

# Camp Massasoit 2024

Information Packet

Mailing Address: 263 Alden Street Springfield, MA 01109  
Camp Location: 701 Wilbraham Road Springfield, MA 01109

## Spring 2024

Dear Camp Families,

Thank you again for choosing to have your child spend a portion of their summer break with us here at Camp Massasoit. We realize that the decision to find an appropriate and responsible summer camp is a serious one. We are pleased that you have selected Springfield College's Camp Massasoit for your child.

To our new families, our intention is for you to find tremendous satisfaction in your child's camp experience. We take great pride in what we do and we believe this is evident in the strength of our programs and the high number of returning campers each year.

For our returning families, welcome back! It is your commitment to our camp that allows us to maintain the quality programs year in and year out. We appreciate your confidence in us, and we strive to never let you down.

We encourage everyone to check our website, it is where you can download forms and get directions to camp. You can also learn more about what's going on at Camp during the summer and all year by "liking" us on Facebook at Camp Massasoit at Springfield College, by following us on Twitter at @CampMassasoit or on Instagram at @sceastcampus.

We anxiously await the summer camp season and the arrival of your child/ren for the summer; but first we need some information about them. All individuals who are responsible for registering a child for camp must review the following essential information regarding camp updates, policies and forms. Please remember that all payments and forms are due in the camp office by **June 1**. Please contact our office at 413.748.4020 if you have any questions about the information contained within this package.

As we look to embark on another year, we are confident the high-quality programming combined with the outdoor environment and fun will leave lasting memories for your child/ren. See you soon!

Respectfully,

Angela Veatch & Ben Taylor  
Directors of Camp Massasoit

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### **DOWNLOADED FORMS**

**In order to complete the registration process, all paperwork must be submitted to the Camp Massasoit Office by JUNE 1 (see mailing address above).**

Realizing people's busy schedules and the requirement that each child must have a completed physical within the last 24 months, please make necessary arrangements in order to meet these deadlines. This will help reduce administrative activity during the opening day check-in process and to ensure your child's safety during camp.

### **\*REQUIRED FORMS:**

No camper may attend camp without submitting and properly filling out any and all required forms.

### **\*EMERGENCY CONTACT & HEALTH RECORD FORM**

Submitting an emergency contact and health record form is a Massachusetts State Law; therefore, there are no exceptions. If you send in a copy of your child's physical and immunizations records the front side of the form still must be filled out. All immunizations must be documented and up-to-date or the child will not be able to attend camp\*.

- **HEALTH INSURANCE**

All campers must show proof of health insurance coverage for the time period at camp.  
This is documented on the health form.

### **PARENT/GUARDIAN DISCLAIMER**

During the registration process you agreed to the terms within the disclaimer document. If you did not thoroughly read the document, please familiarize yourself with the content, which includes the following: Authorization to Participate/Assumption of Risk/Release, Health Record and Emergency Authorization. This can be viewed by clicking on the 'Disclaimer document' or by logging into your account, clicking 'Finance' and then click on the disclaimer icon.

### **OPTIONAL FORM:**

#### **AUTHORIZATION TO ADMINISTER MEDICATION**

This form ONLY needs to be filled out if your child needs to take any medication during their time at Camp. Medication prescribed by a medical provider or any over the counter medication must have a form accompanying the medication.

Camp Massasoit's Health Supervisor is allowed to administer medication only if:

-It is in its original container with a written pharmacy label showing:

-date of the filling

-pharmacy name and address

-filling pharmacist's initials

-serial number of the prescription

-patient's name

-name of the prescribing practitioner

-name of the prescribed medication

-directions for use & cautionary statements, if any, contained in such prescription or required by law

-if tablets or capsules, the number in the container.

- Over the counter medication must be in the original container as well.

- A signed "Authorization to Administer Medication to a Camper" form

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### Attention EpiPen users:

If your child has an **EpiPen** or **Epi-Pen Junior** for any allergy, the camp requires that two (2) dosages be brought to the Camp's Health Supervisor on the first day of the session. This dosage will better allow us to protect your child during the time that may be needed for advanced care to respond. A signed authorization form is required for EpiPens. Please also make sure you complete authorization section specific to epinephrine injection.

### ADDITIONAL EDUCATIONAL INFORMATION:

- Under the camp forms page, as well as the registration page in the MyRec system there is information on meningococcal disease you can download.
- Due to the camp environment, we recommend that you do a daily tick check with your child.

## ADDITIONAL REGISTRATION INFORMATION

### CHILD RELEASE INFORMATION

In an effort to increase safety for your child, when you registered your child we required that all parents/guardians fill out who you authorize Camp Massasoit to release your child too. At Camp Massasoit, we have a pick-up policy (below) instituted for all campers. This policy goes into effect starting on the first day of the first session for each child and continues throughout the summer.

Until our staff members are able to recognize you and the people who will be picking up your child, a staff member will ask you for picture identification, which will be cross-referenced with the information you submitted when you registered your child. This is the only way that we can be certain that we are releasing your child to the appropriate individual(s).

The staff at Camp Massasoit will not release a child to anyone whose name has not been submitted either during registration or in writing after your child has been registered. This policy does include a parent, friend or relative that may have been omitted from the release list, whether intentional or not. Any changes to your list must be made in writing and submitted to the camp office. A note may be sent in with your child on the day that a new individual will be picking them up or you may download a child release form and submit it to the camp office. Please advise anyone picking up your child of this policy and our photo identification requirement.

### CAMPER GROUP PLACEMENT REQUESTS

We understand that many campers would like to be placed in groups with friends, cousins, or siblings, and that some campers would prefer not to be placed with a particular camper or group. Camp Massasoit will make **every** effort to fulfill group placement requests. We can make no guarantee when it comes to placing campers in camp groups. We must first meet mandated standards for camper-to-counselor ratios and then assure that camper groups are within appropriate age ranges. Group assignments will be available on the first day of each session that the camper is attending. If by chance something has changed since you submitted your request during registration please contact the camp office for assistance.

### AUTHORIZED VEHICLE PLACARD

On the first day of each session you will receive a vehicle placard. The purpose of this paper marker is to allow the camp staff to quickly identify whether or not a vehicle is authorized to be on camp property. We ask that this sheet be displayed on the dashboard of the vehicle that is picking-up campers. This form includes the Springfield

College seal and is designed to prevent photocopying. Please cut along the dotted line to create two vehicle markers. Each family is being provided with two of these markers, if additional are needed, please contact the camp office. Any vehicle not displaying this marker on campgrounds will need to obtain direct permission from the camp directors to remain on property.

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### **BILLING INFORMATION**

#### **Payment:**

- All payments will occur online with a minimum of a 50% deposit required at the time of registration. The Government Portal system accepts: Visa, Mastercard, Discover, and American Express
- You can make as many payments after your initial registration, but the outstanding balance is due NO later than June 1.
- To make a payment for an outstanding balance, log in to your child's account and then go to "My Account"

#### **Financial Hardship:**

- If you feel that you are unable to pay your child's outstanding balance by June 1, please contact the Camp office at 748-4020 as soon as possible.

#### **Non-Payment Policy**

- A fee of \$35 will be charged for any returned checks or unaccepted charges.
- A late charge of \$75 will be assessed if your child has an outstanding balance after June 1. Failure to pay your balance in full may result in additional fees or the removal of your registered camp session after June 1.

### **ADDITIONAL CAMP POLICIES**

#### **SWITCHING SESSIONS**

If your summer plans have changed and you need to switch your child out of their current session and into a different one a fee of \$25 will be assessed. Switching into a different session can only occur if space is still available in the desired session. Please contact the camp office to begin the process, however written documentation via email will be required.

#### **WITHDRAWING FROM A SESSION**

If you need to withdraw your child from a session please email Angela Veatch at [aveatch@springfieldcollege.edu](mailto:aveatch@springfieldcollege.edu). You will receive a confirmation email confirming your request to drop within 3 days of receiving it. If applicable (see our refund policy below) you should receive a refund check within 2-3 weeks of submitting your drop request.

#### **REFUND POLICY**

Refunds will not be made for cancellations received within two weeks of the program start date or for "no show" campers after the beginning of a session. In case of emergency situations or documented illness, program credit may be granted at director's discretion. A \$50 per session/per camper fee is a non-refundable administrative fee regardless of the situation.

#### **WAITLIST POLICY:**

In the event that a session is full, you can select the option to join a waitlist. If a slot becomes available you will be notified by email. Once you have been notified you will have 24 hours to accept the slot via email (Please note that no waitlist acceptance can be made verbally). If you do not accept it within the 24 hour timeframe then the slot may no longer be available to your child.

#### **CAMPER PICK-UP LATE POLICY**

Camp Massasoit offers late pick-up for all campers until 5:00 PM each day of camp at no additional charge. ALL campers must be picked up by those who have been authorized to do so by this time. In the event of repeated offenses exceeding the 5:00 PM pick-up deadline, and after a verbal warning the Camp Directors have the right to apply fees for each offense thereafter.

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### **MEDICAL FACILITIES**

A Health Supervisor is on staff during the camp day for routine first aid. For any emergency beyond the limit of the camp's health supervisor, Springfield College's Public Safety officers will be contacted. If recommended or advised by Public Safety, the camper will be transported by ambulance to either the Mercy or the Baystate Medical Center Emergency Room (approximately four miles from camp). Parents/guardians will be notified immediately.

### **NOTIFICATION OF ILLNESS OR INJURY**

The parent or guardian will automatically be notified by one of the camp directors, health supervisor or head counselor of any illness or injury other than minor conditions such as cuts, bruises, colds, etc. Minor conditions will be reported if the parent or guardian requests the camp to do so. Parents will also be contacted if the child is feeling unwell.

### **ADDITIONAL HEALTH PRECAUTIONS:**

Below are some additional practices that will be implemented throughout the summer to mitigate risk:

- Staff will provide campers with an orientation at the start of each camp session if they are feeling unwell or hurt.
- Hand hygiene practices for both staff and campers will be encouraged throughout the day, included but is not limited to: arrival at camp, before and after meals, after bathroom use, after coughing/sneezing and before and after each program area. Additionally, food and drinking containers are never to be shared.
- To minimize individuals on the property, any individual dropping off a late camper or picking a camper up early will contact the office upon arrival to camp property. For a late arrival a staff member will meet the camper in the parking lot and take the camper to their group. If a camper is leaving early a staff member will bring the child to the car and normal sign out procedures will occur.

## **CAMP SESSION INFORMATION: HOW IT ALL WORKS**

### **FIRST DAY OF CAMP**

On the first day of each session, there will be staff members in the parking lot to inform you of your child's group number. All of the counselors will be waiting in the picnic grove area with a group number clearly displayed. If parents want to meet their child's counselor in order to help ease the transition, they can park and walk their child up to the picnic grove area. Please note that after the first day, children will be dropped off in the lower parking area and they will then meet their group and counselor in the picnic grove.

### **CAMPER ARRIVAL, DEPARTURE, AND EXTENDED CARE**

#### **Early Watch**

Early supervision is provided for registered campers. It begins at 8:00 a.m. and no child should be brought to camp prior to this time. If there are no staff members in the lower parking lot, please wait until one arrives before having your child exit the vehicle.

#### **Arrival and Departure**

Campers should arrive no later than 8:30 a.m. Pick-up begins at 4:15 p.m.

#### **Late Watch**

Late supervision will be provided until 5:00 p.m. In the event that a parent or relative does not pick up a child by 5:00 p.m., a staff member will call the contact numbers provided in the camper's file. If there is no one available to pick up the camper, one of the camp directors will then notify the Massachusetts Department of Social Services and release the child into the department's custody. \*Please see Camper Pick-Up Late Policy\*

### **ABSENCE**

If your child will be absent from camp, please contact the camp office by 9:00 a.m. on the day of their absence. If a child is absent for more than two consecutive days and no phone call has been received from the legal

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guardians, camp staff will do their best to attempt to contact the camper's legal guardian to verify the child's absence.

### UNREGISTERED CAMPERS

If a child is dropped off at camp without having been properly registered for the current session, Camp Massasoit will consider the child to have been abandoned. If any contact information for the child is available, the camp staff will work to contact the legal guardians and rectify the problem. This could result in either registering the child with appropriate paperwork and procedures or ask that the child be picked up immediately. If no contact information is available, then camp staff will contact appropriate authorities to assist in dealing with an abandoned child.

### EARLY PICKUP

Please send us a written note on the day you will be picking up your child early. To help avoid interference with general dismissal, early pick-up accommodations are available until 3:30p.m, after that time staff can only provide this service in emergency situations. Park in the lower parking lot and call the camp office at 413-748-4020. A staff member will meet you in the lower parking lot with your child to sign out the camper. Photo identification will be checked.

### WHAT TO BRING TO CAMP

Please send your child each day with the following items. *PLEASE PUT THE CHILD'S NAME ON EVERYTHING!!!!*

- 1 mask – in the event they need to visit the Health Office
- Bathing suit (one-piece bathing suits for females) and towel
- Clothing appropriate for camp in coverage, language, and symbolism
- Rain Gear
- Closed-toed shoes (**NO SANDALS OR FLIP FLOPS ALLOWED**)
- Sunscreen (your child will be responsible for applying their own sunscreen)
- Insect repellent (verbal use of insect repellent will be encouraged throughout the day by staff)
- A full water bottle (we will refill it throughout the day)
- Lunch and a morning snack

Lunches will be refrigerated, but please send your child with a morning snack in their backpack. Shorts, T-shirts, socks, and sneakers are recommended, as well as a sweatshirt or jacket on cool mornings. Please **label** all clothing and lunches with your camper's name. Your child **should not** bring toys or any other items from home. We will keep your child busy during the day.

### WHAT NOT TO BRING

Please do not send your child to camp with any of the following items:

- Alcohol, tobacco products, and/or drugs
- Personal sports equipment
- Weapons of any kind
- Animals (unless used in assisting an individual with a disability)
- Materials considered to be inappropriate for a child care setting
- Ipods, cell phones, video games

### ACTIVITY BLOCKS (TENTATIVE)

Each day consists of four, one hour and 30 minute activity blocks. We run on a two day rotation that includes: ropes course, archery, project wild, swimming – free swim and swim lessons, boats and an open block.

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### **DAILY SCHEDULE (Tentative between 8:30 a.m. and 4:15 p.m)**

Early Care (optional) - 8:00-8:30 a.m.	Drop off by 8:30 a.m.
Opening Ceremonies within designated areas- 8:45-9:00 a.m.	
Activity Block 1 - 9:00-10:30 a.m.	Activity Block 2 - 10:30-12:00
Lunch – 12:00-1:00 p.m.	
Activity Block 3 - 1:00-2:30 pm	Activity Block 4 – 2:30-4:00 p.m.
Pick up begins at 4:15 p.m.	Late Care (optional) - 4:30-5:00 p.m.

### **VISITORS**

Camp Massasoit strives to create a camper focused environment through engaging and educational opportunities with limited distractions. Therefore, only visitations that have been set-up by the Camp Office will occur. A staff member will also escort the visitor during their time at Camp.

### **BEHAVIOR**

All campers are expected to behave in an appropriate manner at all times. They are required to abide by all camp rules and regulations and to comply with requests from the camp staff. This is for their protection, as well as the safety of other campers. Physical and/or verbal harassment will not be tolerated in any form. Camp Massasoit staff will not tolerate “bullying” in any form by our campers. Campers whose behavior is unacceptable are subject to dismissal by the camp directors. No refunds will be made at that time.

### **FEEDBACK AND GRIEVANCES**

At Camp Massasoit, we seek to exceed your expectations for a summer camping experience. This is only possible through honest communication between the camp staff, campers and their guardians. If at any time you feel that there is an area of concern that we as a camp need to be more aware of, please speak to any member of our staff or ask to see our policies and procedures, which includes but is not limited to: background checks, health care, and discipline. If you believe at that point that the matter requires further attention, we encourage you to contact the camp directors. Any issues that a guardian believes has not been appropriately addressed by the camp director may be brought to the attention of Springfield College’s Office of Human Resources at 413.748.5678.

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### DIRECTIONS

#### **From the East or West**

Take the Massachusetts Turnpike, Interstate 90, Exit 6. After toll area, turn left at the traffic light onto Interstate 291 West. Proceed one mile to Exit 5, East Springfield/Indian Orchard. Turn right at the end of the exit ramp onto Route 20A, then immediately move into the left lane. Turn left at the first light onto Roosevelt Avenue. Proceed three miles to Alden Street and turn left. Proceed down Alden Street to first light; take a right at the light. East Campus is the first driveway on the right. Follow road to lower parking lot.

#### **From the North**

Take Interstate 91 South to Interstate 291. Proceed four miles to Exit 5B, East Springfield/Indian Orchard. Turn right at the end of the exit ramp onto Route 20A, then immediately move into the left lane. Turn left at the first light onto Roosevelt Avenue. Proceed three miles to Alden Street and turn left. Proceed down Alden Street to the first light; take a right at the light. East Campus is the first driveway on the right. Follow road to lower parking lot.

#### **From the South**

Take Interstate 91 North to Exit 2, Route 83. Proceed on Route 83 to the second traffic light and turn right onto Sumner Avenue. After two miles, turn left onto Roosevelt Avenue. Continue through two traffic lights, and then bear left at the stop sign. Half a mile after the stop sign, cross a bridge and turn right onto Alden Street. Proceed down Alden Street to the first light; take a right at the light. East Campus is the first driveway on the right. Follow road to lower parking lot.

