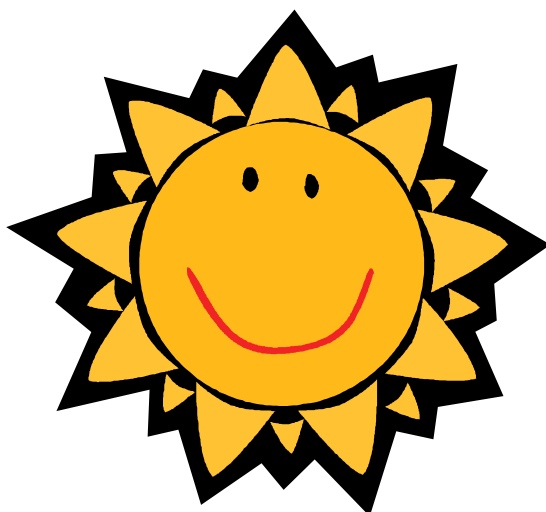


4-H CAMP MIDDLESEX

---

# 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)

# Table of Contents

<b>Welcome</b>	<b>2</b>	<b>Keeping In Touch</b>	<b>7</b>
<b>Camper Forms</b>	<b>3</b>	<b>Program</b>	<b>8</b>
<b>Residential Check-In</b>	<b>3</b>	<b>Health &amp; Wellness</b>	<b>9</b>
<b>Day Camper Check-In</b>	<b>4</b>	<b>Additional Camp Policies</b>	<b>12</b>
<b>Facilities</b>	<b>5</b>		

## Welcome!

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

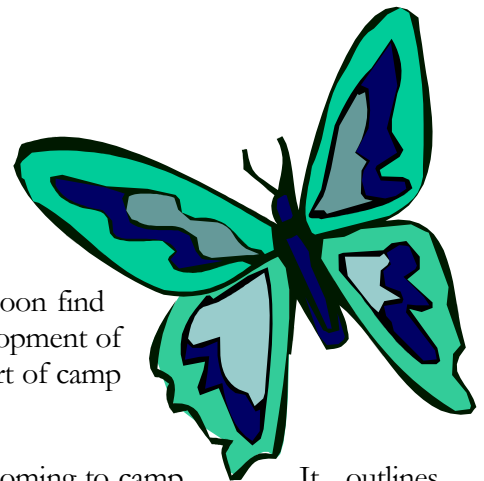
I would like to welcome you to 4-H Camp Middlesex. As you will soon find out, our staff has a strong commitment to community and the development of the 4-H philosophy in each of our campers. Each camper feels a part of camp the minute they walk over Willard Brook.

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 when you check-in to camp:

Green Health History Form, signed by a physician

Yellow Parent/Guardian Agreement

Pink Release Form

Camper Code of Conduct

Registration form, signed by parent if camper is participating in the horse program.

## Residential 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.

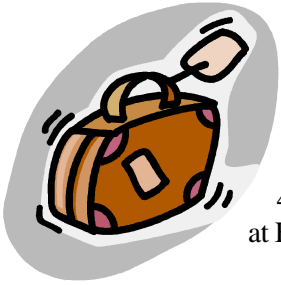
### Residential Camper Check-In:

1. Parents are allowed to enter camp Sunday, after *1:00 pm*. Please try not to come to camp before this, as our staff need to get the last minute preparations together for your child's arrival.
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. Once in the Recreation Hall, you will check in with the Registrar, and complete any last minute paperwork. You will next check in with the Program Director, and will sign up for the programs for the week. Finally, you will check in with the Camp Store, and deposit money for the Wednesday Night Band Concert. We recommend \$5.
5. 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.
6. You will then be directed to the lower bathrooms to change into your swimsuit for your swim test. **PLEASE PACK YOUR SWIMSUIT SEPERATELY!!** Swim tests are given on the Waterfront.
7. The final step to the registration process is to check in at your assigned cabin and meet your cabin counselor.
8. Registration ends promptly at *4:00 pm*.



### **Residential Camper Check Out:**

1. Parents should arrive at camp between 6:00 and 6:30 pm.
2. Bags and camper belongings can be picked up at the Dance Room in the Mill starting at 6:00 pm. If your child has medications, please pick them up at the infirmary at this time.
3. At 6:30, Parents are invited to attend the Drama/Dance program to be held in the recreation hall.
4. At 7:00 pm, we will do our flag lowering ceremony, followed by the Candlelight Ceremony at Fern Clover.
5. All campers not staying for the weekend need to be picked up by 7:30 pm.
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: 8:15-8:45 am

### **Pick Up:**

Extended: 6:30 pm  
Regular: 5:30-6:00 pm

### **Day Camper Check-In:**

Day campers are encouraged to check in on Sunday between 1:00 and 4:00. Day campers that have signed up for more than one session need only to attend the Sunday check-in for their first session. See residential 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 your at the bridge. If you are late, 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 8:45 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 \$5 for dinner. You will be asked to pick your child up at the band concert or after the Candlelight Ceremony.

**Day Camper Check Out:**

1. **Check out for regular day campers is between 5:30 and 6:00 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.

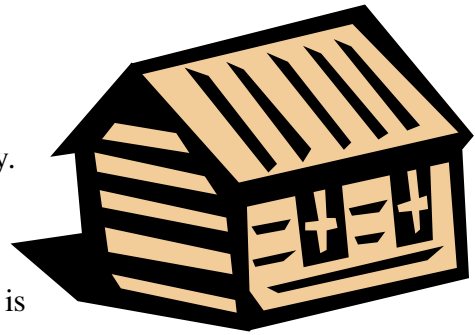
2. When signing your child out, please be prepared to show some form of ID. **WE WILL NOT RELEASE CAMPERS TO ANYONE OTHER THAN TO WHOM IS STATED ON THE RELEASE FORM.**

## 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.



All cabin assignments are noted on your confirmation letter, and may be switched up until June 30<sup>th</sup> without any penalty. After June 30<sup>th</sup>, any cabin switching will require permission from the Director, and will result in a \$25 cabin switching fee.

### Camp Store

Camp Store is open on registration day and during Friday's candlelight ceremony. Families are invited to purchase different camp items such as t-shirts, hats, pens, pencils, etc.

The camp store will be open during snack time 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.

### Luggage

During Check-in, luggage is asked to be placed in front of Brown Hall. It will be transported up the hill, and deposited in either lower or upper 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 lower campers are required to take swim lessons in the morning, so they are asked to bring a bathing suit. Campers signed up for horsemanship will need a pair of long pants and riding boots (steel-tipped).

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 brought to the 4-H fair in Westford, Massachusetts. All unclaimed items are then donated to the Salvation Army.

## **Meals & Snacks**

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

There is a snack served 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 Staff Building.



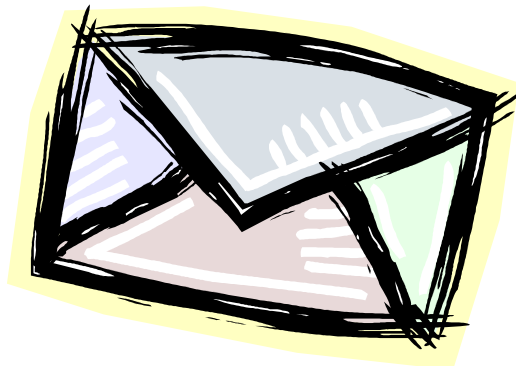
# Keeping In Touch

## 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 provided to families for a fee through the Bunk1 service. You can access the Bunk1 by clicking on the icon on our website. E-mails are printed and passed out to the campers during lunch.

## 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.

## Visiting

Visiting by immediate family members is allowed, if 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.

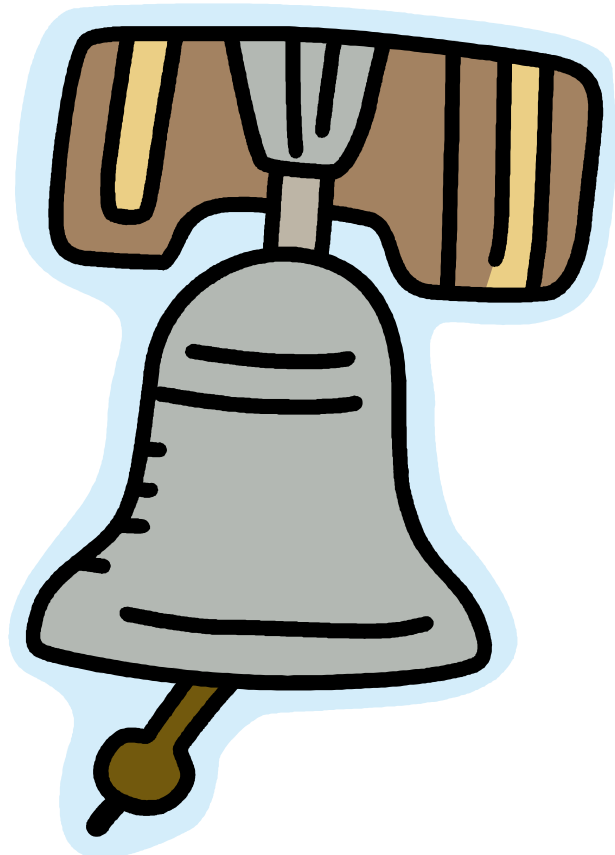
The schedule is broken up with 3 periods of activities in the morning, and 2 choice periods in the afternoon. In between these two times, there is a rest hour and a recreation time. In the evening, the campers participate in evening program, which is a program that lasts for an hour and a half that ties 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:

---

## Daily Schedule

- 7:00am - Wake Up Bell
- 7:30am - Flag Raising/ Hoppers
- 7:45am - Breakfast
- 8:30am - Clean Up/ Day Camp Arrives
- 9:00am - Activity 1
- 10:00am - Activity 2
- 11:00am - Activity 3
- 12:00am - Clean Up/ Hoppers
- 12:15pm - Lunch
- 1:00pm – Chores
- 1:15pm - Rest Hour
- 2:15pm – Free Swim / Rec. Games
- 3:00pm - Change / Snack
- 3:30pm – 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
- 9:00pm - Settle In/ Clean Up (Lower Camp)
- 9:00pm – Teen Camp Evening Program
- 9:30pm - Bed Time, Lower Camp
- 10:00pm – Settle in / Clean Up Teen Camp
- 10:30pm – Bed Time Teen Camp
- 11:00pm - Bed Time, CITs





# Health & Wellness

## Health History

All 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 year. The physical form may be attached separately to the health form.

## 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

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 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]). 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 prescription medication requires a separate doctor's order.** All non-prescription medications 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, during 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. **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.

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

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

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

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

Colds, congestion.....Sudafed, Dimetapp

Insect bites.....First Aid Spray/ Benedryl



## **Communication with Parents**

During registration day parents will meet the Camp Nurse, or her assistant, 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 call parents first, if possible, 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/parents](http://www.acacamps.org/parents). This site contains expert advice for parents to help ease their children's transition to camp.

# Additional Camp Policies

## Code of Conduct

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.

## Equipment Policy

Only equipment used in camp programs may be brought. **Aerosol cans, skateboards, water guns, electronic devices, cell phones, etc. are prohibited from camp.** A complete list of these items will be sent with the confirmation packet. Camp reserves the right to hold personal items until dismissed.

## Cancellation Policy

In order to reserve a space in camp for a camper, families must pay the \$80 deposit upon registration. Families can cancel their stay at Camp Middlesex until June 1<sup>st</sup>, and only forfeit nothing. From June 1<sup>st</sup> until the camp session begins, families will forfeit the \$80 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 June 1<sup>st</sup> of the given camp year. To switch your weeks, please call or e-mail the camp office. You will receive a confirmation letter in the mail, with your new dates in place. If you do not receive the letter within 2 weeks of switching, please contact the office to ensure that the weeks have been successfully switched.

After June 1, if a family requests a switch, there is a \$25 switching fee that will be applied to the Camper’s tuition.

## **Gratuities**

Families are prohibited from giving gratuities to any staff member at camp. Families are instead encouraged to donate to the counselor banquet fund or to our campership program.

