



# PARENT HANDBOOK

**Boys & Girls Club of Greater Billerica**

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BOYS & GIRLS CLUB  
OF GREATER BILLERICA

## SUMMER CAMP – PARENT HANDBOOK

### TABLE OF CONTENTS

OVERVIEW .....	3
ORGANIZATION .....	3
SCHEDULE .....	4
TUITION .....	5
ATTENDANCE .....	6
PARTICIPATION/BEHAVIOR .....	6
STAFF TEAM .....	8
PERSONAL BELONGINGS .....	9
SNACKS, LUNCHES AND WATER .....	9
FIELD TRIPS .....	10
AQUATICS .....	10
HEALTH & SAFETY INITIATIVES .....	11
MEETING INDIVIDUAL MEMBER’S NEEDS .....	17
HANDBOOK ACKNOWLEDGEMENT .....	18



**BOYS & GIRLS CLUB**  
OF GREATER BILLERICA

## SUMMER CAMP – PARENT HANDBOOK

### OVERVIEW

Boys & Girls Club of Greater Billerica Summer Camp operates at the Club's main site at our 19 Campbell Road location. Summer Camp is open to youth & teens, from any community, who have completed grade K-7 the previous school year. Camp incorporates the necessary elements for a quality program, including education opportunities, social emotional learning, physical activity, and social recreation. Camp operates Monday-Friday from 8:00 a.m. to 4:00 p.m., with optional extended hours from 4:00 p.m. to 6:00 p.m.

Campers are placed with age-appropriate peer groups and supervised by trained youth development professionals. Campers spend their day rotating through our building and participating in programs in our Learning Center, Makerspace, Music Studio, gamesroom, gym & pool while also spending time outside.

### ORGANIZATION

Boys & Girls Club of Greater Billerica is a private, not for profit, 501(c)(3) organization. Its tax identification number is 23-7106468. Boys & Girls Club of Greater Billerica is overseen by a Board of Directors made up of 18 individuals who volunteer their time to provide oversight and guidance. Additionally, the organization is a member of both Boys & Girls Clubs of America and the Massachusetts Alliance of Boys & Girls Clubs.

### Licensing

Boys & Girls Club of Greater Billerica complies with regulations of the Massachusetts Department of Public Health, including Regulation 105 CMR 430.00 Minimum Standards for Recreational Camps for Children, and is licensed by the Town of Billerica Board of Health. According to the Massachusetts Department of Public Health, parents may request information regarding background checks, health care and discipline policies as well as procedures for filing grievances.

The program provides equal access to Club programs. Applications for enrollment are acted upon without regard to race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, national origin, or exclusion from care due physical disability.

Camp Leadership			
Summer Camp Director	Barbara Niles	Ext. 104	<a href="mailto:bniles@billericabgc.com">bniles@billericabgc.com</a>
Unit Director	Dickie Ackroyd	Ext. 107	<a href="mailto:rackroyd@billericabgc.com">rackroyd@billericabgc.com</a>
Assistant Summer Camp Directors	Danielle Barbrie & Katie Neufell	Ext. 125	<a href="mailto:dbarbrie@billericabgc.com">dbarbrie@billericabgc.com</a> <a href="mailto:kneufell@billericabgc.com">kneufell@billericabgc.com</a>
Director of Billing	Kelly Lawler	Ext. 103	<a href="mailto:childcarebilling@billericabgc.com">childcarebilling@billericabgc.com</a>
Aquatics Director	Nikita Kirik	Ext. 120	<a href="mailto:nkirik@billericabgc.com">nkirik@billericabgc.com</a>
Teen Director	Vanessa DiChiara	Ext. 117	<a href="mailto:vanessa@billericabgc.com">vanessa@billericabgc.com</a>
Chief Executive Officer	Meg Gambale	Ext. 110	<a href="mailto:mgambale@billericabgc.com">mgambale@billericabgc.com</a>

## SCHEDULE

Summer Camp is open to youth who complete grades k through 7 the previous school year. The program is offered Monday through Friday in the following sessions:

**Session 1: June 29, 2026 - July 2, 2026 (Camp closed Friday, July 3, 2026)**

**Session 2: July 6, 2026 - July 24, 2026**

**Session 3: July 27, 2026 - August 14, 2026**

There is no weekly or daily enrollment.

Summer Camp operates from 8:00 a.m. until 4:00 p.m. each day, with optional extended hours of 4:00 p.m. to 6:00 p.m.

## Late Pickup Policy

There is a late fee of \$1.00 for every minute that a parent/caregiver is late picking up their child if a parent/caregiver is more than 10 minutes late. You will be billed electronically for this fee. Remember to allow for extra time on days when driving conditions are poor or when traffic is heavy.

Please be considerate of the Club's staff, who often need to travel and pick up their own children elsewhere, when your children are safely dismissed.

If pick up is more than 10 minutes late and a parent/caregiver has not contacted the program, staff will call the listed emergency contacts to pick up the child and release them into their custody. If we are unable to reach any authorized adult contacts for the child, staff will notify local authorities.

## Sample Daily Schedule

8:00 a.m.	Arrival, Check-In with Club Staff
8:15 a.m.	Morning Meeting - Review daily schedule and group expectations
8:30 a.m.	Social Recreation Time in the Gamesroom
9:30 a.m.	Free Swim in the Pool
10:30 a.m.	Physical Fitness Activity/Group Game in the Gym
11:30 a.m.	Arts & Crafts
12:00 p.m.	Lunch & Recreation
12:30 p.m.	STEM Activity
1:30 p.m.	Outdoor Group Game
2:30 p.m.	Makerspace Activity
3:30p.m.	Team Building Activity
3:50 p.m.	Prepare for Dismissal



BOYS & GIRLS CLUB  
OF GREATER BILLERICA

## SUMMER CAMP – PARENT HANDBOOK

### TUITION

The obligation to pay your summer program tuition is unconditional, and no portion of such fees can be refunded due to the subsequent absence, vacation, or withdrawal of any child(ren). You are required to pay for the entire session you register for regardless of whether your child(ren) attends the program or not. It is your responsibility to keep your tuition account current. If your tuition becomes delinquent, we reserve the right to withdraw your child(ren) from the program due to non-payment.

Upon registration for Summer Camp, a \$50 registration fee will be charged immediately. Camp deposits and all remaining balances will be billed based on the schedule below. **The registration fee and all deposits are both non-refundable.** A stored account is required for registration and will be charged automatically. You will access invoices and receipts through the MyClubHub Parent Portal.

Any changes to camp schedules must be communicated prior to June 1, 2026. If you unenroll from one session, your deposit will be applied to other sessions. If you are not enrolled in other sessions, deposits and any tuition paid will be refunded and no further payments will be billed to your account. **No refunds will be granted for changes made on or after June 1, 2026.**

Camp Session	Payment Due
All Camp Deposits Session 1: \$75, Session 2 & 3: \$125 per session	April 17, 2026
Session 1: June 29 <sup>th</sup> – July 2 <sup>nd</sup> Remaining Balance of \$145	May 18, 2026
Session 2: July 6 <sup>th</sup> - July 24 <sup>th</sup> Remaining Balance of \$700	June 15, 2026
Session 3: July 27 <sup>th</sup> - August 14 <sup>th</sup> Remaining Balance of \$700	July 15, 2026

### Late Fees

There is a \$10 late fee for late tuition. If payment is not received or your stored account is declined, this fee will be issued and added to your account. If at any time your family situation changes and you need to rework your payment plan, please reach out to the Director of Enrollment & Billing for support. Make sure to update your Parent Portal if your payment method changed. Non-payment may result in your child(ren) not being able to continue with the program.

### Payment Methods

Billing will be run through the MyClubHub Parent Portal. Families must store an account and will be charged automatically on the above due dates. Families who wish to make payments before billing is run, can log onto the portal and pay ahead. Please connect with the Club for more detailed instructions on this process. In addition to your MyClubHub Parent Portal, families may pay by cash, check, or credit card at the Club. Please contact Childcare Billing for more information or support at [childcarebilling@billericabgc.com](mailto:childcarebilling@billericabgc.com).



BOYS & GIRLS CLUB  
OF GREATER BILLERICA

## SUMMER CAMP – PARENT HANDBOOK

### ATTENDANCE

If your child(ren) is not going to attend the program as scheduled, you must let the Club know that they will be absent by 7:30 a.m. To report an absence, email [childcarebilling@billericabgc.com](mailto:childcarebilling@billericabgc.com) or call 978-667-2193 x103. Email and voicemail are available 24 hours a day and will be checked each morning, prior to the start of the program. If a child does not report to the Club on a scheduled day, parents/caregivers will be contacted if no communication of an absence has been received.

### Late Arrival/Early Dismissal

Late arrivals and early dismissals require deviation from established routines and goals of the program. If unavoidable, advanced communication with the program director is required to prepare staff and the program accordingly for a safe dismissal.

### Arrival Policy

Drop-off begins at 8:00 a.m. parents/caregivers should park their car and escort their child to their group's designated arrival door. Parents/caregivers will check in with a camp staff to receive their child and sign them in to the program. Door assignments will be shared prior to the start of camp and all entrances will be labeled. Please note, late arrivals must enter through the Club's front desk. Signs will be removed to show that doors are closed for arrival.

### Dismissal Policy

Dismissal will begin at 3:50pm. Parents/caregivers should park their car and meet at their child's designated door. You must have your identification confirming you are an authorized pick up. Camp counselors will meet all pick-up people at their group's dismissal door, and after confirming the person is an approved pick-up, the camper will be dismissed.

Early pickup must be communicated prior to 1:00 p.m. to accommodate the safe dismissal. Early pickups, once confirmed will be done at the Club's Front Desk. Identification is required to confirm that the adult is authorized for pickup.

### PARTICIPATION/BEHAVIOR

The purpose of the Club's summer programs is to promote connection and engagement for young people in a safe, supervised space. Youth and teens are expected to fully participate in all activities provided by the program. Participants are expected to be able to work with peers as well as work independently throughout the day. Behavior that disrupts the positive learning environment will not be tolerated. Every effort will be made to redirect the child when necessary. Additionally, the Club will attempt to create a close partnership with the family to promote positive behavior.

All behavior infractions shall be documented in an incident report and put in the child's file. A copy will be given to parents/caregivers at the time of pick up. If a youth or teen exhibits inappropriate behavior consistently, a meeting will be set up with the program director and the parents/caregivers to discuss.

Participants must be able to participate independently in activities offered. Boys & Girls Club of Greater Billerica is proud to offer low staff:camper ratio (1:5 for ages 6 & under and 1:10 for ages 7 & older). However, we cannot

## SUMMER CAMP – PARENT HANDBOOK

provide 1:1 supervision to any camper and our program may not be the appropriate program for youth who require this type of support.

Continuous inappropriate behavior or the child's inability to engage fully in the activities in a cooperative manner will result in termination from the program.

### Behavior Management Policy

Redirection is the main behavior management practice at the Club. Our staff team always reinforces positive behavior by recognizing positive actions. Children are asked to participate in the establishment of group expectations whenever possible. Our experience has demonstrated that this helps them take ownership of the rules. Every effort will be made to have any incident become a learning experience, however we believe in holding Club members accountable and will not allow behaviors that will place the safety of other members at risk. We ask the parents/caregivers help partner in creating this positive Club culture by reinforcing the following expectations at home.

Examples of ways the Boys & Girls Club staff will deal with behavior issues using techniques that include:

- When acting unsafe, inappropriate, etc., youth will be asked to make a different choice. This will remove them from the current situation and into a new and better one.
- Providing youth and teens with expectations that are clear, age-appropriate, and consistent.
- Asking children how they feel when they are upset, frustrated, sad, etc. or if something is wrong. Are they tired? Are they hungry or worried about something? Youth/teens are encouraged to express their feelings and talk about them with a trusted adult. This helps to facilitate the development of good coping skills.
- Speaking in a calm and private manner and getting down to their eye level.
- Using positive words and phrases, rather than those that start with "no." For example, directions are "Please walk in the hallways" as opposed to "No running."
- Removing the child from the group and the classroom until they are able to regain self-control and rejoin the group.

Boys & Girls Club of Greater Billerica prohibits:

- Spanking or other corporal punishment of children.
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment.
- Depriving children of meals or snacks.
- Force feeding children.
- Discipline or child guidance techniques that require the use of any physical restraint.

The following may be reasons for termination from the program, as determined by the cohort leader, program director and Executive Director:

- Staff determines the child is not adjusting to the program
- Continuous disrespect to staff
- Fighting/attempting to injure
- Stealing
- Inappropriate parental behavior
- Disrespect, humiliation, or ridiculing of staff

- Speaking inappropriately to other children in the program
- Failure to make tuition payments

Should a problem arise with another child or staff in the program, all concerns should be addressed to the program director. Confidentiality will always be maintained toward children enrolled and their families.

### Parent/Caregiver Communication

Boys & Girls Club of Greater Billerica encourages open communication and wants to partner in the care of your child(ren). Parents/caregivers should connect with our Childcare Director to share any feedback, provide additional information about your child(ren), and/or report any concerns.

Please make sure to provide up-to-date information to the Club for us to provide the best possible care for your child. Important topics to communicate with Camp Leadership include any accommodations needed for you child(ren) to be successful, changes to custody agreements and/or authorized pickups, behavioral concerns, medical updates and/or medication changes, absences from camp.

The Club utilizes the [MyClubHub Parent Portal](#) for all member information, including authorized pickups, current medications and medical needs, and general demographics. Make sure to keep your child's record up to date.

To update your child(ren)'s information:

- Log into your parent portal.
- Click "Update Your Information" in the Top Menu.
- Choose the child you need to update under "Select Household Member."
- Under "Select Form to Update" choose the section that needs to be updated
- Click Next and then update the relevant information or use "File Upload" to attach relevant documents.
- Make sure to click Finish to complete and save this update for staff review.

### STAFF TEAM

Camp will be supervised by the Camp Director and designated camp leadership. Adult camp counselors will supervise campers at all times to ensure their health and safety. All campers will be kept within line of sight or in close proximity of Club staff at all times. Staff members also must be trained in CPR and First Aid within six months of hire and at least one staff person trained in CPR and First Aid must always be on the premises. Staff members participate in regular professional development opportunities to expand their knowledge of youth development principles and practices.

### Camp Groups

Campers are assigned to groups with age-appropriate peers based on their grade during the 2025-2026 school year. We maintain a staff:camper ratio of 1:5 for youth ages 6 & under and 1:10 for youth ages 7 & older. Each camp group will have 30 campers or less and at least 3 adult camp counselors, following our ratio regulations.

The Club can not accommodate group requests due to the volume of campers. Staff design activities to ensure campers are creating friendships and developing positive relationships with their peers throughout the session.





BOYS & GIRLS CLUB  
OF GREATER BILLERICA

## SUMMER CAMP – PARENT HANDBOOK

### PERSONAL BELONGING

Children are responsible for their own personal belongings while at the Club. The Club is not responsible for lost or stolen items. Each child will store their belongings in cubbies throughout the day; however, all personal belongings must be taken home each evening.

Participants will need the following supplies for a successful day of camp, each day:

- Reusable water bottle
- Appropriate, active clothing, including closed toed shoes
- Bathing suit, towel, and plastic bag
- Sunscreen (labeled with their name!)
- Lunch & Snacks
- And a positive attitude!

Please leave the following at home:

- Food items containing any and all peanut or tree nuts
- Electronics, including but limited to video games, laptops and cellphones\*
- Other valuables and toys
- Dangerous/Hazardous items (including weapon imitations)

\*If a parent requests that their child bring a cell phone to camp, the device must be kept in the child's bag for the duration of the day. Older campers may be permitted to use their devices during approved times only.

### Lost & Found

**We strongly encourage families to label all camper belongings with a first and last name.** Campers are encouraged to check the lost and found daily for any missing items. If your child brings home something that does not belong to them, please return it to the front desk. The Club's "lost and found" is donated after every session.

### SNACKS, LUNCHES, AND WATER

Campers will be scheduled for a lunch and also have snack & water breaks throughout the day. The Club does not provide lunch or snacks to our campers. Make sure to pack a reusable water bottle, lunch, and extra snacks for throughout the day.

Please, when packing lunch and snacks for your child, we ask that you follow these guidelines:

- NO NUTS.
- Please, no candy.
- Individual-sized portions (i.e., no large bags of potato chips).
- Please, no soda or other sugary beverages.
- We are unable to provide microwave or refrigeration for campers, so please pack accordingly.

Sharing of food and beverages among campers is strictly prohibited.



BOYS & GIRLS CLUB  
OF GREATER BILLERICA

## SUMMER CAMP – PARENT HANDBOOK

### Nut Aware Policy

Boys & Girls Club of Greater Billerica is a nut aware building. **Due to the number of members with allergies, we ask that you DO NOT allow your members to bring in foods with peanuts or tree nuts.**

Members who are allergic to peanuts can have a reaction from breathing it in and/or touching surfaces where the peanuts were present. In an effort to keep everyone safe please DO NOT send members in with foods that contain peanuts or nuts.

### Special Diets

If you child has dietary restrictions and/or allergies, please make sure to note this during the registration process. The Club will do its best to ensure all guidelines are followed for your child's safe participation in our program. Please connect with Camp Leadership to review any needed accommodations.

### FIELD TRIPS

Field trips occur during Session 2 and 3 of Summer Camp. Scheduled field trips generally depart the Club by 8:30 a.m. and return to the Club around 3:30 p.m. Campers travel by school bus with their staff and group to all excursions.

All campers and group staff attend scheduled field trips and there is no option to stay at the Club on field trip days. Any camper who does not plan to attend the field trip must stay home from camp on that day. Additionally, the Club cannot wait for late campers, make sure to arrive on time for field trip days.

A detailed list of trip locations, specific logistics, and departure/arrival times will be shared before camp begins.

### Camp T-Shirts

All campers must wear their Boys & Girls Club shirt on all field trips. Campers will be provided one camp t-shirt for the summer. If you would like an extra or need a replacement t-shirt, you may purchase one for \$10.

### Field Trip Transportation

Field trip transportation is provided by Eastern Bus Co. or a Club van. When using the Club van, suitable restraints or seat belts shall be provided for and used by each child, driver, and attendant. Camp counselors will be informed of any information that may assist in transporting a child, including medical or behavioral needs. A first aid kit and emergency numbers for all children will be available when transporting campers.

### AQUATICS

All camp groups will have access to the Club pool multiple times a week. Prior to their first free swim block, all campers will be swim tested by our Lifeguards. If a child does not pass the swim test, they will be kept in the shallow waters and provided with USCG approved floatation device as necessary to ensure their safety. Life jackets will be mandatory for those who cannot touch the bottom of the shallow end of the pool regardless of swim ability. Please do not send your child in with a floatation device. We only use USCG life jackets.

The Club pool is staffed at all times by a minimum of 2 lifeguards, aquatics supervisor and a camp counselor. The Club maintains a minimum ratio of one lifeguard for every 25 campers, excluding the supervisor.



## HEALTH & SAFETY INITIATIVES

### First Aid Equipment and Administration

There is a first aid kit located in each classroom throughout the Clubhouse. First aid kits are inspected monthly, and supplies are filled as needed. The staff is responsible for sharing with the program director if anything is missing from their first aid kit.

First aid is administered by the camp counselors, the program director, and other trained Club management staff. All staff must be first aid certified within 6 months of employment. One staff member certified in CPR and first aid must be on the premises during all hours of operation.

All first aid kits contain: band aids, gauze pads, adhesive tape, tweezers, compress, scissors, disposable gloves, gauze roller bandage, first aid water bottle, instant cold pack, thermometer, and flashlight.

There are two automatic emergency defibrillators inside the Clubhouse. One is located at the Club's Front Desk and one is located inside the Pool Office.

### Illnesses & Emergencies

In the event of illness, parents/caregivers will be contacted immediately by the camp counselor or the program director. If parents cannot be reached, those listed as emergency contacts will be called. All efforts will be made to contact the parents/caregivers.

In the event of an emergency, the program director will assess the situation and call 911 if needed.

In the instance where a child requires additional medical treatment (such as a seizure, a serious fall or serious cut), staff will begin administration of emergency first aid. At the same time, another staff person takes the other children to another area or room. All staff members should respond and remain calm and reasonable.

Other staff will be alerted to get the program director or other supervisory staff on site.

Parents will be contacted to come pick up the child, or, if the response time is a factor, have the parent meet the child and accompanying staff members at the hospital's emergency room.

When parents cannot be reached, those listed as emergency contacts will be called. Continued efforts will be made to contact the parent. If a child must be transported by ambulance, a staff member, with emergency release and medical forms, will accompany the child. The child will be taken to the nearest hospital or the hospital that is designated by emergency responders.

**It is the parent/guardians' responsibility to update emergency contact information on file as it changes.**

### Injury Prevention

The Club will make every reasonable effort to ensure a safe program site for all children enrolled in its programs, including at off-site locations. Camp leadership will do a daily safety check of the site to ensure the removal and/or repair of any potentially hazardous items or conditions. All toxic and hazardous substances will be disposed of immediately or kept in locked closets out of reach of the children.

The Club will maintain a record of any unusual or serious incidents including but not limited to behavioral incidents, accidents, property destruction or emergencies. These reports will be reviewed by the Camp Director

## SUMMER CAMP – PARENT HANDBOOK

on an on-going basis. The Club will ensure that the following are easily and readily available at all times, and accompany the children anytime they leave the facility in the care of staff:

- First aid kit
- Current family contact information
- Information about allergies and known medical conditions
- Emergency or life-saving medications – such as asthma inhalers and epinephrine auto-injectors – for any children for whom they have been prescribed
- Telephone numbers for emergency services & authorization for emergency care for each child

### Injury Reports

A formal injury report will be filed for any injury sustained by a child at camp. The report must be filled out within 24 hours of the incident, and a copy will be provided to the parents/caregivers. A copy will also be placed in the child's file. All injury reports are to be reviewed by the supervisor on duty prior to being sent home.

Injury reports are recorded in an Injury Log. The Injury Log is reviewed on a daily basis. Parents are notified immediately of any injury requiring emergency care.

The Massachusetts Department of Public Health as well as the Billerica Board of Health will be notified of any serious injury requiring hospitalization or of the death of a child while in program care.

### Child Abuse and Neglect Policy

All staff members working in the Boys & Girls Club of Greater Billerica's programs are mandated reporters according to the Massachusetts General Law C119, Section 51A. If a staff member has a reasonable suspicion of abuse or neglect of a child, he/she **must** file a report with the Department of Children and Families.

**Department of Children and Families  
978-275-6800 (Lowell, MA Office)**

### Managing Infectious Disease

Boys & Girls Club of Greater Billerica is committed to promoting a healthy environment for the children and staff at camp. In order to maintain a healthy environment, children/staff may be excluded from the program if it is determined that any of the following exist:

- The individual's illness prevents the individual from participating in the activities or from resting comfortably;
- The individual's illness results in greater need than camp counselors can provide without compromising the health and safety of the other children and/or staff;
- The individual has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness; (individuals must be fever free for 24 hours before returning to the program)
- The individual has diarrhea;
- The individual vomits two or more times in the previous 24 hours at home or once at the Club;
- The individual has mouth sores, unless the physician states that the child is non-infectious;
- The individual has symptoms of chickenpox, lice, or strep throat;



- One of the following specific conditions:

Condition	Exclusion	Prevention
Chicken Pox (Varicella)	Exclude for five days after the onset of the rash OR until all lesions have dried and crusted over, whichever is later	Immunize
Purulent Conjunctivitis (Pink Eye)	Exclude until examined by a physician and approved for re-admission; Exclude for 24 hours after treatment begins for purulent conjunctivitis (red or pink conjunctiva with white or yellow discharge)	Clean hands before treating child's eye and promote good hygiene; wash hands after contact with child's eye or with discharge
Diarrhea	Exclude when the stool is watery or decreased in form AND cannot be contained by diapers or controlled by toilet use, or if stool contains blood or mucus, or if accompanied by a fever	Wash hands after any contact with stool
Head Lice (Pediculosis)	Exclude until morning after treatment begins. Must be free of all nits or scabies, and free of all mites.	Avoid physical contact with infected person and their belongings. Keep belongings of children separated; wash and dry all items in contact with the infected persons
Hepatitis A	Exclude for 1 week after the onset of illness. Exclude exposed children/staff until immune globulin has been administered ( <i>within 2 weeks of exposure</i> ) as directed by the health department	Immunize; good hygiene
Hib	Exclude until well and appropriate antibiotics have been taken for 4 days	Immunize; antibiotics for those in contact with infected person
Impetigo	Exclude for 24 hours after treatment begins	Good hygiene; air out room daily; clean surfaces and utensils
Measles	Exclude for 4 days after rash appears	Immunize
Mouth sores	Exclude only in children who cannot control their saliva, unless the child's physician or local health department states the children is not infectious	
Mumps	Exclude for 9 days after the onset of gland swelling	Immunize
Pertussis	Exclude until 5 days of appropriate antibiotic therapy has been completed. If no antibiotics are taken, exclude for 3 weeks after onset of cough.	Immunize; antibiotics for those in contact with infected person
Rash	Exclude if accompanied by a fever or behavior change until a physician determines that the illness is not a communicable disease	
Ringworm (Tinea)	Exclude until treatment begins	Keep environment clean, dry, and cool
Rubella	Exclude for seven days after rash disappears	Immunize
Scabies	Exclude until treatment is completed	Wash/Dry items that were in contact with the infected skin; Keep belongings of children separated
Strep Throat	Exclude for 24 hours after treatment begins AND the child has a normal temperature for 24 hours	Air out room daily, clean surfaces and utensils
Tuberculosis	Exclude until the child's physician or local health department authority states the children is non-infectious	



### Protection from the Sun & Heat

We run an active camp where campers will have the chance to play outside on nice days. While we will take precautions on extremely hot days, campers will be exposed to sunshine and warm temperatures. **Please make sure that you apply sunscreen to your child every morning before camp.**

For day trips or extended periods of time outside, brimmed hats, sunglasses, long sleeves or swim cover-ups are recommended. For all off-site trips or extended exposure to the sun, all campers and staff will be encouraged to apply sunscreen with 25 SPF or higher.

If your child requires additional sunscreen application, the parent/caregiver must authorize that they give permission for staff to apply spray on sunscreen on to their child at camp registration.

The best way to ensure that your camper is drinking enough fluids is to send them to camp with a full water bottle each day. Campers can bring their bottle from activity to activity and will be able to refill it often. All water bottles should be labeled with the camper's name.

### Insect Repellent and Tick Checks

With parent/caregiver authorization for administering insect repellent at camp, staff will apply insect repellent prior to doing outdoor activities in grassy or wooded areas as a preventative measure.

Upon return from areas where ticks may be present, campers will do a self-check of their body for ticks and staff will do a visual check of areas that are difficult for campers to self-check, in and around the ears/hair. If a tick is found the health care supervisor will follow First Aid procedures.

### Unrecognized Adults

All individuals at the Boys & Girls Club must check in at the front desk upon arrival. Any person on the premises without valid reason will be asked to leave.

Given the public ownership of Billerica Recreation Department lands and our use of them throughout the summer, we are unable to exclude individuals from use of the field. We will take every precaution necessary to ensure that campers are separated from other individuals using the fields. If an area is particularly busy at a given time, camp counselors may make the decision to return to the building with their camp group.

### Lost Camper Policy

In the event that a child goes missing while at camp, the following procedures will be followed:

- Report the missing camper to the Camp Director or Supervisor of the group with the following information:
  - Camper's name and age
  - Last place the camper was seen
  - What was the camper wearing?
  - Other information that could be helpful
- The Camp Director will initiate a search on the camp property. At the same time, the Camp Director will obtain information as to the camper(s) address, telephone number and emergency number.
- If the camper is not located after search, the parents will be notified and a report to the police regarding the missing child will be filed.

### SUMMER CAMP – PARENT HANDBOOK

- The search will be done according to the specialized areas. The Camp Director will lead the search process. All pertinent information as to the description of the camper will be provided to the appropriate authorities.
- If rescue procedures are necessary, the Fire Department should be notified at once by dialing 9-1-1.

#### Lost Swimmer Policy

In the event that a child goes missing during swim, the following procedures will be followed:

- Lifeguards clear the swimming area and make sure all water areas are clear. Additional guards perform an underwater line search of the entire swim area beginning with the last known location of the missing swimmer. Lifeguards will then quickly report to the location designated by the Emergency Operations Plan: glass doors outside the pool.
- If underwater search is unsuccessful, the Camp Director will implement the Lost Camper Policy outlined above.
- All other staff, including any staff on break or assigned to locker room duty, will report to the designated location outlined in the Emergency Operations Plan. The person who made the Missing Swimmer Report is also brought to the Emergency Location and will give a detailed description of the lost swimmer and will remain at the location in order to identify him or her.
- An announcement will be made using the public address system to alert staff of the missing swimmer, including a detailed description of the missing swimmer. Tell the lost swimmer to report to the main lifeguard area.
- Other staff and/or volunteers should check bathrooms, showers, locker rooms, and other areas including outside.
- A common practice is to move all campers to one central location in order to get an accurate headcount.
- In the event the missing swimmer is not found immediately, additional support may be needed from other emergency personnel including the local fire department, police and rescue squad. Continue the search until additional personnel arrive on scene to assist with the search.

#### Emergency Protocols on Field Trips

When on field trips, chain of command is as follows:

1. Camp Director or Leadership team member
2. Camp Counselors & Lifeguards
3. Volunteers (*when applicable*)

If a child is reported missing while on a field trip, the following protocol will be followed:

- One staff member from the group will conduct a brief search of the premises. The other counselors will remain with their group.
- If the child is not located, the counselor will notify the Leadership team member who will gather all groups and counselors to do roll call.
- If the child is not located, the Leadership team member will notify:
  - Police
  - Lifeguards on duty to request assistance
- The leadership team member or Camp Director will notify the child's parents, if necessary.
- Leadership team member will remain with the other children, along with the two counselors from the missing child's group to assist emergency personnel.

## SUMMER CAMP – PARENT HANDBOOK

**If a water search is necessary**, our staff will offer additional support to the water safety staff employed by DCR (Department of Conservation and Recreation) working at the beach location. Remaining staff will stay with the children.

If medical personnel feels transportation to a medical facility is required:

- One counselor from the child's group will accompany the child with the child's record to the nearest medical facility.
- The Leadership team member will inform the Camp Director.

### On-Site Emergency Evacuation Plan

In the event of an emergency that requires evacuation of the Club, the following protocol will be implemented:

1. The lead counselor is responsible for knowing how many children are in their group and counting the children before evacuating the building.
2. The lead counselor is responsible for taking the attendance information and leading students out of the building.
3. The program director will make visual inspection of each classroom and bathroom to ensure they are empty before evacuating the building.
4. The lead counselor will take attendance as soon as they have reached the designated meeting space.

The primary evacuation meeting location is the basketball courts located across Campbell Road. If access to that area is not possible, the secondary evacuation area will be ??????. Students and staff may reenter the building when they are told to do so by the program director in conjunction with emergency personnel.

In the event that the building cannot be reoccupied, parents/caregivers or campers' emergency contacts will be contacted by cell phone.

If an environmental emergency is confined to the immediate area of the site (i.e. fire, toxic fumes, etc.), and campers cannot stay on the premises, transportation will be provided by Bedford Charter or Eastern Bus Company to Parker Elementary School. Parents/caregivers and/or emergency contacts will be notified and arrangements for pickup will be made.

### Shelter in Place Plan

In some emergency situations, it may be safer to remain on site and in the building until an emergency has ended. In the event of severe weather or other emergencies creating a power outage, loss of heat or water, if we are stuck in a position where we need to continue to operate on site the program director will:

- In the event of an unforeseen severe weather emergency, we will relocate all children to the gymnasium and the emergency backpacks will accompany them.
- Take attendance & account for all staff.
- Supervise all campers and prevent them from leaving the shelter area while maintaining a positive and calm environment.
- Ensuring an ample supply of food and water are in the area with us.
- Ensuring an ample supply of activities accompany us to the shelter area to keep the children engaged and happy.





BOYS & GIRLS CLUB  
OF GREATER BILLERICA

## SUMMER CAMP – PARENT HANDBOOK

### MEETING INDIVIDUAL MEMBER'S NEEDS

It is the parent/caregiver's responsibility to report any medical or behavioral needs of their child during registration. Boys & Girls Club of Greater Billerica will work with families to provide reasonable accommodations to support the needs of members. We encourage families to connect with the program director to discuss accommodation and how we can work together to provide a meaningful, safe camp experience.

#### Individual Health Care Plans

Any child who has been diagnosed by a licensed health care practitioner with a chronic medical condition and/or severe allergy must have both an Individual Health Care Plan (IHCP) and Medication Consent form on file prior to their first day at the Boys & Girls Club of Greater Billerica's Summer Camp. The plan must describe the condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

The IHCP and Medication Consent must be signed by both the parent/caregiver and the child's doctor. We will take their Action Plan as an additional document outlining the steps to administer the medication, but that information also needs to be on the IHCP forms completed and signed by both a parent/caregiver **and** the child's doctor. Each IHCP is valid for 12 months from the earliest date authorizing the plan. **All Individual Health Care Plans and Medication Consent forms MUST be signed by a physician and returned to the Club by June 1, 2026. Campers, who require this documentation, cannot attend camp without complete forms at the Club.**

#### Medication

Parents/caregivers must notify camp leadership if a camper needs to be administered medication while under the care of the Boys & Girls Club Summer Camp during the registration process. The Club will ensure that at least one camp staff member who is trained in medication administration is present at all times at the Club and off-site on field trips.

All unused medication will be returned to the parent. If the parent does not pick up the medication, the Camp Director will dispose of the medication at the Billerica Health Department or Billerica Police Department.

#### Prescription Medication

Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered. The parent must fill out the IHCP and Medication Consent forms before the medication can be administered. The prescription label will be accepted as the written authorization of the physician. The Club will not administer any medication contrary to the directions on the label unless authorized to do so by written order of the child's physician. The parent must fill out the IHCP and Medication Consent forms before the medication can be administered.

- The first dosage must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to Camp leadership staff by the parent/caregiver.
- All medications will be locked and stored out of reach of the children. Medications that are considered "controlled substances" will be locked up and kept out of reach of children and non-leadership staff.
- Camp Director and Assistant Camp Directors will be responsible for the storage and administration of medication.

*SUMMER CAMP – PARENT HANDBOOK*

- The Club will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.

### Non-Prescription Medication

**Non-prescription medication will only be given with written consent from the child's physician.** The Club will accept a signed statement from the physician listing the medication(s), the dosage, and criteria for its administration. The parent must fill out the IHCP and Medication Consent forms, which allows the Club to administer the non-prescription medication in accordance with the written order of the physician.

### HANDBOOK ACKNOWLEDGEMENT

Parent/Caregivers, and their child(ren) are responsible for information presented in the Parent Handbook and Safety Policies. Failure to comply with the rules and regulations of the Club may result in cancellation of registrations and/or memberships with no refund of fees. This includes child(ren), parent/caregiver, and other representing families.

During registration for Summer Camp, all parents/caregivers must sign off that they have received and reviewed policies and procedures for programming at the Boys & Girls Club.