



Summer
2019
Handbook

Camp West Woods would like to welcome all of our campers, new and returning, this summer!!

Please carefully read the information contained within this handbook.

Behavior Expectations

All campers are expected to follow these guidelines:

- Respect peers
- Respect counselors
- Have a positive attitude
- No cell phones
- No vulgar language
- No graffiti
- No littering
- Let's keep nature happy

Camp West Woods has a strict policy against bullying. The atmosphere that is created at camp is intended to make all of our campers feel both physically and emotionally safe. If issues arise, we will work with each camper to resolve them and we will contact the parents to keep them informed of the situation. If necessary, we will ask parents to pick up their camper if bullying or behavior issues are a continuous problem.

Arrival and Departure Information

We are looking forward to welcoming your family to camp this summer and that process begins even before you arrive! Attendance for all campers is taken on a daily basis. For liability and safety reasons it is extremely important that we know when your child is not at camp. If you know your camper will be absent, please notify the Day Camp Office at 781-341-4424. If you need to pick your child up early, we ask that you inform the office before 12:00 pm that day.



Camp Drop-off/Pick-up: What you need to know!

MORNING DROP OFF IN UPPER LOT

- Drop off time is between 8:45 and 9:00 am for regular campers.
- Lower Camp children (pre-school/kindergarten) - are walked into the pre-school building by either a parent, guardian, or counselor.
- Middle and Upper campers - Parents pull into one of the three marked lanes and wait for a counselor. Children are then escorted from their vehicle by a camp counselor. Parents wait in their cars. Campers go straight to their counselor to drop off their belongings and meet their group.

Extended Camp AM Drop Off

Campers are dropped off in the upper lot beginning at 7:30 am. Counselors will be there to receive and sign your child in for the day and bring them to the gym. Parents are required to wait in their cars.

PICK UP IN UPPER LOT

- Pick-up time is between 3:50 pm and 4:00 pm for regular day campers. If a child is NOT enrolled in extended day, they must be picked up before 4:00 pm. If a child is not picked up, they are walked to extended day and there will be a fee charged.
- Parents should pull into one of the three marked lanes and wait for a counselor to collect their Pickup Authorization Card. Children are then escorted to their vehicle by a camp counselor. Parents wait in their cars.

Extended Camp PM Pick Up

Campers are brought to the gym for activities and pick up. Campers are picked up in the Upper Lot. Parents should pull into one of the three marked lanes and wait for a counselor to collect their Pickup Authorization card. Children are then escorted to their vehicle by a camp counselor. Parents wait in their cars.

What is a Pickup Authorization Card?

A Pickup Authorization Card is a small green card that you will receive on the first day you bring your child to camp. It will be filled out with the child's name, age, town and group they are in. You must present this card to pick-up a child from camp. If you lose your card or forget it, a staff member will ask for a license to make sure the individual picking up is on the approved pick-up list. ***Please keep your Pickup Authorization Card with you when picking up.***

What to Bring to Camp with You:

Mark everything your child brings to camp with his/her name in permanent ink. Placing camp supplies and personal items in a small backpack will help your child keep everything together and make it easier to find what he/she needs while he/she is at camp.

- Wear comfortable clothing that can get dirty.
- Wear athletic shoes or sandals (closed toe required to protect your child's feet while playing). Wear one pair of shoes and bring sandals for the pool area if desired.
- Pack a change of clothes, including underwear and socks, in case clothes get wet or dirty.
- Bring a towel and bathing suit EVERY DAY! You may want to add goggles if desired.
- Light jacket or sweatshirt for chilly mornings.
- Bring a raincoat on rainy days.
- Broad-spectrum sunscreen, SPF 30 and bug spray. (Lower Camp counselors will apply sunscreen to your child. Middle and Upper Campers will be reminded to put sunscreen on, but will apply it themselves)
- Sun hat or baseball cap.
- Water Bottle (with name clearly written on it)
- Plastic bag for wet or dirty clothes.

What to leave home:

- Electronic games or devices
- Cell phones!! (Campers are not allowed to have cell phones at any time.)
- Trading/playing cards
- Valuables– we are not responsible for lost or stolen items
- Weapons (play or real)
- Animals
- Medications– all medications should be checked in with Camp Nurse

Lunch

All Day Campers are required to bring their own lunch. Pack enough food, as the campers are active throughout the day and burn a lot of energy! A Kosher refrigerator and microwave are located in the Camp Office.

Lost and Found

The camp experience is an opportunity for a child to learn responsibility for their personal items. As a family, please discuss the importance of caring for and keeping track of gear as Camp West Woods is not responsible for lost or missing items. If an item is lost, please check the Lost & Found during pick up. Every effort is made to return clearly marked items!

Financial:

- **All balances must be paid before the start of camp.** If balances remain unpaid, your child may lose his/her spot in camp for that registered week. Any special circumstances, financial assistance or payment arrangements **MUST** be made prior to the deadline.
- If a camp week is cancelled by Camp West Woods for any reason, a refund will be issued in the original form of payment.
- If your child is asked to leave camp because of behavior issues, a refund will not be given.
- If your child cannot attend a day that they are registered for, a refund cannot be given

Camp Activities that your child will have the opportunity to experience:

- Swimming (Instructional and Free Swim)
- Gymnastics
- Disc Golf
- Arts and Crafts
- Karate
- Dance
- Cooperative Games
- Sports
- Archery
- Ropes
- Science
- Theater
- And more!

At the end of every day we have an elective period where the activities change throughout the week and campers can choose which activity they go to. It is a good opportunity to meet new friends and branch out as they try new things. It is an exciting time for all campers!

Thank you!

Camp West Woods would like to thank you for choosing us as your summer fun provider! We take pride in our programs and we appreciate any feedback that we receive. Please let us know if there is anything we can do to make camp the best experience possible.