

Information from Charles River Aquatics Swim Camp

In order to comply with state regulations, we request that you assist us with the implementation of the following procedures:

CHECK-IN and PICK UP

CHECK-IN: Instructors will be available for check-in by 8:30 AM on the first day of camp, and at 8:45 AM on subsequent days so that parents may bring their campers before work. Check-in will be in the lobby of the Case Center at 285 Babcock Street. **AN ADULT MUST ACCOMPANY THE CAMPER INTO THE LOBBY FOR CHECK-IN.** If a camper arrives after 9:00 AM and no CRA staff is in the lobby to greet him/her, the parent must accompany the child to the pool and let the staff know the child has arrived. **PICK UP:** Pick up time at Charles River Aquatics Swim Camp is 1:00 PM for Half Day campers and 3:00 PM for Full Day campers.

Since our staff has no time to baby-sit after camp is finished, the following charges will apply:

15 minutes late pickup will incur a \$25 fee.

30 minutes late pickup will incur a \$50 fee.

Children will not be allowed in camp the following morning unless these charges are paid by check or cash. On the last day of camp, any late charges incurred will be deducted from a parent's registration account on file with us.

*****CHILDREN WILL ONLY BE RELEASED IF A PARENT OR GUARDIAN IS PRESENT. If your child will ride home with someone else, please complete a permission slip.*****

CAMPER ABSENCE

If your child will not be attending camp or will arrive late, please call 617-777-3556 and leave a message. In the event that the absence is due to sickness, please make mention of the symptoms. If your child does not arrive by 9:20 AM and you have failed to notify CRA, the Health Care Supervisor will make every effort to contact you. This is for the safety of your child.

WATCHING CAMP

You are welcome to stay and watch camp. To prevent distractions, we do not permit parents on pool deck while camp is in session. Please view from the upstairs observation room.

CAMP DRESS

Children should come to camp dressed in a bathing suit. They will remain in this suit the entire day and no other bathing suit is necessary. In addition to a suit, campers should bring the following items:

GOGGLES, towel, shorts, t-shirt, shoes (no flip-flops), sun-block and/or hat for outside activities, water bottle.

Please clearly write the camper's name on ALL belongings.

Children should bring their belongings onto pool deck and place them on the mats. Please make sure that children with long hair have the hair tied up so it does not get into their eyes. The other option is to have your child wear a swim cap during lessons.

Every camper will be provided with a camp T-shirt (at the end of the week).

Since campers have a tendency to lose things, PLEASE LEAVE ALL VALUABLES, INCLUDING: JEWELRY, WALLETS, MONEY, SPECIAL BASEBALL CAPS, T-SHIRTS, ETC. AT HOME. **CRA WILL NOT BE RESPONSIBLE FOR LOST ITEMS.**

FOOD/SNACKS

Campers must bring their own snacks and lunch as well as drinks. Any parent forgetting a child's lunch/snack will be contacted and requested to bring food immediately. Campers must also bring a water bottle to camp, as they do become thirsty during outdoor activities. **If the parent fails to bring lunch, and CRA must send someone to the store to buy a meal, the parent will be charged for the purchased food along with a \$20 service fee. The camper cannot return to camp until this fee is paid.**

EPI-PENS, PRESCRIPTION MEDICATION

If you have indicated on the health fact sheet that your child will be bringing an Epi-Pen to camp, this Epi-Pen must be registered with the Health Care Supervisor on the morning of the first day of camp. The Epi-Pen must be in its original container with the prescription label on the box, or the Epi-Pen must have the child's name on the container, with a copy of the prescription or a doctor's note.

If prescription medication is to be administered, a signed and dated letter from the prescribing doctor, or a copy of the prescription, plus an [Authorization to Administer Medication form](#) must be received by Charles River Aquatics at least two weeks before camp starts. Charles River Aquatics must get approval from its consulting physician before medication can be administered. Without this approval, medication will not be administered by CRA staff.

MEDICAL ISSUES

CRA strongly suggests that parents let us know about any medical issues (cognitive, sensory, etc.) their child may have. These issues can be addressed in the comment section of the online application. Any parent wishing to discuss medical concerns, please feel free to contact Marilyn at: 617-777-3556. All information is confidential and not shared with anyone other than pertinent Charles River Aquatics' employees.

Important medical information about your child will help us make the camping experience more enjoyable for him/her, while allowing us to provide a safe environment for all campers as well as CRA staff.

MILDLY ILL OR INJURED CAMPERS

If your child is ill, then the counselor will bring him/her to the Health Care Supervisor in the First Aid Area. It is the responsibility of the Health Care Supervisor to make medical decisions regarding the state of the camper. If necessary, you will be called to pick up your child.

DISCIPLINE PROCEDURES AND EXPULSION FROM CAMP

If a child is misbehaving, disruptive or disrespectful, then the Assistant Aquatics Director will first explain to the child why his/her action is inappropriate and give the child a "time out". Parents will be informed by the Camp Director or Assistant. If the behavior continues, then the Camp Director may send the child home.

Any child found hitting a staff member of Charles River Aquatics will be expelled from our program immediately and not allowed to return. There will be no refund for the week the incident occurred. There will be a full refund if the child is enrolled in future camp weeks.

We have developed a point system to handle discipline. This can be found below.

EMERGENCY PLANS

In event of an emergency due to fire, weather or terrorist attack, we will comply with authorities and move the children to a safe location. We will NOT let the children leave camp unless a designated parent/guardian is there to pick up the child.

CAMP CERTIFICATION

The Charles River Aquatics Swim Camp complies with the regulations of the Massachusetts Department of Public Health (105CMR430-00) and is licensed by the Boston Department of Public Health. Parents have a right to review the camp's policies regarding: the background of all staff, our healthcare procedures, and our discipline and emergency action plans.

PARENTAL GRIEVANCE

If you are unsatisfied or would like to make a suggestion, please ask the Camp Director for a Parental Grievance form.

Discipline Procedure

Charles River Aquatics prides itself on providing a safe, friendly environment where all children can learn to swim while having fun in and out of the water.

We employ more staff than the 1:5 ratio (one instructor to five children) required by the Board of Health during Summer Camp. This ensures the safety of the children, gives added attention to those children who need it, and allows us to make sure all children are having a great experience.

However, for the highly sensitive child, who can become overly stimulated in an environment with a lot of: noise, laughter, splashing and directives by staff, the stimuli can be overpowering. In this case, the child may exhibit inappropriate behavior. This will cause a staff member to remove the child to a quieter environment, so the child can recover his or her composure. This time away from the rest of the swimmers by the staff member can be managed for short periods. Yet if we have more than one child needing the complete attention of a staff member for any length of time, this can lead to an unsafe environment for the rest of the children and staff as well. (There are always other issues during the day, from bloody noses to small bruises. These children are also in need of special attention. Should one staff member be busy with the highly sensitive child, who will be available to monitor bathroom breaks AND medical problems?)

Charles River Aquatics has instituted a point system, which we deem to be fair to every child enrolled. In this way, if a highly sensitive child is unable to adjust to the stimuli during the day and reaches his/her limit, we will follow the procedures set forth in the following protocol.

One Point for Each Infraction

- After a warning and two time outs, still refuses to obey directions.
- Goes off the table in the pool 'after being warned twice' not to do this (dangerous behavior for the child).

Two Points for Each Infraction

- Aggressive behavior toward another child (pushes, shoves, raises his/her voice to frighten or intimidate).
- Raises his/her voice to a staff member.
- Exhibits destructive behavior by breaking equipment on purpose.

Three Points for Each Infraction

- Throws things (such as toys, food) at another child or staff member. Behavior meant to hurt someone.
- Runs away or tries to hide from staff members.
- Refuses to return to the group after running away or hiding and must be carried back.

Eight Points for Very Serious Infractions

- Hits/hurts another child with the intention of causing serious harm (the other child completely innocent).

- Hits/hurts a staff member with the intention of causing serious harm.

If a child receives six points in any given day, he/she will be sent home. The parent must provide transportation within the hour. Failure to do so will cause the child to be excluded from the program for the following day.

If the child receives eight points in any given day, he/she will no longer be allowed to participate at Charles River Aquatics. There will be no refunds for the remainder of the week. Any siblings enrolled will NOT receive a refund.

Charles River Aquatics prides itself on meeting the needs of all the children. We hope that parents understand this. Anyone with questions or concerns, please call Marilyn at 617-777-3556.