

Webster Memorial Beach
Arts and Crafts Camp Guide
2015

Camp will begin on July 6th, 2015 and end August 14th, 2015. There will be six staff members looking after your child/children for the six weeks. The ratio is about ten children per counselor. Also during camp an assistant and/or the director will be there with the children and staff. There is also a FIRST AID/CPR/AED certified lifeguard on duty at all times when children are attending camp. Our staff has experience working with children here at the camp as well as in other facilities. All camp counselors are currently in college or recently high school/graduates.

At the camp children will start the morning off with a craft. From the craft we may move on to swim time depending on the weather and length of the craft. After swim time we move on to lunch, and from there we will play games with the children or use the playground.

In this package you will find information about the programs policies and procedures. We ask that you please read through them and fill out the required forms within the given time frame. Spots are limited information given by you must be turned in within a timely manor to ensure correct and crucial input for our records. Be sure to fill out each sheet with all information required even if you have listed it on a prior page.

It is a requirement that you bring a **copy** of your child/children's **Birth Certificate** when signing up. The Certificate must have a **seal of approval stamp** on it. Original Birth Certificates will not be returned to you due to there is no copier machine available at the beach. We cannot allow any child with out their Birth Certificate to be signed up. Copy of your child's Birth Certificate **MUST** be signed by the Town Clerks office from the Town Hall in which your child/children were born. **Hospital certificates will not be accepted.**

Please print clearly and legibly. The information you give us about your child is important for emergencies as well as your Childs safety. Thank you.

Children must have

- ✓ **A lunch**
- ✓ **Plenty to drink**
- ✓ **Appropriate clothing and shoes**
- ✓ **Sunscreen**
- ✓ **Bathing suit**
- ✓ **Towel**
- ✓ **Life vest or arm swimmies** (U.S. Coast Guard Approved)

Lunch

Children will not be forced to eat. Lunch boxes/bags **MUST BE CLEARLY LABELED ON THE OUTSIDE WITH THEIR NAME.** We ask that a nutritious lunch, snacks, and beverages, be packed for your child/children. Please make staff aware if your child has brought peanuts or any type of peanut product (i.e. peanut butter sandwich, peanut butter filled crackers). Be sure to pack plenty of water for your child. It is important to keep children hydrated. On hotter days please pack extra water for your child.

Attire & Swim

Children should have **a pair of sneakers or closed toe shoes** at camp for outdoor play. Please be sure children wear appropriate outdoor clothing for game time as well as for the playground. Pack or wear a swim suit, towel, sunscreen, and arm swimmies or life vest if necessary. If child is not a strong swimmer, a U.S.Coast Guard arm swimmies or life vest must be provided. **NO FLOATS PLEASE!** Do not forget a change of clothes for after swim time. It is suggested that you apply sunscreen on your child before camp. Staff can apply sunscreen upon request with consent. Without consent if we notice a child starting to burn staff **CAN NOT** apply sunscreen. Staff will ask the child to stay in the shade. See page 4 for permission to apply sunscreen. Also see page 5 for swimming permission options and page 6 for Release and Indemnification Form.

Camp Rules

Rules will be explained often to the children to make them aware and knowledgeable. If children break the rules they will NOT be scolded, yelled at, spanked, etc. They will instead be spoken to as to why the behavior is not allowed so they understand what was wrong about it. Depending on the severity or frequency of the behavior they may go into a time out from which ever activity is occurring.

Time outs will be given for:

1. Behavior that threatens the physical and/or emotional safety of the child or other children. (i.e. hitting, kicking, biting, throwing objects, pushing, swearing, etc.)
2. Repeated defiance of rules set down for the children's physical and/or emotional safety. However, only after said rules were thoroughly established.

Video/Picture/Media Policy

Campers may be photographed for the purposes of educational public relations, scrapbooks, and by the local media. If you have any objections to your child's picture being taken and released, please notify us in writing that your child is restricted from all photography. See page 9 for the permission slip

Emergencies and Illness

If a child suffers a severe injury or sudden illness, we will attempt to contact a parent or guardian immediately. If we cannot contact the parent or guardian, we will contact the designated emergency person and/or the Health Care Consultant, and/or the paramedics, depending on the injury or illness. See page 10 for permission to give medical attention if needed.

Parents may be called for the following:

Headache, stomachache, nausea, cramps, muscle aches, sore throat, etc.

When to keep children home from camp!

PLEASE keep your child home if signs of poor health are evident

- Fever
- Vomiting
- Frequent diarrhea
- Flu symptoms
- Conjunctivitis (pinkeye)
- Contagious rash, such as scabies, or chicken pox
- Complaints such as headache, stomach nausea, cramps, muscle ache, or sore throat
- Head lice
- Ear infection
- Any condition requiring limited activities or special care (broken bones, head injury, etc.)

Pick ups and drop offs

A parent or guardian must sign their child in and out of camp daily. Parents are required to bring their child into the beach house to sign in and out everyday they attend camp. The sign in/out sheet is located inside the beach house in the front room. Drop offs are not allowed. Children should arrive at 9 AM and be picked up for 1 PM. When picking your child/children up be sure they have everything they came with.

Pick-up Authorization

Be sure to fill out the authorization section enclosed in this packet. Include all persons who will pick up your child. If someone who is not on the list comes to pick the child up your child will not be released. Authorization must be made on the appropriate form. Additions for pickups may be made by the parent only. If our staff does not recognize the person picking up they will be asked for a license or other form of ID. Please inform who ever is picking up your child to have a picture ID ready. Please see page 11 for pick up list.

Legal Custody

It is the parent's responsibility to keep the authorized list of people allowed to pick up a child current and accurate. We will not release your child to anyone who is not on the list. If you are going through custody dilemmas please inform our staff so we can make the appropriate changes in the paperwork.

Please print clearly

Childs Name: _____

Authorization for Applying Sunscreen

Please make one selection

- Arts & Craft staff has my permission to apply sunscreen as needed.
- Arts and Craft staff does not have permission to apply sunscreen on my child. I will apply in the morning if needed.
- Sunscreen will not be applied to my child while at camp.

Permission to Swim

Please read below and choose the option that best fits your child

Please print clearly

Option 1:

I (parents' name) _____ agree that (child's name) _____
_____ can swim on his/her own.

Option 2:

I, (parents name) _____ agree that (child
name) _____ needs a life vest to swim.

If child has a hard time swimming they must use **U.S. COAST GUARD APPROVED** arm swimmies or life vest. Children who need a life vest or arm swimmies will not be allowed to swim if the arm swimmies and life vest is not Coast Guard approved.

By signing option 2 you agree you child needs a life vest which you, the parent will provide.

Children are allowed to only swim under staff supervision. Supervision includes the regular camp staff (assistant and/or director included) as well as 2 life guards. Children are not allowed to use floats such as noodles, rafts etc.

By signing your name below gives your child permission to swim and agree that the chosen option above best fits your child.

Parent's signature: _____

Thank you for your cooperation

Please sign page 6 for Release and Indemnification Agreement

RELEASE AND INDEMNIFICATION AGREEMENT

In consideration of authorization to use public property belonging to the Town of Webster, and for other good and valuable consideration, receipt of which is hereby acknowledged, ("_____"), by its undersigned officer duly authorized, hereby forever releases, indemnifies, and holds harmless the Town of Webster ("the Town"), and its officers, employees, agents, board members, volunteers, contractors, and insurers (collectively "the Releasees") from and against any and all claims, demands, actions, suits, rights of action, causes of action, rights of indemnification, proceedings, injuries, damages, expenses, costs, and liabilities whatsoever, of every name and nature, both in law and equity, that _____ may have now or in the future, resulting from, arising out of, or in any way relating, directly or indirectly, to its voluntary use of said Town property, more particularly described as:

also hereby promises to indemnify, defend, and hold harmless the Releasees from and against any and all claims, demands, actions, suits, rights of action, causes of action, rights of indemnification, proceedings, injuries, damages, expenses, costs, or liabilities whatsoever, of every name and nature, both in law and equity, that any other person or party may have asserted or may assert resulting from, arising out of, or in any way relating, directly or indirectly, to its said use of said Town pdroperty.

hereby affirms that it has had a chance to review this document with counsel of its own choice prior to signing it and that it understands its contents and import and further affirms that it understands that its use of Town Property (for recreational purposes) is strictly voluntary and constitutes good consideration for this Release and Indemnification Agreement. By signing this form, affirms that it has decided to use said property with the full knowledge that the Releasees will not be liable to it, or any person or party, for personal injuries, property damage, or other damages which may be suffered in connection with that use.

Executed on this ____ day of _____, _____, by its duly-
authorized representative,

(Print Name of parent/guardian)

By: _____(Signature parent/guardian)

Print Name of child: _____

Date: _____

Swimming Agreement

Please print clearly

Please read below and choose **one** permission for your child

Permission 1:

I (parents' name) _____ give permission to (child's name) _____
_____ to swim and he/she **will participate** in the swim test scheduled on **July 7, 2015.**

ALL ARTS & CRAFTS CHILDREN MUST BE PRESENT IN ORDER TO BE TESTED

“MANDATORY” Parents who are unavailable to bring their child/children on the day of the test will be asked to bring a Coast Guard Approved Personal Floatation Device for the remaining of the six week program. This scheduled test date is **one day only** no other day will be offered. This test will be conducted by a WSI certified person.

Children who are classified as not a strong swimmer must be provided with a **U.S. COAST GUARD APPROVED PERSONAL FLOATATION DEVICE (PFD)**. Children who need a **PFD** will not be allowed to swim if the life vest is not coast guard approved.

Permission 2:

I, (parents name) _____ agree that my child **will not participate** in the swim class and I understand my child **will not be able to swim.**

Children are allowed to only swim under staff supervision. Supervision includes the regular camp staff, assistant and/or director, as well as a life guard. Children are not allowed to use floats such as noodles, rafts, etc.

Please note this is not a Red Cross Certified swim lesson. However the swim tester possesses a Water Safety instructor r.09 (WSI) licensed person to administer the swim test which is required by the Massachusetts General Law c. 111, §127A½, commonly referred to as Christian's Law, enacted on July 12, 2012.

By signing your name below you agree to the chosen permission and understand the regulations of each permission.

Parent's signature: _____

*** Please see page 8 for the swimming levels***

Thank you for your cooperation

Swim Levels

Level 1: Child submerges face for 3 seconds, blowing bubbles, bob 10 times, supported float (front and back), supported kicks, front crawl, introduce alternating arm action. (Non-swimmers)

Level 2: Submerging head fully, floating on front and back (unsupported), flutter kicking (front and back), combined arm stroke (using arms and kicking), turning over front/back, back/front. (At risk)

Level 3: Tread water for 60 seconds, beginner stroke (doggie paddle) (head above & under) for 10 feet, go under without holding nose, dive for a rock, and can swim all strokes 30 feet or can swim 45 feet without struggle.

All children will be tested starting at level 1 and progress from there. Both at-risk and non-swimmers will be identified with different color wristbands which will be provided. Life vests must be provided for children who are non-swimmers. The life vest must be a properly fitting USCG approved jacket. Please see the link below for the properly fitting life vest.

<http://www.uscg.mil/hq/cg5/cg5214/pfdselection.asp#selection>

Picture/Media Permission Form

The Town of Webster has my permission for photographs to be taken of my child for purposes of educational public relations, publishing, and the local media. I understand my child will not be identified by name unless informed.

Parent(s) or Guardian

Childs Name

Date

Please print clearly

If you **DO NOT** want photographs taken of your child please **do not** fill this page out.

FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM

Please print clearly

Child's Name: _____ Date of Birth: _____

I authorize staff in the Arts and Crafts program who are trained in the basics of FIRST AID/CPR to give my child FIRST AID/CPR when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to _____, and to secure necessary medical treatment for my child.

Child's Physician Name: _____

Address (hospital): _____

Phone Number: _____

Child's Allergies: _____

Chronic Health Conditions: _____

Parents Consent For Pick Ups

Please print clearly

I (parent's name) _____ allow the following people to pick up

(child's name): _____.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please include first and last name

Please remind your children's ride to have a license with them.

All paperwork must be turned in at the same time!

Please print clearly

I, (Print Name) _____, acknowledge that I have received and reviewed the policies, and agree to comply with the policies as stated in the packet for the Webster Arts and Crafts Camp.

I understand that as this guide is updated, I will be informed by receiving an update notification which may include an updated page or a new packet.

Childs Name: _____

Signature: _____ **Date:** _____

Arts and Crafts 2015 Sign Up Form

Child Information

Please print clearly

Child's Name: _____ Age: _____

Address: _____ Home Phone Number: _____

Eye Color: _____ Hair Color: _____ Skin Color: _____ Sex: _____

Height: _____ Weight: _____ Primary Language: _____

Identifying Marks: _____

Parent/Guardian Information

First contact (You)

Parent/Guardian Name: _____ Relationship to Child: _____

Home Address: _____ Home Phone Number: _____

Work Phone Number: _____ Additional Phone Number: _____

Second contact

Parent/Guardian Name: _____ Relationship to Child: _____

Home Address: _____ Home Phone Number: _____

Work Phone Number: _____ Additional Phone Number: _____

Do you give permission for child to be released to this person? Yes _____ No _____

Additional Information

Please print clearly

Child's Physician: _____ Phone Number: _____

Address: _____

Allergies/Special Special limitations or concerns? _____

Parent/Guardian Signature _____ Date: _____

Birth Certificate is required

Children must be residents

Paid with:

Cash Bank Check Money Order

Amount: \$: _____

of weeks attending: _____

Receipt Number: _____

Check list

- Sunscreen Permission Form
- Swimming Permission Form
- Swimming Agreement Form
- Picture Permission Form
- Release and Indemnification Form
- First Aid Consent Form
- List of Persons to Pick Up Form
- Received Packet
- Enrollment Form
- Birth Certificate (hospital birth certificates will not be accepted)
(must be from Town Hall with seal of approval stamp)

REMINDER NOTICE

All Arts & Crafts Children must be present on Tuesday, July 7, 2015 for the Mandatory swim test.

This is not a Red Cross Certified swim test. However the swim test possesses a Water Safety Instructor r.09 (WSI) licensed person to administer the swim test which is required by the Massachusetts General Law c. 111, §127A½ , commonly referred to as Christian's Law, enacted on July 12, 2012.

This is a **one day** only test, so it is **very important** that your child/children be there, otherwise a **U.S. COAST GUARD APPROVED PERSONAL FLOATATION DEVICE (PFD)** will need to be provided for them the remainder of his/her stay whether he/she can swim, or child/children will not be able to participate in the daily swimming session.

Thank you for your cooperation