



**TABOR ACADEMY  
SUMMER PROGRAM**

**2018  
PARENT  
HANDBOOK**

# WELCOME TO THE TABOR ACADEMY SUMMER 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.



We are busy planning another active and engaging program for this coming summer, and we look forward to creating another memorable TASP community filled with campers from all over the world.

This handbook is designed to prepare you for the camp session and includes answers to frequently asked questions regarding your child's time 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](mailto: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.



Noel Pardo, 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](mailto:summer@taboracademy.org)

**Web:** <http://taborsummer.org>

<b><u>TABLE OF CONTENTS</u></b>	<b><u>PAGE</u></b>
<b>CAMP IN TOUCH ACCOUNT</b>	1
<b>REGISTRATION DAYS</b>	
• Dates & Times	1
• Procedures	1
<b>PICK UP/DROP OFF</b>	
• 6 & 7; Day; Residential	1
<b>TRANSPORTATION &amp; TRAVEL ARRANGEMENTS</b>	
• Arrival by Air/Airport Pick Up	2
• Arrival by Car/Driving Directions	2
<b>ACCOUNTS, PAYMENTS, FEES &amp; REFUNDS</b>	
• Financial Policy	3
• Residential Camper Bank Accounts	4
• Camp Store	4
<b>LINENS, LAUNDRY, LOST &amp; FOUND</b>	
• Linen Service	5
• Laundry Schedule/Service	5
• Lost & Found	5
<b>MEDICAL INFORMATION, HEALTH CARE &amp; CAMPER WELLNESS</b>	
• Medical Insurance	6
• Physicals	6
• Health Services Available	6
• Checking in Medication	6
• Parent Contact	7
• Asthma Management at Camp	7
• Allergy Management at Camp	7
• How to Contact the Health Center	8
• Camper Wellness	8
• Homesickness Information	8
• Information to Prevent/Limit Homesickness	9
<b>PACKING LISTS</b>	
• Please Do Not Bring- For all campers	10
• Packing List - Day Campers	10
• Packing List - Residential Campers	11

## **CONTACT YOUR CAMPER**

- Mailing Address for Letters 12
- Faxing a Camper 12
- Packages 12
- Mailing Address for Packages 12
- Telephone use by Campers 13
- Visitation Policy 13
- Taking a Child Out of Camp 14

## **CONTACTING TABOR ACADEMY SUMMER PROGRAM**

- Concerns or Problems 15
- Who to Contact 15
- List of Contact Phone Numbers 15

## **DAY CAMPER INFORMATION**

- First Day 16
- Pick up/Drop Off 16
- Day Group Leaders 16
- Walking/Biking 17
- Attendance/Lateness/Early Dismissal 17
- Lunch 17
- July 4<sup>th</sup> 17

## **RESIDENTIAL CAMPER INFORMATION**

- First Day 18
- Rooming Policies 18
- Dormitory Room-Maintenance & Furnishings 18
- Special Articles 19
- Meals 19
- Fire Safety 19

## **OTHER IMPORTANT INFORMATION FOR ALL CAMPERS**

- Health Forms 20
- Schedule Changes 20
- Personal Equipment/Belongings 20
- Lanyards 21
- Community Standards 21
- Tobacco Products/Fire Safety 21
- Emergent & Non Emergent Care 22
- Accident Insurance 22
- Tipping 22
- Daily Schedule 23

## **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**

### **6 & 7 Campers:**

6&7 year olds register on the Monday morning they are scheduled to start. The program will be run out of the Beebe located in the Tabor Academy Fish Center. Please drop off your camper anytime between 8:15-8:30am and pick him/her up promptly at 1:00pm. Children cannot be dropped off earlier as they are NOT under our care until 8:15 AM.

### **Day, Residential, and LIT Campers:**

During the registration process campers will get to meet the TASP staff, other campers, and will receive their schedules and camp swag. We ask that ALL day campers attend the Registration Day that is scheduled on the day before they start their program. Please note that if attending more than 1 week campers ONLY register once, even if they are not attending consecutive weeks.

Sunday, June 24, 2018 1-3 PM: campers starting week 1

Sunday, July 01, 2018 1-3 PM: campers starting week 2

Sunday, July 08, 2018 1-3 PM: campers starting week 3

Sunday, July 15, 2018 1-3 PM: campers starting week 4

Sunday, July 22, 2018 1-3 PM: campers starting week 5

*\* For the safety and comfort of our campers, dogs MUST be left at home. Even if your dog is friendly some children are fearful of animals.*

## **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.

**Residential Campers:** Please arrive to TASP on your child's start date at the indicated time. Once you go through the registration process, you will be directed to your camper's dormitory where you may unload their belongings. **We cannot accept campers before designated times**, so please arrange your travel times accordingly. If your camper is traveling as an unaccompanied minor and TASP is providing transportation to/from Logan, we schedule pick-up/drop off based on the flight information you provided on your travel request form, located in you account. On the Sunday your camper is scheduled to end their program they must be picked up by 12 PM (Noon).

## **TRANSPORTATION & TRAVEL ARRANGEMENTS FOR RESIDENTIAL CAMPERS**

The travel form (*located in your Camp in Touch account*) must be submitted for both day and residential campers by June 1, so the TASP office knows how your child will be getting to/from the program.

### **ARRIVAL BY AIR**

- Boston's Logan Airport, located at 1 Harborside Dr, Boston, MA 02128 is approximately a 1 hour drive to/from TASP (depending on traffic).
- TASP provides transportation for our unaccompanied out-of-state and out-of-country residential campers arriving and departing from Logan, for a fee of \$50 each way.
- If you will require airport transportation for your unaccompanied child, please select the appropriate transportation option on your camper's application, the fee will automatically be added to your account.
- When booking travel, you must schedule your flight arrangements as follows. These are the only times that TASP staff is available to pick up/drop off campers.

**Arriving flight times** scheduled between 8am-12pm (noon) EST.

**Departing flight times** scheduled between 10am-4pm EST.

- If you are not able to book your camper's flights during these times you will need to coordinate your own transportation and campers can not be designated as unaccompanied minors. Please visit our "TRAVEL" page <http://taborsummer.org/travel> for a list of local transportation service providers. Listings posted on this page are provided as a convenience to the TASP community and are not recommendations or endorsements of products and/or services.
- Once you book your flight, submit the travel request form by June 1, which is located in your *Camp in Touch* account.
- Every airline is different with regards to unaccompanied minors, **so please contact the airline directly** with questions or concerns on how they handle unaccompanied minors. All airlines usually charge an additional fee for this service. This fee **MUST** be paid prior to both arrival and departure flights (*as much as \$150 depending on the airline*).
- A TASP staff member meets unaccompanied minors at Logan Airport. Parents will find out the name of the person and contact information prior to your child's departure.

### **ARRIVAL BY CAR**

We are located off Exit 20 from I-195. Once you get off the exit onto Route 105 (Front Street) to stoplight. Go through the stoplight and Tabor Academy is on your right approximately ½ mile down the road. Once you arrive on campus, please feel free to park in the academic oval or fish center parking lot.

**PHYSICAL ADDRESS FOR GPS USE: 215 Front Street, Marion, MA 02738**

## **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.
- Residential campers spots are held with a \$500 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.
- Please make checks payable to **Tabor Academy** (Please note **"Summer Program"** in the memo line). Fees may be wired (*international families only*), please contact the TASP office for further details.

### **REFUND POLICY**

- 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.
- There are NO refunds if changing from a full to half day session once the program has started.

### **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.



## RESIDENTIAL CAMPER BANK ACCOUNTS

- TASP provides a Camper Bank in your *Camp in Touch* account. This is a convenient and safe place to manage personal expense money for residential campers. It is suggested that parents make a minimum deposit of \$50 per week for the child's incidental expenses or emergency purchases.
- Deposits into the camper bank must be made directly via credit card through your Camp in Touch account. Any additional amount of money left over, will be returned after the child's session is over.
- If any child causes room damage or other property damage, the balance may be withheld.
- We ask that you NOT to send your child with additional pocket money to supplement the amount in your Camper Bank. Additional funds can be added to your account via credit card at anytime, if necessary. Your cooperation in this matter is greatly appreciated.

## TABOR SHOP

- Residential campers are allowed to spend money from their Camper Bank account at the Tabor Shop for personal items, stationery, and related materials such as sweatshirts, shorts, etc. A detailed copy of the charges will be available upon request.
- Day campers may bring money to spend at the Tabor Shop.
- The shop is open limited hours during the summer.
- You may also purchase merchandise at the Tabor Academy official online store at <http://sideline.bsnsports.com/schools/massachusetts/marion/tabor-academy>.





## LINENS, LAUNDRY, LOST & FOUND

### LINEN SERVICE

Linens will be provided for campers at no charge. Items include the following. Pillows and blankets are available upon request, and a minor fee will be charged to your account. Sheets are changed once a week according to TASP policy and state law.

1. 2 fitted sheets
2. 2 flat sheets
3. 2 pillowcases
4. 2 face cloths
5. 3 towels

### LAUNDRY SERVICE/SCHEDULE

- Laundry service is offered only to residential campers attending for 3 consecutive weeks or longer.
- Laundry service does not begin until the 2<sup>nd</sup> week of camp.
- Please make sure your camper brings enough clothes for 11 days.
- Residential campers will receive a personalized laundry bag.

### 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.
- Parents are encouraged to check lost and found before departing camp on closing day. 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 leaves a specific item that you would like returned, please call the camp office and we will attempt to locate it. Shipping fees for returning lost and found items are payable by the parents.
- **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.**



## **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.
- Out of concern for the health and welfare of all our campers, TASP has a policy that requires all international campers to be covered by an accident and sickness insurance plan based in the USA. The cost of medical insurance in the US is high and it is important that campers arrive at the beginning of the summer with coverage that is acceptable to local doctors, hospitals, and pharmacies. Many international plans do not cover out of country medical costs and we want to ensure the best coverage for your child. For our international families we have partnered with Clifford Allen Associates to offer a low rate health insurance plan. If you are interested, please contact the office before June 1 for enrollment information (*payment for insurance must be made via credit card*).

### **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 that is administered by an on call Health Care Consultant and several Registered Nurses. 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 24 hours a day. In the event of a more serious incident your child will be transported to Tobey Hospital in Wareham, MA, located 5 miles away. In the event that off-campus medical services are needed, the health center will contact parents either by email or phone call. All expenses associated with off-campus treatment become the responsibility of the parent or guardian of the child.

### **CHECKING IN MEDICATION**

Prescription and over the counter medication brought to the program must be stored and administered by the Health Center staff. The medication must be in a pharmacy labeled bottle with the child's name and dispensing directions with the most recent date last filled. Please send a second pharmacy labeled bottle with any medication sent. **MEDICATIONS NOT CLEARLY LABELED WILL NOT BE DISPENSED.** EpiPens®, and Inhalers will be checked in by the Health Center, labeled and then given to the child at the discretion of the Health Center staff. Please do not send Ibuprofen, Tylenol, antihistamine medications, etc. as they are stocked in the Health Center for the children who need them. Anyone who is on a field trip will still receive his/her medications by a licensed professional or one trained to administer medication.

## PARENT CONTACT

- In the event of a medical emergency, parents will be contacted as soon as possible after emergency care is secured.
- Camp staff will inform parents if a camper sleeps overnight in the Health Center or if he/she is taken to the hospital.
- 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.

## ASTHMA 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.

## ALLERGY MANAGEMENT AT CAMP

- 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.



## HOW TO CONTACT THE HEALTH CENTER

- 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.

## 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. For residential campers please send sunscreen with your child. For day campers, 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.

## HOMESICK CAMPERS

- It is not unusual for a camper to be a little homesick for a few days after their arrival at the Summer Program.
- Even experienced returning campers can experience homesickness as they adjust to new and different friends, new or different activities, and maybe some new counselors. Most often a camper who is homesick the first day of camp is totally absorbed in camp by the second or third day and they cannot recall having been homesick.
- Unless the homesickness is severe, our staff try to work with the child for at least 24-36 hours after arriving at camp, helping the camper get settled into a new routine, making friends, and participating fully in camp activities before taking any further action.

## CONTACTING PARENTS OF HOMESICK CAMPERS

- Unless the situation is severe, parents will not be contacted for the first day or so (24-36 hours) of a camper's session. This is to give the child the opportunity to adapt and adjust to camp.
- Parents will not be contacted for "usual" or "normal" cases of homesickness. If it is deemed that the parent be contacted, the Residential Office will make a phone call or contact by mail.

## INFORMATION TO PREVENT/LIMIT HOMESICKNESS

Parents can help make the transition easier for themselves and for their camper by preparing them for the camp experience.

- Discuss with your child his/her feelings towards going away to camp. Talk about what they can look forward to at camp: fun, activities, swimming, sailing, new friends, etc.
- Review the camp brochure, view the website, and read the Parent Handbook. This information will help with your planning and clarify expectations for both parent and child.
- Include your child in picking out clothes for camp, shopping, or packing. Have a “count down to camp” to help make camp a welcomed, anticipated event.
- Allow your child to spend some time away from home overnight before camp, such as sleeping over a friend’s house or a weekend at relatives. This will help the parents adjust to the child being away from home along with the child being away.
- **Do not** make deals with your child about coming home if they try camp. Simply speak to your child about discussing their feelings if they become homesick and talking about options if it occurs. If your camper arrives at camp knowing that he/she can go home after trying camp (they can define trying as a few hours or a day or two), many will simply bide their time until they can go home.
- Include a special item (*a stuffed animal, a blanket, a photo etc.*) that will comfort your child when they begin to think of home.

***“NOW IS THE TIME TO ALLOW YOUR CHILD THE TIME & SPACE TO GROW AWAY FROM HOME”***



## **PACKING LISTS**

Campers **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

## **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\***



## RESIDENTIAL CAMPERS

Laundry services are only offered to campers enrolled for 3 consecutive weeks or longer. Laundry will not be picked up until the 2nd week, so please pack enough clothes for 11 days. Campers will receive a personalized laundry bag.

### Suggested General Clothing List

- 2 chino-type pants (khakis)
- 2 skirts (for dances)
- Polo type shirts/blouses
- 2 pairs sneakers
- 2 swim suits
- 1 sweatshirt
- 1 warm jacket/sweater
- 1 rain slicker/poncho
- Aqua socks for beach
- T shirts/Underwear
- Shorts
- Jeans
- Socks
- Pajamas
- Slippers/sandals
- Backpack
- Beach Towels

### Toilet Articles

- Soap/Body Wash
- Shampoo
- Toothbrush
- Toothpaste
- Brush/Comb
- Sunscreen

### Optional

- Self addressed stamped envelopes
- Long distance phone card
- Stationary/Stamps
- Pen/Pencil
- Camera
- Books for quiet time
- *Water bottle (one will be provided)*
- Alarm Clock

Additional shirts, sweatshirts, other clothing and toilet articles may be purchased at the Tabor Shop.

Please tell your child that they are responsible for their property as the Tabor Summer Program is **not liable** for any loss, theft, or damage to your camper's belongings.

TASP provides equipment, but if your child brings his own, please clearly mark each item. Clothing labels also work well.

**\*PLEASE MARK EVERYTHING WITH YOUR CHILD'S NAME\***

## **CONTACT YOUR CAMPER**

### **MAILING ADDRESS FOR LETTERS**

Please write regularly to your camper as they look forward to hearing from home. Please note that you can send electronic letters through Camp In Touch. The camp mailing address is:

**Your Camper's Name** *(first and last names, no nicknames please)*  
**Tabor Academy Summer Program**  
**Name of Assigned Dorm** *(ie: Lillard, Spring, Bushnell, etc.)*  
**66 Spring Street**  
**Marion, MA 02738**

Please be sure to send stationary, postcards, addresses and stamps with your camper. Pre-addressing envelopes or postcards for younger campers helps assure the mail will get to where it is supposed to go. Mail received in camp after your child has left will be returned to the sender.

### **MAILING ADDRESS FOR PACKAGES**

We ask your cooperation in the type of "Care Packages" that you might send.

- All packages containing food are to be shared among dorm-mates under the guidance of the counselors.
- Please be aware that some of your child's roommates may be allergic to items containing peanuts/peanut oil/peanut butter, etc. Please refrain from sending snack items containing peanut products.
- Please refrain from sending food items that are sensitive to heat/and or shipping, such as soft chocolates or carbonated beverages. TASP is not responsible for shipping damages.
- Please refrain from sending medications, or any items that are listed on the "do not bring" list to your child.

Packages may be sent to camp by UPS or Federal Express using the following address for shipping. TASP is not responsible for damages to, or loss of, care packages in shipping.

**Your Camper's Name** *(first and last names, no nicknames please)*  
**Tabor Academy Summer Program**  
**Name of Assigned Dorm** *(ie: Lillard, Spring, Bushnell, etc.)*  
**66 Spring Street**  
**Marion, MA 02738**

### **FAXING INFORMATION**

All faxes should be addressed to the proper department *(ie: Health Center or Summer Program Main Office)* along with the child's full name. The Summer Program Fax # is 508-291-8392.



## TELEPHONE USE BY CAMPERS

- For your child to have the best adjustment, please do not call during the first 3 days of the program. If there is something you would like to discuss with the Director or a member of the administrative staff, please feel free to call the Summer Program Office. The Summer program office can be reached by calling 508-291-8342 from 8:00 am to 5:00 pm weekdays. After hours, a message can be left on the Summer Program Office voicemail, or you may contact the Administrator on Duty.
- Questions regarding activities and/or enrichment courses should be directed to the Academic or Activities Director.
- Upon arrival, our staff will collect children's cell phones. They may use their cell phones to call home during rest periods and before lights out, after 3-4 days, but our residential counselors will collect them afterwards. Our counselors will confiscate cell phones used in an inappropriate manner.
- If your child does not come to camp with a cell phone, we will arrange for him/her to call home from the residential office during rest period or in the evening.

## VISITATION POLICY

Anyone wishing to visit a child while they are at the Summer Program **must** stop in to the TASP office before seeking the child out. It is best to call ahead to confirm your plans. If the visitor is not a parent we must have written or verbal permission from the parent allowing the person to visit, or they must be one of the people listed on your Authorized Grown-Ups form in your *Camp in Touch* account.

At the time of office check in we will need photo identification from the visitor/parent at which time they will be given a visitors lanyard to wear while on campus.



## 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. This includes taking a child out for lunch or dinner. 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.

Please limit the number of times you visit, as we like to keep the continuity of our camp population throughout the day and the weekend and allow your child a chance to grow in independence.

The best times to visit are meal times combined with rest periods from 12 pm (*noon*) to 2 pm Monday through Friday and 5 pm to 7 pm Monday to Friday.

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](mailto: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



## **DAY 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 1<sup>st</sup> 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 1<sup>st</sup> 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 7:45-8:15 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

- Campers will be served meals from the Tabor Academy dining hall. Campers will be offered options for meals and each meal will contain healthy and balanced food options. 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 4<sup>TH</sup>

Day camp (6 & 7; Day; LIT) will not be in session on July 4. The registration fee is prorated for the week.



## **RESIDENTIAL CAMPER INFORMATION**

### **REGISTRATION**

- Please arrive to TASP on your child's start date at the indicated time.
- Once you go through the registration process, you will be directed to your camper's dormitory where you may unload their belongings.
- **We cannot accept campers before designated times**, so please arrange your travel times accordingly.

### **ROOMING POLICY**

- Children are assigned roommates based on a number of criteria with age being the most important. Requests for specific roommates can be accepted if the children are the same age and such requests are submitted online, along with approval by both sets of parents and campers, prior to June 1. **Our process does not allow for room changes on Registration Day. Camp is a wonderful time for your camper to create new friendships and having a new roommate can be exciting and fun.**

### **DORMITORY ROOM – MAINTENANCE & FURNISHING**

- The Summer Program supplies a bed, dresser, closet space, a desk and chair and a wastebasket for the use of each residential camper. Sheets and towels are supplied. During the first few days, each camper, along with a residential assistant, will inspect the room and furniture. Whenever a camper vacates the room, the process will be repeated. Any damage to the room noted beyond normal wear will be billed to the camper's account. Any damage to common areas not attributable to individuals will be prorated among dorm members.
- Campers are permitted to have radios, Ipods, and/or clocks.
- No computers or electronic gaming devices, please.
- No animals are permitted in the dorms.
- Other electrical equipment such as televisions and cooking appliances are not permitted.
- Tabor does not carry insurance for personal property, and we **are not** responsible for the theft of or damage to personal property.



## **SPECIAL ARTICLES**

- Bicycles, skateboards, jack knives, weapons of any kind, fireworks and pagers are not allowed at the Summer Program. If a child arrives with these articles, they will be confiscated and returned at the end of the child's session. Cell phones are permitted on campus, but they will be collected by the dorm staff and your child can use them during designated times to contact home.

## **MEALS**

- Breakfast, lunch and dinner are served in Tabor's dining hall. The dining facility prepares food nut free.
- Any special dietary requests need to be made in writing and can be arranged with our dining hall.

## **FIRE SAFETY**

- On the first Monday of each three-week session, TASP will conduct fire drills in each dormitory during rest period. Campers will be instructed where to meet with their counselors.



## **OTHER IMPORTANT INFORMATION FOR ALL CAMPERS**

### **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.

### **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 for our day campers** and every **Friday during lunch for our residential campers**. 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 is dependent on availability.
- Only campers attending camp for the **entire** first three-week session or last three-week sessions are allowed to take enrichment courses. After registration, **no** changes will be made to the camper's **enrichment courses** until the three-week session is complete. This includes dropping the enrichment course the last week as teachers and other campers have planned activities based on the numbers at the beginning of the course.
- 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. **Please label their equipment. Tabor Academy Summer Program assumes no liability for lost, damaged, misplaced or stolen items.**



## 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

### Monday through Friday

- 7:30 AM Breakfast (*Residential*)
- 8:15-8:30 AM Day Campers Arrive
- 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**
- 12:20-1:00 PM LUNCH (*6 & 7 Program and half campers depart at 1PM*)
- **1:10-2:10 PM Period D: Rest Time (*residential*) / Tidal Time (*day*)**
- 2:20-2:30 PM Community Meeting
- **2:40-3:40 PM Period E**
- **3:50-4:50 PM Period F**
- 5:00 Full day campers depart; Residential campers to dorms
- 6:00 PM Dinner
- 6:45 PM After Dinner Meeting
- 7:00-8:30 PM Evening Activities
- 9:00-10:00 PM Lights Out (*depending on age of dormitory*)

### Saturday and Sundays

- Special program and trips for the residential program.

**Questions?** Please call us at 508.291.8342 or email at [summer@taboracademy.org](mailto:summer@taboracademy.org)

***We look forward to a wonderful summer with your camper!***