



2018 Parent Guide

Welcome to Summer@GUS 2018! The following information will help you to become acquainted with the policies and procedures of our summer program. Our top priority is the safety and well being of your child within a healthy, HAPPY camp community!

Phone: 978-927-1064 x131

Email: summer@gus.org

Fax: 978-927-0060

Registration Portal Site: gus.campbrainregistration.com (your household account)

Address: 74 Hart St., Beverly, MA 01950

Summer Programs Office is located in the center of campus adjacent to the health center.

Website: <http://gus.org/summerprograms>

Forms found on website: Transportation Form, Meningitis Commonly Asked Questions Form, Medication Administration Form, Food Allergy Management Plan, and Field Trip Waivers. (Note: Additional Pick-Up Cards may be requested through email or calling the summer programs office.)

What to wear and bring to camp:

All campers should **wear closed toed shoes** so they can fully enjoy and engage in active activities including running and exploring in the out of doors. Campers are also encouraged to **wear shirts that cover their shoulders with shorts or slacks**. (Preschoolers are encouraged to pack one complete change of clothes in a labeled gallon size zip bag.) **Sunscreen** should be applied at home before camp and packed in their backpack. Counselors will support the application of sunscreen throughout the day. If parents desire their children to wear **insect repellent**, please be sure that is also packed. We discourage sprays of any kind to avoid eye injuries.

Campers staying for the full day should also **pack a lunch** with a cooler pack, **rain gear** so we can continue to enjoy the out of doors, and a **bathing suit and towel** to enjoy afternoon water activities or a trip to the Gordon College Pool.

We are excited to offer **Red Apple Lunch** service to our campers this summer! Red Apple Lunch thoughtfully sources, preps and delivers homemade lunches. For each lunch purchased they provide meals to families in need in the area. If you'd like to sign up please go to: www.RedAppleLunch.com
Click on "Camp Sign Up" If you have any questions send them our way a contact@redapplelunch.com.

Clutch Towel is happy to offer our SUMMER@GUS campers a special discount on Clutch Towels. The new microfiber towels designed to make packing for camp and the pool easier. They are super-absorbent, quick-drying, and fold down small, so you can easily pack and take them anywhere. To order, go to www.clutchtowels.com, and enter the code **SUMMER@GUS15** at checkout to get 15% off your entire purchase.

Each camper will receive a **SUMMER@GUS camp t-shirt and water bottle** on their first day of camp.

Please leave at home: Electronics, toys, valuables, pets, and items that could be considered a weapon. Glen Urquhart School is not responsible for lost or damaged personal items. **Campers are prohibited from using their cell phones during the camp day.** Staff will have cell phones to support communication and the health and safety of the community. If your child desires to speak with you, our counselors will assist them in calling from our office.

Lunch and Snacks

All campers registered to attend camp for the full day must bring a lunch daily to camp. Please be sure to include a cold pack in your lunch bag, as we do not have the ability to put everyone’s lunch in refrigeration. Please do not pack any lunch items that will need to be reheated.

We promote a nut-free environment to provide as safe as possible environment for our campers that have a serious nut allergy. Please do not send snack bars, baked goods, and candies that may contain peanuts, tree nuts, or nut butters or nut milks. Thank you.

Our health supervisor will partner with parents and campers to manage any food allergies that a camper may have. If your son or daughter has a food allergy it is very important that you share this information on your camper’s medical form. We will contact you to discuss the best allergy management plan for your child while they are at camp.

Counselors sit with our campers at lunch and snack discouraging any sharing of food. Making the time to wash our hands before and after eating is included in our program schedule.

Snacks are provided in the mid-morning and mid-afternoon. The following snacks will be provided daily:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM*	Chocolate Cheerios	Cheeze It’s	Welch’s Fruit Snacks	Rold Gold Pretzels	Camp Mix (Pretzels, Cheese-Its and Raisins)
PM	Popsicle or other Frozen Novelty	Popsicle or other Frozen Novelty	Popsicle or other Frozen Novelty	Popsicle or other Frozen Novelty	Vanilla Ice Cream with Chocolate or Strawberry Topping

* Additional morning option includes a cheese stick or sliced oranges.

Extended PM Snack will be an offering of one of the daily snack options.

At times we may have a special event that might include food options, parents will be notified. Please notify the director if you would like to bring in any special treats for the camp to inquire about food allergies.

Dietary Restrictions and Food Allergies MUST BE discussed and a written plan established with our Health Supervisor. Parent’s may pack individual snacks for their children.

Day Camp and Summer Enrichment Drop Off (Between 8:30 AM – 9:00 AM) Please enter campus off of Hart St. and pull into the drop off line where staff will greet you and support your camper from your car to join the campers and counselors at the playground. Parents should not get out of their car in the drop off line. If you need to get of your car we ask that you park in one of the designated parking places.

Pick-Up for Noon Dismissal and End of Day (4:00 PM – 4:30 PM):

Pick up will also be in the Hart St. parking lot. Please pull forward in the car line. Campers will be organized by the pick up area and as cars pull forward in the pick up line counselors will bring them to your car and support securing them in car seats. Please do not exit your car once you are in the pick up line. **Please display the SUMMER@GUS pick-up card in your window with your camper's name. If you do not have the pick-up card, counselors will ask for a photo ID.** On rainy days, parents should pull up along the carpool loop as usual; we will usher the children from inside the building to your cars.

A parent or guardian must pick up children. If you would like your child to go home with another adult, please fill out the **enclosed transportation form** with the names of anyone who could possibly be picking your child.

Campers not picked up by 4:30 PM will be enrolled in Extended PM Care and charged to their account online. Late pick-ups at Noon will be charged \$15.00 if after 12:15 PM.

Extended Care AM (7:30 AM – 8:30 AM) & PM (4:30 PM – 5:30 PM)

Extended Care is available by the week and you can register through your online account. If you have an unplanned event, please email us so we can accommodate your camper. We will add the charges to your account as needed. We must have previous notification so we can plan for staffing.

Please park and proceed to the Summer Programs Office to drop off and pick up from Extended Care. Caregivers must show a photo ID and sign their camper out of extended at the end of the day.

If you are stuck in traffic or have extenuating circumstances please call us so we can accommodate your child.

Late Arrivals and Early Pick-Ups

Please inform the Summer Programs office by phone or email if you need to arrange to pick up your camper early from camp. We will have them waiting in the Summer Programs Office for you. Please bring a Photo ID to sign them out.

If you are dropping your camper off after 9:00 AM, please park and escort them to the health office. We will check them in and take them to their day camp activity or summer enrichment course.

Attendance (Absence)

Please call or email the Summer Program Office before 9:00 am if your child will be absent or late. Daily attendance is taken between 9:00 am – 9:15 am. If your child is not in attendance and we have not received a message from you we will contact you to verify the absence.

Camper Conduct

Our priority is to ensure a healthy experience for all children and staff that fosters a safe environment that encourages individual growth and development. Our behavioral guidelines include:

Respect each other
Being courteous and kind
Cooperation in group activities and learning
Using appropriate language and gestures at all times
Value personal space (No hitting, jumping on each other, “hands to yourself”)
Following safety rules and guidelines

Camp personnel will actively monitor and coach the above behavior guidelines. In the event that a camper or staff member is unable to follow these guidelines, disciplinary action will take place. Coaching always starts with stopping behavior and a discussion, which may be followed up by further action. Further action may involve communication with the parent, time away from camp activity, or dismissal if in the best interest of the camp.

Afternoon Choice and Swimming (Groups entering 1st grade and older)

Monday through Thursday afternoons between 2:50 PM - 3:50 PM, campers will have the choice to participate in swimming or an activity at camp led by a Summer@GUS staff member. Swimming will be held off campus at Gordon College (see details below). The specific activity choice will be different daily and shared with campers at morning announcements. Campers will be asked for their activity choice during lunch period.

Swimming -Bennett Athletic and Recreational Center, 255 Grapevine Rd, Wenham, MA

- Campers and staff will be transported by school bus to the Bennett Center at Gordon College..
- Every camper will be assessed on their swimming ability and oriented to the rules of the pool before partaking in swimming. Non swimmers are welcome to bring a lifejacket to wear. Lifejackets must be a Coast Guard Approved PFD. Campers are not allowed to wear belts or arm floaties.
- Gordon College and Summer@GUS are providing certified lifeguards. The Lifeguard Ratio is 1:15 In addition we will have counselors (1:8 ratio) who will be oriented in water safety awareness and rescue to act as lookouts supporting our campers at the pool.
- We have exclusive use of Gordon Pool between 2:45 PM - 3:45 PM.
- Campers will change into their bathing suits before loading the bus to Gordon College and will have the opportunity to change after swimming before departing the pool at 3:45 PM.

Summer@GUS Social Networking Guidelines:

Summer@GUS asks staff members not to friend, follow, or participate in social media with campers. Social Networking sites are public and globally visible. The content displayed can impact a camper, family, or camp well into the future. Inappropriate behavior while networking will be subject to disciplinary action and includes:

- Any behavior or content that is used to demean, harass, bully, intimidate, or discriminate against another individual.
- Offensive, vulgar language
- Sexuality explicit photos or language
- Photos or content that could violate the reputation of Summer@GUS programs
- Using any Glen Urquhart School Logos

We ask that you inform us if you discover any images that are inappropriate or of concern to you.

Pictures may only be taken under the supervision of staff, with parent permission. Summer@GUS will be responsible for their marketing efforts as directed by photo permissions given by parents through the application process. At no time do we put a camper's name with a photo.

COMPLIANCE WITH THE BOARD OF HEALTH

Summer@GUS complies with regulations of the Massachusetts Department of Public Health and is licensed by the Beverly Board of Health. By law, parents have the right to review background checks on employees, and to review our policies and procedures as defined in our manual titled *Policies and Procedures for the Operation of a Recreational Camp Section 430*. Parents have the right to file a grievance against the Summer@GUS with the Beverly Board of Health.

By state law, medical and emergency forms must be signed and completed before a child may attend a summer program. Children must have had a physical performed within the last two years. Children may not participate in the Summer@GUS program if these forms are not on file. Unfortunately, children will be sent home from the program if they arrive without completed forms. We cannot properly care for children during an emergency or any other time if we do not have full medical and emergency information. GUS cannot provide refunds for non-attendance due to failure to submit these forms.

Illness at the program:

Summer@GUS has a Health Supervisor on our staff who is trained in CPR, First Aid, and is a pediatric nursing student at Endicott College. They are supported through consultation from our Health Supervisor, a licensed registered nurse, and a Health Consultant, a licensed physician. If your child becomes ill, the Health Supervisor or Director will call you and request that you pick up your child as soon as possible. Summer@GUS has a fever-free policy. We require that children be kept at home for 24 hours after their temperature has returned to normal. In the event of vomiting or the suspect of a communicable disease, parents will also be contacted to pick up their child.

Emergency Health Care:

If a serious emergency occurs, we will take a child by ambulance to the nearest medical facility. In the meantime, we will attempt to reach parents or an emergency contact person. Any child who has a serious allergic reaction and is administered an epinephrine injector will be transported to a medical facility immediately.

Administration of Medications:

With the exception of epinephrine injectors and inhalers, camper medications or pills of any kind will be stored only in a locked file in the Summer Program Office. In order to administer any medication, we must have written parental permission and medical authorization. Epinephrine injectors are considered medication and must be accompanied by a medical authorization form. Please fill out a medication form for any epinephrine injectors or other prescription medication that your child will bring to camp. These forms will be available on the gus.org website. By state law, we can only dispense medication out of the actual prescription container and only the Health Supervisors trained can administer medication. This container must be in its original prescription container, in the child's name, clearly designate exactly what and how much medication is being prescribed.

Communicable Diseases:

If your child is diagnosed as having a communicable disease (chicken pox, measles, strep throat, impetigo, etc.), please contact the Summer Program's Office.

Sunscreen and Insect Repellents:

We expect children to arrive for camp having already applied sunscreen. We fully assist young children with sunscreen application throughout the day, while expecting children to perform the age-appropriate level of participation in their own personal care.

On days that your campers have nature explorations or outdoor adventure we encourage insect repellent, ankle socks, and covered shoulders to reduce the possibility of insect bites. We will do Tick awareness with our campers and TICK checks when we come in from our explorations and adventures.

Please label your sunscreen and insect repellent with your child's name. PLEASE NO SPRAYS OR PUMPS!

ADMISSION TO GLEN URQUHART SCHOOL

We are proud of our school and would love to share more about it with you. We welcome you to contact our Admissions Director, Kristie Gonzalez at 978-927-1064 x115.

WE PRIDE OURSELVES ON PARTNERING WITH YOU TO PROVIDE THE BEST POSSIBLE EXPERIENCE FOR YOUR CHILD. THANK YOU FOR REVIEWING THE GUIDELINES IN THIS HANDBOOK WITH YOUR CHILD.