

Longmeadow Parks & Recreation Department
POLICIES AND PROCEDURES FOR DAY CAMPS

Employment Policy/Procedure:

The Summer Day Camp Coordinator is employed by the Parks & Recreation Department to manage the Day Camps. In the absence of the Camp Coordinator, the Assistant Director of Parks and Recreation will manage the Day Camp. The Camp Coordinator will select employees for the Camps in accordance with Board of Health regulations. The Parks & Recreation Department will insure that the following information is on file for each Day Camp employee: Documentation of last 5 years work history with contact information at each place of employment. If a student only, contact information of school administrator is required, Education and training, References, Experience, Age and birth date, CORI, Juvenile Record, SORI, Current Physical and Immunization Record.

Verification of Training/Age/Experience of Staff:

The Longmeadow Parks & Recreation Camp Coordinator or Assistant Director of Parks and Recreation will select the Camp Unit Leaders based on training, age and experience. The Camp Coordinator or Assistant Director of Parks and Recreation will also select all other Camp employees based on training, age and experience, and following Board of Health regulations. Parks and Recreation staff will be responsible for registering campers. Registration for each camp will be limited to conform to the staffing ratios allowed by the applicable MDPH summer recreational day camp regulations. Camps will be staffed in accordance with the Board of Health required ratios of one counselor per five campers up to age seven, one counselor per 10 campers 7 years of age or older. Junior counselors may be used but will only count for 50% of staff ratio.

Employee Orientation Plan:

All Day Camp employees will receive copies of the Longmeadow Day Camp Health Care Policy, Day Camp Policies and Procedures and Town's Sexual Harassment Policy prior to Camp from the Camp Coordinator. Employees will be required to read these documents and sign a statement saying that they have received and read the documents. Additionally, Day Camp employees will attend an orientation meeting, led by Camp Coordinator or Assistant Director of Parks & Recreation, prior to the start of the camp.

Health Care Consultant:

The Camp's Health Care Consultant is Dr. Robert Leavitt, a licensed physician. Dr. Leavitt reviews the Health Care Policy and is available throughout the summer to consult on specific health care questions that arise.

Health Care Supervisor: There will be two Health Care Supervisors on-site at all times throughout the camp day. As defined in 105 CMR 430.020, the Health Care Supervisor means a person on the staff of a recreational camp for children who is 18 years of age or older and who is responsible for the day to day operation of the health program or component. The Health Care Supervisor shall be a Massachusetts licensed physician, physician assistant, certified nurse practitioner, registered nurse, licensed practical nurse, or other person specially trained in first aid.

Procedure for Reporting Abuse to Department of Children and Families:

All children enrolled in Longmeadow Parks & Recreation Department sponsored Summer Day Camps shall be protected from abuse and neglect. Suspected cases of abuse or neglect will be reported to the Camp Coordinator or Assistant Director of Parks and Recreation who will forward the report to the Department of Children and Families immediately. These reports will be in writing and will include information and observations of the child/ren in question. The report will be dated, signed, and true to the best of our staff's knowledge. Summer Day Camp staff is mandated by the Commonwealth of Massachusetts to report any suspicions of abuse and or neglect to the Parks & Recreation Department. Upon receiving a report, the Camp Coordinator or Assistant Director of Parks and Recreation will then report the suspected case of abuse or neglect to the Department of Children and Families. Additionally, the Camp Coordinator or Assistant Director will report any case of suspected abuse or neglect that has allegedly occurred while the child was under the care of the Day Camp staff immediately to the Department of Children and Families.

Day Camp staff will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents of children currently or previously enrolled in the program to the Department of Children and Families or any agency or person specified by the Department of Children and Families to prompt investigation of allegations and protection of the child or children.

Any Day Camp staff member who is under investigation will be removed from direct care responsibilities until the Department of Children and Families investigation is complete. The staff member may remain removed from direct care responsibilities under the direction of the Day Camp Coordinator. If the investigation proves the complaint is valid, the staff member will be dismissed immediately.

Swim Programs:

Staff Qualifications: All Aquatics Staff, including the Pool Manager and Lifeguards, are CPR and First Aid certified. Pool permit, Board of Health License and all aquatics staff documentation of certifications are on file at the swimming pool.

Documentation Demonstrating Adequate Ratio of Lifeguards/Children: Campers will swim at the Greenwood Pool during the day for swim lessons and a free swim period. Some campers choose not to swim and will be directed to an alternate activity by Camp Staff. The Assistant Director of Parks and Recreation will determine the number of lifeguards necessary to cover the Day Camps and will schedule one lifeguard per every 25 Campers swimming. Additionally, Day Camp Staff will be stationed inside the pool. The Pool Manager and Camp Unit Leaders will be on deck daily throughout swim time and Unit Leaders will monitor locker rooms and splash pad area.

Written Operating Procedures of the Aquatics Program:

Each day, campers will have swim lessons and a free swim period. Swim tests will be conducted prior to allowing campers to enter the deep end of the pool and lifeguards will monitor the swim ability of all campers and will direct any non-swimmer to remain in shallow water.

Health Records:

Medical Log Maintained: The Health Care Supervisor will keep the medical log and turn the log into the Camp Coordinator or Assistant Director of Parks and Recreation at the end of Camp. The Health Care Supervisor will make entries into the medical log on each occasion that he/she provides first aid or training services to a Camper, as well as note any early dismissals of campers due to illness. The Health Care Supervisor will fill out an injury form and make a copy for the parent and one copy for their individual camp log with the original going into the main log in the Camp Coordinator or Assistant Director of Parks and Recreation office at Greenwood Center. For any injury requiring medical treatment beyond first aid on site, the camp Health Care Supervisor must complete the MDPH injury form on the day of the incident. A copy will be sent to the Massachusetts Department of Public Health and the Longmeadow Board of Health.

Health Histories, Physicals and Immunization Records for Campers and Staff:

Health histories, physicals within the last 18 months and immunization records will be collected for all campers and staff. These documents will be kept at the Parks & Recreation Department Main Office at the Greenwood Center, at 231 Maple Road in Longmeadow. The documents will be arranged in alphabetical order to expedite the quick locations of a particular child's records. A staff person is always available in this office during Summer Day Camp hours. In the event of an emergency, these documents will be faxed to the hospital.

Agreement with Health Care Consultant:

Health Care Consultant Dr. Robert Leavitt has signed a written agreement to service all Longmeadow Camps during the summer of 2026.

Health Care Consultant Approval as to the Training of the Health Care Supervisor:

The Health Care Consultant has supplied a letter stating that he has copies of the Longmeadow Parks & Recreation policies for Summer Camps and understands his role in supporting our Camp program. The Health Care Consultant has also received a copy of the First Aid manual used and has signed a letter showing approval.

Written Camp Health Care Policy:

A copy of the Day Camp Health Care Policy will be provided at Staff Training prior to the start of Camp. The Health Care Policy will also be reviewed during the Day Camp staff orientation. Copies of the Health Care Policy will be available to any camp parents who request it.

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 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 Camp Coordinator or Assistant Director of Parks and Recreation office at Greenwood Center. The Health Care Coordinator has received a list of all medications administered during Camps. A letter is enclosed, signed by the Health Care Consultant, showing his approval. 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.

Policy for use of sunscreen and insect repellents:

Parents of campers will be strongly urged to provide their choice of sun protection product and insect repellent. Parents will clearly label each product with their child's full name and product will be used on that child only. Parents are also encouraged to pack protective clothing such as hats, visors, etc. Written authorization from parent/guardian will be on file for each camper authorizing staff assisted or self-application of sunblock and insect repellent every two hours. Campers under the age of 7 will be assisted by camp staff with application of both sunscreen and insect repellent. Camp staff will remind and supervise the self-application of sunblock and insect repellent for campers ages 7 and up.

Policy/Procedure Regarding Attendance and Release of Campers:

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 at 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 more than 15 minutes late, 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.

Child Not Registered Arrives

If a child arrives who is not registered, we will first see if we have space for them to participate in the camp. This must be done through the office, and they must have all required documents needed to be able to register. All non-registered campers who do not meet the requirements per the LBOH and MDPH, will not be able to register for the week, and will need to leave with the parent or guardian who was dropping them off.

Policy/Procedure in Regards to Discipline:

"Cool Down" is the form of participant behavior management authorized by LPRD. In the event of repetitious or serious misbehavior, the camper may be removed from the activity for a brief amount of time in order to regain composure. Campers should remain in the activity area, within eyeshot of

instructors, and instructors should not embarrass or demean the camper in any way. The Camp Coordinator in charge of the camp should himself/herself speak to the parent, if necessary. In the event that misbehavior continues and further disciplinary action is considered, the LPRD Assistant Director of Parks and Recreation should be consulted prior to any action being taken.

Emergency Action Plan:

The Emergency Action Plan lists out all plans for all the possible emergencies that may happen. Please read the separate plan for more details.

Traffic Control Plan: Drop off and Pick up location will be held under the overhang by the Gym Doors at the Greenwood Center. Children who walk or ride their bikes will be directed to a safe route away from the danger of traffic.

Written Statement from Fire Department Regarding Compliance to Fire Code:

Current fire inspection reports for each facility utilized by Longmeadow Summer Day Camp are on file at Greenwood Children's Center. In addition, a letter from the Fire Chief stating that each facility complies with the Fire Code is available and on file at Greenwood Children's Center.

Written Statement from Building Inspector Regarding Compliance to Building Code:

Current building permits for each facility utilized by Longmeadow Summer Day Camp is available and on file at Greenwood Children's Center. Also available is a letter from the Building Inspector stating that each facility complies with the Building Code.

Transportation Safety Policy:

No transportation is needed for Day Camp.

Policy/Procedure for Periodic Safety Check of all Buildings/Grounds for Safety Hazards:

Each day, prior to the arrival of the Campers, Camp Staff will walk all camp fields, grounds, and facilities to be used that day and look for potential hazards. If problems are discovered, the Camp Unit Leaders will notify the Camp Coordinator immediately. The Camp Coordinator will assign staff to remedy the situation, and/or report the situation to the Camp Coordinator or Assistant Director of Parks and Recreation who will report the situation to the correct maintenance department. Provisions will be taken to keep Campers away from the potential hazard until the situation can be remedied.