

Dear Parents,

Sudbury Adventure Program for 2024 is here! This summer we have mixed in new and exciting venues that are sure to be a good time. We look forward to a fun and memorable summer with your children.

The purpose of this packet is to inform you regarding general practices and expectations of Sudbury Adventure. It will give you a better understanding of what is required of parents, campers, and of our staff for the entirety of the summer.

Please do the following things before the start of camp:

- Read your Parent Packet and recap the policies and procedures with your kids.
- Complete all the attached forms by **Friday, June 7th**, no child will be allowed to participate without them.
- If your child is going to be absent, please email sturnioloc@sudbury.ma.us to inform us.
- Label all belongings, this will allow us to determine who owns what when items are misplaced.
- Post our phone number, (978) 443-1092, at home and at work.
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care. If we don't know about it, we can't make changes or accommodations!
- Please drop off and pick up your child on time, these trips are too much fun to afford missing the bus!
- Please remember that the itinerary for the week may change due to weather, attendance or other factors beyond our control. We will always provide you with as much advanced notice as possible.

The deadline to submit all paperwork is **Friday, May 10th**. No child will be allowed to attend camp without paperwork and completed waiver forms, there are no exceptions.

We hope this will answer some of your questions and clear up any concerns, it's going to be a great summer!

Thank you,

Sudbury Park and Recreation Staff (978) 443-1092

40 Fairbank Road, Sudbury, MA 01776

Park & Rec Main: (978) 443-1092

Seasonal Camp: (978) 639-3260



HASKELL FIELD - Lower Parking Lot
40 FAIRBANK ROAD
SUDBURY, MA 01776

SUDBURY ADVENTURE WILL BE HELD ACROSS THE STREET 3
AT HASKELL FIELD FOR SUMMER 2024

Sudbury Park & Recreation Main Line: (978) 443-1092
 Sudbury Adventure Camp Office: (978) 639-3260

IMPORTANT DATES

Friday, May 10th:	Camper Paperwork Deadline
Friday, June 7th:	Last Day to Withdraw from Camp with a Refund (\$30 Cancellation Fee per session dropped)
Mon-Wed, July 1st-3rd:	First Day of Session I
Monday, July 8th:	First Day of Session II
Monday, July 15th:	First Day of Session III
Monday, July 22nd:	First Day of Session IV
Monday, July 29th:	First Day of Session V
Monday, August 5th:	First Day of Session VI
Thursday, August 8th:	LAST DAY OF SUDBURY SUMMER

FIRST DAY OF CAMP DROP-OFF PROCEDURE

We invite parents to join us for the first 5-10 minutes of the first day of camp, though it is not mandatory. We will conduct staff introductions, go over rules, structure of the camp, and the planned activities. Once this is done we will break off into groups to play ice breakers.

DROP OFF/PICK UP PROCEDURES

The program begins at 8:45am. The bus often leaves right after drop-off and we will not be able to hold the bus. Please don't be late! **Drop off will be under the tent at Lower Haskell Field.** We will have check-in signs and greeters at the tent. Participants may do this on their own or parents may join them. Please make sure that your child has made contact with a staff member before leaving.

Our staff will need time before camp starts to set up the days activities, we cannot watch children during this time. If you have to drop your child off early, please sign up for our early drop off program facilitated by Sudbury Summer, which has staff already assigned to that sole responsibility. You can register for this at www.sudburyrec.com.

The program ends at 3:30pm, except on Tuesdays when we will return by 4:30pm. Being prompt for pick up is extremely important. **You will pick your children up at Lower Haskell Field.** Children will be asked to contact parents 20 minutes before arriving back at Haskell Field.

We ask that an adult checks your child out with our designated staff when their ride has arrived. If your child will be walking or biking home, please send a note or e-mail to sturnioloc@sudbury.ma.us to give them permission to leave on their own.

LATE PENALTY PROCEDURE

If a child is still here after the scheduled pickup time, beginning at 3:40pm (or 4:40pm on Tuesdays), parents will be charged \$15.00 for the first 10 minutes they are late and \$5.00 for each additional 10 minutes after that.

ABSENTEE PROCEDURE

All children must be accounted for. Please e-mail sturnioloc@sudbury.ma.us if your child will not be attending the program for the day. The office is open from 8:30-4:00pm, during other times you may leave a message.

TRIPS

Every week we go on field trips to places such as Canobie Lake, Water Wizz, the movies, Boston, and more. We have planned extensively for these trips and there is a 1:10 ratio of staff to children. All participants have a staff member assigned to them and they will travel with the kids wherever we go. Before the start of each week an email will be sent out with details about the events planned for the week. We will include information about where we are going, what to bring and what to wear. Campers will be asked to wear their camp T-shirt for each trip. T-shirts will be handed out on the first day of the program. Please ensure that your child wears their camp shirt each day, this helps camp staff easily identify all of our participants.

LUNCH/SNACK

There is no refrigeration available. Please do not pack items that will spoil in the heat (unless you send them in a small cooler with an ice pack.) Be sure to pack a good size lunch, the kids will work up an appetite. Please tell your children not to share their lunches with other kids due to the high number of allergies.

Finally, please include extra drinks (like water or sports drinks) to prevent dehydration. Please send your child with two snacks to eat. Snacks will not be provided due to the high number of allergies and parental concerns over what children are eating.

BATHING SUITS

Bathing suits are needed a few days a week, depending on our destinations. Please check the weekly email for specific details. You will also need to provide your children with a towel and extra clothes on those days.

SUNSCREEN

Your child should come to camp wearing sunscreen. It is also recommended that they bring some with them so that they can reapply it throughout the day. Hats are also a good idea to keep kids safe from the hot sun.

PAPERWORK

Along with the required paperwork, we will need Waiver Forms for certain venues and a recent headshot photo of your child. This will not be shared outside of the program and will be used during headcounts before and after trips and in the event of an emergency.



CLOTHING & FOOTWEAR

Our program philosophy supports physically active participants. For this reason, we request that your child wear comfortable clothes to camp. Send your child in sneakers because they will be doing a lot of walking and running around.

Although sandals are comfortable, they can prevent kids from participating in certain activities and can become uncomfortable after a long period of time. We will let you know in our weekly email when flip flops are encouraged.

ELECTRONIC EQUIPMENT POLICY

Children are allowed to bring electronic equipment (i.e. cell phones, cameras, and hand held games) however, we strongly recommend that they don't. The Sudbury Park and Recreation Department will not be held responsible for any lost, stolen or broken equipment. Hand-held devices and other devices are only allowed to be used while participants are traveling on the bus.

SPENDING MONEY

Spending money is optional. Many of our trips take us to places where kids can buy snacks, lunches or souvenirs but it is the parent's choice as to whether or not you want your children to make those types of purchases. Bringing large amounts of spending money is discouraged. Many campers will bring money to buy lunch or a snack when we are out and about; however, a good portion of kids will bring a bagged lunch for the day. An email will be sent out prior to the first day of camp to indicate the days when bringing lunch from home is the only option and when buying snacks/lunch is available.

RAINY DAY PROCEDURE

If there is inclement weather, the Sudbury Adventure Program staff has a rainy day plan ready to go to keep your children active and still having fun even if it's not in the sun. Just because it's a rainy day doesn't mean it's going to be a boring day! If we know in advance that the weather is going to be bad, we will give parents an updated schedule of where we will be going and what we will be doing.

NO PETS

Because of the number of people at drop off and pick up we ask that you leave your pets at home.

BEHAVIOR MANAGEMENT

Please feel free to contact us before the start of camp if your child has any learning or behavioral concerns so that we can be prepared to make this a successful summer experience.

Staff foster good behavior by creating a trusting environment that promotes appropriate behavior. When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. In extreme cases, the child may need to be separated from the group. The Camp Director is notified whenever a behavior becomes hard to manage and/or when a parent must be notified of the child's behavior in a formal manner. All discipline is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment; however, if behavioral issues continue, the child will be asked not to return to the program.

MEDICAL FORMS

You must fill out the Park and Recreation Health History Forms, which are available in this packet, as well as include a copy of your child's most recent physical & immunizations (within the last 12 months.) This must be uploaded to your account in sudburyrec.com under the correct child's account. You may receive a phone call from the camp medical staff once this packet has been returned to us so that your child's needs can be discussed.

ILLNESS INFORMATION

If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. Due to the nature of the camp, it is very difficult for parents to pick a sick child up from a venue, so if your child is not feeling well in the morning, please do not send them for the day.



CELL PHONE & ELECTRONIC DEVICES POLICY

Cell phones and other electronic devices have become a way of life, a technological convenience that has impacted all our lives in one way or another. At Sudbury Adventure, safety, program quality and fostering positive social interactions at camp are our highest priorities. For camper safety, privacy and overall well-being, we ask that our camp families support our cell phone/technology policy, so we can promote a healthy camp environment.

- * Typically, Sudbury Adventure campers are not permitted to bring cell phones (or any electronic/web-linked devices) to camp, as we do not permit their use during the camp day. However, due to the unique nature of this travel camp, we will permit your camper to bring a cell phone, as long as they agree to abide by the policy on appropriate use of cell phones and electronic devices.
- * We ask that you do not call your child during the day. If you have an urgent message for your child, please call the camp office at (978) 443-1092. We will relay any urgent information to your child immediately. You can also call Christine Sturniolo, the Sudbury Adventure Director, who will be accompanying your child on their adventure. She can be reached at (508) 733-7383.
- * If a camper brings a cell phone on their adventure, cell phone use will be allowed during the transportation portions of the day. We ask that they put them away during the trips so they can hear instructions and be engaged wholly in the day's activities. Cell phones may be taken out for photos while campers have reached their destination and enjoying activities.

Campers are required to abide by the following Cell Phone/Electronic Device Policy:

- * The unacceptable use of personal electronic devices includes, but is not limited to, the following, which are prohibited:
 - Looking at an electronic device when crossing streets.
 - Using a personal electronic device to harass, bully, abuse, threaten, or defame the character of another camper or staff member(s).
 - Using a personal electronic device to engage in, support, or promote harassment or discrimination of an individual in violation of any Sudbury Adventure or Sudbury Park & Recreation policies.
 - Using a personal electronic device to send messages, images, website postings, or other content of another camper or staff member(s).
 - Sending or forwarding sexually explicit messages, photographs or images to another camper or staff member(s).
 - The making, attempting to make, sharing or distribution of an audio or visual recording, or photographic of, any person(s) without the knowledge and consent of all such person(s).
 - Disrupting or disengaging for a Sudbury Adventure/Sudbury Park & Recreation sponsored activity by using a personal electronic device.

The Sudbury Park & Recreation/Atkinson Pool is not responsible for what happens to any devices brought to camp. Our campers participate in many wonderful activities at camp which require socialization, full engagement, and focus in order to get the best experience possible. Our goal is to create a safe environment, conducive to learning, and free of all distractions that may hinder the learning process and joy of camp.

Thank you for your continued support and cooperation.

MEDICAL FORMS/HEALTH ILLNESS INFORMATION

You must fill out the Park and Recreation Health History forms in this packet, provide a record of their most recent physical exam and immunizations dated within the past 12 months, and return all to Park and Recreation before Monday, May 2nd. All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent. **Our nurse will be at the shack during the morning hours to collect medications and answer any questions you might have.** The camp nurse will contact you before the first day of camp regarding allergies or medications your child will need during camp hours. Our camp nurse will be the one administering the medications to the children at the appropriate times. For questions, please call 978-443-1092.

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided and the camp nurse or staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interest into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illnesses encountered in camp and our policies concerning attendance with them:

- **Coughs/Colds:** Children with colds and coughs may attend camp as long as they feel well enough to follow daily routines (especially outdoor play). If a fever accompanies cold symptoms, the child must stay at home.
- **Fever:** A child with a fever over 100 should remain at home until the temp is normal for 24 hours.
- **Strep:** A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.
- **Ear infections:** A child may attend camp as long as he/she is not experiencing great discomfort or fever. A note must be provided as to whether or not swimming lessons are allowed.
- **Rash:** Please notify your child's counselor and staff if your child has an existing rash when he/she comes to camp. The nurse will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.
- **Vomiting:** A vomiting child must remain at home until he/she can tolerate a normal diet.
- **Diarrhea:** A child with diarrhea must remain at home until free of diarrhea for 24 hours.
- **Chicken Pox:** A child must remain at home one week after the rash appears or until all of the blisters have crusted over and

dried. A note from the doctor will be required regarding the status of swimming for your child.

- **Conjunctivitis:** A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others. Note from doctor will be required regarding the status of swimming for your child.
- **Head Lice:** If your child has head lice they may not come to camp. The policy is that campers must be lice and nit free in order to be at camp. If lice or nits have been found in your child's head while at camp, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, campers must first be inspected by the camp nurse. The nurse will determine if they can return to camp.

General first aid will be administered during camp by the camp nurse. Minor cuts or abrasions will be washed, and a topical ointment and a band-aid will be applied.

Should your child contract any listed illness or any other contagious illness, please contact the camp at (978) 639-3257 as soon as possible.

EMERGENCY PROCEDURES

Emergency telephone numbers are posted at each phone. If a child is injured we follow this procedure:

1. If a child needs emergency medical attention, an ambulance will be called. A director or staff member will always accompany a child to the hospital. The child's medical forms will be brought, as they contain pertinent medical information.
2. If poisoning is suspected, poison control will be called.
3. The child's parent will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
4. An accident report will be completed for any injury.
5. A copy of the accident report will be placed in the Park and Recreation office.
6. Parents will be notified of the minor accidents/injuries by the nurse at dismissal.
7. All injuries must be logged in the central log book with the camp nurse.
8. When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs and a carrier bag for each group.

Required Forms

There are three forms that must be submitted to our office prior to **Friday, May 10th** for review by our camp nurse:

1. The Authorized Pick Up Form is contained in this packet. Only persons listed on this form will be able to pick up your child. Note that this list can be edited over the summer.
2. The Health History Form is also contained in this packet. Please note all three pages must be uploaded and visible to be considered completed. You must update this form each year if important information has changed.
3. Your child's most recent physical and immunization from their doctor's office. Any form that is older than 12 months since the date of the examination will be turned away.
4. Venue Waiver Forms . This will help with our check-in process at each venue to have forms completed and ready to go. If your child's form is not complete they will not be able to participate in the day's program.

To submit these forms, you may:

1. **Upload them to your child's profile on your sudburyrec.com account (preferred method).**
2. Email PDF copies to sturnioloc@sudbury.ma.us.

For children with allergies/medication

All campers who need to take **medication during the camp day** are required to fill out the attached Authorization to Administer Medication form. Please note if you have already filled this form out for one of our other programs, you will need to do so again.

Any child with **allergies** who has an epi-pen will be required to bring the allergy action plan from their doctor's office.

Failure to submit all of these forms **five business days** before your child's first day at camp will result in your child's removal from the program and no refunds will be offered unless the spot can be filled. We will not be accepting forms on the first day of camp this year.