



Longmeadow Parks & Recreation

2026 Summer Day Camp Parent Handbook

Table of Contents

1. Greenwood Day Camp History
2. Greenwood Day Camp Purpose
3. Greenwood Day Camp Goals
4. Statement of Non-discrimination
5. Greenwood Day Camp Staff
6. Greenwood Day Camp Program Description
7. Program Arrival and Departure
8. Independent Arrival
9. Absences
10. Child Release Policy
11. Child Guidance Plan
12. Suspension and Termination Plan
13. Equipment Replacement
14. Prevention of Child Neglect and Abuse
15. Referral Plan
16. Health, Safety, and Nutrition
 - a. Proper Camp Clothing
 - b. Illness Policy
 - c. Procedure for Administering Medication
 - d. Procedure for Providing Emergency Health Care
17. Parent Involvement and Communication
 - a. Open Door Policy
 - b. Parent Communication System
 - c. Parent Communication & Input
18. What to Bring to Camp
19. What Not to Bring to Camp

History

Longmeadow Parks & Recreation established their Summer Day Camp programs in the summer of 1970. Since then, we have been dedicated to providing children in Kindergarten through 7th grade with a safe and fun environment for the summer.

Purpose

Greenwood Summer Day Camp provides the highest quality program that leaves parents feeling confident that their children are safe, healthy and happy during their time at camp. We pride ourselves with providing a trusting, comfortable environment where children are encouraged to develop friendships; gain self-confidence; become independent; and develop more respect of themselves and others.

Goal

Greenwood Day Camps goal is to provide children with a safe, secure, and fun environment throughout the summer. We accomplish this through an array of activities that we base on various themes, which encourage self-esteem; physical, emotional, and intellectual growth; positive social skills; problem solving skills, and creativity.

Statement of Nondiscrimination

LPRD does not discriminate in providing service to children and their families on the basis of disability, race, religion, cultural heritage, political beliefs, marital status, sexual orientation, national origin, or primary language spoken.

We ask parents that if your child has a disability, to please make LPRD aware of that within two weeks prior to the start of camp, so that we can make the necessary accommodations for your child and/or we can let you know what type of accommodations we can provide for your child.

Greenwood Day Camp Staff

Day Camp Staff are required to have experience working with children in various capacities, possess degrees in Education, a related field, or currently attend high school or college. All staff members are required to attend training each summer, specifically designed for working at camp. Staff members must also be current in First Aid and CPR. You will find that our staff are compassionate, trustworthy and dedicated to working with and forming a bond with the campers.

Program Description

Greenwood Day Camp is a licensed Board of Health camp. We serve children entering grades Kindergarten through middle school. A typical camp day consists of swim lessons, arts & crafts, sports, group activities, STEM, and free swim. Campers are assigned to a camp group by grade; Camp Counselors are assigned to directly oversee the campers, and Unit Leaders are assigned to oversee the Camp Counselors. Groups are set as follows:

K&1: Children entering Kindergarten and 1st grade. Camper to staff ratio 5:1

2&3: Children entering 2nd and 3rd grade. Camper to staff ratio 10:1

4&5: Children entering 4th and 5th grade. Camper to staff ratio 10:1

6&7: Campers entering 6th and 7th grade. Camper to staff ratio 10:1

Program Arrival and Pick Up

Camp hours are 9 a.m. to 4 p.m. **Children may not be dropped off prior to 9 a.m. unless they are enrolled in extended care.** If your child will not be attending the full 9 a.m. to 4 p.m. day, please inform camp staff at the time of drop off. Attendance is taken daily. If a camper does not arrive to the camp by 9:15 a.m., without prior notice from parents, the day camp, acting as an agent for the Board of Health, will call home to confirm the reason for the absence. Parents are instructed to pick-up promptly by 4:00 P.M daily unless camp staff are notified of a change in scheduled pick up, and to sign their child out. If a parent is late more than 15 minutes, Camp Staff will call the authorized pick-up individual listed on the registration form. If by 4:30 P.M. no one can be contacted, Longmeadow Police will be called. The Camp Coordinator or Assistant Director, Parks and Recreation, will document each incidence of late pick-up. If lateness becomes a problem with a particular parent, the camper will be terminated from the program.

Drop Off / Pick Up Locations

Campers will be dropped off and picked up under the overhang located at the Gym doors of Greenwood Center.

Independent Arrival/Dismissal

The Camp Coordinator must be made aware before the start of camp if your child will be arriving and/or leaving camp independently, either by walking or riding their bike to ensure that they arrive and/or leave camp safely. A program “Consent For Child To Leave Early” form must be completed and signed by both the parent and camper, prior to the start of camp. This form can be obtained from the Camp Coordinator. If your child does not report to camp by 9 a.m., parents will be notified.

Absences

Please call the Camp Coordinator at 565-4163 or email slette@longmeadowma.gov to inform us if your child will be absent from camp. You may call at any time and leave a message.

Child Release Policy

Picture Identification will be required at the time of pick-up until staff members become familiar with you. Any additional authorized pick-ups will be asked for identification to cross-reference with names on your child’s registration form. Your child will only be released to authorized individuals. Any changes or additions to your authorized pick up list must be in writing and dated. Parents with shared or joint custody must agree upon the authorized individuals allowed to pick up their child from camp. Any changes made must have both parents’ signatures. It is the responsibility of the parents to review this information together before it is submitted to Longmeadow Parks & Recreation.

Please inform camp staff at drop off if someone other than a parent/guardian will be picking up your child that day. We ask that you make the authorized pick up individual aware of the drop off and pick up procedures for your child's camp prior to pick up.

Child Guidance Plan

Longmeadow Parks & Recreation Day Camp Staff and Administration provides children with guidelines for appropriate behavior and rules to follow while enrolled at camp. We encourage positive actions through positive reinforcement and close supervision. Our main goal is to keep the children safely involved in activities so that inappropriate behavior is limited. The following steps will be followed if inappropriate behavior occurs. Special modifications may be made to adapt to a child's needs. If your child has an Individualized Educational Plan (IEP), it is beneficial to inform the Camp Coordinator, or the Assistant Director of Parks and Recreation of your child's needs so that modifications can be implemented, if needed.

1. The child will be spoken to privately in a gentle manner regarding the unacceptable behavior and alternative solutions to the behavior will be discussed.
2. If the said behavior continues, the child will discretely be given the opportunity to take a break from the activity for a cool down until both the counselor and the child feel they are ready to return.
3. If the said behavior persists, the child will be directed into an alternative activity when appropriate for the remainder of the activity.
4. If the said behavior continues, the child's parent will be notified of the incident via phone call or at the end of the camp day.
5. A Behavior Report will be filed any time a child receives a cool down.
6. An Incident Report will be filed when there is evidence of property destruction, injury to an individual, forcefully touching an individual, foul language, and other inappropriate behavior on a consistent basis.
7. Three incident reports during your child's stay at camp will result in a one-day suspension from camp. The fourth incident report will result in a two-day suspension from camp. The fifth incident report will result in termination of service from camp.
8. A child may be terminated from camp without prior notice to the parents under the following conditions:
 - a. A child injures another individual requiring medical attention.
 - b. A child displays violent, uncontrollable behavior that will put others in the program at risk.

No child will be suspended from camp without the consent of the Camp Coordinator or Assistant Director of Parks and Recreation. All efforts will be made to work with the parents and the children on all behavior issues. All Incident Reports are reviewed and initialed by the Camp Coordinator or Assistant Director of Parks and Recreation before notifying a parent. Behavior incidents will never be dealt with in a demoralizing, humiliating, or abusive manner. No child shall be subject to abuse or neglect; cruel, unusual, severe, or corporal punishment including, but not limited to: punishments which

subject a child to verbal abuse, ridicule, humiliation, denial of food, use of bathroom facilities, punishment for soiling, wetting, or not using the toilet.

Staff members shall not be subject to verbal or physical abuse by a child enrolled in camp, or by their parent, including but not limited to, cruelty, humiliation, foul language, and ridicule.

Child Guidance Policy

Greenwood Summer Camp is committed to providing children and their families with quality childcare in a safe and loving environment. A major part of that obligation is focused on the importance of child guidance and its effect on the children in our care. The following guidelines comprise our philosophy.

1. No corporal/physical punishment will be used.
2. Limits and expectations that are developmentally appropriate will be set.
3. Consistency is important for success; practices implemented at school and reinforced at home are most successful.
4. Be patient and fair, encourage independence.
5. Children's daily experiences will be scheduled and age appropriate activities will be planned.
6. Praise and encourage good behavior, recognizing that you serve as a role model for appropriate actions.
7. State suggestions or directions in a positive form. Give choices only when you intend to accept the child's choice.
8. Remember to make children feel worthwhile, respected, and safe.
9. Use a kind firm voice when redirecting a child. Only use words that will help a child to feel confident and reassured. Encourage problem solving.
10. Removing a child from one play area to another, limiting play in an area or using a thinking time is acceptable. Time-out and forcing a child against his/her own free will is not allowed.
11. Educators will encourage the children to discuss their actions and possible resolutions.
12. Thinking time provides children with the opportunity to think about the appropriate actions. Guidelines are one minute per year (child's age 7 years old = 7 minutes of thinking time) and in sight of the teacher.
13. Punishment will never be associated with food, naps, or bathroom procedures.
14. Acts of misbehavior will be kept in perspective. Parents will be involved when behavior is excessive or continually harmful to others.
15. Staff will be consistent with the policy as outlined above.
16. All BOH and Camp guidelines regarding child guidance will be maintained.
17. There will be NO verbal or physical abuse allowed in the Center under any conditions.

18. Acts of severe or violent behaviors, as deemed by Greenwood Summer Camp Administration, will result in the necessity of parent intervention. The parent will be required to arrange pick up at that time.

Greenwood Summer Camp staff and administrators provide the children with guidelines for appropriate behavior and rules to follow while enrolled at Greenwood Summer Camp.

Suspension and Termination Plan

The following conditions may warrant a suspension or termination from LPRD Day Camps.

1. Five incident reports on file
2. A child brings harm to another child or staff person resulting in injury requiring medical attention
3. A child displays violent, uncontrollable behavior that will put others in the program at risk
4. Unpaid tuition for a session.
5. Failure to follow camp rules on a consistent basis.
6. Consistent late pick-ups.
7. Consistent unreported absences.

Equipment Replacement Policy

If a child breaks or damages Longmeadow Parks & Recreation property (toys, games, swimming pool equipment, furniture, doors, windows, etc.) through improper use, the Camp Coordinator or Assistant Director of Parks and Recreation will meet with the parents and decide upon one of the following consequences:

1. The child will purchase a replacement item.
2. The child will pay Longmeadow Parks & Recreation the cost to replace the item.

Prevention of Child Neglect and Abuse

All children attending camp will be protected from abuse and neglect. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Camp Coordinator or Assistant Director of Parks and Recreation immediately. All cases of abuse or neglect will then be reported to the Department of Children and Families immediately. Camp staff are mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the Department of Children and Families.

Longmeadow Parks & Recreation Day Camps will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the camp programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.

Any staff member who is under investigation will be removed from direct care responsibilities until the Department of Children and Families investigation is complete.

If the investigation proves that the complaint is valid, the staff member will be dismissed immediately.

Referral Plan

Longmeadow Parks & Recreation Day Camps will provide families with assistance for social, emotional, mental, or medical issues. Day Camps are prepared to offer you a list of agencies or individuals who may be able to help. Feel free to speak with the Camp Coordinator or Assistant Director of Parks and Recreation at any time concerning your child.

- The Camp Coordinator or Assistant Director of Parks and Recreation may suggest a conference with you and may offer advice or make referrals to the appropriate agency.
- Longmeadow Parks & Recreation Day Camps also works in conjunction with the Department of Children and Families. The office may be called for advice or suggestions.
- The Camp Coordinator or Assistant Director of Parks and Recreation assures that all issues concerning your child will be handled in a professional, confidential manner.

Health, Safety, and Nutrition

Clothing

We ask that you send your child to camp already in their bathing suit to decrease the use of the pool house. Please ensure that your child is properly clothed for camp each day in shorts, t-shirts, and sneakers. Bathing suits are worn to camp, and towels should be packed for swim times. Please label all items to avoid lost items.

Please Note: Campers will be outside for most of the camp day, please pack a raincoat when light rain is forecasted as we will remain outside.

Illness Policy

The Camp Coordinator or Assistant Director of Parks and Recreation will ask you to pick up your child as soon as possible in the event of the following illnesses; fever of 100.4 or higher, has an unidentifiable rash or symptom, has diarrhea or vomits. If you are unreachable, the Camp Coordinator or Assistant Director of Parks and Recreation will immediately call individuals on your Emergency Contact list to pick up your child. Your child will rest in a designated area until he/she is picked up.

Administration of Medications

Parents will be encouraged to administer medications before drop off and after pick up from camp. Prescription medication will be administered by the Day Camp Coordinator or Health Care Supervisor. Parents will be required to complete a medical authorization form and furnish a picture of their child to ensure the proper medication is given to the correct child. All medications will be kept in a locked box in the Day Camp Coordinator's office at Greenwood Center. The Health Care Coordinator has received a list of all medications administered during Day Camps. If a child refuses to take the

prescribed medication, the parent will be called. Any adverse reactions to medications will be documented in the medication log. These records are confidential and for staff use only.

Procedures for emergency care if required beyond first aid

The Camp Coordinator or Assistant Director of Parks and Recreation will refer to the camp roster form and contact in this order; parents, emergency contacts. Obtain ambulance service if deemed necessary or life threatening. A Health Care Supervisor (Unit Leader, Camp Coordinator or Assistant Director of Parks and Recreation) will be on hand to assist with any medical concern/situation. Camp Coordinator or Assistant Director of Parks and Recreation will accompany the child to the hospital until parent/guardian arrives. All incidences of injury and treatment will be properly documented using the MDPH form, logged properly and reported to the Longmeadow Board of Health.

Procedures for informing Board of Health of any injuries and communicable diseases:

Health Care Supervisors will turn in injury reports to the Camp Coordinator or Assistant Director of Parks and Recreation on a daily basis. The Camp Coordinator or Assistant Director of Parks and Recreation will send copies of injury reports to the Board of Health. Camp Coordinators will note all absences and reasons for absence on a daily attendance sheet. Camp Coordinator or Assistant Director of Parks and Recreation will notify Board of Health of any recurring illnesses including, but not limited to, diarrhea, vomiting, fever, rashes, sore throats, and jaundice.

Procedures for informing Parents when mild or minor first aid is administered:

All injuries and instances of first aid will be documented on an MDPH injury report form. A copy of this form will be given to the parents within 24 hours of injury.

Parent Involvement and Communication

Open Door Policy

Longmeadow Parks & Recreation Day Camps has an open door policy for parents to check in and visit camp in person, encourage parental involvement, participation and suggestions.

Parent Communication

Please feel free to make an appointment via phone to discuss questions, concerns, or suggestions you may have about our program or your child's participation in our program with the Camp Coordinator or Assistant Director of Parks and Recreation.

Announcements, newsletters, and items of general interest will be emailed to you or made available at the time of drop off/pick up. **Please make sure when registering that we have your current email address.** Please check with the Camp Coordinator or Unit Leader each day to see if there is additional information.

Parental Input

The Longmeadow Parks & Recreation Day Camp staff is here to meet the needs of each family. If you feel that we have been unable to do so, please seek out the Camp Coordinator to discuss your concerns.

What to Bring to Camp

1. Your child will need a healthy, peanut/treenut/shellfish free lunch, full water bottle, and two peanut/treenut/shellfish free snacks each day. Please note that microwaveable lunches are not acceptable for camp and that no refrigeration is available. **Please note that if your child arrives without a lunch parents will be called to bring one to camp.**
2. Labeled sunscreen with an SPF of 30 or higher is required. Children should arrive at camp with sunscreen applied. Sunscreen will be reapplied at least twice during the camp day.
3. A labeled and refillable water bottle.
4. A change of clothes in case of an accident or soiling of any kind.

Please note: There will be no sharing of supplies between any campers.

What Not to Bring to Camp

1. Electronic Devices, including cell phones and smart watches
2. Any toys, games, etc. from home.
3. Peanut, tree nut or shellfish products.