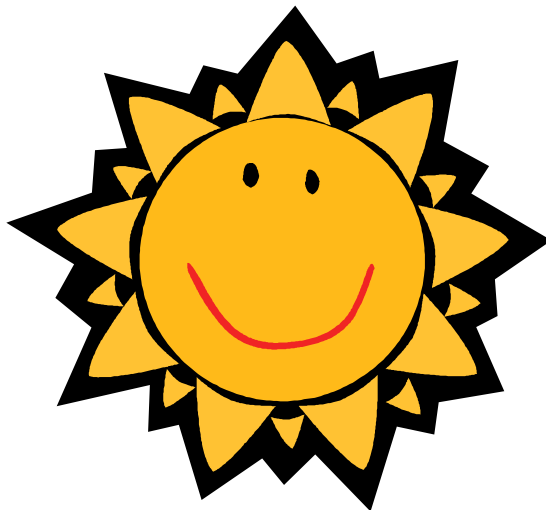


4-H CAMP MIDDLESEX

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# Parent's Handbook



Middlesex County Foundation, Inc.  
1031 Erickson Rd.  
PO Box 185  
Ashby, MA 01431  
978-386-7704

[www.campmiddlesex.com](http://www.campmiddlesex.com)

Revised May 2016

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## Welcome!

*Camp is a wonderful place, filled with joy and laughter. Kids and adults alike enjoy the magic of the home away from home.*

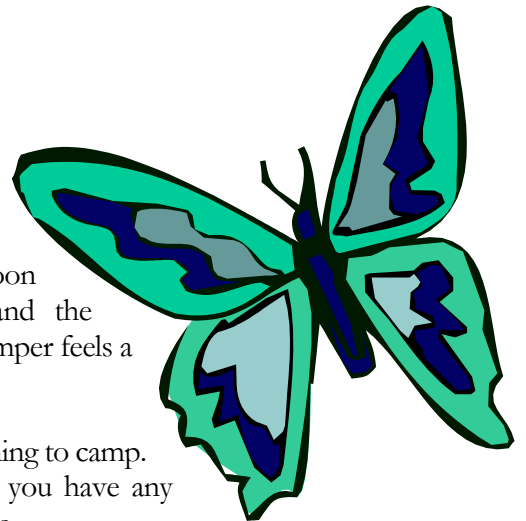
I would like to welcome you to 4-H Camp Middlesex. As you will soon find out, our staff has a strong commitment to community and the development of the 4-H philosophy in each of our campers. Each camper feels a part of camp the minute they walk over Willard Brook.

This handbook was developed to be a guide to assist your family when coming to camp. It outlines all of our current policies, as well as some helpful hints. If you have any questions about any information that you read, do not hesitate to contact us.

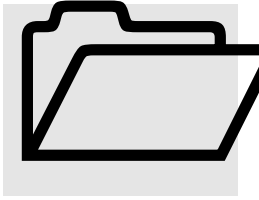
I look forward to another camping season and meeting your family when camp begins in July!

Yours Truly,

Steven LaFountain, M.Ed.



## Camper Forms Checklist:



The following is a list of forms that are required before or when you check-in to camp:

- Green Health History Form 1
- Green Health Form 2, signed by a physician or a copy of a recent physical attached
- Yellow Parent/Guardian Agreement
- Pink Release Form & Code of Conduct
- Purple Camp Store Deposit Form

## Overnight Camper Check-In and Check Out

The following information is to help you understand our check-in and check out procedure. Please read through it carefully.

### Overnight Camper Check-In:

1. Arrival times: To best accommodate the number of families registering at the same time, please try to arrive during the times listed below:

Teen Camper Registration: 2:00 – 3:00  
Both Teen Camper & Junior Camper (same family): 2:30 – 3:30  
Junior Camper: 3:00 – 4:00  
Day Camper: 4:00 – 4:30

2. Campers will be greeted at the bridge where they will receive a checklist for the registration process.

3. Campers will leave their luggage in front of the Recreation Hall to be picked up and brought up the hill.

4. Families that still owe a balance are asked to proceed to Erickson Lodge (main office). **WE WILL NOT ACCEPT PERSONAL CHECKS DURING SUNDAY REGISTRATION.** You will need to pay with a credit card or cash.

5. Once in the Recreation Hall, you will check in with the Director and Program Director, and complete any last minute paperwork.

6. From the recreation hall, you will proceed to the Camp Store, where you will deposit money for the camp store, Wednesday night's band concert, and purchase a group photo, if desired. Families may do this ahead of time using the *Camp Store Deposit Form*, and need to check in to verify.

7. Your next stop will be the infirmary. You will check in with the nurse, who will do a head and foot check and



review medications/health procedures as needed. Families that have registered for more than one consecutive week of camp only need to check-in with the nurse during their first week registered, unless there is a change of medical condition or are dropping off meds for the week.

8. The final step to the registration process is to check-in at your assigned cabin and meet your cabin counselor.

9. Registration ends promptly at 4:30 pm. If you cannot make it before 4:30, please call ahead and let us know. Check-in will be at Erickson Lodge at this time.

### **Overnight Camper Check Out:**

1. Parents should arrive at camp on Friday between 5:45 and 6:00 pm if they wish to watch the Dance/Drama Show. They should arrive at 6:30 for the flag lowering/candlelight ceremony. Campers that are in the drama/dance show for the week will send home a postcard to inform their parents of the show. All closing ceremonies will end around 7:30.



6:00-6:30: Drama Show  
6:30-7:00: Candlelight Ceremony  
7:00-7:30: End of Ceremonies

2. Bags and camper belongings can be picked up at the Dance Room for Junior Campers and the Science Room for Teen Campers at the Mill starting at 5:30 pm. **Luggage will be grouped by cabin.** To ensure that all camper belongings are returning, make sure that your camper's name is placed on every piece of luggage that he/she has brought to camp.

3. Once at camp, please be prepared to show your ID and sign your child out. You will be presented with a pick-up card. Please present your pick-up card to your child's counselor who will give you a yellow envelope containing:

Camp store refund (if any)  
group photo (if any)

5. All families leaving are asked to check out at the bridge by showing their pick-up cards upon leaving camp.

6. Campers staying over for the weekend are asked to report to the flagpole immediately following the Candlelight Ceremony.

## Day Camper Check-In and Check Out

### Drop Off:

Extended: 7:30 am

Regular: 8:15-8:30 am

### Pick Up:

Extended: 6:30 pm

Regular: 5:30-5:45 pm

### Day Camper Check-In:

Day campers are encouraged to check in on Sunday between 4:00 and 4:30. Day campers that have signed up for more than one session need only to attend the Sunday check-in for their first session. See overnight check-in for Sunday check-in procedures.

### Morning Check-in:

1. For extended day campers, drop off time is at 7:30 am. At this time, a counselor will greet you at the bridge. If you arrive at a later time, please check-in at the Dining Hall, as the Extended Day Campers will be eating at this time.
2. For regular day campers, drop off time is between 8:15 and 8:30 am. There will be a counselor at the bridge to check you in during these times. If you arrive later, please check your child in at Erickson Lodge (main office).
3. Day campers are invited to stay for Wednesday night's band concert and Friday's Candlelight Ceremony for an additional \$6 for dinner. You will be asked to pick your child up at the band concert or after the Candlelight Ceremony. Day campers and their families are *HIGHLY ENCOURAGED* to attend the Friday Candlelight ceremony.

### Day Camper Check Out:

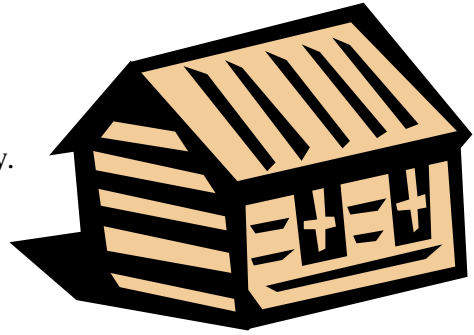
1. **Check out for regular day campers is between 5:30 and 5:45 pm. It is at 6:30 for extended day campers.** If you plan to pick up your child earlier, please report to Erickson Lodge (main office) to sign them out.
2. When signing your child out, please be prepared to show some form of ID. **WE WILL NOT RELEASE CAMPERS TO ANYONE OTHER THAN TO WHOM IS STATED ON THE RELEASE FORM.**

# Facilities

## Cabin Assignments

Camp Middlesex has a total of 14 cabins on its site. The cabins allow from 4 to 10 campers each, and all have lights and electricity.

Our cabin assignments are done on a first come/first serve basis. We will do our best to honor all bunkmate requests, but due to the limitation of cabin space and the age grouping of our cabins, it is not always possible to honor all requests.



## Camp Store

Camp Store is open on registration day. Families are invited to purchase different camp items such as t-shirts, hats, pens, pencils, etc.

The camp store will be open during rec. swim in the middle of the day. Campers may purchase snacks and camp items from the store at this time. Parents can open an account on registration day.

Families can log on to their online accounts and check the camp store balance, items purchased, and deposit additional money.

## Luggage

During Check-in, luggage is to be placed in front of Brown Hall. It will be transported up the hill, and deposited in either junior or teen camp.

During the week, campers are asked to keep all luggage either under their beds or at the foot of it in some sort of luggage container (trunk, plastic container, suitcase, etc.). Please remember to place nametags on all of your camper's belongings.

On Friday, all luggage is packed up and brought down the hill and placed in the dance room at the Mill. Parents can begin to pick up their children's luggage beginning at 6 pm.

## **Clothing**

Campers are asked to bring camp appropriate clothing to camp (shorts, pants, shirts, rain gear, etc.). All junior campers are required to take swim lessons in the morning, so they are asked to bring a bathing suit.

There are no laundry facilities available for campers, so families are encouraged to pack enough clothes for their children.

## **Lost & Found**

All clothing that is found is kept in bins in the front of the Brown Hall. Parents are encouraged to go through the bins when picking their children up on Friday night.

At the end of the summer, all the lost and found items are donated.

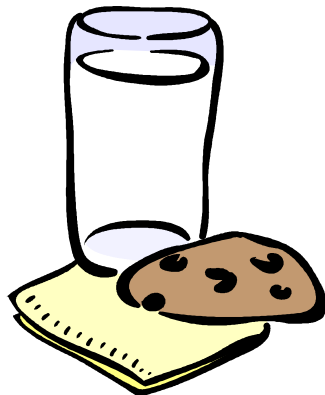
## **Meals & Snacks**

Campers receive 3 balanced meals a day. Meals are prepared by our cook and his/her assistants, and are served family style. Menus are available on the website.

Day campers are asked to bring in their own lunches unless they have signed up for the meal plan. Lunches should be packed in their bags and parents are discouraged to pack anything that will spoil, as we do not refrigerate lunches. All campers will receive milk for lunch at no additional charge.

There is a snack served to all campers every day after recreational swim. All food that is brought is to be placed in a cabin box and stored in the Staff Building. Campers are free to access their food during snack time, however, are asked to not bring a lot of food as there is not a lot of time to access it.

Food is not allowed in the cabins, and counselors will place any food brought there in the cabin boxes located in the Camp Store.



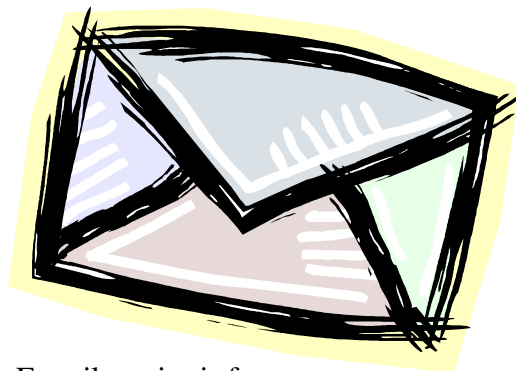
# Keeping In Touch

## Mail

Parents are invited to write to their campers while they are in camp. Sometimes it is good practice to mail the letters before your son/daughter arrives at camp so that they will receive it on their first day. All letters are passed out to the campers during lunch.

Our mailing address is:

CAMPER NAME  
Camp Middlesex  
PO Box 185  
Ashby, MA 01431



## E-mail

Parents may wish to send e-mails to their children while at camp. E-mail service is free for any parent. Just send your e-mail to the following address: [mail@campmiddlesex.com](mailto:mail@campmiddlesex.com). In the subject line of the e-mail, please write your camper's name. There is no limit to the number of e-mails that you wish to send, however, we ask that you do not write more than 5 a day.

## Online Photo Album

During the summer, there will be an online photo album for parents to access. The photo album will be located on the camper section of the Camp Middlesex site, and is free for anyone to access. The album will be password protected from July 1 until September 1 each year to protect the privacy of all the campers that attend camp. Passwords will change from year to year, and will be available during registration day.

## Phone Calls

Due to possible homesickness concerns, phone calls are not allowed unless in case of emergency. If parents are concerned about their son/daughter, they may call the main office and arrange to speak with their child's counselor.

\* Camper families attending our camp for their **first** summer will receive a courtesy call from one of our Unit Directors within the first 48 hours to update you on your child's progress at camp and answer any questions that you may have. So if you receive a call within these first 48 hours, please do not be alarmed! Returning camper families who wish to check in on their son or daughter may call the office to arrange a phone call.

## Twitter

Camp Middlesex's Twitter account is: Campmiddlesex. Throughout the summer we will use the account to post daily updates and notify parents for things such as the band concert getting cancelled or severe weather conditions in the area. A copy of the twitter feed is located on the front page of our website.



## Visiting

Visiting by immediate family members is allowed, as long as you call ahead and make an appointment with our director.

Many families choose to visit their children at the Wednesday night band concert in the Ashby Town Common. Be aware, however, that some children may become homesick upon seeing their parents for the first time during the week. In the event of inclement weather on Wednesday night, and the camp is not able to attend the concert, please call ahead for acceptable times to visit your children that night.

Camp is not responsible for visiting campers who are not enrolled in the current camp week, and they will be asked to leave.

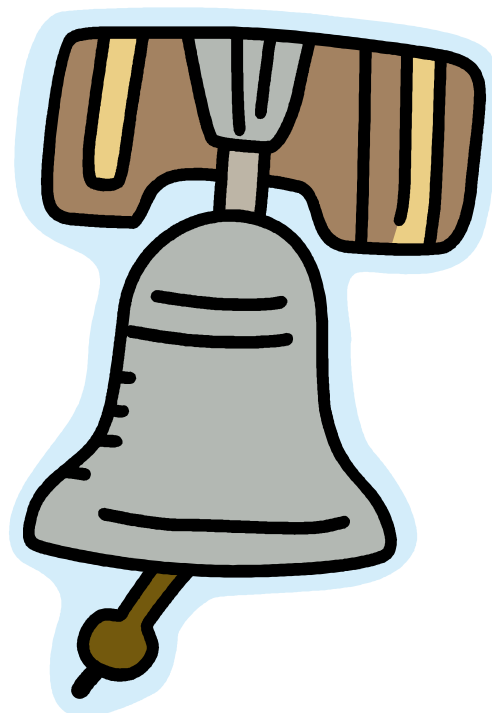
## Program

Camp Middlesex offers campers a wide-variety of programs to explore and learn more about themselves as individuals. The following programs are offered by camp throughout the week: Archery, Arts & Crafts, Barnyard, Dance, Drama, Fishing, Horse Management, Kayaking & Canoeing, Low Ropes, Nature, Outdoor Living Skills, Science, Sports, and Swim Lessons.

The schedule is broken up with 3 periods of activities in the morning, and 2 choice periods in the afternoon. In between these two times, there is a rest hour and a recreation time. In the evening, the campers participate in evening program, which is a program that lasts for an hour and a half that ties in with the theme for the week. Thursday afternoons, campers participate in a “big event” which is a fun camp-wide program that also ties in with our weekly theme.

Below is our basic schedule:

7:30am - Hoppers  
7:45am - Breakfast  
8:15am - Clean Up/ Day Camp Arrives  
8:45am - Morning Flag  
9:00am - Activity 1  
10:00am - Snack / Activity 2  
11:10am - Activity 3  
12:10am - Clean Up/ Hoppers  
12:20pm - Lunch  
12:50pm - Chores  
1:15pm - Rest Hour  
2:15pm - Free Swim / Rec. Games  
3:15pm - Activity 4 (Choice 1)  
4:15pm - Activity 5 (Choice 2)  
5:15pm - Flag Lowering/ Hoppers  
5:30pm - Day Campers Depart  
5:30pm - Dinner  
  
6:15pm - Cabin Time  
7:15pm - Evening Program  
9:30 Bed Time Junior Camp / Teen Evening Program  
10:30 Bed Time, Teen Camp



# Health & Wellness

## Health History

All overnight campers are required to complete a health history form that includes a part that your physician needs to sign. All campers and staff are required to have had a physical within the last 2 years. The physical form may be attached separately to the health form. Day campers and Day camp staff need to only have a current record of immunization.

\* Note: Overnight campers that do not have the physical form completed and up to date will not be allowed to stay overnight.

## Current Immunizations

Campers are required to have a current immunization record as required by the state of Massachusetts. Check with your child's doctor or contact the State Department of Public Health.



## Pre-Camp Injuries, Infections & Illnesses

The Camp Nurse shall supervise screening on all campers who arrive to camp. If the nurse finds that the camper has an injury, infection, or illness that would interfere with the camp program, the camper's program will be adjusted until they are free of the particular injury, infection, or illness.

## Health Insurance

4-H Camp Middlesex does not provide health insurance to its campers. Thus, all campers are required to present some form of health insurance in case of injury during the camp program. This information is required on the green health history form.

## Medications (Prescription and Over the Counter)

We ask that all medications (prescription and non-prescription), vitamins, herbs and supplements that the camper is taking be disclosed on the health history form. All medications (both prescription and non-prescription), vitamins, herbs, and supplements shall be stored under lock and key in the infirmary (with the exception of a camper being allowed to carry his/her own asthma inhaler [this requires a doctor's order]). Prescription and non-prescription medications include, but are not limited to, all over-the-counter medications such as skin creams, sleep meds, antacids, pain relievers, and allergy medications. The Camp Nurse, his/her trained assistants, and the Camp Director are the only personnel allowed to access and distribute medications.

All prescription medication must be given in its original container with the physician's name, date, camper's name, and directions. **All non-prescription medications, vitamins, herbs, and supplements**

**must also be given in its original container.** The Camp Nurse will only distribute medication as directed on the label of the container. If a larger dose is requested, it must be accompanied with a doctor's order.

We ask that all medication be picked up on Friday night, before or after the Candlelight Ceremony. Any medications that are left shall be kept in the infirmary for the remainder of the summer, and may be picked up if parents call ahead and make an appointment with the Camp Nurse. Camp Middlesex will not mail any medications (over the counter or prescription) to parents. **Any medications that are not picked up by the end of the summer shall be destroyed.**

### Health During Camp

All parents are required to sign our "Parent/Guardian Agreement" form, which grants Camp Middlesex permission to treat campers as needed.

We employ a registered nurse during the summer, and most of our staff are trained in first aid/CPR. Our Camp Nurse is under orders from a local pediatrician, who serves as our camp doctor. When a camper becomes ill, or requests to see the nurse, the camper is taken to the infirmary to receive care. The camp nurse is available from Sunday night until Friday evening. On Saturdays, one of the Camp Administrators serves as our nurse to distribute medications and deliver first aid care. If your son/daughter has a condition that requires the nurse's attention, they may not be able to stay over the weekend, as the nurse is not on active duty during this time.

At the infirmary, the Camp Nurse will diagnose the problem, and prescribe treatment as necessary. The following is a list of medications that the nurse uses when campers visit the infirmary. All medications are given per directions on the bottle. Any medication that parents do not want their children to have should be listed on the camper's green health history form. Medications may be in generic form.

Athlete's Foot/ Jock Itch.....Antifungal Sprays, Powders, or Creams

Headache.....Tylenol, Advil, Motrin

Upset Stomach..... Tums

Diarrhea.....Imodium AD

Menstrual cramps.....Ibuprophen (Advil), Tylenol

Poison Ivy..... Benedryl, Hydrocortisone cream, First Aid Spray

Mild allergic reactions.....Benedryl, First Aid Spray

Colds, congestion.....Sudafed, Dimetapp, Tussin, Chlortrimitin

Insect bites.....First Aid Spray, Benedryl



## **Communication with Parents**

During registration, parents will meet the Camp Nurse who will perform a brief interview about the current health conditions of their children. If the camper requires a visit to Urgent Care (Fitchburg) during the week, the Camp Nurse will make every effort to call parents first to see if they would prefer to take the child to their own doctor. The Camp Nurse is always available if parents wish to call with a concern about their child.



## **Home Sickness**

It is normal for campers to be homesick during a prolonged stay in a new environment. Our counselors, administrative staff, and Camp Nurse all work together to ensure that the environment at camp is welcoming and respectful for all of our campers.

To help ease the transition to camp for your child it is recommended that parents read the advice contained on [www.acacamps.org/campers-families/](http://www.acacamps.org/campers-families/). This site contains expert advice for parents to help ease their children's transition to camp.

## **Special Diets**

Camp Middlesex's cook prepares well-balanced meals each week. Menus are located on our website under our forms section.

Camp Middlesex's cook can accommodate most food allergies (peanuts, nuts, seafood, or fruits). However, if your son/daughter requires a meal that requires a different menu, please contact the camp director before camp begins. We may ask that you prepare meals ahead of time, freeze them, and send them with your camper to camp. Please notify the Camp Director or Nurses for all gluten allergies prior to attending camp.

All camper parents that are registering a camper with a specific food allergy need, are asked to meet with the camp nurse on Sunday to develop an allergy plan for the duration of their stay at Camp Middlesex.

# Additional Camp Policies

## Camper Discipline Policies

All campers and families are required to sign the “Camper Code of Conduct” form. It lists the acceptable behavior required of all campers during their stay at camp. Any camper that is found to not follow the “Camper Code of Conduct” will meet with the Director who will determine if dismissal from the program is necessary.

Smoking, alcohol, and drugs are not permitted at Camp Middlesex. Such use is grounds for dismissal. Visitors violating this rule will be asked to leave the premises.

Campers will be charged for any damage they are found responsible for.

All campers and staff are expected to help with daily chores.

Campers are expected to dress appropriately for all camp events. This includes wearing appropriate footwear around camp and avoiding clothing that may offend other campers/staff. Swimwear worn shall be appropriate to the age/sex of the camper. Camp Middlesex administration reserves the right to deem any clothing worn inappropriate. Campers that are wearing inappropriate clothing will be asked to change into more appropriate wear.

As stated on the Parent/Guardian Agreement, under suspicions of theft and possessing camp banned substances, Camp Middlesex *administration* reserves the right to search through camper’s belongings.

## Equipment Policy

Only equipment used in camp programs may be brought. However, if a campers wish to bring any type of equipment (including personal sports equipment), they must have permission to do so by the Director.

**Aerosol cans, skateboards, water guns, electronic devices, cell phones, etc. are prohibited from camp and camp reserves the right to confiscate these items for the duration of the camper’s stay.** A complete list of these items will be sent with the confirmation packet. Further discipline may be warranted for prohibited items brought to camp.

Weapons or anything that can be considered a weapon is not permitted to be brought to camp.

## Vehicles

Campers/CIT’s may not bring their personal vehicle to camp. Parents are asked to park their vehicles in the designated parking lot next to the Thurston Barn. Parents are asked to not park their vehicles along the road, and instead keep them in the designated lot.

## **Digital Media Policy**

Camp Middlesex's logo is property of the Middlesex County Foundation, Inc. Use of the logo outside of camp activities requires written permission from our director. Any website or other media created surrounding Camp Middlesex by either staff or campers will require the following disclaimer to be inserted:

**“This site is for private use only and is not an official site of Camp Middlesex. The opinions, views, and communications on this site are not sponsored by Camp Middlesex and do not necessarily reflect the opinions, views, or values of Camp Middlesex.”**

Any website, video, slide show, etc. that has been created without the disclaimer will be asked to be removed from the Internet or destroyed.

## **Cancellation Policy**

In order to reserve a space in camp for a camper, families must pay the \$100 deposit upon registration. Families can cancel their stay at Camp Middlesex until May 1<sup>st</sup>, and forfeit a \$30 registration fee. From May 1<sup>st</sup> until the camp session begins, families will forfeit the \$100 deposit. **Once a camp session begins, families may only receive a refund for medical reasons.** Deposits are only refunded with a signed doctor's note.

## **Switching Weeks**

Families are allowed to switch their weeks at camp any time before a session begins. To switch your weeks, please call or e-mail the camp office. We will switch the weeks and the new information will be reflected on your online account.

## **Grievance Procedures**

All camp parents may request copies of background check, health care, and discipline policies for Camp Middlesex staff and campers. To request a copy, please call or e-mail our office ([office@campmiddlesex.com](mailto:office@campmiddlesex.com)).

If, at any time, a situation arises where a parent is unhappy with the outcome of a decision made by the Camp Middlesex Directors, parents have a right to grieve to the Camp's Board of Directors. **Grievances must be written** and addressed to the Board President at the camp (PO Box 185, Ashby, MA 01431). The board president will decide the course of action to be taken on any grievance filed.

## **Gratuities**

Staff members are prohibited from accepting gratuities from any camp family. Alternatively, families are encouraged to donate to our endowment or campership programs in appreciation of outstanding service.

