



WELCOME TO WESTWOOD RECREATION SUMMER CAMP 2021!

The Westwood Recreation Department is excited to present its summer camp program. We are pleased to offer a high quality program with an emphasis on fun and friendships. This handbook is your guide to the Westwood Recreation policies and procedures which are designed to ensure a fun and safe experience for all. If you are unable to find the information you need, please contact Westwood Recreation at 781-461-0070.

Program Manager/Camp Director

Joe Bertone

Kerrie Francis

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Contact Info:

Westwood Recreation Summer Camp

240 Nahatan Street, Westwood

Recreation Office #: 781-461-0070

(24 Hour Voicemail)

Summer Camp Cell Number#: 781-467-8696

(Used for onsite contact during child's enrollment)

Summer Camp Email: summerdays@townhall.westwood.ma.us

Recreation Office Hours

Monday 8:30 am - 4:30 pm

Tuesday 8:30 am - 7:00 pm

Wednesday 8:30 am - 4:30 pm

Thursday 8:30 am - 4:30 pm

Friday 8:30 am- 1:00 pm

Program Dates and Themes:

Week 1: June 21-June 25 Welcome Home!

Week 2: June 28- July 2 Let the Games Begin

Week 3: July 6- July 9 (No 7/5) Set Sail to the Tropics

Week 4: July 12- July 16 Inventors Workshop

Week 5: July 19- July 23 Color Clash

Week 6: July 26- July 30 Wacky and Wonderful

Week 7: August 2- August 6 Dream Big Jamboree

SUMMER CAMP STAFF

The Program Managers/Camp Directors are responsible for the day-to-day operation of the summer camp program. Westwood Recreation Department's Summer Camp staff is comprised of dedicated individuals who have demonstrated enthusiasm, responsibility, creativity and a strong interest in working with children. The summer camp program is fortunate to have a high return rate for staff each year. We are pleased to welcome back to our Summer Camp 2021 team so many veteran staff, as well as many new and enthusiastic staff members.

Prior to the start of summer camp all staff attend a comprehensive orientation and training program designed to prepare them for working with children. The goal of the training is to provide them with the tools necessary to make the summer camp program a fun, safe and positive experience for every child.

All staff also received additional training on the MASSACHUSETTS CHILD AND YOUTH SERVING PROGRAMS REOPEN APPROACH: Minimum Requirements for Health and Safety in response to the to the COVID-19 pandemic. Training included health screening and monitoring of children and staff, isolation and discharge of sick children and staff, cleaning, sanitization and disinfection, medication administration, hygiene and health practices.

Each of our Westwood Recreation Summer Camp employees has completed an interview with the Program Managers and Camp Directors prior to being hired. Employees are also subject to annual background checks that include CORI's (Criminal Offender Record Information) and SORI's (Sexual Offender Record Information). Westwood Recreation adheres to all Commonwealth of Massachusetts regulations regarding background checks.

SUMMER CAMP PROGRAM INFORMATION

Westwood Recreation's Summer Camp 2021 is for grades K-8. Camp provides a variety of age appropriate activities. Participants take part in arts & crafts, sports & games, water activities, recreational play, special events, and theme activities. Our caring, well-trained counselors encourage confidence, creativity, skill development, making friends and having fun!

The 2021 Summer Camp program will be held at Thurston Middle School and utilizes the fields and outdoor spaces, classrooms and gymnasium. The program is divided by age groups as follows:

CAMP STINGRAY (Entering Grades K-6): Staff Ratio: Ages 3-7, 1:5, Ages 8 & older 1:10

DRIVE-THRU DROP OFF: *All drop off will take place at Thurston Middle School, at the Nahatan Street entrance.* Drop-off and pick-up procedures have been designed to allow for social distancing. Parents will access the drive-thru drop off line via Nahatan Street. While children are in the vehicle, the supervisor will conduct a visual screening of the children, looking for the following signs and symptoms: flushed cheeks, rapid breathing (without recent physical activity), fatigue, coughing or shortness of breath. If any of these signs are present, the child will not be allowed into camp.



DRIVE-THRU PICK UP: All pick up will take place at Thurston Middle School, off of Nahatan Street. Drop-off and pick-up procedures have been designed to allow for social distancing. Parents will access the drive-thru pick up line through the Thurston Middle School entrance off of Nahatan. Parents will receive a placard via email, in which they will need to write their child's/childrens' names in large, bold writing, and place it on the passenger side of your car's dash. A staff will be standing on the Nahatan Street entrance, reading the children's names and announcing the names over the radio, and the counselors will dismiss campers to the pick-up line. Children will wear masks while in pick-up line. The supervisors designated to dismissal will stand at the front of the pick-up line, check IDs, ensure the pick-up person is on the authorized pick-up list, and dismiss the child/children from the pick-up line to their care giver's vehicle. Parents /care givers are encouraged to have the same person pick-up whenever possible.

LUNCH, SNACK & WATER: Participants need to bring an afternoon snack, drinks, and their lunch. Please provide a second snack for PM Extended Day participants. No refrigeration is available. Lunch will be eaten within groups, at either a designated outdoor space (weather dependent) or within the groups' designated classroom. Parents are asked to provide their child with a healthy lunch and drink. In the event a child arrives without lunch, we will contact the parent/guardian to see if a lunch can be

delivered. If a lunch is not available to be dropped off a “Lunchables” will be provided. If your child has soy, peanuts or sunflower in their lunch, please label the items if possible.

Between 50 and 75 percent of boys and girls attending summer sports camps are significantly dehydrated, according to recent studies. Please be sure your camper(s) hydrate at home before coming to camp, and bring a full water bottle that can be refilled.

SWIM: Due to our pool being indoors and the continued regulations around swimming unmasked, we are offering swimming only for campers in grades 2nd and above. And prior to swimming at the Westwood Pool, children must pass the Swim Competency Test, a standard test in the aquatic safety industry. Once successful, your child is permitted to participate in the Camp Swim at the Westwood Pool for the summer. This test must be started prior to the start of camp. In the event your child does not pass, or chooses not to participate in swim, alternative activities will be available such as Water Slides (NEW), water balloons, and water games.

SWIM COMPETENCY TEST:

To successfully complete this test the individual, without floatation or support, must demonstrate the following skills without goggles:

- Step or jump into deep water
- Return to surface
- Tread water or float for one (1) minute
- Turn around in a full circle
- Locate the designated exit point
- Swim 25 yards – one length of the Westwood Pool
- Exit the pool without use of the laddee

During Camp Swim, swimmers will be involved in a variety of social distanced organized activities and games. Swimmers will rotate throughout the pool with their group/pod from activity to activity. To register for this evaluation, please go to: https://westwoodrec.activityreg.com/selectactivity_t2.wcs

WATER GAMES: NEW this year, we have bolstered our non-pool swim activities. We rented water slides multiple days every week and bought extra water games! Please pack your child a swim suit daily so they make participate in the fun water games we have planned this summer. If your child doesn't mind, we recommend they arrive in their suit.

12:00-5:30 AFTERNOON TIME SLOT: Participants enrolled in the 12:00pm-5:30pm time slot will follow the same drop-off procedure as the 7:30am-5:30pm and then 9:00am-3:30pm participants. After the health screening and check-in, campers will be escorted to their group's activity location.

WHAT TO BRING: The program features a mix of outdoor and indoor play.

- 2 or more face coverings for activities that occur inside. **Masks are optional outside.** Please label the mask with your child's name.
- Please wear sneakers only.
- Wear comfortable clothing that may get dirty/messy.
- Labeled water bottle that can be refilled during the day.
- Please provide your child with a daily snack and lunch. No refrigeration onsite.
- Apply sunscreen in the morning and send an extra bottle in a plastic bag with your child's name.
- We will encourage children to reapply throughout the day. Hats are always a great accessory!
- Swimsuit and towel.
- Be sure to label all of your child's belongings.
- If a child wants to bring a toy from home they may at their own risk.

WHAT NOT TO BRING: The following items should not be brought to summer camp. If they are, they will be collected and returned to the parent/guardian at pick up. The Westwood Recreation Department is not responsible for lost or damaged items.

NO electronics, gaming devices, iPods, candy/gum, expensive toys, hand held tablets. Note: cell phones are to be kept inside children's backpack during the program day and will be taken away and returned to parent if they are seen using.

EXTENDED DAY PICK UP: Extended Day pick-up is a rolling pickup rather than a designated pickup time. They will follow the same drive-thru pick-up procedure as the 9:00am-3:30pm participants.

EARLY PICK UP: If you plan to pick up your camper(s) early, please submit request in writing and give to the camp supervisor at drop-off, call the summer camp line at **781.467.8696** or email at summerdays@townhall.westwood.ma.us

CAMPER HEALTH POLICY & PROCEDURES

Per order of the Department of Public Health and the Westwood Board of Health

Summer Camp Health Care Consultant: Dr. Michael Shusterman, M.D., Dedham Medical Associates, Dedham, MA 781-329-1400

All families must provide the Westwood Recreation Department with the following:

- Westwood Recreation has partnered with CampDoc.com, an electronic health record system, which provides a safe and accurate means of tracking camper's health and emergency contact information.
- All participants must submit emergency contact information (**3 phone numbers**), camper health information and release, a medication administration form if medication will be administered at summer camp and a copy of camper's immunization record.

For the safety of all participants, we ask that you keep sick children at home. If your child has a fever (temperature of 100.0°F or above), feels feverish, is experiencing chills, cough, sore throat, difficulty breathing, gastrointestinal symptoms (diarrhea, nausea, vomiting), headache, new loss of smell/taste, new muscle aches or any other sign of illness, please do not bring your child to camp.

Health Screening and Monitoring of Children and Staff: Westwood Recreation staff will be following all of the 2021 requirements for screening and monitoring of children and staff in the MASSACHUSETTS CHILD AND YOUTH SERVING PROGRAMS REOPEN APPROCH released on May 28, 2021.

Staff must make a visual inspection of each child for signs of illness including flushed cheeks, rapid breathing (without recent activity), fatigue, or difficulty breathing before the child is released into the care of Westwood Recreation staff.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All staff, parents and children are directed to self-screen at home before entering the program space, in addition to being screened by the medical supervisor.

Staff must actively visually monitor children throughout the day for symptoms of any kind, including fever, cough shortness of breath, diarrhea, nausea, vomiting, abdominal pain and unexplained rash. Children who appear ill or are exhibiting signs of illness will be separated from the group and remain in an isolated area with medical supervision-trained staff until able to leave the facility. Touchless thermometers will be used to check a temperature if a child is suspected of having a fever (temperature of 100.0°F or above). Thermometers will be disinfected after each use.

Isolation and Discharge of Sick Children and Staff:

Westwood Recreation staff will be following all of the 2021 requirements isolation and discharge of sick children and staff in the MASSACHUSETTS CHILD AND YOUTH SERVING PROGRAMS REOPEN APPROCH released on May 29, 2021.

Isolation and Quarantine Mandates:

- In the event that a camper/staff tests positive for COVID-19 or is identified as a close contact, they must isolate or quarantine until they have met the requirements for discontinuing isolation or quarantine. Vaccinated individuals who are exposed to COVID-19 do not need to quarantine.
- Licensed Rec. Camps: Camp Health Care Consultants, Healthcare Supervisors and healthcare staff may follow current Return to Work Guidance for Healthcare Workers.
- Licensed Rec. Camps must notify the MDPH Community Sanitation Program and local board of health on the Recreational Camp Injury and Reporting form as soon as possible, but no later than 48 hours after notification of the positive case.
- Designate a separate space to isolate individuals with COVID-19 symptoms.
- Symptomatic campers/staff must be isolated immediately and supervised at all times by dedicated staff member(s). Others may not enter the isolation space without PPE appropriate for the care setting.
- If a symptomatic individual tests negative, they may return to activities after their symptoms have improved, and have been without fever for at least 24 hours without the use of fever reducing medications.
- Camps/programs must work with the local board of health or the Community Tracing Collaborative to help identify and notify close contacts and for guidance on quarantine requirements.

Hygiene and Health Practices: Westwood Recreation staff will be following all of the 2021 requirements for hygiene and health in the MASSACHUSETTS CHILD AND YOUTH SERVING PROGRAMS REOPEN APPROCH released on May 29, 2021.

- Implement proper hand hygiene practices and frequency for both staff and campers including handwashing when necessary, including but not limited to: arrival at camp, before and after meals, after bathroom use, after coughing/sneezing, and after contact with bodily fluids or surfaces that may be contaminated.
- Campers and staff should be instructed to go to the nearest handwashing/hand hygiene station upon entry.
- Adequate handwashing facilities with soap, water, trash receptacle, and paper towels should be readily accessible to all campers and staff with handwashing instructions posted near every handwashing sink.

- Hand sanitizer with at least 60% alcohol may be used at times when handwashing is not available if: – Appropriate to the ages of children and children are instructed on proper use; – Campers have written parent/guardian permission to use; – Products stored securely; and – Used under the supervision of staff.
- Drinking containers must never be shared.

Medication Administration: Medication is administered by our Health Care Supervisor. All prescription medications must be in the original container, with the pharmacy label showing the prescription number, date filled, physician name, name of medication, directions for use and patient name. Parents must give written authorization on the Medication Administration Form before any medication can be administered. Whenever administering medication, the camp health supervisor will be wearing an N-95 mask and gloves.

First Aid: In addition to our Health Care Supervisor, all staff are certified in First Aid and CPR/AED. Additionally, in preparation for the 2021 Summer Camp season, the camp directors and all camp supervisors have undergone a specialized health supervisor training. Whenever administering care, the camp health supervisor will be wearing PPE (mask, goggles, gloves, gown, etc.) appropriate for the setting.

Parents will be notified of any first aid administered to their camper through the “Band Aid Form,” sent home with your child. In cases of acute injury, we follow an emergency plan, contact 911, use Beth Israel Deaconess and contact parent/guardian immediately. It is mandatory that we have an Emergency Contact Form with **3 phone numbers** on file for your child.

High Heat Days: Children will take part in limited outdoor activities on high heat days and will be given several water and shade breaks. Alternative activities may include passive games, water play, and special events. Children are asked to have a water bottle with them daily to fill.

Sunblock & Bug Spray: Parents are asked to apply sunblock and bug spray prior to arrival every day.

Camp staff can not apply sunscreen or bug spray to participants without written consent (consent form on CampDocs.) Counselors will remind the campers multiple times to reapply when they are outdoors. If a staff needs to assist a camper in applying sunscreen, the staff will apply gloves before application and change gloves before applying sunscreen on another camper.

BEHAVIOR POLICY

The Recreation Department’s goal is to teach each participant to take responsibility for their actions, and to provide a safe, non-threatening environment for all attending. When a participant’s behavior becomes unusually difficult or disruptive, the staff may refer the child to the Program Coordinator

and/or the Camp Director to review the situation and determine future methods of prevention. If the problem persists, the Camp Directors/Program Managers will formulate a plan of action and support to all involved. We recognize each situation is unique. Behaviors which may warrant immediate suspension from the program may include endangering or purposefully hurting another person, the theft or destruction of Westwood Recreation and/or Westwood Public School property, or another person's property, or behaviors that threaten the health and safety of other campers and staff. The Camp Directors have the authority to suspend or expel a participant of this program after a thorough review and research has been completed.

Westwood Recreation has a zero tolerance policy for teasing, taunting and inappropriate physical contact. All infractions will be addressed by staff.

All parents/guardians may request copies of background check, health care and discipline policies. Submit grievances via email to jbertone@townhall.westwood.ma.us or via phone 781-461-0070.



ELECTRONIC HEALTH RECORD SYSTEM

IF YOU NEED ASSISTANCE

PLEASE CALL 781-461-0070

Dear Parents,

CampDoc.com is an electronic health record system for camp, and helps us consolidate and integrate camper health information into a centralized and secure location. Their system gives the Camp Director, Coordinators and Supervisors instant access to camper health information, a key component in providing quality care.

The security, confidentiality and privacy of your camper's personal health information will always be protected. Only assigned Summer Camp staff can access camper health information, and the CampDoc.com site is secure, encrypted and password protected.

You will receive a "Welcome E-mail" from CampDoc.com with information about how to complete your camper's health information.

- Click the link in the email to set a new password for your CampDoc.com account
- Follow the instructions and complete the health history for your camper. Alerts will appear for any missing required information
- Upload any required documents to your CampDoc.Com account
- Return to CampDoc.com at any time to make changes/updates to your camper's health information before camp begins.

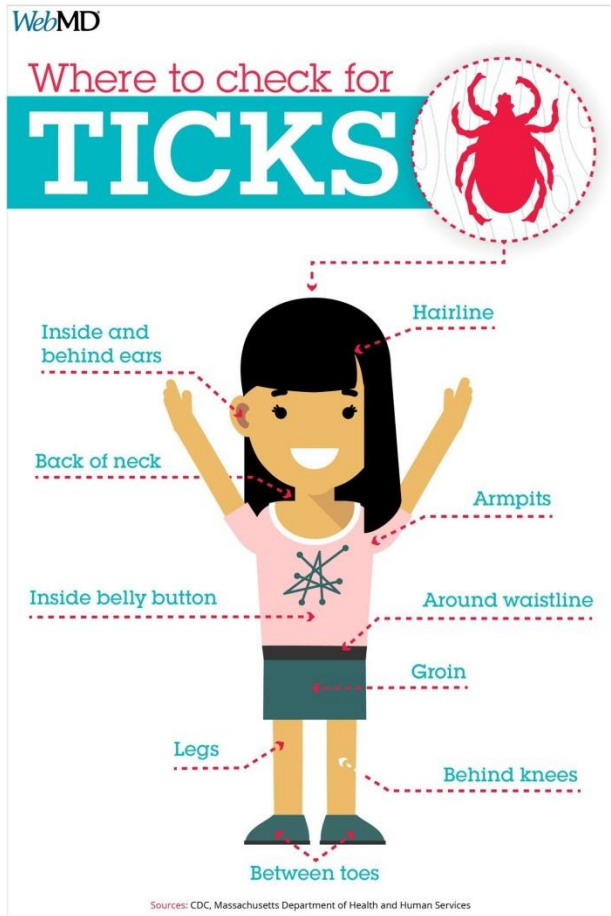
Please set register@campdoc.com as a 'safe sender,' to avoid accidental delivery to junk and spam folders. CampDoc.Com does not support Internet Explorer, please use Chrome, Safari or Firefox.

We are excited to continually evolve – building safer, more productive and more efficient systems to create the best experience for you and your family.

Joe Bertone
Program Manager
Westwood Recreation
JBertone@townhall.westwood.ma.us

A tick check a day will help keep LYME away!

Early removal of ticks prevents Lyme and other tick borne diseases!



Feel for little bumps on your head

Look in and behind your ears

Check your neck

Look under your arms and in your elbows

Look for tiny brown spots on your skin

Look in your belly button

Check between your legs

Behind your knees

Between your toes

Check yourself for ticks each time you have participated in an outdoor activity. Look and feel for ticks on your body before, during, and after bathing. If you find a tick, pull it out with tweezers and clean the area well. Don't be concerned if a small piece of the tick is left in the skin, as long as the body of the tick is removed it cannot transmit disease. If you develop symptoms (red rash, severe headache with neck stiffness, muscle or joint aches, facial paralysis, fatigue, or fever) within a few days to a couple of weeks of the tick bite, **call your doctor immediately**; prompt treatment is necessary to treat Lyme. Putting your clothes in the dryer for 15 minutes will kill ticks on clothing. Your pets can carry ticks into your home so check them often too!

This information provided by the Westwood Board of Health