



2017 Parent Camp Book

Thank you for selecting the Beverly Recreation Department as your choice for summer camp. It is our goal to provide the highest quality care and rewarding camp experience for your child. All of the camp programs run by Beverly Recreation comply with the Regulations of the Massachusetts Department of Health and are licensed by the local Board of Health.

Summer Camps

ADVENTURE CAMP

Entering Grades 6-7-8
9:00am-3:00pm

ACME FUN CAMP

Entering Grades 3-4-5
9:00am-3:00pm

ACME Jr. CAMP

Entering Grades 1 & 2
9:00am-3:00pm

TINY TYKES CAMP

For Ages 3-4-5
Half Day: 9:00am-12:30pm
Full Day: 9:00am-3:00pm

Summer Camp Sessions 2017

SESSION 1

June 26 - July 7

SESSION 2

July 10 - 21

SESSION 3

July 24 - August 4

SESSION 4

August 7 - 18

Inside this Handbook:

Bullying	7
Camp Descriptions	4-5
Christian's Law	8-9
Clothing	6
Discipline	7
Early & Late Care	6
Fees	6
Financial Aid Info	2
General Information	2
Goals of Camp	3
Health Care Policy & Procedure	7-8
Inclusion	2
Meals & Snacks	6-7
Medical Forms	7
Pick Up & Drop Off	6
Swimming	6 & 9

GENERAL INFORMATION

The Beverly Recreation Department is a municipal department under the Human Services section of the city charter. The Recreation Commission is a 9-member policy making board appointed for a 3 year term by the mayor. There are 3 full-time staff and over 50 part-time/seasonal staff members. The Recreation Department is responsible for the city's 24 parks and playgrounds and 9 public beaches. In addition to the camp programs, the Recreation Department offers a variety of programs for children and adults including, but not limited to, a neighborhood playground program, youth sports clinics, tennis, special events, volleyball leagues, adult evening enrichment programs, and exercise programs. All Recreation Department camps are self-supporting.

MISSION STATEMENT

The Beverly Recreation Department is dedicated to providing a diverse year-round program of wholesome recreation and park activities, facilities and services to meet all ages and interests of the residents of Beverly. We welcome all comments and suggestions regarding any of our programs.

APPLYING FOR CAMP

Registration for camp begins in February for Beverly residents and May for non-residents. A \$100 deposit is required per session, per child at the time of registration. This deposit is not refundable and cannot be transferred. No refunds will be provided for cancellations made two weeks prior to session start or later. A required medical form must be completed by June 1st and should be taken into consideration when applying for camp at the last minute. Doctor's offices are often flooded with these medicals and it can take over two weeks to get a camp medical returned to you.

FINANCIAL AID

Financial aid is available to qualified applicants. As a general rule, the award is 50% of a single session. Due to the speed with which our sessions fill and the limited availability of some camps, it is recommended that a child register (including deposit fee) as soon as possible, before awards are granted, to secure a spot. Financial aid applications are available and payment plans can be set up upon request. The application deadline is May 1st, awards will be made in late May.

INCLUSION

We welcome children of all abilities to participate in our programs. The Beverly Recreation Department admits participants of any race, color, ability, national and ethnic origin, religion, political beliefs, or marital status to all rights, privileges, programs and activities available to participants in our programs. The Beverly Recreation Department does not discriminate on the basis of race, color, ability, national or ethnic policies, admission policies, scholarships and other Recreation administered programs.

GOALS OF CAMP

- To create magic moments for youth that last a lifetime
- To provide a safe summer camp experience that gives opportunities for growth, development and individual success
- To create a positive atmosphere with enthusiasm, excitement and FUN!
- To create a caring, sharing environment which promotes growth and learning for both campers and staff and develops positive self-esteem and self-worth
- To provide an atmosphere of unity and friendship where children can make friends, meet new people and have new experiences
- To develop positive youth-leader interactions
- To provide innovative and unique, high-quality, youth-focused, age-appropriate leisure activities

WE STRIVE TO MAKE MAGIC AT CAMP!

We know that for many children this is a first camp experience, younger children are expected to be shy and withdrawn and the staff does its best to acclimate your child to the surroundings. Please do not hesitate to let us know if there is more we can do to make this camp experience the best it can be!

STAFF: The Recreation Department is proud of its reputation for excellent staff. Each of our camp directors has experience working with children and many are teachers or are on their way to becoming teachers. Our camp staff is 16 and older with experience. They all undergo background CORI and SORI checks. Each staff member attends at least 8 hours of training including behavior management and identifying bullying, team building, games and arts & crafts. First Aid and CPR training is encouraged and offered free of charge. Choosing staff is one of the most important things we do. Our programs rely on them and we take great care in our decision to hire.

MESSAGES: Individual camp staff may not be available to speak over the phone during camp hours. Use of cell phones during camp hours is limited. Messages can be sent to the staff through the office and meetings can be set up with advance notice before or after camp hours.

ALCOHOL & TOBACCO: The use of alcohol and tobacco by campers, staff and volunteers is strictly prohibited.

WEAPONS: The use or possession of weapons by campers, staff and volunteers for any reason is strictly prohibited.



TINY TYKES CAMP (Ages 3 - 5)

"We were on the fence as to whether or not we should send our toddler, it seemed like he was still a little young to be at such a big place (Lynch Park), but he loved it. The staff was very competent and we're glad we took advantage of the program."

PROGRAM: This fun-filled, creative, well-planned program inspires the child's imagination and encourages individual expression. Arts, crafts, games, singing, beach exploration and story time are just a few of the activities offered. Creative themes reflect the week's special event. Flexibility in choice and number of days lets you make the most of your summer! Children must be potty trained.

CAMPER/STAFF RATIO: 5 to 1

SCHEDULE: Four 2-week sessions

LOCATION: Lynch Park

HOURS:

Half Day: 9:00am – 12:30pm
(Early Care starts at 8:00am)

Full Day: 9:00am – 3:00pm
(Extended hours from 8:00am – 6:00pm)

BRING: Snack, lunch, towel, and sweatshirt or jacket. Wear a swimsuit and waterproof sunscreen.



RAIN LOCATION: Centerville School (17 Hull St.)

For details regarding drop-off and pick-up, swimming, lunch and more, please see pages 6 - 9.

ACME Jr. CAMP (Entering Grades 1 & 2)

"I think the camp is very organized. The staff is great & interacts very well with children. I won't hesitate to sign up next year."

PROGRAM: A fun-filled, full-day experience for the Tiny Tykes graduates! ACME Jr. campers will be able to explore their ever-growing world through guided play activities, games, crafts and much more! Special speakers highlight each session and are planned around exciting theme weeks.

CAMPER/STAFF RATIO: 6 to 1

HOURS: 9:00am – 3:00pm
(Extended hours from 8:00am –

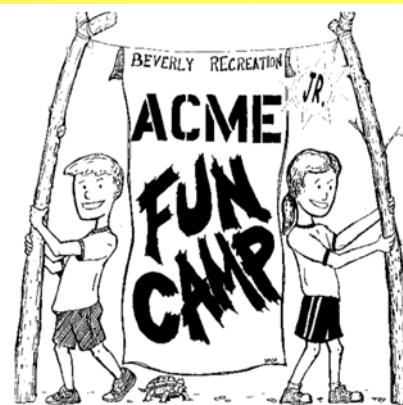
6:00pm)

SCHEDULE: Four 2-week sessions

LOCATION: Lynch Park, Fridays are alternately at Obear Park or Camp Paradise

RAIN LOCATION: Centerville School (17 Hull St.)

WHAT TO BRING: Bathing suit and towel, sweatshirt or jacket for cool days. Extended wear and waterproof sunscreen should be applied prior to camp. Lunch, snack and drink should also be packed. Kids are **NOT** allowed to go to the snack bar during camp hours.



For details regarding drop-off and pick-up, swimming, lunch and more, please see pages 6 - 9.

ACME FUN CAMP (Entering Grades 3 - 5)

“ACME was recommended to us... This is the third camp we tried in this area, and we are happy to say we have finally found the ‘BEST’! Our son raved about all his counselors and all of his trips. Thanks for providing a safe and enjoyable time for our son.”

PROGRAM: Two exciting trips highlight each session. In addition, games sports, special events, performance opportunities and crafts provide new experiences. This camp hits the beach almost every day to splash around and play games on the sand. Special theme days and guest speakers add creative and imaginative opportunities for your camper.

CAMPER/STAFF RATIO: 7 to 1

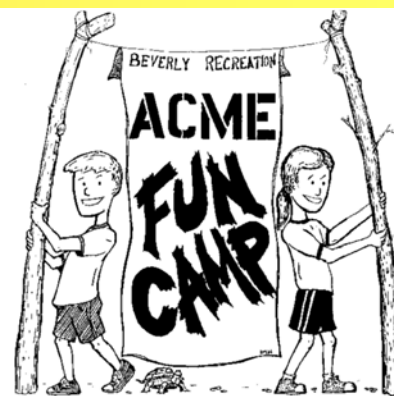
HOURS: 9:00am – 3:00pm
(Extended Hours, 8:00am – 6:00pm)

SCHEDULE: Four 2-week sessions

LOCATION: Lynch Park, Fridays are alternately at Obear Park or Camp Paradise

RAIN LOCATION: Centerville School (17 Hull St.)

WHAT TO BRING: Bathing suit and towel, sweatshirt or jacket for cool days. Extended wear and waterproof sunscreen should be applied prior to camp. Lunch, snack and drink should also be packed. Children are **NOT** allowed to go to the snack bar during camp hours.



For details regarding drop-off and pick-up regulations, medications, lunch and other information, please see pages 6 - 9.

ADVENTURE CAMP (Entering Grades 6 - 8)

“Fantastic!”

“Excellent summer experience!”

“My daughter had a great experience. We would definitely sign up again.”

PROGRAM: Overnight camping trips, canoeing, hiking, arts & crafts, swimming and day trips are just a few elements that promote fun, growth and adventure. Creative activities help promote self-confidence and discovery while working cooperatively within a group setting. Limited to 24 campers, each individual can express their own interests and needs. Fun and exciting program designed for younger teens.

CAMPER/STAFF RATIO: 6 to 1

HOURS: 9:00am – 3:00pm
(Extended Hours, 8:00am – 6:00pm)

SCHEDULE: Four 2-week sessions

LOCATION: Lynch Park, Fridays are alternately at Obear Park or Camp Paradise

RAIN LOCATION: Cove School (20 Eisenhower Ave.)

WHAT TO BRING: Bathing suit and towel, sweatshirt or jacket for cool days. Extended wear and waterproof sunscreen should be applied prior to camp. Lunch, snack and drink should be packed. Children are **NOT** encouraged to go to the snack bar during camp hours.

ADVENTURE CAMP



Beverly Recreation Department

For details regarding drop-off and pick-up regulations, medications, lunch and other information, please see pages 6 - 9.

DROP-OFF: Each program has a designated drop-off spot, which is the same each day. Staff will be on hand to greet the children and answer any questions you may have. Please do not release your child to anyone but camp staff (wearing camp shirts). Camp begins at 9:00am. Dropping off children before 8:50am will incur a fee of \$1/minute. **All financial transactions should be handled through the office, which opens at 8:30am. Please do not give any camp payments, medicals, etc. to the camp staff.**

PICK-UP: Beverly Recreation shall release campers only to the camper's parent/guardian or an individual designated in writing by the camper's parent/guardian. At the beginning of each session, a Pick-Up Authorization Form for your child must be filled out. Again, for your child's safety, we will not release any child to someone other than a parent in the absence of written authorization. Last minute emergency changes can be made through the office by telephone. Please be advised that the person who picks up your child will be required to show valid identification (i.e. Current license or passport).



EARLY/LATE CARE: Staff will be at the park (or rain location) by 8:00am. Late Care pick-up (after 3:00pm) will be at Lynch Park.

EARLY ARRIVAL FEE: Camp begins at 9:00am. Children not registered in the Early Care program who arrive more than 10 minutes early will be charged a fee of \$1/minute for every minute they are early. Fees are payable that day.

LATE PICK-UP FEE: Camp ends at 3:00pm. Children not registered in the Late Care program who are picked up more than 10 minutes late from camp will be charged a fee of \$1/minute for every minute they are late. Children who are registered in the Late Care program who are picked up more than 10 minutes late will also be charged a fee of \$1/minute. Fees are payable that day.

CAMP SHIRTS: Each child will be issued a camp shirt on the first day of the session. We recommend marking the shirt with your child's name on the inside tag. Please make sure your child wears his/her shirt on the first day of each session, trip days and special event days (wearing camp shirts as often as possible helps staff). Additional shirts can be purchased in the office after camp hours at a cost of \$5 each.

SWIMMING: Because Lynch Park is a beach location, we ask that all campers wear their bathing suits to camp. Tiny Tykes do not enter the water above their knees and are not swim tested. Tykes play water games with sponges and water balloons, and we do bring them to the beach to explore and build sandcastles, but we do not take them swimming, nor is there formal swim instruction. ACME, ACME Jr. and Adventure Camps do swim; and they are swim tested by our lifeguards to maintain compliance with Christian's Law. For the safety of the children, water safety rules, including rules regarding rough play, are strictly enforced. There is at least one lifeguard on the beach for every 25 campers, so at least two lifeguards supervise the children at each camp program. Additional lifeguard staff is added when necessary.

CLOTHING: Loose, cool, play clothes that are easily washable are strongly recommended, as is wearing bathing suits under clothing. Hats with visors to keep out the sun and all-day sunblock and lip balm with an SPF of 15 or higher are also recommended. We encourage campers to bring a jacket or sweatshirt for those days when the weather is cool and to have a change of clothing in their backpack in case of an emergency. Please send children to camp with and wearing the proper undergarments. Bring a towel.

MEALS & SNACKS: Meals and snacks are **NOT** provided to campers courtesy of Beverly Recreation. On Jacob Brower Day, to celebrate the end of a session, or during special events when some campers remain in our care through the dinner hour (i.e. Lip Sync Extravaganza), campers may be provided with a meal or pizza party. Participation in a pizza party or consumption of a Beverly Recreation provided meal is certainly

not mandatory and guardians will be informed ahead of time of when instances like this will occur. Guardians must provide an alternate meal on pizza party days, if their campers require one or want one.

Parents must provide lunches. The weather can be hot and dry. We suggest that children be sent to camp with lunches that are nutritious and limit sugar. Some suggestions include:

- Sandwiches: Ham and cheese, tuna
- Fruits: Apples, oranges, bananas, raisins
- Crackers: Goldfish, pretzels, trail mix
- Drinks: Water or fruit juices are the best drink options - soda and sugary drinks can dehydrate.
- Lunches with mayonnaise and cheeses must be kept cool to keep them from spoiling. Consider packing a cold pack or frozen juice box in a thermal lunch bag to keep food cool until lunch.

With the exception of Adventure Camp campers, children are **NOT** allowed to go to the snack bar during camp hours. The lines can be long, and we cannot guarantee supervision while the children are waiting for their food. It is also difficult for those children without money who cannot take advantage of the concession stand.

***Breakfast is the most important meal of the day. Please make sure your child has a nutritious breakfast, it gives them the energy they need to have the most fun possible throughout the day!**



DISCIPLINE: Summer camp is a time of fun and recreation in a relaxed setting. With this taken into consideration we stress personal responsibility and respect for yourself, others and equipment, maximizing the growth and development of children and protecting the group and individuals involved. Children are encouraged to use their words and report hurtful behavior to their counselors. The use of “Time Out” for repeat offenses is used, as is refusal to go on trips. At the discretion of the camp staff, a meeting between the parents, child and staff

may be called and held before any child is dismissed from the program. A child who is a repeated threat to him/herself and others will be removed from the program after all avenues have been explored.

- Corporal punishment is never used, including spanking.
- No child is subjected to cruel and unusual punishment, humiliation or verbal abuse.
- No child is denied food or shelter as a form of punishment.
- No child is punished for soiling, wetting or not using the toilet.

BULLYING: Many children encounter bullies in their formative years, but for those children who are constantly teased, called names, picked on, excluded, harassed, or have been the object of cruel behavior by other children, the effects of bullying are hurtful and potentially long-lasting. Children and their parents need to feel that they are safe when at camp. The Beverly Recreation Department does not tolerate bullying. When bullying is identified by staff members and/or campers, both the bully and the victim(s) will be questioned and their parents will be notified. If a second offense is reported, the offending child will be dismissed from camp with no refund given.

MEDICAL FORMS: State law requires a current medical record for each child. This form must be completed by the child’s physician and returned BEFORE June 1st (many doctors offices will issue a print out of your child’s immunizations and physical exam record, please attach it to the forms provided). **Those children without completed medical forms will not be allowed to begin camp and no refunds will be issued.**

HEALTH CARE POLICY & PROCEDURE: There is a camp Health Director who is trained in emergency care on site at all times. Mildly ill children are cared for with rest and shade. Bumps, headaches and minor complaints are cared for in-house with the Health Director.

All medication prescribed to campers is kept and administered by the Health Director. Such medication is to be in its original container (with original pharmacy label or bottle label) and accompanied with an Authorization to Administer Medication form. No medication will be administered without the Authorization to Administer Medication form.

In the event of an accident or sudden onset of illness, the Recreation Department will not hesitate to seek proper care for your child. Any specific individual emergency instructions are on file in our office and with the Camp Director and are consulted immediately and the parents are called. If necessary, the child will be transported to Beverly Hospital on Herrick Street by the Beverly Police Department or an ambulance. The consent statement that the guardian signs will accompany the child so that treatment can be given immediately in the absence of the guardian. It is **IMPERATIVE** that you keep your emergency contact information up-to-date.

Communicable diseases must be reported to the Recreation Department immediately.

The Beverly Recreation Department encourages each family to do its part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits.

All camper and staff health complaints are recorded in a medical log.

YOUR RIGHT TO REVIEW: Full copies of our background check, health care, discipline, grievance and emergency policies and procedures as well as disaster plans are on file at the Recreation Office at Lynch Park. Copies available at your request.

CHRISTIAN'S LAW: The purpose of Christian's Law is to set forth minimum requirements for municipal and recreational programs and camps to have a system in place to have Coast Guard approved personal flotation devices (PFDs) available to minor children who are in a swimming or diving area, excluding artificial bodies of water, and who are classified as non-swimmers or at-risk swimmers.

Beverly Recreation will swim test campers on the Monday, Tuesday, and Wednesday of each session. A Beverly Recreation employee, or contracted professional who meets the requirements of swim assessor (an individual, 16 years of age or older, who is certified in lifeguarding, CPR, and first aid, and who has participated in at least one annual swim test training conducted by a Certified Swim Instructor), will test all campers under close supervision and without a PFD. Campers will be classified as non-swimmers, at-risk-swimmers and competent swimmers. This information will be neatly compiled, shared with all camp staff, and kept on file.

Camp staff will distribute "traffic light" color-coded rubber bracelets to each camper, according to their swimming classification, each time they swim at a fresh or saltwater beach.

Lifeguards and camp staff will determine swimming boundaries based on the tides and conditions at the beaches. They will form human boundaries that campers may not swim past.

PFDs will be made available by Beverly Recreation to non-swimmers and at-risk swimmers who will be entering any fresh or saltwater beach. All PFDs will be in serviceable condition and the proper size for the camper.

Guardians providing PFDs should ensure that they are United States Coast Guard (USCG) certified according to type (I, II, III) for size and buoyancy. They must be also be clearly and permanently marked with the child's first and last name and the guardian's emergency contact information.

Beverly Recreation will not refuse or prohibit a guardian to provide a PFD for a minor's use during the duration of their attendance at our summer camps. Counselors will ensure that PFDs from home are properly sized and fitted for the child. **Please note** that when campers use PFDs from home, they will not be allowed to enter

any fresh or saltwater beach without wearing their specifically identified PFD, except during the swim test. If, at any time, the PFD from home is determined to not be properly fitting, is damaged, or otherwise not in serviceable condition, we will immediately notify the guardian and the camper will not be allowed to participate in any swimming activity, pending verbal permission from the guardian, for him/her to be fit tested for a Beverly Recreation PFD.

MORE NOTES ON SWIMMING: The requirements of Christian’s Law do not apply to municipal programs and camps using swimming pools, wading pools or other artificial bodies of water. If our summer camps were to visit and use a site with a swimming pool, wading pool or splash pad, PFDs are not required by the summer camp licensure and may not be used.

Tiny Tykes do not enter the water above their knees and will not be swim tested. We bring them to the beach, to spend time exploring and building castles. They play water games with sponges and water balloons, but we do not take them swimming above their knees, nor is there any formal swim instruction.

ACME, ACME Jr. and Adventure Camps will be allowed to wade and swim in the water. All swimmers may only enter the water up to their waist. All beach and water activities will be encouraged to be inclusive, so as not to alienate any of the various levels of swimmers.

For the safety of the children, water safety rules, including rules regarding rough play, are strictly enforced. Additional lifeguard staff is added when necessary.

BEVERLY RECREATION CONTACT INFORMATION

ADDRESS: 55 Ober Street, Lynch Park, Beverly, MA 01915

TELEPHONE: (978) 921-6067

FAX: (978) 927-1386

EMAIL: bevrec@beverlyma.gov

OFFICE HOURS: Monday - Friday, 8:30am - 4:30pm



Find us on Facebook: @BevRec



Find us on Twitter: @BevRec

Beverly Recreation

55 Ober Street, Lynch Park
Beverly, MA 01915

Phone: 978-921-6067
Email: bevrec@beverlyma.gov
Facebook: @BevRec
Twitter: @BevRec



Beverly Recreation is dedicated to providing active and passive recreation through the use and enjoyment of the city's extensive natural land, parks and coastal resources. We develop, promote and oversee year-round programs and activities to stimulate good health, lifelong learning and a sense of community among our citizens.

Our wide variety of programs improve the quality of life for Beverly residents of all ages by meeting social, educational, physical and cultural needs.

MORE WORDS OF PRAISE FROM HAPPY CAMPER PARENTS!

"The best thing a parent can say is how good they feel walking away after drop off, knowing their child is safe and happy and will come home tired!" -- ACME Jr. Parent

"The best thing about camp is the counselors. Best of any camp in Beverly. They are a mature, caring group of students that a parent can feel happy about leaving their kids

with. They are role models." -- ACME Fun Camp Parent

"I love the small group to counselor ratio, the kids have a chance to play one-on-one with other kids and make friends easily." -- Tiny Tykes Camper Parent

"Counselors get up and come over to greet us every day, listen to my concerns and make sure they

follow through. I truly appreciate that!" -- Tiny Tykes Camper Parent

"Natalie really enjoyed camp. I liked that it was at Lynch Park-convenient for me and is a very nice place. Great camp counselors."

-- Adventure Camp Parent

