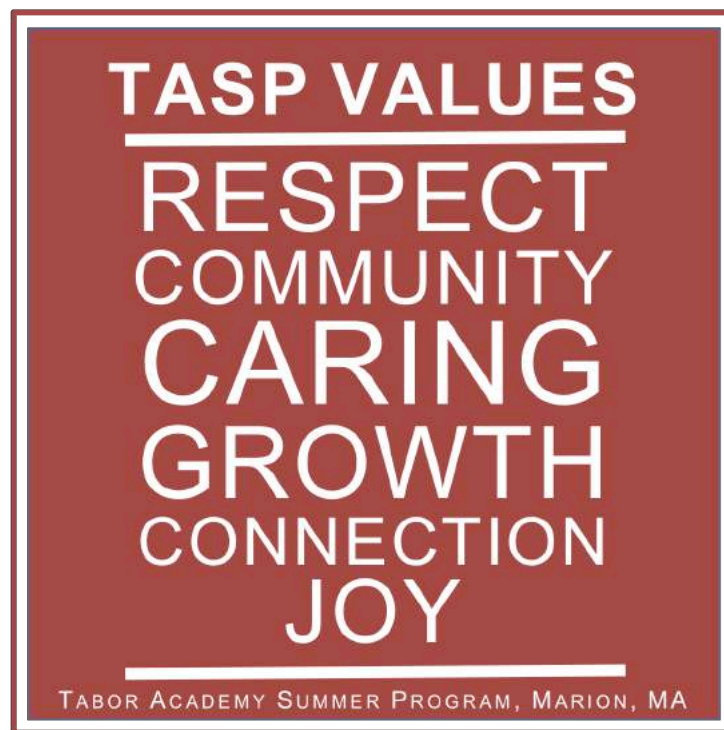


TABOR ACADEMY SUMMER PROGRAM



2017 DAY PARENT HANDBOOK

WELCOME TO THE TABOR ACADEMY SUMMER DAY PROGRAM



Mission Statement

TASP provides each camper with a myriad of opportunities to grow and explore the world around them. Our campers establish strong connections while learning the values of collaboration and respect in a unique seaside community.



As we open our 2017 season, it is our hope that your camper's experience is all that you expect and much, much more.

This handbook is designed to prepare you for the camp session and includes answers to frequently asked questions regarding your child's stay at camp. Please take a few moments to read over the information before your child attends the program. If you have any questions after you read this, please call the office at 508-291-8342 or email us at: summer@taboracademy.org

A FEW REMINDERS

- The camp physical/medical form signed by a physician within the last 12 months is **REQUIRED** for your child to attend camp. If your child has not had a physical within this time frame, you are encouraged to schedule an appointment with your child's physician now, as many doctor's office appointment schedules for camp physicals fill quickly. We cannot accept campers who do not have signed physical forms.
- Registration fee balance is due in full **no later than May 1**
- All forms will be located in your *Camp in Account*, and are due **no later than June 1**

Again, we welcome you and your child. Please let us know if we can be of any assistance in preparing for a great summer.



Bobbi Krein, TASP Director

Heidi Nye, TASP Coordinator

CONTACTING THE TABOR ACADEMY SUMMER PROGRAM OFFICE

Office Hours: Monday-Friday 8:00 am to 4:00 pm

Office Number: 508-291-8342

Fax Number: 508-291-8392

Email: summer@taboracademy.org

Web: <http://taborsummer.org>

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CAMP IN TOUCH (CIT) ACCOUNT

Your CIT account is where you manage all your camper's forms and finances. Our online system is easy to use and is where you access and upload your child's forms for the coming summer. You may log in to your account at anytime, and review/update any information we have on file for your camper. You may also review your camper's bank (*residential campers only*) transactions and fund the account, if needed. Plus, you can create guest accounts for friends and family, and much more!

All forms and payments must be completed/submitted before your child can participate in the program.

REGISTRATION DAYS

Registration days are the kick off to camp! The first day of camp can be an anxious time for everyone, and registration days are designed to relieve some of that stress. These days are when campers meet the staff and other fellow campers, get their schedules, t-shirts, water bottles, sack packs and stop by the Health Center. We ask that all campers (*except for 6 & 7 year olds**) come to the appropriate registration, based on start date. For the safety and comfort of our campers, we ask that dogs please be left home.

1. Sunday, June 25, 1-3 PM (*day campers attending the first three weeks of the program*)

2. Sunday, July 16, 1-3 PM (*day campers starting the last three weeks of the program*)

* 6 & 7 years olds will register the first Monday morning of their session.

PICK UP & DROP OFF

- **6/7 Year Old Campers:** We ask parents to please park in the Fish Center parking lot, which is located on the right hand side just before the Academic Oval and walk your child to the Beebe located next to the parking lot.
- **Day Campers:** All day campers should be dropped off between 8:15-8:25 AM. Children cannot be dropped off earlier as they are NOT under our care until 8:15 AM. You may drop your child off at the flagpole located at Tabor's main oval off of Front Street. The curb next to the flagpole is for the loading/unloading of children. If you need to park, please use the parking spaces in the Fish Center Parking Lot or the ones located on the left as you first enter the oval. Your campers should be picked up at the same location no later than 1:00 PM for half-day campers or 5:00 PM for full day campers.

ACCOUNTS, PAYMENTS, FEES & REFUNDS

FINANCIAL POLICY

The Summer Program works along with the Business Office of Tabor Academy and the following policies are required:

- Day camper spots are held with a \$100 non-refundable deposit with the balance due no later than May 1.
- Failure to meet the May 1 deadline may result in cancellation of enrollment in camp.
- The deposit is non-refundable.
- There are NO refunds of registration fees for cancellations AFTER May 1.
- There are NO refunds of registration fees for late arrivals, absences, suspensions, dismissals, withdrawals, and/or early departures.
- Please make checks payable to **Tabor Academy** (Please note ***“Summer Program”*** in the memo line).

FOR ALL CAMPERS

- Any camper found possessing or using alcoholic beverages, illegal drugs or weapons will be dismissed from camp immediately with no refund of fee.
- Any camper who exhibits emotional, psychological, or behavioral conditions that are disruptive to the camp program or that are harmful to him or herself or the well being of other campers or staff will be dismissed with no refund of fees.



MEDICAL INFORMATION, HEALTH CARE & CAMPER WELLNESS

MEDICAL INSURANCE

- All campers are required to have health insurance coverage while at TASP. Parents are responsible to provide medical insurance for their children either through their own family insurance or through purchasing insurance offered by the camp.

HEALTH FORMS

- **All campers must have the required immunizations and a physical within 12 months of the start of the program. No child will be allowed to participate in the Summer Program until all health, medical and consent forms are on file and reviewed by the nursing staff. This information is most important to assure that your child receives proper medical care and to facilitate the handling of claims, which may arise under family medical programs.**

PHYSICALS

- Every camper is required to have had a physical examination within 12 months prior to his/her arrival at camp. There are no exceptions to this policy. Every camper, returning campers included, will need to complete the health history and update any personal information on your camper along with a parental signature each year.

HEALTH SERVICES AVAILABLE

- TASP operates a well-equipped Health Center. Your signed health form for your child authorizes the Health Center staff to provide emergency and non-emergent care. The Health Center staff is available all day. In the event of a more serious incident your child will be transported to Tobey Hospital in Wareham, MA.

PARENT CONTACT

- In the event of a medical emergency, parents will be contacted as soon as possible after emergency care is secured.
- Parents will be contacted in the event of any illness that requires the care of the camp health staff for treatment other than what is considered as "routine care." Routine care would include such things as insect bites, cuts & scratches, headaches, stomachache, heat, swimmer's ear, etc.
- If you have medical concerns/questions while your child is in camp you may reach the camp Health Center directly by calling (508) 291-2308. Please leave a detailed message should you reach the answering machine.

ASTHMA AND ALLERGY MANAGEMENT AT CAMP

- Campers with asthma who have/had a history of asthma, regardless of severity or regularity, should come to camp with appropriate medication(s)/equipment.
- Be sure to send all medication and equipment required to monitor or treat your child should he/she have an asthma attack, including inhalers, spacer, peak flow meter, nebulizer and all required nebulizer accessories. Clearly label all equipment with your child's name. Campers with asthma are permitted to carry inhalers while in camp. Please send an extra inhaler in case your child should lose one.
- All campers with asthma should bring a written asthma management plan, which is to be turned in to the camp nurse at check in. Information should include a list of our child's asthma triggers, frequency and severity of attacks, typical treatment, medications, emergency care, inhaler use, nebulizer use, and peak flow meter zones.
- Be sure to inform the camp, in writing, of any allergies that may cause your child to have a severe or life-threatening reaction!
- The camp MUST be made aware of any allergic reactions that include/have a history of swelling, difficulty breathing, fainting, seizures, or anaphylaxis. These types of allergies may include, but are not limited to, insect stings, plants, foods, oils, spices, food additives/derivatives, latex, medications, etc.
- Please send all required prescriptions with your child to camp. If your child has a prescription for epinephrine (EpiPens®), please make sure to send this with your child, and that your child has been instructed in its use.
-

CAMPER WELLNESS

- **Sunscreen:** We want to remind camper families of the importance of protection from the sun. The children are outdoors for most of the day enjoying different activities. Please apply sunscreen to your child prior to the arrival at camp each day. The Health Center, the Main Office, and every activity spot have sunblock available.
- **Water Bottles:** It is very important for your child to bring a water bottle to camp. Campers can carry their water bottles with them at all times in their backpacks and fill them regularly. Water coolers are provided in each activity area for this purpose and drinking fountains/filling stations are also found throughout camp.

PACKING LISTS

DAY CAMPERS

- Always apply sunscreen prior to arriving at camp
- Water bottle
- Backpack to carry change of clothes
- Swim suit (sailors must bring theirs on the first day of camp for capsizing drills)
- Sneakers
- Non-marking water shoes if you are participating in water activities (not flip flops)
- Hat
- Towel if swimming and/or sailing
- Plastic/waterproof bag for wet items
- Sweatshirt/sweater for cooler days
- Wind/rain breaker

PLEASE MARK EVERYTHING WITH YOUR CHILD'S NAME

Camper **Should Not** Bring Any of the Following Items:

- Money (other than what is deposited in the Camper Bank)
- Computers/IPads
- Cell Phones (only for residential campers)
- Electronic games
- Skateboards/scooters
- Pets
- Electrical equipment such as televisions and cooking appliances

LOST & FOUND

- Please mark every article of clothing and each personal belonging with your camper's name, including socks, shoes, bathing suits, towels, toiletries, etc.
- The lost and found is located outside of the Camp Office.
- Parents are encouraged to check lost and found regularly. Lost and found will be kept at camp for 1 week after camp ends, and items remaining at the camp after that date will be donated to a local charitable service organization.
- Lost items are not automatically returned after the child leaves camp. If your camper
- **Tabor Academy Summer Program and its employees cannot be held responsible for loss or damage to a camper's possessions. For this reason, please do not send valuable items.**

TABOR SHOP

- Day campers may bring money to spend at the Tabor Shop. The shop is open limited hours during the summer.

TELEPHONE USE BY CAMPERS

We ask that **day campers** leave their cell phones at home for camp every day. If they must bring phones to communicate at the end of camp, we ask that they leave cell phones in their backpacks for the duration of the day. If a child is caught using a cell phone during camp multiple times, the phone will be brought to the Camp Office for storage during the day and returned to the camper at the end of the day.

TAKING A CHILD OUT OF CAMP

Permission to leave campus is granted only with prior parental consent. Only the people you list on your Authorized Grown-Ups form, in your *Camp in Touch* account, have permission to pick up your child from TASP. Campers must be signed out in the Program Office and signed in when you return to camp. A photo identification is required of the person taking the child out of camp.

Updates to the Authorized Grown-Ups form can be done directly by logging into your account or calling the TASP office.

CONTACTING TABOR ACADEMY SUMMER PROGRAM

CONCERNS OR PROBLEMS

We want happy campers! While we try to do our best to ensure that your child has a quality experience at camp, we realize that sometimes something doesn't work out the way we intended or may not be to your satisfaction. If you have concerns regarding the experience your child has had at camp, we want to know. We welcome the opportunity to work with you to make things right.

- Let us know as soon as possible if there is/was a problem. For the camp to be most effective in resolutions of problems, we encourage you to contact while your camper is at TASP.
- The more detailed information you have, the easier it is for the camp to address your concern. Please provide the information, such as dates, location, names of campers or staff, etc. as applicable.
- The camp staff is committed to treating you and your concerns with respect and courtesy. We expect that parents will respond in the same manner as we work towards a solution.

WHO TO CONTACT

- **TASP By Phone:** 508-291-8342, **by Fax:** 508-291-8392
- **TASP Health Center By Phone:** 508-291-8306, **by Fax:** 508-291-8368
- **TASP Email:** summer@taboracademy.org
- **TASP Mailing Address:** Tabor Academy Summer Program
66 Spring St., Marion, MA 02738
- **TASP Physical Address:** 226 Front Street, Marion, MA 02738

CAMPER INFORMATION

FIRST DAY – WHAT TO BRING

- Depending on the activities your child is doing for the day, most children should bring a backpack with the following (**Please mark everything with child's name**)
- Sun block (please apply before arriving)
- Hat
- Water bottle
- Towel if swimming or sailing
- Swimsuit, if appropriate ***please bring on 1st day if sailing or swimming***
- Plastic/waterproof bag for wet swimsuits
- Sweatshirt/sweater for cooler days
- Wind/rain breaker/poncho
- Proper footwear (sneakers for field activities, water shoes for water activities, **please bring on 1st day**) -no flip flops, please

PICK UP/DROP OFF

- All day campers should begin drop off at 8:15 AM. Campers cannot be dropped off earlier as they are not under our care until 8:15 AM. You will be contacted if this happens, as TASP cannot accommodate children any earlier. Additional fees may apply.
- You may drop your child off at the flagpole located at Tabor's main oval off Front Street. Please follow signs posted in the oval. The curb next to the flagpole is for the loading/unloading of children. If you need to park, please use the parking spaces in the Fish Center Parking Lot or the ones located on the left as you first enter the oval. **PLEASE DRIVE 5 MPH** in the oval for everyone's safety.
- 6/7 year olds, please park in the lot adjacent to the hockey rink and walk your child to the Beebe located next to the parking lot.
- Rain or shine, we will meet for attendance and daily meeting in the Fish Health and Athletic Center which is located between Spring and Front Streets. Your child will check in with their Day Group Leader at that point.
- Your child should be picked up at the same location no later than **1:00 PM** for half-day campers or **5:00 PM** for full day campers. After one late arrival, the Summer Office will contact you and further charges will apply.
- **ANYONE PICKING UP A CHILD, INCLUDING PARENTS, BRING PHOTO ID.**
- Tabor uses a system to communicate (*through phone and email*) changes or emergencies that would affect pick-up or drop-off. Please be patient during rainy day pickup, particularly during thunderstorms. Safety is our first priority.

DAY GROUP LEADERS

- One of TASP's staff members will greet your camper in the Fish Center and be his/her Day Group Leader. Your child will see the Day Group Leader at check-in, lunch, and check-out, with the potential to see this staff member at an activity/course. The Day

Group Leader is a great person for your child to turn to when they have questions in the morning and a familiar face throughout the day.

WALKING/BIKING

- If your child is walking or biking to campus, please fill out the permission form online.
- SAFETY - Your child MUST use a helmet if biking to campus.
- If permissions change, please notify the Summer Program Office in writing.

ATTENDANCE/LATENESS/EARLY DISMISSAL

- **Please call in absences** between 8:00-8:15 AM to the Summer Program Office at 508-291-8342.
- All children who arrive late should check-in at the Summer Program Office (please follow the large sign pointing to the office in the Language wing of the Academic Center).
- Attendance is taken every period during the program and **it is important that we know if your child is arriving late or not attending the program that day.**
- If your child needs to leave the program during the day for any reason, please contact the Summer Program Office and we will bring your child to the office to meet you. You can then sign out your child. **PLEASE DO NOT GO DIRECTLY TO YOUR CAMPER'S ACTIVITY TO PICK THEM UP. Staff is instructed to direct you back to the Summer Office.**

LUNCH

- The Tabor Academy Summer Program is excited to announce our partnership with Smart Lunches (www.smartlunches.com) to provide healthy lunch options for our day campers. The cost of the service is included in TASP registration fees, and parents will order their child's lunch online (*up to 2 business days prior*). Meals are 100% nut-free, nutrient-dense, and served in portion sizes appropriate for children of several different age groups. Meals for campers that have special dietary needs will, of course, be provided.
- Any special dietary requests need to be made in writing and can be arranged with our dining hall.

JULY 4TH

Day camp will not be in session on July 4. The registration fee is prorated for the week.

OTHER IMPORTANT INFORMATION

SCHEDULE CHANGES

- Every effort will be made to place each camper in his or her top enrichment courses and activity choices. Once the camper's schedule has been created they will have the opportunity to make adjustments to it during registration on Sunday.
- After the program begins, scheduling changes (*activities only*) happen every **Thursday during lunch**. We remind our campers multiple times throughout the week of the process. Every attempt will be made to make the requested changes for the following Monday, but changes are dependent on availability.
- In an effort to help our campers become stronger self-advocates and to streamline the process, campers must make scheduling changes in person. This allows the TASP team to have a conversation with each camper and help him or her make an informed decision. Parents should have conversations with their campers about the policy so they understand it.

PERSONAL EQUIPMENT/BELONGINGS

- All belongings should be marked with the child's name.
- Proper footwear should be worn at all times. No flip-flops, please. Sandals are not appropriate, especially for field sports.
- Equipment is provided for all activities, so your child does not need to bring equipment unless they choose to for the summer.
- Personal equipment and belongings are the responsibility of your child.



LANYARDS

Please remind your child to wear his/her lanyard **every day**. They will wear them to and from each place and take them off when appropriate (*sports, swimming, etc.*) This helps the staff identify children and in turn, children can instantly identify a staff member. Campers wear blue lanyards and staff members wear red lanyards.

COMMUNITY STANDARDS

The Summer Program has set basic standards of conduct that reflect the nature of a diverse and varied community. These include respect for other individuals and one's self, as well as participating fully in an active indoor/outdoor community. Children should be positive contributors on a daily basis.

In addition to the offenses listed under Tobacco Products, the following specific offenses render a camper liable for dismissal:

- Possession, use or sale of alcoholic beverages, or illegal drugs
- Misused prescription drugs or narcotics while under the program's jurisdiction/supervision
- Possession of weapons of **any kind**
- Theft
- Dishonesty
- Bullying
- Disrespectful behavior/language towards a staff member or camper
- Intentional or malicious damage to any Tabor facility or the abuse of any private or public property
- Unauthorized presence in a dormitory room of the opposite sex, another's room or a restricted area and/or engaging in acts that may be considered sexual contact.
- Tabor Academy Summer Program assumes the right to require, at any time, the withdrawal of any child whose influence in the community is demonstrably harmful, whose presence is equally undesirable, or whose conduct or attitude is persistently unacceptable as determined by the Director.

TOBACCO PRODUCTS/FIRE SAFETY

- Massachusetts' law prohibits the sale of cigarettes and tobacco related products to persons under the age of 18. Children enrolled in our program are not allowed to smoke or use tobacco related products and should not be in possession of them.
- In addition, on-campus fire protection apparatus provides safety for the entire community and should not be tampered with at any time. Violations of these rules would jeopardize the safety and well being of both personnel and facilities. Disregarding these restrictions constitutes cause for immediate dismissal. Parents need to discuss with their child the reason for these rules and their consequences and sign off that they understand them in their Camp in Touch account.

EMERGENT AND NON-EMERGENT CARE

- The Health Center is available to all children for the evaluation of illness or injury occurring during the day. The nurse will assess the situation and initiate treatment. Day campers requiring additional assessment or treatment will be referred to their primary care provider for evaluation. If necessary, a camper may be admitted to the Health Center, Tobey Hospital or sent home to recover if medically indicated.

ACCIDENT INSURANCE

- Tabor Academy does not provide accidental insurance for children, nor can we accept any liability for medical costs, which may be incurred by attendees. It is expected that parents/guardians will provide medical insurance coverage for their child and assume all accompanying financial responsibilities.

TIPPING

- **No** tipping is allowed at anytime, but if you feel strongly about a staff member's performance this summer, please feel free to send a personal note or letter. The Summer Office would be happy to forward your letter to the staff member. We also recommend making a donation on the staff member's behalf, to the **American Camp Association (ACA) Camper Scholarship** program. This program provides underprivileged children the opportunity to attend and experience summer camp. Please visit <http://www.acacamps.org/support/camper-scholarship> for more information.



DAILY SCHEDULE

8:15 AM	Drop Off & Attendance (<i>Day and 6 & 7 Program Only</i>)
8:30 AM	Community Meeting
8:50-9:50 AM	Period A
10:00-11:00 AM	Period B
11:10 AM-12:10 PM	Period C
12:15-1:15 PM	LUNCH
12:55-1:00 PM	Half Day & 6 & 7 Year Old Departure
1:15-1:45 PM	Community Meeting
2:00-3:00 PM	Period D
3:00-4:00 PM	Period E
4:00 – 5:00 PM	Period F
5:00	Full Day Departure

Questions? Please call us at 508.291.8342 or email at summer@taboracademy.org



We look forward to a wonderful summer with your camper!