



Camp Frank A. Day 2017 FAMILY HANDBOOK

This handbook will help you and your camper prepare for a great summer at camp by knowing what to expect before you arrive

WSY CAMPING SERVICES BRANCH
campingservices@westsuburbanymca.org
(617) 244-6050 ext.3008

CAMP FRANK A. DAY
www.campfrankaday.org
(508) 867-3780 (summer only)



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Dear Parents,

It is with great excitement that I welcome you to the 2017 Camp Frank A. Day (CFAD) summer season! I am sure that you have many questions about camp and this packet is designed to help answer those questions.

Attending a residential camp is like no other experience. A few days will feel like a month. Someone you met a week ago may feel like a life-long friend. And when the summer season comes to an end, you'll begin to start every other sentence with, "this time at camp..."

The sections in this manual are meant to help navigate the summer experience as a parent and as a camper. As always if you have any questions don't hesitate to reach out to our offices and speak with a staff member directly!

We are so excited to have you join us for what is sure to be a memorable 2017 season.

Happy Camping,

Zac "Broom" Broomfield

Camp Director

Frank A. Day

zacb@wsymca.org



Basic Information for Returning Campers

If your camper has been coming to Camp Frank A. Day for several years, you probably feel you already know everything you need to know. We do make changes from year to year, so this is a brief summary of changes or items that we want to remind you about.

- All camp paperwork is due no later than June 1st. For further details, please see page 8.
- Please **do not leave or send your child food, candy, gum and/or soda**. For further details, please see page 10.
- Cell phones and electronic devices (i.e. iPods, DS) are **not allowed** at camp. We want campers to be able to enjoy their time at camp without using their cell phones. For further details, please see page 19.
- **Check-in is on Sunday from 1PM – 3PM**. If you arrive earlier than 1PM, you will be able to park on the entrance road and wait in your vehicle until check in begins. This will give our team time to get ready for new campers that arrive each session. We appreciate your cooperation with this. For further details, please see page 12.
- **Check-out is on Saturday from 9AM – 11AM**. Please contact the camp office if you are arriving before or after those designated times. For further details, please see page 13.

About the West Suburban YMCA

Our Mission

The West Suburban YMCA (WSY) is a charitable organization that welcomes all by creating a community that serves individuals of any age, race, gender, religion, heritage, economic circumstance, or physical ability. We focus on youth development, healthy living and social responsibility to ensure all children, adults and families are healthy, confident and connected.

WSY History

The West Suburban YMCA was Founded in 1877, we are among the earliest YMCAs in the United States. We have over 7,800 members and 6,000 program participants ranging in age from a few weeks to 94 years old. Serving Newton, Watertown, Wellesley, Weston, Wayland and Belmont as well as community all along the Massachusetts Turnpike we are one of the largest human service providers in the area. Our service area approaches 180,000 adults and children and is rich in cultural, ethnic and economically diversity. Our values-based character development focus serves as the foundation of our work. Everyone - all ages, races and religions - should have the opportunity to participate in our programs and share in our mission regardless of their ability to pay. The Y is a safe place for kids, adults and families from all different backgrounds. We are dedicated to combating childhood obesity with youth programs, such as sports, swim and dance instruction and our Youth Fitness Center outfitted with youth-sized fitness equipment and a climbing wall. The Family Wellness Center offers programs, such as nutrition and stress management courses, designed to strengthen family life, enhance health and wellbeing and helps kids grow into healthy, well-rounded adults. Our Active Older Adults programs offer seniors a chance to stay healthy with fitness offerings focused on their needs and to spend time with friends during our Social Y'zers events. We offer over 200 character-building programs. Our value-based programs are led by caring, well-trained staff. All programming, hiring and volunteer recruitment revolves around the YMCA core values – caring, honesty, respect and responsibility.

About Camp Frank A. Day

Our History

In 1915, the late wife of Frank A. Day gave the YMCA a memorial gift, and the following year the YMCA started Camp Frank A. Day with six boys. By 1917, the YMCA had purchased some acreage on Lake Quacumquasitt in East Brookfield, MA. Cabins started being built and boating equipment was purchased in the early 1930s. Camp had grown and with the growth came the development of traditions. The annual plaque races started in the 1940's. In 1958, the YMCA purchased more acreage to bring the total camp up to 52 acres. After almost 60 years as an all boys' camp, girls were allowed to attend starting in 1975. Eventually the tradition of Color War was added. By 2005, the old bathhouses were torn down and replaced with new modern facilities, and the senior girls' cabins were constructed. Today, Camp Frank A. Day has the feel of a traditional New England camp yet the conveniences of modern society.



Licensing

Camp Frank A. Day must comply with regulations of the Massachusetts Department of Public Health, including *Regulation 105 CMR 430.00 Minimum Standards for Recreational Camps for Children*, and be licensed by the East Brookfield 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.

Accreditation

Camp Frank A. Day is an American Camp Association (ACA) accredited camp, which represents to you that our camp has met or exceeded nationally recognized standards for staffing, programming, health and wellness and food service.

Staff Qualifications and Ratios

Campers are supervised by mature, qualified staff members. Unit directors supervise trained counselors. Senior counselors are at least 18 years old (or have graduated high school); junior counselors are at least 17 years old. The YMCA conducts background checks to ensure that all staff members have a background free of conduct that bears adversely upon their ability to provide for the safety and well-being of the campers. All staff must complete a thorough one-week orientation prior to the start of the summer that includes training on child abuse prevention, CPR, first aid, activity planning, and extensive discussion regarding safety policies and procedures. We maintain a ratio of at least one staff member for every six children ages 7-8, one staff member for every eight children ages 9-14 and one staff member for every ten campers age 15.

Directions to Camp Frank A. Day

From Massachusetts

Take the Mass Pike (I-90) to Exit 9 (I-84/Sturbridge). Take the first exit after the toll booth (Exit 3b), which is Route 20 West. Turn right onto New Boston Road. Continue on this road, always bearing right at forks, for 4.8 miles, then bear to the left onto South Pond Road. Camp Frank A. Day will be on your immediate left. Signs are posted.

From New York and Connecticut

Take Route 84 to the last exit (Exit 3b) before the Mass Pike (I-90), which is Route 20 West. Turn right onto New Boston Road. Continue on this road, always bearing right at forks, for 4.8 miles, then bear to the left onto South Pond Road. Camp Frank A. Day will be on your immediate left. Signs are posted.

Year-Round Office and Mailing Address

West Suburban YMCA

276 Church Street
Newton, MA 02458
www.wsymca.org

Camping Services Branch

Phone: (617) 244-6050 ext. 3008
Fax: (617) 321-2267
campingservices@wsymca.org



Summer Office Address & Hours (June 16-September 19)

Camp Frank A. Day

125 South Pond Road
East Brookfield, MA 01515

www.campfrankaday.org

Phone: (508) 867-3780 (office)
(508) 867-3797 (nurses)
cfad@wsymca.org

The camp phone number is 508-867-3780. From June 16 – September 20, there will be a staff member in the camp office seven days a week from 8:30 AM-6:30 PM to answer phone calls. If you reach our voicemail or call outside office hours, please leave a message, and we will return your call in a timely manner. Email is also encouraged; however, please allow 24 hours for a replay.

Important Dates

Session 1	July 2-15	LIT Program	June 29- July 29 (4 wks)
Mini Camp 1	July 2-4		June 29-Aug 12 (6 wks)
Session 2	July 16-29		June 29-Aug 19 (7 wks)
Session 3	July 30-Aug 12		
Session 4	Aug 13-19		
Adventure Camp	Aug 13-19		
Mini Camp 2	Aug 13-15		

Meet the Staff

The Camping Services Branch of the West Suburban YMCA is here to help you and your family smoothly transition from the school year to the summer. We encourage you to thoroughly read through this Family Handbook. We have done our best to answer all of the usual questions we receive as well as some unusual questions that you might not think about asking but you will definitely want to know the answers to. Please note that this handbook is subject to change. Feel free to contact us with your additional questions, as we are here to help!

Staff Contact Information

TITLE	NAME	EMAIL	EXT
Camp Director	Zac Broomfield	zacb@wsymca.org	3188
Camp Registrar	Marie Minardi	mariem@wsymca.org	3008
Director of Camping Operations	Keri Person	kerip@wsymca.org	3118
Executive Director of Camping Services	Scott Peckins	scottp@wsymca.org	3808
Camping Services		campingservices@wsymca.org	3008



Preparing to Come to Camp

Required Paperwork

In accordance with the Massachusetts Department of Public Health Minimum Standards for Recreational Camps for Children, our camps have health care consultants—a licensed physician, nurse practitioner or physician assistant with pediatric training—that oversee our health care policies and staff training in addition to being available for consultation. In addition, all camp staff are certified in First Aid and CPR.

NO CHILD WILL BE ALLOWED TO ATTEND CAMP WITHOUT A COMPLETE HEALTH RECORD

As required by state and local regulations, each camper must submit a complete health record, which includes all of the following:

- A completed **CampSite** profile.
 - **CampSite** is a fully electronic camp management system used by all of our camps to ensure the best, most personalized care can be given to each camper.
 - After camp registration is completed, an invitation will be sent to families to complete their **CampSite** profile.
 - **CampSite** profiles must be 100% complete by June 1st 2017.
- Any camper who is not 100% complete may be denied participation in camp activities, barred from attending camp, or unenrolled without refund.
- A Certificate of Immunization (or Vaccine Administration Record) signed by a licensed health care provider that includes evidence of the following vaccines:
 - Measles, Mumps and Rubella (MMR)
 - Polio (IPV or OPV)
 - Diphtheria and Tetanus Toxoids and Pertussis (DTaP/DTB/DT or Td)
 - Hepatitis B AND
 - A photocopy of the front and back of health insurance card AND
 - A physical examination signed by a licensed health care provider.
- A camp physical performed by a licensed health care provider.
- A **Camper Confidential**— This form is extremely helpful to the proper care of your child. The camp staff relies on the accurate information in this form to better understand and care for the emotional, physical and social wellbeing of your child. Please be open and honest on this form, as it will help us to ensure your child has a great experience.

For the safety of our community, no child known to be suffering from a communicable illness can attend Camp Frank A. Day. This includes, but is not limited to tuberculous, bronchitis, scarlet fever, chickenpox, whooping cough or persistent fever. If a child is determined by our nursing staff to be unfit for camp, the parents will be asked to pick up the camper.

Parents are required to list any special limitations or concerns including dietary restrictions, allergies, and chronic health conditions on the camper's Health History Form. This information will only be made available to camp staff and will be used to ensure your child has a safe summer.



These forms are due by June 1st, 2017. If something (i.e. restrictions, medications) changes between the date the Health History Form is submitted and the time camp begins, please notify the Camp Director of these changes in writing.

Cabin Placement

We do our best to grant cabin placement requests. Please understand that we are not able to guarantee all requests. All campers will find out their cabin number and bunkmates at camper check-in on the first Sunday of each session.

Airport Transportation

We will be offering limited transportation to and from Boston’s Logan International Airport and Camp Frank A. Day. The cost is \$125 and includes transportation to and from Frank A. Day. Please contact the Camping Services staff at campingservices@westsuburbanymca.org or 617-244-6050 ext. 3008 to add-on this service. You will receive a travel confirmation with detailed information approximately one week prior to the start of your camper’s session.

Laundry

We are reviewing this policy and will publicize soon.

Packing List

Use this checklist to be sure you’ll have everything you need at camp! The items below are suggestions and not mandatory, however in our experience it is worth having all the items below. **All items should be clearly labeled with the camper’s name.** Luggage is stored underneath the bunk beds, so we recommend packing in a trunk, duffel bag, suitcase, or large storage bin.

<p>Clothing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shorts (2-3 pairs) <input type="checkbox"/> T-shirts (12) <input type="checkbox"/> Jeans/long pants (2-3pairs) <input type="checkbox"/> Sweatshirt/fleece (2-3) <input type="checkbox"/> Socks (13 pairs) <input type="checkbox"/> Underwear (13 pairs) <input type="checkbox"/> Warm pajamas (2 sets) <input type="checkbox"/> Light jacket (1) <input type="checkbox"/> Raincoat (1) <input type="checkbox"/> Swimsuits (1-2) <p>Footwear</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sneakers (1-2 pairs) <input type="checkbox"/> Beach shoes (1 pair) <input type="checkbox"/> Rain boots (optional) 	<p>Other Important Items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insect repellent (2 cans) <input type="checkbox"/> Sunscreen <input type="checkbox"/> Flashlight with extra batteries <input type="checkbox"/> Water bottle <input type="checkbox"/> Paper, pens & stamps <input type="checkbox"/> Reading material <p>Optional Items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Comfort items <input type="checkbox"/> Music instrument/sports equip. <input type="checkbox"/> Disposable camera <input type="checkbox"/> Goggles 	<p>Toiletries</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shower bucket (1) <input type="checkbox"/> Liquid body wash (1) <input type="checkbox"/> Shampoo/conditioner (1) <input type="checkbox"/> Toothbrush/toothpaste (2 brushes) <input type="checkbox"/> Hairbrush/comb (1) <input type="checkbox"/> Laundry bag (2) <input type="checkbox"/> Bath towel (2) <input type="checkbox"/> Beach towel (1) <input type="checkbox"/> Washcloth (optional) <p>Bedding</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sleeping bag (1) <input type="checkbox"/> Twin sheets (2 sets) <input type="checkbox"/> Blankets (2) <input type="checkbox"/> Pillow & case (2 pillow cases)
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Prohibited Items

To keep Camp Frank A. Day a safe and healthy environment for all campers and staff, we prohibit the following from being brought to camp. Such items will be confiscated. Camp Frank A. Day professional staff reserve the right to evaluate the safety or prohibition of any item not named on this list for the protection of our community. If an item is confiscated for any reason, we will place a phone call to the parent/guardian of the camper to explain the confiscation. Confiscated items will be returned at the end of a camper's session to the parent/guardian.

- Electronics, including but not limited to **phones, iPods, iPod Touches, tablets, computers, handheld video games.**
- Weapons, including but not limited to **guns, knives, lighters, and other potential weapons (archery equipment, hatchets)**
- Certain sports equipment, including but not limited to skateboards and roller blades, kayaks,
- Additional prohibited items include but are not limited to **fireworks, tobacco products, vaporizers, hair dryers over 1,000 watts and elicit adult material, pets.**
- *Food, including but not limited to **soda, juice, candy, gum, chips, snacks and granola.**
- **Valuables, including but not limited to **cash, jewelry and stereo equipment**

**If your child has an allergy or dietary you may arrange, with the camp director, to provide food for your camper which will be kept in the kitchen. Please ensure it is individually labeled with his/her name and is in a separate container.*

*** Camp Frank A. Day is not responsible for lost or stolen items.*

Check-In and Check-Out Procedures

Check-in

In order to expedite the check-in process, you should ensure that full payment and all camp paperwork is submitted no later than June 1st. Camper check-in is from 1PM to 3PM on the Sunday of his/her registered session. Please do not arrive early, without permission from the camp director, as our staff is working on final preparations for your arrival. Below are the 8 steps for a successful check in.

Starting at 1PM:

- 1) You will drive up to the camp entrance where you will be greeted by a camp staff and directed towards the recreation center for cabin assignments.
- 2) Once you have your cabin assignment(s) you will drive to the front doors of the recreation center where camp staff will remove your luggage and label it according with last name, cabin number (ex, Broom, T1). We will ensure that your luggage is brought to your camper's cabin shortly.
- 3) Once your car is emptied, camp staff will direct you to park the vehicle in the parking field. No cars are permitted to drive into main camp without permission of the camp director.
- 4) If you have any outstanding paperwork you will be directed to the picnic area in front of the office to complete all paperwork. Campers are not permitted to stay at camp with any

outstanding paperwork.

- 5) From there, you will then be asked to proceed to the assigned cabin to continue your check-in. You are welcome to help your camper unpack, make the bed, meet the unit staff, etc.
- 6) Please continue your check in at the infirmary to drop off any medication and for a standard check-in with the camp nurses. We will perform lice and foot fungal checks and camp nurses will be available for personal medical conferences. Serious medical conditions should be brought to the camp director's attention prior to check in.
- 7) Continue your check in at the dining hall and have a bite to eat at our rolling buffet lunch! In the Dining hall you can purchase camp gear (got to have the newest camp sweatshirt!) and deposit funds in your camper's store account. For further details, please see page 13.
- 8) Once your camper is all moved into their cabin and their space is all set up and ready for them, it's time for the rest of the family to give their camper a big hug and make their exit. All families are asked to depart camp no later than 3 PM, so the campers can begin their camp experience.

Questions? Give us a call at 617-244-6050 ext. 3008.

Pets

Although camp may seem like the perfect place for your furry friend to explore, we kindly ask that you leave your pets at home. This allows us to provide a safer camp for those with allergies or fears of animals.

What Campers can expect on the First Day

The first day of each session is always exciting. After the rest of the family leaves, campers get to know their cabin mates and unit staff, tour camp and learn the camp rules. Campers will enjoy their first of many great meals in the dining hall and be introduced to culture of Camp Frank A. Day. After dinner, everyone will join together for an opening ceremony. Finally, campers will return to their cabins and get ready for their first night in their cabin. There can be a lot of information on the first day of camp but we are careful not to overwhelm first time campers and provide many opportunities to ask questions as well as reiterating expectations clearly and regularly through the first few days of the session.

Check-out

Camper check-out is from 9AM-11 AM on the Saturday of their registered session. Please will follow the same process for pickup as you did at drop off.

Starting at 9AM:

- 1) You will drive up to the camp entrance where you will be greeted by a camp staff and directed towards the recreation center to retrieve luggage
- 2) Once you have your luggage camp staff will direct you to park the vehicle in the parking field. No cars are permitted to drive into main camp without permission of the camp director.
- 3) From there, you will then be asked to proceed to the camper's cabin for pick up.



- 4) Please continue your check in at the infirmary to pick up any medication.
- 5) Continue your check in at the dining hall to purchase camp gear, request a check for your remaining store funds or donate the remaining store funds to the camp's scholarship fund. For further details, please see page 13.
- 6) Once your camper is all moved out, hug your camp family and proceed to the picnic area outside the office to register for 2018!
- 7) Participate in our camper and parent surveys to be entered in a raffle to win camp gear!
- 8) All families are asked to depart camp no later than 11AM.

*If you know that your child will be departing prior to the end of the registered session, please provide either written notification or call the camp office to make arrangements.

Questions? Give us a call at 617-244-6050 ext. 3008.

No-Shows/Absentees

Campers who are registered are expected to arrive within the designated time frames on Sunday for check-in. If you know that your camper will be arriving late, please either provide notification in writing or call the camp office at (508) 867-3780. Camp will contact the family of any camper not arriving by 4 PM, unless a late arrival notification was communicated. No refunds will be returned or prorated if a camper does not come to an assigned camp session.

Life at Camp Frank A. Day

Sample Daily Schedule

7:00 AM	Reveille	4:00	Activity Elective 4
7:50	Flag Raising	5:00	Afternoon General
8:00	Breakfast	5:50	Flagpole
8:30	Cabin Clean-up	6:00	Dinner
9:00	Plaque Race Team Competition	7:15	Evening Activity
10:00	Activity Elective 1	8:30	Freshmen Get Ready for Bed
11:00	Activity Elective 2	9:00	Juniors Get Ready for Bed / Freshmen Lights Out
12:30 PM	Lunch	9:30	Seniors Get Ready for Bed / Juniors Lights Out
1:15	Rest Hour	10:00	Seniors Lights Out
2:30	Activity Elective 3		

Three Healthy Meals a Day

Campers are served three healthy, nutritious and delicious meals each day. A breakfast bar with yogurt, fruits and cold cereal is available each morning in addition to a hot entree. For lunch and dinner, campers may choose between a vegetarian or a meat option. A salad bar full of local fruits and



vegetables is also available. Milk, 100% juice and water are served at meals. For campers who are hungry between meals, fresh fruit is always available. We serve only nourishing whole foods that are free of chemicals, synthetic hormones, trans fats and artificial sweeteners.

Water Bottles

Campers should bring a water bottle to camp. Hydration is important year-round but especially during the summer when campers are really active and outside in the sun. They will be encouraged to drink plenty of water and refill their water bottle throughout the day.

Canteen

Frank A. Day has a camp store where campers can purchase sundry items as well as a variety of healthy snacks, drinks and camp gear. Store accounts should be established at check in. We recommend \$20/week be deposited in that account. *Campers do not need cash while at camp and should not bring any.* All purchases are recorded and deducted from the camper's account. Unspent Camp Store money may be donated to Camp Frank A. Day Campership Fund or you may request a refund. Balances of less than \$10.00 will automatically be donated.

Chapel Service

There is a non-denominational service at our wooded Chapel once a week. This service reflects the character values—caring, honesty, respect and responsibility—of the Y through music, poetry and stories. Chapel is about our community and our natural surroundings and is not reflective of any religious denomination.

Activity Electives

Each week campers will choose from a selection of camp activity electives, which include but are not limited to: arts & crafts, pottery, soccer, basketball, drama, music, dance, climbing tower/ropes, tennis, archery, sailing, snorkeling, fishing, water skiing, canoeing, kayaking, paddle boarding. Water activities are based on swim level. There is limited space available in some of these elective activities. We do our best to ensure that campers get an opportunity to participate in their first or second preference elective activity during their stay at camp.

Additional Programs

L.I.T. runs the same dates as the camp sessions. Our Leader-in-Training program is designed for 16-year-old campers as they prepare for the transition from camper to staff. In most cases, an LIT has previous experience at Camp Frank A. Day or another overnight camp, and has demonstrated not only the core values of honesty, caring, respect and responsibility. LITs are campers and must adhere to all the rules as campers. LIT's are only permitted to leave camp with a parent/guardian's permission and when accompanied by a leadership team member or a person authorized in writing by their custodial parent. A separate orientation for LITs will be held; details to be communicated as the summer approaches.

Adventure Camp is August 13-19th, adventure campers (ages 10-15) will participate in supervised high-energy expeditions with adrenaline rushes that will be talked about for years to come! Parents of adventure campers will receive a separate letter with more detailed information.



Swimming and Waterfront Use

All campers will be swim tested on the first day of camp. The swim test consists of lap swimming and treading water. Campers are encouraged to do their best. This ensures that each swimmer is placed at the appropriate level. Campers participate in daily swim lessons. The Y Swim Program is nationally recognized, with each level involving five basic components—personal safety, stroke development, water sports/games, personal growth, and rescue skills. Please be aware that your child may qualify for a different swim level at camp than s/he was in during the school-year swim lessons at the West Suburban Y or another facility. This is due to different swim conditions and variations in evaluation methods.

Campers will have the option to participate in free swim most afternoons. They may be restricted to certain swimming areas and waterfront activities based on their respective swimming levels. For safety reasons, no one is allowed on the waterfront when lifeguards are not present.

Waterskiing

We are improving our waterskiing program by offering more exclusive opportunities to learn from our two certified waterskiing instructors. The program will cost \$150 per week, or \$250 per session. Contact camping services to sign up!

Staying Multiple Sessions

Campers that are attending back-to-back sessions (sessions 1,2,3 & 4) are welcome to stay over on the Saturday night between sessions. They will be treated to a special meal and a movie. However, you are welcomed to pick your child up between sessions if they need a break for the night.

Lost & Found

We strongly encourage you to **label all of your child's belongings with their full name**. Sharpie® markers will work well on most, if not all, of your child's belongings. The camp is not responsible for lost items. Please check the lost and found area on check-out day. Any items which are not claimed will be donated to a local charity at the beginning of September.

Health Care at Camp

In accordance with the Massachusetts Department of Public Health Minimum Standards for Recreational Camps for Children, Camp Frank A. Day has a health care consultant—a licensed physician, nurse practitioner or physician assistant with pediatric training—that oversees our health care policies and staff training in addition to being available for consultation. Because the health care consultant is not at camp, we have a wonderful team of nurses at camp that tend to the camper's health care needs, including administering medications. In addition, the camp staff is certified in First Aid and CPR.

Administration of Medication

If your child needs to take a prescription medication while at camp, the medication must be in the original prescription container. All over-the-counter medications for campers shall be kept in the original containers, which shall include the directions for use. Campers are allowed to carry their inhalers; however, we also encourage you to send along 1-2 extra inhalers to be left with the nurses in the event your camper misplaces his/her inhaler.



If your child's medications have changed since the time you submitted his/her Health History Form, the parent/guardian must provide a signed note giving the camp nurses permission to administer the medication to the child. This note should include the medication name, dosage, time to be given, and dates to be given. All medications and permission notes need to be given to the camp staff at the start of camp. If your child's medications have not changed since the time you submitted his/her Health History Form, you do not need to do anything further. At camper check-out, medications will be returned to a parent or guardian whenever possible. If the medication is not collected by the parent, it will be disposed of in accordance with regulations and best practices from the Massachusetts Board of Health and the Town of East Brookfield on September 1st.

New Prescriptions

If your camper needs a prescription medication while at camp, whenever possible, we will use your child's insurance card to purchase the prescription. Because of our standing orders with the camp physician, we have several common prescriptions on hand. If there is a co-pay for the prescription, we will contact the parents and send an invoice for the payment.

Emergency Health Care

In the event that your child is seriously injured while at camp, s/he will be transported to Harrington Hospital in Southbridge, MA and you will be notified immediately. The hospital's phone number is 508-765-9772.

Infection Control

Camp Frank A. Day has measures in place to prevent the spread of communicable diseases. We follow exclusion policies for serious illnesses, contagious diseases and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health. Procedures do include the notification of all parents in accordance with Department of Public Health recommendation. Campers and staff are encouraged to properly wash and dry their hands. Everyone is required to wash their hands before eating and after toileting. Time for hand washing is allowed. In addition, hand sanitizer dispensers are placed in key locations throughout camp.

Parents are asked not to send their child to camp if s/he is sick or contagious. If a child becomes ill—vomiting or a fever—during camp, the child will be sent to the infirmary to be cared for by a camp nurse. The parents will be contacted if a camper is under the care of a camp nurse for over 24 hours. The parents or emergency contacts will be contacted immediately if a camper is seriously injured (i.e. broken bone, head injury) and/or needs to be seen by a physician.

Communicating with Your Camper

Mail & Care Packages

Letters and care packages from home are important. When sending a package, please **DO NOT send food, soda, candy or gum**. Junk food weighs down the mind, body and spirit. We are also very conscious of allergies of other campers or staff members who live in your child's cabin. Food in the cabins attracts unwanted wildlife. The staff will be opening camper care packages with your campers and any food, soda, candy or gum will be given to charity. We recommend sending books, magazines, cards, games or



toys that can be shared in the cabin. In order to ensure proper delivery, please address all mail as follows:

< Camper's Name >
Camp Frank A. Day
East Brookfield, MA 01515

Visiting Day

There will be three Family Visiting Days during the summer on the Saturdays in between sessions, **July 15th and July 29th August 12th**. Visiting Days begin at 9 AM and end at 5 PM. A buffet lunch will be served at 12:30 PM. We encourage families to spend the day at camp taking part in a variety of planned land and water activities; however families are welcomed to take their camper off camp for the day if they like. Although no prior notice is required for visitors on visiting day, anyone coming on or leaving camp **MUST** sign in and sign their camper out. The same must be done when a camper is returned to camp.

Concerns

If you have a concern or a complaint, please bring it to the attention of your child's counselor or unit director so that we can make every effort to fix the issues. If you feel that your issue is not adequately addressed, or if you feel your issue is in relation to the overall camp, please contact the Camp Director. If your issue is not adequately addressed by the Camp Director, please contact the Executive Director of Camping Services. Contact information is listed in the Meet the Staff section.

Camp Frank A. Day Policies & Procedures

Refunds

- Changes and cancellation requests must be submitted in writing **1 month prior** to the session start date and sent directly to the Camping Services Office (CampingS@wsymca.org) to be considered for a refund (less the deposit).
- Refund requests received later than 1 month to the start date will only be considered for serious medical reasons causing camper withdrawal upon written advice from a physician.
- There are no refunds on the deposits.
- Deposits are not transferrable.
- Campers, who arrive late, depart early, or miss days are not granted pro-rated fees or refunds.
- The Y reserves the right to retain camp fees of campers who decide they do not like camp, have minor illnesses, are homesick, are removed from camp for disciplinary reasons, and/or due to changes in family plans.

Discipline Policy

The WSY takes appropriate action on bullying. Should your child engage in bullying behavior, they will be terminated from the camp program immediately and will **NOT** be eligible for a refund.

Disciplinary Progression

1. If a camper does or says something inappropriate (i.e., breaks one of the Camp Rules listed below), s/he will be given a verbal reminder of appropriate behavior, and may be asked to take



a time out and sit in a thinking spot until s/he is ready to rejoin their group. The emphasis is placed on the *child* rather than the staff member making the decision that s/he is ready to participate again.

2. If the camper repeats this behavior a second time, s/he is again asked to take a time out and sit in a thinking spot. This time, a staff member will sit with the child and talk with him/her about what happened and how the child can make better choices. The staff member will also report the incident(s) to their supervisor.
3. If the camper continues in a pattern of repeated negative behavior, s/he will be referred to the camp director or designee. An incident report form will be drafted and the parents will be notified. Loss of privileges may occur at this point.

The Camp Director reserves the right to dismiss any camper from camp in the event that his/her behavior compromises or threatens to compromise his/her personal safety, the safety of other campers or the safety of camp staff. In the event that the Camp Director feels she must dismiss a child, the situation will be discussed with the family. Campers removed from camp for disciplinary reasons are not given refunds. Major disciplinary incidents will be referred directly to the Camp Director and will involve a call to the parent/guardian.

Release of Campers

If a parent wishes to dismiss a child from camp for any reason, including check-out day, the camper must be signed out. The following guidelines are intended to avoid any problems on incoming or outgoing days.

1. All campers are to be released only to an authorized person. Parents/guardians must complete and sign the Emergency Contacts section of Health History Form, because these are the additional people who are authorized to pick-up your child. Identification will be required for release of campers to authorized persons.
2. Authorized persons are to be directed to the camp director / unit director / office staff to sign the camper out.
3. If a custodial parent requests that a camper not be signed out to a noncustodial parent, such a request must be in writing, and accompanied by supporting documentation.
4. When a last-minute change occurs in camper pick up arrangements, the new instructions from an authorized person are to be verified with the camp director, prior to release of the camper.
5. No camper may leave camp at any time without prior written authorization from the custodial parent and acknowledgement from the camp director.

Prevention of Abuse and Neglect

All staff members are required to immediately report any suspected child abuse or neglect to the Camp Director. She will immediately report suspected abuse or neglect to the Massachusetts Department of Social Services and also notify the board of health if a 51A report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed. Our staff will cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation. The Camp Director will ensure that an



allegedly abusive or neglectful staff person does not work with campers until the Massachusetts Department of Social Services investigation is completed.

Cell Phones and Telephone Usage

Campers are not allowed to bring cell phones to camp and are not granted permission to use the camp telephone outside of the pre-arranged weekly phone call. Camp provides campers with a unique experience to become independent and learn coping skills. We have very nurturing staff members who are dedicated to helping your campers succeed. We request that all non-emergency communication be conducted in the classic medium of letter writing.

Please be assured that we will contact you if your child has any behavioral, medical or extreme homesickness issues. If you do not hear from us, your child is doing fine.

If your child is enjoying their time at camp (as we are sure they will!) we will call you to ask if your son or daughter would like to extend their stay. At that time, you would be able to speak with them directly over our office phone. Those calls will likely take place on Wednesday evenings.

International campers will have an opportunity to schedule a 10 minute phone call with their guardians once per week at a parent's request.

Internet/Email Policy

We hire trustworthy, nurturing and fun-loving staff each summer to ensure that your children have a positive camp experience. Because our camp staff is seasonal, we encourage camp staff not to communicate with campers, including phone calls, social media and emailing outside of Y programs. We do understand however that older campers may want to share exciting news with their counselors outside of the summer. For this reason, we have established a Camp Frank A. Day page on Facebook. This site is a monitored way for campers and staff to safely communicate with their camp family.

Mandated Reporters and 51A's

In accordance with Massachusetts state law, all of our staff in the care of children are mandated reporters. A mandated reporter is one, who, in his/her professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury. That suspicion will be written to the Department of Children and Family Service for evaluation.

Camp Rules

The following rules have been established to ensure an environment in which every camper and staff member can feel safe and respected. We aim to provide a sense of fellowship, an atmosphere of freedom, a sense of enjoyment and respect for others. To achieve such an environment, we will enforce the following rules within camp. We ask that all campers and parents/guardians read these rules carefully as you must sign your acceptance to them on the camper confidential page.

Expression

- Campers should find healthy and appropriate ways to express themselves, and refrain from expressing themselves, through apparel, language, gestures, words or writing in ways that are profane, obscene, humiliating, degrading, threatening, sexually harassing, hateful or in any way



offensive in reference to race, religion, ethnicity, nationality, gender, sexual orientation, culture, ability or belief.

Physical Assault

- Physical assault of any kind toward any person will not be tolerated.
- Throwing rocks, sticks or soil is not allowed regardless if it is intended as assault or not.

Respect

- Campers should act respectful toward their fellow campers and camp staff. Disrespectful, defiant, disruptive, or other behaviors that detract from the experience of fellow campers will not be tolerated.

Personal Space and Property

- Campers should ask for permission before entering any cabin other than their own.
- Campers should only enter buildings in which they have an assigned activity.
- Campers should receive express permission from the owner before borrowing any property.
- Sitting or lying on another person's bed, stealing personal or camp property, and any kind of vandalism (including marking, defacing or destroying camp or personal property or nature) is not allowed.

Medicine

- All medications must be turned into the nurse during check-in; no medicine (prescription or non-prescription medicine) should be in the cabin or on the camper's person.
- The only exception to the above rule are Inhalers; campers are encouraged to keep their inhalers with them at all times.

Valuables

- All valuables are brought to camp at your own risk. We do not recommend that you bring expensive clothing, jewelry or other valuable items to camp.
- Camp is not responsible for the theft of, or damage to, any personal property.

Weapons and Dangerous Property

- Knives, weapons, fireworks, aerosol cans, matches, lighters, tobacco products, alcohol, and other illegal substances are not allowed on camp property.
- Such property as listed above will be confiscated if brought, and may result in the camper's expulsion from camp.

Pranks

- No prank will be allowed which is emotionally hurtful, compromises safety, entails trespassing within someone's personal space or is destructive or wasteful of personal or camp property.
- Pranks are only allowed if approved by the Camp Director.

Boundaries

- Campers will report to and stay within the program area to which they are assigned at all times.
- During free time, campers must stay within the limits of the camp property described on opening day unless accompanied by a counselor.
- Campers must stay in their cabins from the close of evening program until wake up call, except to go to the bathroom.
- Campers must be accompanied by a supervising staff member when entering the areas of the waterfront, climbing tower, or the archery range.



- The designated waterfront area is the only location at which campers should enter the lake. All other entry into the lake is prohibited.

Safety

- Campers will comply with all rules. General safety rules will be introduced on check-in day. Safety rules specific to each program area will be introduced before campers enter that program area.

Physical Displays of Affection

- Physical displays of affection (i.e. hand holding, kissing) are not allowed under any circumstances.

Phone

- Campers may only use the phones at camp in case of emergency or with express permission of the Camp Director. All phone messages outside of the pre-arranged weekly phone call will be passed along through the staff.

Food

- All food should be consumed within the dining hall or other appropriately designed areas on camp. No food shall be stored or eaten in the cabins at any time, as it attracts unwanted animals and insects. Any food and beverages mailed in care packages will be donated to a local charity.

Swimming

- All campers must take swim lessons, unless they pass through all of the swim levels taught at camp.