks for each staff member including 3 professional and 1 personal references.
- All Staff are First Aid and CPR certified.
- Staff is required to attend 25+ hours of camp training as well as mandatory annual child abuse prevention and bullying prevention trainings.
- All counselors and junior counselors are to be at least three years older than the campers whom they supervise.

**Camper Supervision Ratios:**

6 Years and younger	1 Staff to 5 campers
7-8 years	1 Staff to 8 campers
9-15 years	1 Staff to 10 campers

**Rule of 3:**

Staff will observe enforce the Rule of 3 at all times, which states:

“For any multiples of campers or campers and staff, there can be no fewer than three individuals present in either of the following combinations: 1 staff & 2 campers or 2 staff & 1 camper.

**Activity Ratios:**

Activities require at least two staff for supervisory purposes. When factoring staff into ratio, specialist staff (archery, challenge course, and lifeguards) do not count unless they are not facilitating an activity or engaged in their specialize duty. Lifeguards who are actively guarding are not in ratio. A ratio of one counselor per ten campers shall be maintained on the archery range at all times. Lifeguards who are not actively guarding may be counted if they are aware they are to engage in general camper supervision. No campers are allowed to bring any of their own archery equipment. All equipment they use will be provided by Camp Pikati.

**Prevention of Abuse and Neglect:**

All staff are required to immediately report any suspected child abuse or neglect to the Camp Director. S/he will immediately report suspected abuse or neglect to the Massachusetts Department of Children and Families and also notify the board of health if a “51A” Child Abuse / Neglect report alleging abuse or neglect of a child. Our staff will cooperate in all official investigations of abuse and neglect. After DCF is notified allegedly abusive/neglectful staff cannot have any unsupervised contact with campers.

**Why Camp Pikati:**

- Hands-on exploration & skill building
- Social and emotional growth





- Exposure to the arts
- Team building Skills
- Focus on wellbeing
- Building life skills
- Active play
- Quality, experienced staff
- Memories to cherish
- Emphasis on positive relationships
- Strong role models
- Lifelong friendships

**Meet the Staff**

Title	Name	Email	Extension
Director of Camping Operations	Keri Wood	<a href="mailto:keriw@wsymca.org">keriw@wsymca.org</a>	3118
Camp Leadership		<a href="mailto:pikati@wsymca.org">pikati@wsymca.org</a>	3008
Camp Leadership	Paige Willis	<a href="mailto:paigew@wsymca.org">paigew@wsymca.org</a>	3131
Camp Registrar/ Office Manager	Marie Minardi	<a href="mailto:mariem@wsymca.org">mariem@wsymca.org</a>	3008

Camp Address, Phone Number and Directions:

West Suburban YMCA  
276 Church Street  
Newton, MA 02458

[www.wsymca.org](http://www.wsymca.org)  
Phone: 617-244-6050 (3008)  
Fax: 617-964-8472

**PREPARING FOR CAMP**

In accordance with the Massachusetts Department of Public Health Minimum Standards for Recreational Camps for Children, our camps have health care consultants—a licensed physician, nurse practitioner or physician assistant with pediatric training—that oversee our health care policies and staff training in addition to being available for consultation. In addition, all camp staff are certified in First Aid and CPR.

**NO CHILD WILL BE ALLOWED TO ATTEND CAMP WITHOUT A COMPLETE HEALTH RECORD**

As required by state and local regulations, each camper must submit a complete health record, which includes all of the following:

- A completed **CampSite** profile.
  - **CampSite** is a fully electronic camp management system used by all of our camps to ensure the best, most personalized care can be given to each camper.
  - After camp registration is completed, an invitation will be sent to families to complete their **CampSite** profile.
  - **CampSite** profiles must be 100% complete by June 1<sup>st</sup>.
- Any camper who is not 100% complete may be denied participation in camp activities, barred from attending camp, or unenrolled without refund.
- A Certificate of Immunization (or Vaccine Administration Record) signed by a licensed health care provider that includes evidence of the following vaccines:
  - Measles, Mumps and Rubella (MMR)
  - Polio (IPV or OPV)
  - Diphtheria and Tetanus Toxoids and Pertussis (DTaP/DTB/DT or Td)
  - Hepatitis B



- You must also complete a Camper Health History form for your camper(s).
- A **Camper Confidential Form** (The information on this form is only shared with select staff as deemed necessary by the director. It helps us to ensure your camper has a great experience.)

**SPECIAL NOTE:** No child known to be suffering from a communicable form of tuberculosis, or any other communicable disease, is allowed to attend any recreational camp in Massachusetts, including *Camp Pikati*. Parents/guardians are required to list any special limitations or concerns including dietary restrictions, allergies, and chronic health conditions on the camper's Health History Form. This information will only be made available to camp staff and will be used to ensure your child has a safe summer.

If something (i.e. restrictions, medications, conditions, etc.) changes between the date the Health History information is submitted and the time camp begins, please notify the Camp Director of these changes in writing.

### **What to Bring to Camp:**

- **Bag or backpack**
  - **Swimsuit and towel:** Please note that either 1- or 2-piece swimsuits are acceptable for campers. We also suggest your camper brings a plastic bag to hold the damp suits after swimming.
  - **Change of clothes:** Packing a clean change of clothes in a marked zip lock is recommended. The change of clothes will stay in the campers backpack.
  - **Proper Footwear:**
    - Campers are encouraged to bring appropriate athletic shoes to camp and may be prohibited from certain activities without proper footwear. Campers can wear open toed shoes only in aquatics areas.
  - **Water bottles:** Campers must bring a labeled water bottle in their backpacks. Hydration is especially important during the summer when campers are active and outside in the sun. They will be encouraged to drink plenty of water and refill their water bottle throughout the day.
  - **Lunch:** You need to pack a lunch and a morning and afternoon snack for your camper. Camp Pikati is **NOT** a nut free camp. We prefer you pack a nut free lunch due to the potential allergies of other campers; however, we do not require nor can we guarantee a nut free environment.
    - Lunches should be packed in a labeled, insulated lunch box with an ice pack (as needed) to keep the food fresh. Camper Lunches are not refrigerated or microwaved. Please do not send glass bottles or containers in your camper's lunch.
    - In the event that a family forgets to send a child with his/her lunch, a healthy option will be made available.
- Campers will be required to wash their hands before and after lunch each day.



- **Snack:** Please put this in their backpack (not lunch bag), because it will be eaten in the morning. You may pack an extra snack for the afternoon most campers are hungry before the end of the day.
- **Sunscreen:** Extended sun exposure is a concern. Parents are advised to help their camper apply sunscreen before camp. Counselors are instructed to remind campers to apply sunscreen often, especially when they are in and out of the pool. Campers, who come to camp with a labeled BOTTLE of sunscreen, will be assisted with applying sunblock as needed.
- **Reading materials:** Camp Pikati partners with the City of Newton's Summer Literacy project. Campers, who choose to, are welcome to read during low intensity activities or elective periods.

### **Lost and Found & Personal Belongings:**

We strongly encourage families to label camper belongings with a first and last name. "Sharpie" markers will work on clothing, towels, bathing suits and swim caps alike, but may need to be remarked as the summer moves on. The West Suburban YMCA, Camp Pikati, and its staff are not responsible for lost items or stolen items. Parents/guardians are welcome to search the lost and found area for missing items after the camp day ends at 4:15pm. We will make every effort to remind your camper(s) to check the lost and found for any missing items. If your camper brings home something that does not belong to them, please return it to the lost and found area or the camper to which it belongs.

**\*\*Any items unclaimed by the last day of the session will be donated to charity.\*\***

### **Other Notes on Electronics and Possessions:**

We hire trustworthy, nurturing, and fun-loving staff each summer to ensure that your children have a positive camp experience. We discourage camp staff from communicating with campers, (including emailing, texting, and social media) outside of YMCA programs.

In order to keep Camp Pikati a safe and healthy environment for all campers and staff, we prohibit the following from being brought to camp. Such items may be confiscated, and the individual in possession be suspended, expelled, or otherwise reprimanded.

- Electronic devices including: handheld games, iPods, and **cell phones**
- Trading cards
- Other valuables
- Weapons (real or fake)
- Drugs, alcohol, or related paraphernalia
- Other illicit items
- Trading Cards

### **Notes Re: Personal Possessions**

<sup>1</sup> Campers are prohibited from using cell phones at camp. Parents who send their camper with a cell phone are strongly encouraged to utilize the camp office for regular, non-emergency communications. Phones may be confiscated at the discretion of camp staff and returned directly to parents at the end of the camp day.

<sup>2</sup> Camp Pikati does not condone the selling or trading of personal items (e.g. cards, money, or other valuables). Gambling in any form is also prohibited.

<sup>3</sup> The West Suburban Y, Camp Pikati, and camp staff are not responsible for lost or stolen items.

## **Drop Off and Pick up Procedures and Policies**

### **Camper Drop-Off:**

**ALL CAMPERS MUST BE CHECKED IN BY PIKATI STAFF**

**Morning AM Extended Care:** Drop off begins at 7:30am on the outdoor New Balance Track & Field at the WSYMCA. If it is raining heavily, drop off will be in the YMCA Gymnasium on 2<sup>nd</sup> Floor. Any campers dropped off before to 8:45am will be charged the daily fee for extended care.

**Morning Drop off:** begins at 8:45 am on the outdoor New Balance Track & Field. Drop off will be curb side at the designated Pikati pick up and drop off location. A counselor from camp Pikati will help your camper out of your vehicle. The camper will be checked in and walked to his/her group. If it is raining heavily, drop off will be in the YMCA Gymnasium on 2<sup>nd</sup> Floor.

**Camper Pick-Up:**

Any person picking up a camper from camp must enter a **Pick-up PIN number** that is available through your camper's Campsite profile. The PIN number will be sent to any listed parent/guardian email addresses on the first day of a new session after drop off. The Camp Pikati administrative staff encourages bringing a photo ID with you at pick-up as a back-up.

**Pick-up:** If you will be picking up your camper at camp at the end of the camp day, please wait in your car to sign your camper out. Once your camper is signed out, they will be escorted to you for pick up. **All authorized pickups must put in their Pick-up PIN number to sign their camper(s) out before leaving.**

**\*\*We are unable to accept phone calls to verify the release of campers to individuals. \*\***

**Extended Day:**

To better meet the needs of busy parents, we have extended day offerings. It is a supervised yet less structured time for children to play games, and socialize with friends. All campers must be signed out by 6:00pm.

**Pikati Attendance Procedure:**

Camp Pikati staff cares about its campers. If a camper is absent, and the office has not been notified by the camper's family, expect a call from our office manager or one of our directors.

If your child will be absent from camp, arriving late, or leaving early, please call 617-244-6050 ext.3008 or email at [campings@wsymca.org](mailto:campings@wsymca.org). Please note there are no refunds for missed days of camp.

**For unregistered children arriving at camp:**

Unregistered campers or campers who have not paid in full and submitted all necessary paperwork are unable to attend Camp Pikati. Parents/guardians should see the Camp Director if there is any confusion about the child's enrollment.

Individuals designated as emergency contacts on the Health History Form are considered individuals approved for release by the parent/guardian. Each camp has a slightly different drop off and dismissal procedure so please refer to the specific camp sections of this handbook. **All campers must be signed out.** The staff will **always** ask for identification or the secure PIN even if they recognize you. This standardized procedure helps us keep campers safe, so please have your 6 digit PIN or a valid Photo ID matching a name listed on your pick-up authorization form is required for your camper to be released from camp.





### Visitors (including former staff and parents/guardians)

If any staff sees a visitor/visitors unattended and/or unmarked on camp, the staff must approach the individual(s), greet them, and inform them that visitors are not allowed on the camp grounds this summer. If the visitor does not comply, stay with the visitor and ask another staff member to notify the office so that the Camp Director can be made aware. The Camp Director or Assistant Director will determine if emergency procedures are to be put into effect and 911 is to be called.

### Late Fees:

A late fee will be charged for parents/guardian who arrives after the designated end time of the program. The fee is \$10.00 per child for the first one to ten minutes late. An additional \$1.00 per child will be charged for each minute late thereafter. It is required that all children be picked up no later than the times listed above in order to avoid late fees. This late fee is consistent with the late fees of the YMCA's after school program. The Camp Director reserves the right to suspend or dismiss a child from camp if a parent is late to pick up his/her child on numerous occasions.

### WHAT TO EXPECT ON YOUR FIRST DAY AT CAMP PIKATI

On Monday of each session, your camper will check in with a camp counselor or camp director. Your camper will be walked to his/her group by their counselor to find a spot for his/her backpack and things. Next, they will meet some counselors and other campers and get acquainted until all campers check-in. Once all campers are checked in there will be a morning opening ceremony, a spirited-meeting to discuss the rules and the events of the day ahead. As we go through our daily schedule, we'll go over more specific rules about food at snack time, and swimming before we go to the pool. We meet again in the afternoon for an assembly.

### Sample Daily Schedule for Camp

**8:45-9:15am Campers Arrive** Gather with your group for attendance.  
**9:15am Morning Assembly** Songs, skits and morning announcements for the day ahead!  
**9:20am Activity Period** such as archery, field games and more!  
**10:00am Break** Take a little while to catch your breath, hydrate and have a delicious snack  
**10:15am Teambuilding Period** Play games that help campers learn more about each other.  
**10:45am Swimming** Cool off at the pool with swim lessons or free swim!  
**Noon Lunch** Eat lunch and relax with your group in the big tent outside!  
**12:30pm Down Time** Relax with a book or play quiet games with your group while gearing up for a busy afternoon  
**1:00pm Activity Period** Get creative in Arts & Crafts  
**1:45pm Field Activity** Participate in a goofy group activity on the field!  
**2:35pm Activity Period** Get competitive in the Gaga Ball pit.  
**3:45-4:15pm** Pick up

### Camp Aquatics Overview:

The YMCA Progressive Swim Program is nationally recognized. All campers will be evaluated on their first day of class using the water safety system: **Test, Mark, and Protect**. Upon completing a swim evaluation, swimmers will be given a red, yellow, or green swim band. **White & Red** striped may only enter the water in a life jacket. **Red** swimmers must stay in the shallow end. **Yellow** swimmers will be closely monitored by lifeguards and taught to self-assess appropriate swimming practices. **Green** band

swimmers may swim in all areas of the pool. This ensures that each swimmer is safe and placed at the appropriate level of lessons.

### **Swim Lessons:**

Part of what makes Camp Pikati a traditional summer camp is our emphasis on essential skills acquisition: in this case the ability to swim. Swim lessons are mandatory unless campers are excused by a parent or guardian letter. If a camper does not wish to participate in swim lessons, they may sit out but must remain in the pool area.

### **Free Swim:**

We will still use the Test, Mark, Protect system to ensure the safety of all of our campers and staff in the water. Campers will be swim tested on the first day that their group is scheduled for swim, and they will be marked with a colored bracelet depending on their swim level. Campers who are designated as “non-swimmers” based on their swimming assessment will wear a WSYMCA provided life jacket to swim.

We encourage families to send their campers in their swimsuits to make the changing process as efficient as possible and maximize time spent in the pool. Please note that either 1- or 2-piece swimsuits are acceptable for campers.

Staff and lifeguards will be supervising campers as they swim.

**PLEASE NOTE THERE WILL BE NO SWIMMING ACTIVITIES THE WEEK OF 8/29/23 DUE TO ANNUAL MAINTENANCE ON THE POOLS**

### **Archery:**

With the exception of the preschool age group campers have an opportunity to participate in archery as an activity. Camp archery staffs are specially certified through USA Archery in equipment use, maintenance, risk management, and age-appropriate lesson planning. The complexity and difficulty of archery activities are adjusted based on the ages of groups and the proficiency levels of individuals.

### **Field Trips:**

**New this year, campers 7 years and older are eligible to attend weekly field trips with Camp Pikati!**

Field trip itinerary and information will be sent out prior to the camp session and is subject to change. The information will include a description of the field trip and a link for you to register your child for the field trip. Please note that field trips are optional and there is an additional fee associated with each trip. The fee can be paid when registering your child online for the trip. You will also be required to give permission for your child to attend the field trip at the time of registration. Any children not attending the trips will remain at the Y for a typical day of camp.

The parent/guardian is responsible for getting their camper to camp on time to board the bus for the field trip. Refunds will not be given in the case that a camper arrives late and misses the bus.

Please label all items with your camper's name. Campers need to bring a lunch, snack, and water bottle on all field trips. All campers need to wear weather appropriate attire, which includes shirts, shorts, and closed toed shoes. Please no flip flops. Please keep an eye on the weather as raincoats or sweatshirts may be appropriate on some days.



Campers will be given a Camp Pikati t-shirt to wear on field trips. T-shirts will be distributed before we depart on field trips. T-shirts will be collected and laundered upon return from the field trip.

A qualified healthcare staff, who has been trained in medication administration and is 1st Aid and CPR certified will accompany the campers during each field trip. Each group will not exceed the state ratio for field trips. Each group will always have a written list of the campers in their group as well as access to CampSite on all trips. This includes all allergies, medications, parent/guardians, and emergency contacts for the camper. A binder of all emergency procedures as well as a first aid kit will be available on all field trips.

If a child is injured while on a field trip, the camp director or unit leader will assess the situation. If the camper needs medical attention the YMCA will contact 911. Children are transported to the nearest medical facility, with a Y staff person and a parent/guardian will be contacted with details, ie: hospital location and nature of injury.

All campers and staff will be required to wear a seatbelt. Transportation will be provided by Eastern Bus.

### **BEHAVIOR MANAGEMENT AT CAMP**

#### **Behavior and Disciplinary Policy:**

Campers at Camp Pikati are expected to exhibit appropriate behavior. Our goal is to nourish community investment in every camp and counselor that results in behavior that does no harm and benefits all. With that in mind, focused guidance and/or discipline may be necessary at times Camp Pikati staff will strive to be consistent and base disciplinary approaches upon an understanding of individual needs, safety, group health, and personal development.

In accordance with state regulations, we prohibit corporal punishment, cruel or severe punishment, humiliation, or verbal abuse. Campers will not be punished for soiling, wetting, or not using the toilet. Campers will never be denied food or shelter as a form of punishment.

#### **Disciplinary Progression:**

If a camper does or says something inappropriate (i.e. breaks one of the "camp rules"), staff are required to speak to the camper about the inappropriate action. Staff must ensure that campers are aware of prohibited language and actions. **We stress and highly value learning from mistakes.** After the conversation, staff may return the camper to the group or continue the disciplinary process. If the camper exhibits the same or similar behavior a second time, staff must again speak to the camper about the action. Staff may use discretion in asking the camper to take a time out and sit in a "thinking spot." Before reintegrating the camper, a staff member will speak to the camper about what happened and about better decision-making. Staff will report recurring incidents. Parents will be informed. If the child continues in a pattern of repeated negative behavior, counselor-staff will refer the camper to the Unit Leader, Assistant Director, or Camp Director. An incident report form will be drafted and the parents will be notified. Loss of privileges may occur at this point.

#### **Director Involvement & Dismissal**

Depending on the severity of the incident, the following may occur: take a break (typically for an amount of time equal to the camper's age in minutes), revoked privileges, a call to parents or guardians, suspension, and/or termination from camp. Campers removed from camp for disciplinary reasons are not given refunds.

The Camp Director reserves the right to dismiss any camper in the event that his/her behavior compromises or threatens to compromise his/her personal safety, the safety of other campers or the safety of camp staff. In the event that the Camp Director feels s/he must dismiss a camper, the situation will be discussed with the camper's family.

### **Other Situations Warranting Intervention:**

#### **Major Disciplinary Incidents:**

- Excessive repetition of minor incidents
- Fighting or bullying
- Repeated disrespect for others
- Vandalism
- Endangerment
- Interference with group cohesion
- Acts of violence
- Running away

#### **Minor Disciplinary Incidents:**

- Minor rule infractions
- Temper tantrums
- Disagreements
- Teasing
- Inappropriate language or subject matter
- Pushing or shoving
- Inability to keep hands to oneself
- General disobedience

### **Prevention of Abuse and Neglect:**

All staff at Camp Pikati are mandated reporters. As such, they are required to immediately report any known or suspected incidents or signs of child abuse or neglect to the Camp Director. S/he will immediately report suspected abuse or neglect to the Camp Director and to the Massachusetts Department of Children and Families. The Newton Board of Health will also be notified if a “51A” Child Abuse/Neglect report is filed.

West Suburban Y staff, including staff of Camp Pikati, will cooperate in all official investigations of abuse and neglect alleged to have occurred at Camp Pikati or which may have occurred elsewhere but of which staff might have knowledge, including identifying parents/guardians of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation. The Camp Director will ensure that allegedly abusive or neglectful staff persons do not work directly with campers until the Massachusetts Department of Children and Families investigation is completed.

### **Protecting Our Community**

The West Suburban Y and Camp Pikati take seriously our responsibility to protect children in our community. We further acknowledge that it is against the law for a mandated reporter to neglect reporting known or suspected abuse of a child. As such, staff education and training in the prevention and reporting of abuse and neglect are among our highest priorities.

### **Health Care At Camp:**

All of our camp staff are 1<sup>st</sup> Aid and CPR certified before they arrive to camp. Camper families should “check-in” medications camp staff on their first day of camp. Please notify camp staff at pick-up your campers final day and they will return any remaining medication at that time.

### **Administration of Medication:**

If your camper requires prescription medication while at camp, the medication must be in the original prescription container. All over-the-counter medications for campers must be kept in the original containers, which shall include the directions for use and will be given under the specific directions of a licensed prescriber. original containers, which shall include the directions for use. All medication will be administered by an authorized health care supervisor who has been trained by our Health Care Consultant Jyoti Ramakrishna MD, MPH.



All medication will be stored with a double-locked mechanism to ensure the safety of campers and their medications. Access to medication storage cabinets will be restricted to the nurse and the camp director ( or in absence of the director the assistant director.)

If your camper's medications have changed since the time you submitted the Health History Information, you must provide written notice (through email or your Camp Site portal) and permission for camp staff to administer the medication to the camper. This note should include the medication name, dosage, time to be given, and dates to be given. If your child's medications have not changed since the time you submitted the Health History Information, you do not need to do anything further.

#### **Campers Carrying Medication**

Older Campers are permitted to carry their inhalers, epi-pens, and other emergency medications if necessary. To do so, families must provide the Camp Pikati director with a letter giving their consent and allow the nurse to inspect the medications at the start of the week. If not deemed necessary by the camper's family, inhalers will be kept with the other medication in the medical office.

#### **Leftover Medications**

When no longer needed or exhausted, medications will be returned to a parent or guardian. If the medication is not collected by September 15, it will be destroyed.

#### **Infection Control:**

Day camps run by the West Suburban YMCA have measures in place to prevent the spread of communicable diseases. We follow exclusion policies for serious illnesses, contagious diseases, and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health. Procedures do include the notification of all parents in accordance with Department of Public Health recommendation.

#### **Mildly Ill Campers**

Campers and staff are required to properly wash and dry their hands during the day. Everyone is instructed to wash their hands before eating and after toileting (or diapering).

We ask families not to send their camper(s) to camp if sick or contagious. If a camper becomes ill during camp with any of the symptoms of COVID-19 including: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body ache, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea the child will be isolated. The parents, guardians, or emergency contacts will be called immediately to come and pick up the ill camper. Families are asked to keep ill campers from returning to camp until the camper has gone a full 24 hours without vomiting or a fever.

#### **Emergency Health Care:**

In the event that your child is seriously injured while at camp, s/he will be transported to Newton Wellesley Hospital (617-243-6000, 2014 Washington Street, Newton) or to the Children's Hospital Boston (617-355-8811, 300 Longwood Ave, Boston). A staff member will accompany him/her via ambulance and the parent/guardian will be notified immediately.

If any health-related forms or information are incomplete or missing, they must be submitted or completed before leaving your child in our care. In the event of a medical emergency, our staff will consult the health history and medical records provided for the camper. Without that information,

campers are at unnecessary risk. If a camper arrives at camp without all the necessary forms and information, we will call a parent or guardian to pick them up.

### **Information About Meningococcal Disease**

(Information Provided by the Massachusetts Department of Public Health in accordance with M.G.L. c.111, s.219 and 105 CMR 430.157(C).)

#### **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 can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. 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.

#### **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 (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine 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/guardians 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 meningitis.

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](http://www.mass.gov/dph).

**WEATHER POLICIES**

**Rain/Lightning:**

In the event of light rain and no lightning, camp will still have use of outdoor space. In the event of heavy rain and/or lightning, all campers will be brought inside and the staff will modify activities accordingly. Children will remain indoors until 30 minutes of lightning free weather has elapsed.

**Heat:**

In the event of extreme heat, the staff may have the campers participate in alternate or indoor activities (i.e. running through sprinklers, going inside). Safety is our first priority. We rely on the National Weather Service heat index chart that provides general guidelines for assessing the potential severity of heat stress. Heat Index readings are monitored to ensure children are protected during sport, active and rest periods.

**NOAA's National Weather Service**

**Heat Index**  
Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution      Extreme Caution      Danger      Extreme Danger

## QUALITY CONTROL

### **Grievances:**

If you have a concern or complaint in relation to your camper's group, counselor, camp experience, or other children at camp, please contact the camp office to speak with your camper's Unit Leader ([Campings@wsymca.org](mailto:Campings@wsymca.org) or 617-244-6050 x 3008). If your issue is not adequately addressed or if your issue is in relation to the overall camp operation, please speak with the Camp Director ([keriw@wsymca.org](mailto:keriw@wsymca.org) <mailto:kristenm@wsymca.org>). She may request you set-up an appointment to ensure you receive the attention you deserve.

### **Refunds:**

Per the conditions set forth on our registration forms to which all families must agree when registering for a session of camp, the following refund and cancellation policies are observed by all West Suburban YMCA Camps:

- Cancellations must be submitted two months prior to the session start date. The tuition is non-refundable and non-transferable unless due to a serious medical issue. In this case a physician's note is required.
- Campers, who arrive late, depart early, or miss days are not granted pro-rated fees or refunds.
- The Y reserves the right to retain camp fees for campers who decide they do not like camp, have minor illnesses, are homesick, are removed from camp for disciplinary reasons, and/or change of family plans.