

summer at park

2017 PARENT HANDBOOK

Table of Contents

- Contact Information... p. 2
- Carpool Protocol... p. 3
 - Drop-off/Pick-up times... p. 3,4
 - Carpool Safety... p. 3
 - Week A Only Carpool... p. 4
- Carpool Locations... p. 4
 - Summer Ball and Summer Select... p. 4
- Absent Campers/Late Arrivals... p. 5
- Campus Security... p. 5
- Camp Program Locations... p. 6
- Bus Transportation and Expectations... p. 7
- Tuition and Registration... p. 7
- Lunch and Snack Dietary Guidelines... p. 8
 - Red Apple Lunches... p. 8
- Swimming... p. 9
- Christian's Law...p. 10
- General Expectations... p. 11
 - Lost and Found... p.11
 - Field Trips/Waivers... p. 12
 - What to Bring... p. 12
 - Sports Camps/Equipment... p. 12-13
 - Health and Safety, ... p. 13-14
 - Anti-Bullying Policy... p.14

CONTACT INFORMATION

- **Summer at Park**

255 Goddard Ave.
Brookline, MA 02445

Director: Mary K. Russell, 617-274-6024

Coordinator: Nick Sama, 617-274-6025

- **Camp Nurse**

Claudia Silva RN
ASP Building- 255 Goddard Ave.
617-274-6035

- **Extended Day**

Directors:
Morning
Will Lyons
617-274-6060

Afternoon:

Tracy Duliban/Claudia Rufo
617-274-6060

- **Main Building / West Building**

171 Goddard Ave
617-277-2456 (You can reach the school's receptionist 8:00am- 4:30pm or
use x6024/x6025 to reach Summer at Park)

- **Swim and Tennis Club**

Pool House: 255 Goddard Ave. (no parking at this location)
STC Parking: 171 Goddard Ave. Lots A & B
Director: Dana Welshman-Studley, 617-278-9376

CARPOOL PROTOCOL

You must have your carpool card displayed properly on your driver-side dashboard Children are only allowed into cars where the carpool card is visible. **If you have more than one driver you may make copies of your carpool card.**

First day of camp families may park briefly and accompany their children to their program location. **All subsequent days** please stay in your car and staff will assist campers to their program locations. **If you have campers in two different carpool locations**, let us know and we will help with the transition.

DROP-OFF/PICK-UP TIMES/LOCATIONS

- **Early Morning Ex Day: 7:30-8:30am, 255 Goddard Ave. ASP Bldg**
- **Morning Drop-off/Camp: 8:15 – 8:30am, pick-up locations p. 4**
- **Kinder-Cook/Polliwog pick-up – 1:30pm, pick-up locations p. 4**
- **Afternoon Camp Pick-up: 3:30pm, pick-up locations p. 4**
- **Afternoon Ex Day: until 6:00pm, 255 Goddard Ave. ASP Bldg**
- **Summer Ball - Drop-off 8:30am at Warren Field. Pick-up 3:30pm at 171 Goddard Ave (see page 4 for additional details)**
- **Select Academy - Drop-off 8:30am at Skyline Park. Pick-up 4:00pm at 255 Goddard Ave. ASP Bldg (see page 4 for additional details)**

Any carpool change requests must be received in writing or phone call to the Summer Office.

CARPOOL SAFETY

For safety reasons, **drop-off and pick-up ONLY** at designated carpool areas where staff are present. Please stay outside of our orange coned Safe Zone at carpool locations. Campers must **shake-in and shake-out** with their counselors each morning and afternoon before joining their camp or departing campus for the day. For safety reasons, do not pick up your child unless they have been formally released by their staff member,

CARPOOL LOCATIONS- IMPORTANT PLEASE CHECK YOUR PROGRAM LOCATION

255 Goddard Ave/Carpool

- Claudia's Adventure
Wonderland
- Lily Pad: Polliwogs/Leapfrogs
- Extended Day
- Downhill Derby
- Wood Carving
- Summer Select Soccer*

171 Goddard Ave/Carpool

- Adventures in Science
- Books that Cook
- Build it Yourself
- CIT
- Come Build a Meadow
- Creative Cooks
- Daytripper's
- Drones
- Game On
- Hook Line and Sinker
- India's Art Party
- Golf/SNAG* (Week A see below)
- Jr. Einstein's
- Kinder Cooks
- Navigators/Marine Biology
- Raiders of the Lost Park
- Science of Life
- Soccer* (Week A see below)
- Summer Ball

***WEEK A CARPOOL ONLY**

June 19-23 Week A Only will drop-off and pick-up at **255 Goddard Ave.**

***All other Soccer and Golf weeks will drop-off and pick-up at 171 Goddard Ave.**

***SPECIAL NOTE FOR SUMMER BALL**

Drop-off 8:30am at Warren Field /133 Eliot St. Brookline (enter parking lot)

Baseball Field behind tennis courts

Pick-up 3:30pm at **171 Goddard Ave.**

***SPECIAL NOTE FOR SUMMER SELECT ACADEMY**

Drop-off 8:30am at Skyline Park (Newton St. and Saw Mill Rd., Brookline)

Pick-up 4:00pm at 255 Goddard Ave. ASP Bldg.

ABSENT CAMPERS OR LATE ARRIVALS

ABSENT CAMPERS/LATE ARRIVAL AND PICKUP

AM: If your camper will be **late or absent** please call the summer office **before 8:30 am to inform us of the absence or lateness. (Summer at Park contact phone numbers... page 2)**

- If your camper will be late, you need to call ahead to make arrangements for a proper drop off

PM: Late fees are assessed in the case of late pick-up. Please let us know if you will be late so we can communicate with your child.

- Children not in Extended Day- a late fee of \$1.00 per minute will be charged beginning at 3:50pm. **Those children will be brought over to 255 Goddard Ave. ASP Bldg. and should be picked-up there.**
- Late fees apply to late Bus Shuttle pick-up and Extended Day PM pick-up

CAMPUS SECURITY

All entrances to the West and Main Buildings will be locked 9:00am- 3:00pm. If you arrive late to campus for programs taking place in the West or Main Buildings, you can ring the bell and someone will buzz you in.

The front door of the ASP Building will also be locked between the hours of 9:00 a.m. and 3:00 p.m. If you arrive to campus during those hours, please walk to the field behind the ASP Building and check in with a staff member to notify the directors of your arrival.

CAMP PROGRAM LOCATIONS

255 GODDARD AVE./ ASP BLDG.

- Claudia's Adventure Wonderland
- Lily Pad: Polliwogs and Leapfrogs
- Downhill Derby
- Woodcarving
- Chestnut Hill Summer Select Academy (See p. 4)
- Early morning and afternoon Extended Day

171 GODDARD AVE. WEST BUILDING/MAIN BUILDING

- 1st Floor Gym:** Daytrippers
Game On
Golf/SNAG (*except for week A, see p. 4)
Hook, Line and Sinker
- 1st Floor Lobby:** Art Studio
Build-it-Yourself
Come Build a Meadow...
Counselor-in-Training
Drones
- 2nd Floor Classrooms:** Adventures in Science – Room 200
India's Art Party – Room 220
Raiders of the Lost Park – Room 220
Written and Illustrated by.... – Room 200
- 3rd Floor Classrooms:** Junior Einstein's – Room 310, 320, and 330
Marine Biology (Navigators) – Room 300
Science of Life – Room 320 and 330
- Main Field:** Soccer (*except for Week A, see p. 4)
- Dining Room:** Books that Cook
Creative Cook
Kinder Cooks

OFF-SITE DROP OFF LOCATIONS

- Skyline Field:** Chestnut Hill Summer Select Academy (see p. 4)
- Warren Field:** SummerBall (see p. 4)

BUS TRANSPORTATION (please note new earlier departure)*

Bus departs Brookline Village on Station Street (located just next to the outbound T stop) at **8:20am*** and returns to the village by **3:40pm**. Look for the big yellow Park School bus.

Parents and their camper(s) are **to check-in/out** with staff members at the bus stop each morning/afternoon. **You must show your carpool card at pick-up.** Children will only be released to those who have their carpool card or proper ID present at the time of pick-up. This policy is to ensure the safety of each child. Parents will be notified either by phone, letter, or email (depending on circumstances) about changes in pick-up or drop-off procedures.

BUS RULES

- No standing
- No heads, hands, or any other items can be put out any window.
- No screaming on the bus and No throwing of items on the bus.
- Seatbelts should be used at all times.
- Emergency exits are located in the back and on the side of the bus and must not be blocked.
- Please say hello to your bus driver and counselors
- Be respectful

TUITION AND REGISTRATION

Camp tuition must be paid in full by the Monday of the week before your camp begins. For instance, with a camp beginning June 26, fees must be paid in full by June 19.

Registration additions and changes will be accepted throughout the summer as availability permits, however, **any changes must be requested in writing and paid in full at the time of request.**

LUNCH AND SNACK DIETARY GUIDELINES

Please note that due to the serious (and in some cases life-threatening) nut allergies of several campers, **all Summer at Park programs will be 'nut safe' i.e. NUT FREE.** Summer at Park will closely monitor all food products that are brought onto the campus. We ask that families make careful food choices when packing lunches **and refrain from sending any products that may contain nuts.** We do our best to maintain a safe environment for all campers with food allergies. **All snacks provided by the camp will be 'nut free'.**

Please make sure each lunch container or bag is clearly labeled with your child's name and program. Please use an insulated bag or cooler when sending perishable items and remember to send appropriately sized quantities of food for your child's lunch. Campers are also discouraged from sharing food items with other campers due to the many food allergies present at camp. For the safety of all the children, please discuss this with your child, and inform us of any food allergies your child may have, if you haven't already done so!

Red Apple Lunch

Summer at Park has partnered with Red Apple Lunch to make your summer lunch prep easy. Red Apple Lunch provides healthy lunch options. They source and prep only the best ingredients to deliver healthy lunches. Their fruit and veggies come from regional and organic producers, and local artisans bake their bread daily. Visit www.redapplelunch.com to register and order lunches for your camper(s). We are extremely excited for this new summer collaboration.

SWIMMING

All pool and swimming lesson related questions can be directed to the Pool Director Dana Welshman-Studley, 617-278-9376, studleyd@parkschool.org

DAILY SWIM LESSON PROGRAMS

- India's Art Party
- Books that Cook
- Claudia's Adventure Wonderland
- Jr. Einstein's
- Kinder Cooks
- Leapfrogs
- Polliwogs
- Science of Life

Each child is evaluated on the first day of their first session and placed in the appropriate *American Red Cross* swimming level. Campers are monitored daily for progress and moved up to the next level when necessary requirements are completed. We encourage children to swim daily. Children will be excused from swimming only with a note from home or when excused by our nurse. As in any instructional swim program, progress is measured on an individual basis.

RECREATIONAL SWIM

Each program will have the opportunity for a recreational swim on most afternoons. Children are encouraged to swim, however not a requirement. Children who plan to swim should bring a bathing suit and towel each day. **Please send a plastic bag with your child's backpack for the wet swimsuit and towel to come home in each day.**

DEEP END TEST

Every swimmer wishing to swim in the deep water must pass the Deep End Test given by the pool staff. Full pool rules and policies [here](#).

CHRISTIAN'S LAW

Christian's Law, [Massachusetts General Law c. 111, §127A½](#), was enacted on July 12, 2012. The law requires that all municipal and recreational programs or licensed camps conducting swimming at fresh or saltwater beaches must:

1. Ensure that all minors are swim tested at the first swimming session
2. Provide a properly sized and snug fitting personal flotation device (PFD) Type I, II, or III to all minor children determined to be either a non-swimmer or an at-risk swimmer
3. Allow parents or legal guardians to provide their own properly fitting PFD to the child if they so choose.

Once swimmers are classified a system should be implemented to ensure that any child determined to be a non-swimmer or at-risk swimmer is clearly designated via an identification method. Proper classification for all minors participating in swimming programs through the use of trained swim instructors is necessary along with ongoing supervision of designated non-swimmers and at-risk swimmers to ensure the continued use of properly fitting PFDs.

In accordance with this law, Summer at Park campers will need to participate in a swim test in order to attend beach field trips. Campers will receive and must wear a life-vest that will identify them as a non-swimmer or safe swimmer while off campus using bodies of water.

GENERAL EXPECTATIONS

Behavioral Expectations (Campers and Staff)

Everyone is expected to behave according to the values of The Park School. Any of the below-listed offenses are grounds for immediate dismissal from the program.

The following list is not exhaustive but may include:

- Destruction of property
- Stealing
- Threatening the safety of others
- The repeated use of abusive, derogatory, or obscene language
- The use or possession of alcohol/drugs or cigarettes
- Possession of a weapon
- Possession of fireworks

For the protection of staff and campers, we insist that cell phones, electronic devices and other valuable items must be left at home. Any personal sports equipment that is brought to camp must be labeled, stored properly and handled safely at all times. Summer at Park is not responsible for the loss of damage of personal items.

Camp is a time to unplug from the world, meet new friends and explore new surroundings with your camp family. Please help us unplug at camp.

Lost and Found has three locations:

- Pool house
- Lily Pad/ASP Building
- Lobby of the West Building (Stairwell)

Unclaimed lost and found items are donated every two weeks. Summer at Park is not responsible for any items brought to camp by your child.

*****Please label your camper's belongings with both first and last names*****

FIELD TRIPS/WAIVERS

Some fieldtrips may require that your camper arrive to Park earlier than usual to facilitate a field-trip departure. Some camps will have occasional late returns back to Park. We will notify you by phone and email of any scheduling changes.

Your field trip camp/day may require a waiver/release form. They will be emailed to you prior to the day of the field trip and should be returned to our staff **before** your child may participate. **Bus Rules are for both shuttle and field trip campers (see page 7)**

WHAT TO BRING

1. A **lunch** (see “Dietary Guidelines” section).
2. A **bathing suit and towel** - There may also be an opportunity for a second swim for children staying for Extended Day; these children should bring an extra bathing suit and/or towel. Please send a plastic bag in with your child’s backpack for the wet swimsuit and towel to come home in each day. Parents may wish to send their child to camp wearing a bathing suit.
3. Campers may want to consider bringing **labeled goggles or nose-clips** for the pool. Personal floatation devices of any kind are **not** allowed in our pool, however please refer to *Christian’s Law* (pg. 10) for information on PFD’s and field trips (arm bands, swim rings, etc.).
4. Campers should WEAR and BRING **sunscreen** to camp each day.
5. Footwear should be appropriate to the programs. We recommend **sneakers or closed-toe shoes**.
6. **Water bottle always!**

SPORTS CAMPS/EQUIPMENT

(Please label ALL equipment with your child’s FULL name.)

- **Soccer/Summer Ball:** Please send a pair of **sneakers** in case campers need to use the gym.

- **Game ON!** : Please wear clothing suitable for running around and having fun! (**Sneakers are a must!**).
- **Jr. Golf/SNAG:** Golf clubs will be provided, however campers can use their own if preferred. We can store and lock the clubs here for the session
- **Hook, Line and Sinker:** Please wear comfortable clothing, a hat and sneakers. A change of clothes is suggested as well in the event that their clothes get wet while on a field trip. Campers may also bring their own fishing supplies (fishing rod, tackle box, etc.) if they wish to use their own equipment while out on their trips.

HEALTH AND SAFETY

Health Forms: Every camper must have current, completed, and signed health form on file that will be reviewed by our medical staff. **Your child may not attend camp without meeting this requirement.** A complete physical examination must have been performed within 12 months of the start of your child's session. If you have not already done so, please send us health forms immediately. **The Health History must be signed and returned to us before your child can attend camp.**

Lice: You can assist us by *checking your child's head for lice* before sending him/her to one of our programs. We encourage you to check your child's head on a regular basis. Please discourage your child from sharing towels, combs, brushes, and hats with others. Whenever possible, campers with long hair should keep it tied back. Summer at Park nurse will do lice checks only when necessary. Children found with nits or lice will be sent home at the end of the day and should be given the proper treatment before returning to camp.

Medications: Prescriptions and over-the-counter medications must be left with the nurse/director on the campers first day of camp. All medications must be sent in their original container.

Important note: The Summer at Park nurse will dispense **all** prescription and over-the-counter medications **ONLY** if two forms are on file with us:

- 1) A signed Health History
- 2) A *Physician's Medication Order Form* from a licensed prescriber.
- 3) Both Forms are available on our website under Registration Process.

Medical Communication: The nurse, at her own discretion, communicates by note or phone with the parents of participants seen for care. Parents will be notified by the nurse or Director if the child needs to be sent home and or the Director if the child is to be transported to the hospital. Parents will also be notified by letter if their child comes in contact with any child or staff person with a contagious disease.

Sunscreen: Please help us educate your child about the importance of wearing a t-shirt and hat in addition to sunscreen when outdoors. Please submit a written request if help is needed applying sunscreen and send in a supply of sunscreen with your child's name clearly written on it with indelible ink. **All children should come to camp with sunscreen already applied.**

ANTI-BULLYING POLICY

At Summer at Park, bullying is inexcusable and we have a firm policy against all types of bullying. Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying leads to persons being hurt and can be especially hurtful when persons are targeted with meanness and exclusion.

Our camp philosophy is based on our mission statement which ensures that every camper has the opportunity to learn, challenge themselves, and discover new possibilities. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

summer at park

Thank you

Follow our summer fun on Instagram
[@summeratpark](https://www.instagram.com/summeratpark)

