

PARENT HANDBOOK



Boys & Girls Club of Greater Billerica

19 Campbell Road

Billerica, MA 01821

Phone: (978) 667-2193

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Website: www.billericabgc.com

"This Camp must comply with regulations of the Massachusetts Department of Public Health and licensed by the local board of health."

On behalf of all us here at the Boys & Girls Club –

Welcome to the 2024 Summer Camp Season!

We are so glad that your family has chosen to be a part of our program this year and we are looking forward to another great summer!

Our camp program strives to incorporate all elements necessary for a quality childcare program, balancing physical activity, social recreation, emotional development, educational opportunities, and more! Through a variety of programs and activities, we encourage youth to try new things and are always on the lookout for ways to bring new experiences to our youth.

Each week of camp is theme based, and we encourage all staff and campers to dress up and get involved! We will be sending out a full schedule of weekly themes, dress up days, field trips and special events prior to the start of camp.

Here are some of the fun activities we will be offering this summer:

Free Swim
“Leagues” Gym program (Grades 3 – 8)
Makerspace STEAM Center
Low-Ropes Challenge Course (Grades 3 – 8)
Discovery STEM
Social Recreation Activities & Tournaments
Weekly Arts & Crafts Projects
Weekly Theme-based Activities
Weekly Camp-Wide Special Events
Weekly Field Trips (Starting Week 2)
And more!

We encourage all parents to reach out to our staff throughout the summer if they have any questions, concerns, or feedback.

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PROGRAM OVERVIEW

Licensing

The Boys & Girls Club of Greater Billerica complies with regulations of the Massachusetts Department of Public Health, including Regulation 105 CMR 430.00 Minimum Standards for Recreational Camps for Children, and is licensed by the Town of Billerica Board of Health. According to the Massachusetts Department of Public Health, parents may request information regarding background checks, health care and discipline policies as well as procedures for filing grievances.

The Boys & Girls Club of Greater Billerica provides equal access to Club programs. Applications for enrollment are acted upon without regard to race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, national origin, or exclusion from care due physical disability.

Camp Leadership			
Summer Camp Director	Danielle Barbrie	Ext. 104	dbarbrie@billericabgc.com
Assistant Summer Camp Director	Kelly Lawler		klawler@billericabgc.com
Field Trip Directors	Melissa Alexander & Katie Neufell		malexander@billericabgc.com kneufell@billericabgc.com
Aquatics Director	Nikita Kirik	Ext. 120	nkirik@billericabgc.com
Teen Director	Vanessa DiChiara	Ext. 117	vanessa@billericabgc.com
Unit Director	Dickie Ackroyd	Ext. 107	rackroyd@billericabgc.com
Director of Enrollment & Billing	Yeli Ruiz	Ext. 103	Childcarebilling@billericabgc.com

Parent Feedback and Communication

Parents should feel free to reach out to their child's Camp Counselors or to the Camp Leadership team with any updates or questions throughout the summer.

Some important communication topics are:

- Changes in pick up schedule
- Absences from camp
- Behavioral concerns
- Custody agreement changes
- Child concerns
- Medical updates/Medication changes
- Accommodations needed for your child to be successful at Camp

Payment Schedule for Summer Camp

Camp Weeks	Tuition Payment Due Date	Withdrawal Deadlines
Week 1: July 1 – 5 (closed 7/4)	June 28	April 30th If you notify our office in writing* after April 30th or do not attend, you will be responsible for paying 50% of the weekly camp fee and applicable late fees. *See Page 1 for more details.
Week 2: July 8 - 12	July 5	
Week 3: July 15 - 19	July 12	
Week 4: July 22 - 26	July 19	
Week 5: July 29–Aug 2	July 26	
Week 6: Aug 5 - 9	Aug 2	
Week 7: Aug 12 - 16	Aug 9	

Late Fees

If payment is not received by Friday a \$10 late fee will be issued. If the payment and late fee are not received, your child will not be allowed in the program until we receive payment.

MyProcure

Payments can be made online via your MyProcure parent portal, or at the Club. Please be sure the contact information for you and your emergency contacts is up to date in your MyProcare account. (www.myprocare.com)

Payment Methods

In addition to your MyProcare parent portal, parents may pay by cash, check, or credit card at the Club. They may also call to pay over the phone at (978)667-2193, dial 0. Please contact Childcare Billing for more information about auto-withdrawals at (978)667-2193 x103 or childcarebilling@billericabgc.com.

***All schedule changes must be submitted in writing to childcarebilling@billericabgc.com**

NO CHILD REGISTERED IN OUR SUMMER PROGRAM WILL BE ALLOWED TO ATTEND THE PROGRAM WITHOUT A COMPLETE RECORD OF IMMUNIZATION.

What To Bring To Camp

- **Snack/Lunch:** Please send your child a peanut-free lunch, a peanut-free snack as well as a water bottle and additional drinks.
- **Special Diets:** The Club will follow physician's or parental orders in the preparation of or feeding of special diets to children and shall follow the directions of the parents regarding any food allergies of a child or where vitamin supplements are required.
- **Dress Code:** Our camp program is very active and we encourage children to try new things. We strongly recommend that each child dresses appropriately for camp, including wearing closed toe shoes, bathing suit and towel for swimming and active clothing (shorts, pants). Any campers wearing inappropriate attire

(determined by the Camp Director) to camp will be asked to change or sent home for the day.

- **Camp T-shirts:** Campers will be provided one camp T-shirt for the summer. If you would like a replacement T-shirt you may purchase one for \$10. All campers must wear their camp shirt on field trip days.

What NOT to Bring to Camp

We strongly encourage children not to bring toys or valuables from home. The Club is not responsible for lost or stolen items.

The following items are NOT permitted at the Boys & Girls Club Summer Camp:

- Foods including any PEANUT or TREE NUTS (see below for our Nut Aware Policy)
- Electronics, including but not limited to video games, laptops and cell phones*
- Dangerous/Hazardous Items (including weapon imitations)

*If a parent requests that their child bring a cell phone to camp, the device must be kept in the child's bag for the duration of the day. Older campers may be permitted to use their devices during approved times only.

Protection from the Sun & Heat

We run an active camp where campers will have the chance to play outside on nice days. While we will take precautions on extremely hot days, campers will be exposed to sunshine and warm temperatures. **Please make sure that you apply sunscreen to your child every morning before camp.**

For day trips or extended periods of time outside, brimmed hats, sunglasses, long sleeves or swim cover-ups are recommended. For all off-site trips or extended exposure to the sun, all campers and staff will be encouraged to apply sunscreen with 25 SPF or higher.

If your child requires additional sunscreen application, the parent/guardia must complete an authorization form and provide an extra bottle of sunscreen for application. Please label the sunscreen with your child's name. The Club will have extra spray sunscreen available for members with authorization to apply sunscreen during camp. Our staff will help remind members to reapply sunscreen throughout the day.

The best way to ensure that your camper is drinking enough fluids is to send them to camp with a full water bottle each day. Campers can bring their bottle from activity to activity and will be able to refill it often. All water bottles should be labeled with the camper's name.

Insect Repellant and Tick Checks

With parent/guardian authorization for administering insect repellent at camp, staff will apply insect repellent prior to doing outdoor activities in grassy or wooded areas as a preventative measure.

Upon return from areas where ticks may be present, campers will do a self-check of their body for ticks and staff will do a visual check of areas that are difficult for campers to self-check, in and around the ears/ hair. If a tick is found the health care supervisor will follow First Aid procedures outlined in our Health Policy.

Lost & Found

We strongly encourage families to label all camper belongings with a first and last name. Sharpie markers will work on clothing, towels, bathing suits and swim caps alike and may need to be re-marked as the summer progresses.

Campers are encouraged to check the lost and found for any missing items. If your child brings home something that does not belong to them, please return it to the front desk. Any items unclaimed by the last day of summer camp will be donated.

WHAT TO EXPECT AT CAMP

Camp Groups

Summer campers will be divided into ten groups based on their age/grade. Each camp group will have 25 campers or less and 2-3 adult camp counselors, following the ratio regulations for licensed summer camps. Each camp group will have their own homeroom for arrival and dismissal. Camp groups will travel together around camp participating in fun activities and go on weekly field trips together.

Daily Schedule

- Morning extended hours will run from 7:00- 9:00 am.
- Summer Camp begins at 9:00 am each day. Each camp group will meet in their designated rooms and go over their schedule for the day and any announcements. These morning announcements will be very important times for your child to learn about their schedule and meet with their counselors, so we strongly encourage children to arrive at camp by 9:00 am.
- For the rest of the day, camp groups will cycle through a series of 45-minute activity blocks. The daily schedule will be posted on the bulletin board located in the Club lobby, outlining where campers will rotate throughout the day to participate in a variety of activities based on topics including education, STEM, art, athletics, team building and music.
- Afternoon assembly will happen each afternoon at 3:30 pm for campers to debrief as a group and celebrate their day.
- Afternoon extended hours will run from 4:00 pm - 6:00 pm.

Supervision

Camp will be supervised by the Camp Director, Assistant Camp Director and designated camp leadership. Adult camp counselors will supervise campers at all times to ensure their health and safety. All campers will be kept within line of sight or in close proximity of Club staff at all times.

- **Staff Qualifications:** All staff will be at least 16 years old and meet the minimum requirements as specified by the MDPH.
- **Volunteers:** Volunteers will accompany groups throughout the program day to assist staff with running programs. Volunteers will be subject to the same background check as camp staff. They will not count, however, in maintaining staff to child ratios.
- **Background Checks:** All camp counselors who apply for a position at the Boys & Girls Club of Greater Billerica will be subject to a background check. All camp staff and volunteers will be subject to a CORI background check. Staff will not be permitted to work with children until their background check has come back as “suitable” to work with children.
- **Counselor to Child Ratio:** Campers Age 7 & Older: 1 Counselor to 10 Campers

Weekly Field Trips

During weeks 2-7, Campers will attend field trips. Field trips will be led by the Field Trip Directors in partnership with the group's camp counselors. When camp groups attend field trips to local beaches, the Club will send additional lifeguards to monitor campers and address water safety issues.

Field trips will typically depart from the Boys & Girls Club between 9:00 am and 9:30 am. If a camper is not present at camp by the time their group's field trip departs, they will not be able to attend camp that day, as no staff from their age group will be present in the building.

Field trips will typically return back to camp by 3:15pm. If the return time ends up being later than 3:15 pm, we will communicate these changes with parents in advance.

A copy of campers' records and medications will be taken on each trip and will be accessible in the event of an emergency. Attendance will be taken multiple times during field trips, including prior to each camper entering the bus, before departing and upon returning.

Aquatics

All camp groups will have access to the Club pool multiple times a week. Prior to their first free swim block, all campers will be swim tested by our aquatics staff. If a child does not pass the swim test, they will be kept in the shallow waters and provided with floatation devices as necessary to ensure their safety. Members will learn simple swim skills at the beginning of recreational time in the pool this summer.

The Club pool is staffed at all times by a minimum of 2 lifeguards, aquatics supervisor and a camp counselor. The Club maintains a minimum ratio of one lifeguard for every 25 campers, excluding the supervisor.

Arrival Policy

During morning drop-off at 9:00 am, parents/guardians should park their car and escort their child to their group's designated arrival door. Each group's arrival door will be labeled with a sign. Parents will receive door information prior to camp beginning. Parents/guardians will meet their child's camp counselor at the door to sign them in and their child can enter camp.

Reporting Absences

If a child is going to be absent from Summer Camp, parents should notify the Club by 8:30am. To report an absence for Summer Camp, please send an email to Childcarebilling@billericabgc.com or call Yeli at (978) 667-2193 x 103. E-mail and voicemail are available 24 hours a day and will be checked each morning, prior to the start of the program.

Dismissal Policy

Dismissal will begin at 3:50pm. Parents/guardians should park their car and meet at their child's designated door. You must have your authorized pick-up card or identification confirming you are an authorized pick up. Camp counselors will meet all pick-up people at their group's dismissal door, and after confirming the person is an approved pick-up, the camper will be dismissed.

If you need to pick up your child early from camp (before 3:50pm), please come to the Front Desk to dismiss your child. Identification is required in the event a staff member does not recognize you or the authorized pick-up adult.

Late Pickup Policy

Any parent/guardian who does not pick up their camper by the designated time will be required to pay a late fee of \$1/minute if later than 10 minutes. If a parent/guardian is more than 10 minutes late from the expected time or the end of the program and has not contacted the program, staff will call the emergency backup names given on the registration form. The program will ask an emergency contact person to pick up the child and release the child to his/her custody. If the parent/guardian does not contact the program and if the staff is unable to reach the emergency contacts, staff may notify local authorities.

Unrecognized Adults

All individuals at the Boys & Girls Club must check in at the front desk upon arrival. Any person on the premises without valid reason will be asked to leave.

Given the public ownership of Billerica Recreation Department lands and our use of them throughout the summer, we are unable to exclude individuals from use of the field. We will take every precaution necessary to ensure that campers are separated from other individuals using the fields. If an area is particularly busy at a given time, camp counselors may make the decision to return to the building with their camp group.

TRANSPORTATION

Field Trip Transportation

Field trip transportation is provided by Eastern Bus Co. ([617-628-6868](tel:617-628-6868)) or a Club van. When using the Club van, suitable restraints or seat belts shall be provided for and used by each child, driver, and attendant. When more than 8 children are being transported, an attendant other than the driver is required. Camp counselors will be informed of any information that may assist in transporting a child, including medical or behavioral needs. A first aid kit and emergency numbers for all children will be available when transporting campers.

Emergency Transportation

In the event of a medical emergency requiring further care, the child will be transported via ambulance to the nearest hospital or emergency room facility and a parent/guardian will be contacted to meet an accompanying staff member at that facility. No staff is permitted to transport a child in their personal vehicle.

EMERGENCY MANAGEMENT

Medical Emergencies

In the rare instances where a child requires additional medical treatment, immediate action will be taken. Emergency contact information will be kept in camp counselor binders within the camper's group. The immediate needs of the child will be met by a staff member while another staff member contacts emergency medical systems (9-1-1).^{*} Parents will also be notified. The EMS team will assess the situation and determine where the child will receive the next level of treatment.

** Staff will attempt to contact parents prior to calling 9-1-1 unless it would put the child's well-being at risk.*

It is the parent/guardians' responsibility to update emergency contact information on file as it changes.

In the event of a medical emergency, staff will:

1. Call Billerica Emergency Services (9-1-1)
2. Call parents/guardians
3. Call emergency contacts if the parents cannot be reached
4. Notify the Camp Director or camp leadership team

Lost Camper Policy

In the event that a child goes missing while at camp, the following procedures will be followed:

- Report the missing camper to the Camp Director or Supervisor of the group with the following information:
 - Camper's name and age
 - Last place the camper was seen
 - What was the camper wearing?
 - Other information that could be helpful.
- The Camp Director will initiate a search on the camp property. At the same time, the Camp Director will obtain information as to the camper(s) address, telephone number and emergency number.
- If the camper is not located after search, the parents will be notified and a report to the police regarding the missing child will be filed.
- The search will be done according to the specialized areas. The Camp Director will lead the search process. All pertinent information as to the description of the camper will be provided to the appropriate authorities.
- If rescue procedures are necessary, the Fire Department should be notified at once by dialing 911.

Lost Swimmer Policy

- Lifeguards clear the swimming area and make sure all water areas are clear. Additional guards perform an underwater line search of the entire swim area beginning with the last known location of the missing swimmer. Lifeguards will then quickly report to the location designated by the Emergency Operations Plan: glass doors outside the pool.
- If underwater search is unsuccessful, the Camp Director will implement the Lost Camper Policy outlined above.
- All other staff, including any staff on break or assigned to locker room duty, will report to the designated location outlined in the Emergency Operations Plan. The person who made the Missing Swimmer Report is also brought to the Emergency Location and will give a detailed description of the lost swimmer and will remain at the location in order to identify him or her.
- An announcement will be made using the public address system to alert staff of the missing swimmer, including a detailed description of the missing swimmer. Tell the lost swimmer to report to the main lifeguard area.
- Other staff and/or volunteers should check bathrooms, showers, locker rooms, and other areas including outside.
- A common practice is to move all campers to one central location in order to get an accurate headcount.

- In the event the missing swimmer is not found immediately, additional support may be needed from other emergency personnel including the local fire department, police and rescue squad. Continue the search until additional personnel arrive on scene to assist with the search.

Emergency Protocols on Field Trips

When on field trips, chain of command is as follows:

1. Field Trip Directors or Leadership team member
2. Camp Counselors & Lifeguards
3. Volunteers (*when applicable*)

If a child is reported missing while on a field trip, the following protocol will be followed:

- One staff member from the group will conduct a brief search of the premises. The other counselors will remain with their group.
- If the child is not located, the counselor will notify the Field Trip Director who will gather all groups and counselors to do roll call.
- If the child is not located, the Field Trip Director will notify:
 - The Police
 - Lifeguards on duty to request assistance
- A counselor will be assigned to contact the Camp Director, who will notify the child's parents if necessary.
- The Field Trip Directors will remain with the other children, along with the two counselors from the missing child's group to assist emergency personnel.

If a water search is necessary

Our Lifeguard(s) and counselors will offer additional support to the water safety staff employed by DCR (Department of Conservation and Recreation) working at the beach location. Remaining staff will stay with the children.

If medical personnel feels transportation to a medical facility is required:

- One counselor from the child's group will accompany the child with the child's record to the nearest medical facility.
- The Field Trip Director will inform the Camp Director.

On Site Emergency Evacuation Plan

In the event of an emergency that requires evacuation, one of the following plans will be implemented:

- In the event of an emergency evacuation, children and staff will evacuate to the basketball courts located across Campbell Road.
- Staff personnel will inform parents.
- If an environmental emergency is confined to the immediate area of the site (i.e. fire, toxic fumes, etc.), and the children cannot stay on the premises, the children will be evacuated to our primary or secondary evacuation sites, as determined by the Club.
- Transportation will be provided by Bedford Charter or Eastern Bus Company. Children will remain at the new location accompanied by staff, while parents/emergency contacts are notified of the situation and arrangements are made for pickup. Police will be called and informed of where the children will be.
- If a larger evacuation is necessary, Children will be accompanied by staff, at all time, while

- parents/emergency contacts are notified of the situation and arrangements are made for pickup.
- There will be a message on the voicemail at the Club should any of these situations arise.

****A more detailed plan of our emergency management procedures can be found in our Emergency Management Plan.***

HEALTH CARE POLICY

Nut Aware Policy

The Boys and Girls Club of Greater Billerica is a nut aware building. **Due to the number of members with allergies, we ask that you DO NOT allow your members to bring in foods with peanuts or tree nuts.**

Members who are allergic to peanuts can have a reaction from breathing it in and/or touching surfaces where the peanuts were present. In an effort to keep everyone safe please DO NOT send members in with foods that contain peanuts or nuts.

Meeting Individual Children's Specific Health Needs

During registration, parents will be asked to report any known allergies, medical or behavioral conditions and/or specialty diets on their child's membership form. They will also need to record whether or not the child will require the administration of medication (routine or emergency) while in care.

All allergy lists will be kept with each camp group as well as in the children's records binders for easy access by staff. Allergy lists will be updated and reviewed monthly, or sooner if necessary as new children enroll or unknown allergies become known. All camp counselors will be kept informed of children's allergies/conditions by the Camp Director so that children can be protected from any allergens and/or receive the support/attention needed.

- **Allergies:** In the event of an allergic reaction, an allergic child may be removed from the environment causing the allergic reaction, and/or the allergen will be taken out of the child's space, as appropriate to the situation. The names of children with allergies that may be life threatening (i.e. bee stings, nut allergies) will be listed in the camp group's binder and reviewed with camp counselors. Emergency medication (epi-pens & inhalers) will be kept in the Camp Director's Office and easily accessible if needed, as well as brought with the camp group for any off-site field trips.
- **Special Diets:** The Club shall follow physician's or parental orders in preparation or feeding of special diets to children and shall follow the directions of the parents regarding any food allergies of a child or where vitamin supplements are required.

Individual Health Care Plans

Any child who has been diagnosed by a licensed health care practitioner with a chronic medical condition and/or severe allergy must have an Individual Health Care Plan(IHCP) on file prior to their first day at the Boys & Girls Club of Greater Billerica's Summer Camp. The plan must describe the condition, its symptoms, any medical treatment

that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

The IHCP must be signed by both the parent/guardian and the child's doctor. In the event the child's doctor has provided a medical action plan which addresses all the information required of the IHCP, the action plan may be substituted for the doctor's signature (as long as the action plan is signed and dated by the doctor). The plan must still be filled out completely based on the information contained in the action plan and be signed by the child's parent/guardian. Each IHCP is valid for 12 months from the earliest date authorizing the plan. **All Individual Health Care Plans MUST be signed by a physician and returned to camp PRIOR to the child's first day of camp. An Allergy Action Plan does NOT substitute as an Individual Health Care Plan.**

Medication

All staff administering non-emergency medications must have completed the "5 Rights of Medication Administration" training provided by the Department of Early Education and Care. All camp counselors will be trained to identify the signs and symptoms of (A) an allergic reaction requiring emergency medication and how to administer an Epinephrine Auto-Injector and (B) a diabetic emergency through their National Safety Council's Childcare Provider First Aid Certifications. The Club will ensure that at least one camp staff member who is trained in medication administration is present at all times at the Club and off-site on field trips.

- The first dosage must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to Camp leadership staff by the parent.
- All medications will be stored out of reach of the children. Medications that are considered "controlled substances" will be locked up and kept out of reach of children and non-leadership staff.
- The Camp Director, Assistant Camp Director and Field Trip Director will be responsible for the storage and administration of medication.
- The Club will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
 - **Prescription Medication:** Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician. The Club will not administer any medication contrary to the directions on the label unless authorized to do so by written order of the child's physician. The parent must fill out the Medication Consent form before the medication can be administered.
 - **Non-Prescription Medication** (*i.e. Benadryl or Tylenol*): **Non-prescription medication will only be given with written consent from the child's physician.** The Club will accept a signed statement from the physician listing the medication(s), the dosage, and criteria for its administration. The parent must fill out the Medication Consent form, which allows the Club to administer the non-prescription medication in accordance with the written order of the physician. These authorization forms will be valid for one year from the date they were signed.
 - **Topical Ointments and Sprays** (*i.e. Vaseline, sunscreen, bug spray, lotions*): Medication Consent Forms only require a parent/guardian signature. The signed form will be valid for one year. When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Club will follow its written procedure for non-prescription medication which includes requiring a Medication Consent Form signed by the parent/guardian and the child's doctor.

Please Note: All unused medication will be returned to the parent. If the parent does not pick up the medication, the Camp Director will dispose of the medication at the Billerica Health Department or Billerica Police Department.

Meeting the Needs of Mildly Ill Children

Any child who appears mildly ill and shows no sign of an emergency is taken aside, encouraged to rest and observed for symptoms. Parents or emergency contacts will be notified of symptoms. Based on the symptoms, a decision will be made if the Club will care for the child or if they should be picked up by an authorized pick up. Please make sure that you or any people you have as emergency contacts are able to pick up your child within 30 minutes of being informed.

A child/staff who has been excluded from summer camp will not be readmitted to the program until he/she is symptom free unless they have been examined by a physician, physician's assistant or nurse practitioner, and the Club is notified in writing that they child does not pose a health risk to himself or others and is able to participate in program activities. Nevertheless, the Club may make the final decision concerning the inclusion or exclusion of the child.

When a communicable disease has been introduced into the Club, parents will be notified in writing by the Camp Director. Whenever possible, information regarding the communicable disease shall be made available to parents.

Managing Infectious Disease

The Boys & Girls Club of Greater Billerica is committed to promoting a healthy environment for the children and staff at camp. In order to maintain a healthy environment, children/staff may be excluded from the program if it is determined that any of the following exist:

- The individual's illness prevents the individual from participating in the activities or from resting comfortably;
- The individual's illness results in greater need than camp counselors can provide without compromising the health and safety of the other children and/or staff;
- The individual has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness; (individuals must be fever free for 24 hours before returning to the program)
- The individual has diarrhea;
- The individual vomits two or more times in the previous 24 hours at home or once at the Club;
- The individual has mouth sores, unless the physician states that the child is non-infectious;
- The individual has symptoms of chickenpox, lice, or strep throat

One of the following specific conditions:

Condition	Exclusion	Prevention
Chicken Pox (Varicella)	Exclude for five days after the onset of the rash OR until all lesions have dried and crusted over, whichever is later	Immunize
Purulent Conjunctivitis (Pink Eye)	Exclude until examined by a physician and approved for re-admission; Exclude for 24 hours after treatment begins for purulent conjunctivitis (red or pink conjunctiva with white or yellow discharge)	Clean hands before treating child's eye and promote good hygiene; wash hands after contact with child's eye or with discharge
Diarrhea	Exclude when the stool is watery or decreased in form AND cannot be contained by diapers or controlled by toilet use, or if stool contains blood or mucus, or if accompanied by a fever	Wash hands after any contact with stool
Head Lice (Pediculosis)	Exclude until morning after treatment begins. Must be free of all nits or scabies, and free of all mites.	Avoid physical contact with infected person and their belongings. Keep belongings of children separated; wash and dry all items in contact with the infected persons
Hepatitis A	Exclude for 1 week after the onset of illness. Exclude exposed children/staff until immune globulin has been administered (<i>within 2 weeks of exposure</i>) as directed by the health department	Immunize; good hygiene
Hib	Exclude until well and appropriate antibiotics have been taken for 4 days	Immunize; antibiotics for those in contact with infected person
Impetigo	Exclude for 24 hours after treatment begins	Good hygiene; air out room daily; clean surfaces and utensils
Measles	Exclude for 4 days after rash appears	Immunize
Mouth sores	Exclude only in children who cannot control their saliva, unless the child's physician or local health department states the children is not infectious	
Mumps	Exclude for 9 days after the onset of gland swelling	Immunize
Pertussis	Exclude until 5 days of appropriate antibiotic therapy has been completed. If no antibiotics are taken, exclude for 3 weeks after onset of cough.	Immunize; antibiotics for those in contact with infected person
Rash	Exclude if accompanied by a fever or behavior change until a physician determines that the illness is not a communicable disease	
Ringworm (Tinea)	Exclude until treatment begins	Keep environment clean, dry, and cool
Rubella	Exclude for seven days after rash disappears	Immunize
Scabies	Exclude until treatment is completed	Wash/Dry items that were in contact with the infected skin; Keep belongings of children separated
Strep Throat	Exclude for 24 hours after treatment begins AND the child has a normal temperature for 24 hours	Air out room daily, clean surfaces and utensils
Tuberculosis	Exclude until the child's physician or local health department authority states the children is non-infectious	

COVID-19*

*Please be advised that, for summer 2024, we will be following all guidelines, procedures, and best practices recommended by the Billerica Board of Health and C.D.C. At this time, absences due to COVID-19 will be treated as any other illness and refunds will not be issued. Masking is not required but remains optional for both staff and campers.

Injury Prevention

The Club will make every reasonable effort to ensure a safe program site for all children enrolled in its programs, including at off-site locations. Camp leadership will do a daily safety check of the site to ensure the removal and/or repair of any potentially hazardous items or conditions. All toxic and hazardous substances will be disposed of immediately or kept in locked closets out of reach of the children.

The Club will maintain a record of any unusual or serious incidents including but not limited to behavioral incidents, accidents, property destruction or emergencies. These reports will be reviewed by the Camp Director on an on-going basis. The Club will ensure that the following are easily and readily available at all times, and accompany the children anytime they leave the facility in the care of staff:

- First aid kit
- Current family contact information
- Information about allergies and known medical conditions
- Emergency or life-saving medications – such as asthma inhalers and epinephrine auto-injectors – for any children for whom they have been prescribed
- Telephone numbers for emergency services & authorization for emergency care for each child

The Club will maintain adequate first aid supplies, including but not limited to adhesive tape, band aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold pack, scissors, tweezers, thermometer, and a CPR mouth guard. Only staff who have current first aid certification will be allowed to administer first aid, no matter how minor the injury.

Counselors will check children's clothing to ensure that it is free from strings, laces or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard.

The use of any substance that may impair the camp counselor's alertness, judgment or ability to care for children during camp hours is prohibited, along with drinking alcoholic beverages, marijuana use, and smoking on the premises during camp hours.

Injury Reports

A formal injury report will be filed for any injury sustained by a child at camp. The report must be filled out within 24 hours of the incident, and a copy will be provided to the parents. A copy will also be placed in the child's file. All injury reports are to be reviewed by the supervisor on duty prior to being sent home.

Injury reports are recorded in an Injury Log. The Injury Log is reviewed on a daily basis. Parents are notified immediately of any injury requiring emergency care.

Injuries requiring the child to seek additional medical care, including but not limited to lacerations requiring stitches and broken bones, will be reported to the MA Department of Public Health.

Parents are notified immediately of any injury requiring emergency care. The Massachusetts Department of Public Health as well as the Billerica Board of Health will be notified of any serious injury requiring hospitalization or of the death of a child while in program care.

Child Abuse and Neglect Policy

All staff members working in the Boys and Girls Club of Greater Billerica's programs are mandated reporters according to the Massachusetts General Law C119, Section 51A. If a staff member has a reasonable suspicion of abuse or neglect of a child, he/she **must** file a report with the Department of Children and Families.

**Department of Children and Families
978-275-6800 (Lowell, MA Office)**

GUIDANCE AND DISCIPLINE POLICY

At the Club we want all members to have fun, be safe, feel included, and be successful. In order for this to occur, the members must remember to respect themselves, fellow Club members, the staff, property and visitors. Below are the rules and expectations that members must follow in order to help us maintain a positive Club culture:

Parents/Guardians: You can help us by reinforcing these messages at home!

1. **Be a positive Club member:** Be kind, encourage others, listen to others, follow staff directions and have fun!
2. **Be respectful:** Use positive and respectful language; keep your hands, feet, and property to yourself. Taking pictures and video is only allowed under the direct supervision of staff. Pictures or videos are strictly forbidden from being taken in bathrooms or locker rooms.
3. **Be responsible:** All members are expected to clean up after themselves and help keep the Club clean.
4. **Participate in activities:** Try your best and support others in all activities. Members are strongly encouraged to spend time daily in the education spaces.
5. **Dress appropriately:** Clothing promoting drugs, sex, innuendos, and/or violence are not allowed in the Club.
6. **Keep the Club safe:** No fighting, inappropriate physical contact, stealing, inappropriate sexual conduct, possession of weapons, drugs, alcohol, or associated equipment (lighters, rolling paper, etc.) The Club is a drug free and smoke free environment.
7. **There is a zero-tolerance policy for bullying,** teasing, taunting, picking on or ganging up on others physically, verbally or by electronic/video means. This behavior will not be tolerated and may result in time off or permanent removal from the Club. (Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.)
8. **Stay in supervised areas ONLY and with assigned group.** Follow the specific expectations in each program area.
9. **Keep all valuables and personal property at home.** *The Club is not responsible for any lost or stolen items.* If something is found it MUST be turned in to the front desk or an adult staff. Keeping found items will be considered stealing.

If a camper violates a minor rule or expectation the staff will pull them out of the group and address the behavior in the moment. For more serious rule violations the camper will be brought to the director's office.

The director will then review the incident and determine the appropriate consequences. Every effort will be made to have the incident become a learning experience, however we believe in holding Club members accountable and will not allow behaviors that will place the safety of other members at risk.

The Club reserves the right to terminate membership of a child if they feel they are unable to maintain that member's safety and or the safety of other youth in the program.