

# Camp Lion Knoll



**Summer 2020 Handbook**

**Woods, wildlife and wonder...**

**The way camp should be.**



## CAMP LION KNOLL MISSION

The Girls Club of Greenfield offers a summer day camp because we recognize the unique value of a camping experience in your child's growth and development.

Established in 1958, Camp Lion Knoll offers campers a diverse natural environment that includes 40 acres of open fields and pine forests around which we base our hands-on curriculum. Our camp facilities include a main building with a kitchen, dining hall, office and attached pavilion, nature trails, a large bathing beach, and a nature station.

Campers will experience a wide range of activities based on a curriculum that grows from the child's sense of self as she/he views the natural environment and its place in the global community. This experience will unfold through cooperative games, nature-based arts and crafts, outdoor adventure, swimming and special events.

The Girls Club of Greenfield accepts all families regardless of gender, race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation, veteran's status or marital status.

## GENERAL INFORMATION

### CAMP DATES:

Camp runs for 8 weeks broken into two sessions. Session I will be in duration from June 29 to July 24. On Friday, July 3, camp will be closed to observe Independence Day. Session II will run from July 27 to August 21. **This year, children must register for full sessions as we are no longer doing week to week enrollment.**

### APPLICATION:

Fill out both sides of the registration form completely. Circle the session(s) that you will need. The session(s) that you circle will be considered "**reserved**" only if:

- 1.) space is available
- 2.) all paperwork is returned (including immunization history and proof of physical)
- 3.) a deposit for the **last two weeks** your child is enrolled is made upon application
- 4.) **subsequent payments are made the Wednesday prior to the session enrolled.**
- 5.) **If your child is not attending on any day**, please call to let us know. Payment is **nonrefundable** if your child is sick, or if you choose not to bring him/her. **Any changes made AFTER June 12th will result in a \$50.00 non-refundable administrative fee, per child.**

### FEES: (If you are in a subsidized slot, your fees will remain the same during the summer)

\$195 per week or \$780 per session.

\*We are also offering a \$20.00 Sibling Discount per week, per session. Siblings must be attending the same week and session.

### TRANSPORTATION:

Due to a change in our camp structure, the campers can no longer have before care at the Girls Club. We will offer before camp at camp. Campers will be required to pick a bus stop within multiple communities unless the parent or guardian is picking up or dropping off at camp. Please select a stop below for pickup and drop-off. **The final bus schedule will be released before camp.**

### HEALTH FORM:

The Massachusetts Department of Public Health requires campers to have an immunization record signed by a physician and proof of a physical within two years on file at the Girls Club **PRIOR** to their first day of camp. All health forms will be due June 12, 2020 by the end of the work day. **CAMPERS WILL NOT BE ALLOWED TO ATTEND UNTIL THIS HAS BEEN RECEIVED.**

## CAMP POLICIES

All payments for campers must be made the week prior to the beginning of each session. To reserve a spot, it is a \$100 fee per session which will secure your spot until full payment is required. This deposit will be applied to session cost. Failure to make this payment will result in the loss of your child's slot for the upcoming session. Payment is **not refundable** if your child is sick or you choose not to bring her/him.

If you are planning to pick your child up during the camp day, please allow time for your child to return from outside activities. Also, you **must** go to the camp office to inform the Camp Director and sign a release form. We will only **release** your child to the people who are identified on your registration form. **Photo ID will be required for pick-up.**

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When a child exhibits behavior that are incompatible with the functioning of our programming, i.e., hurting others or themselves, or an inability to participate in program activities, we begin the steps that could lead to suspension or termination from our program. ***In cases of extremely unsafe behavior, immediate suspension or termination may result.*** The remainder of that week is non-refundable.

**Your child must be completely potty trained in order to attend camp.**

### Child Abuse and Neglect Policy

**The Camp Lion Knoll Child Abuse and Neglect Policy is derived from the policy at the Girls Club of Greenfield.**

1. All staff are mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to the Department of Children and Families pursuant to M.G.L.c.119, s.51A, or to the Girls Club program administrator or designee.
2. The Girls Club program administrator or designee shall immediately report suspected abuse or neglect to the Department of Children and Families pursuant to M.G.L.c.119, s.51A.

The Girls Club program administrator or designee shall notify the Department of Early Education and Care (EEC) immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child *while in the care* of a Girls Club program or during a program-related activity.

3. Staff members who report suspected abuse or neglect will not be subject to criticism, retaliation, discharge or other disciplinary actions associated with the report.

The Girls Club and Camp Lion Knoll shall cooperate in all investigations of abuse and neglect. Cooperation includes identifying parents of children currently or previously enrolled in a Girls Club or Camp Lion Knoll program; providing consent for disclosure to the EEC of information from, and allowing the EEC to disclose this information to, any person and/or agency the EEC may specify as necessary to the prompt investigation of allegations and the protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.

The Girls Club and Camp Lion Knoll will ensure that any allegedly abusive or neglectful staff member does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the EEC requires. The Girls Club and Camp Lion Knoll further ensures that reports will be kept confidential and the rights of employees will be protected until the matter is resolved.

## Child Guidance Plan

1. Encourage appropriate behavior at all times with positive reinforcement and consistent guidance.
2. Teachers will encourage children to work out grievances through problem solving techniques.
3. Where appropriate and feasible, children shall participate in the establishment of rules, policies and procedures.
4. Redirection and choices are used to promote appropriate behavior.
5. When inappropriate behavior continues and previous steps are ineffective, the child will be removed from the situation until s/he is able to rejoin the group. The child is then reminded of what behavior is expected in order for her/him to continue with the group. The child will break for no more than one minute per year of her/his age and must be within a counselor's view.

In an emergency situation (i.e., child's safety is at risk, other children or adult's safety is at risk and/or the child is damaging equipment), the child will be moved to a safe area away from other campers. If needed, a supportive hold may be used and only be sustained long enough to remove the child from an unsafe situation or keep him/her from hurting self or others.

Should the behavior continue or escalate and the previous steps are ineffective, the child's parent/guardian will be called to remove the child from the program for the remainder of the day.

6. Behavior modification strategies are worked out with assistance from the parent(s) for each child and with the child's individual needs and development in mind.
7. No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule or humiliation; denial of food, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food.
8. No camper shall be denied food, water, or shelter.
9. Failure to comply with this behavior plan will result in immediate dismissal or termination procedures for the counselor.

## SAMPLE SCHEDULE AT CAMP LION KNOLL

8:25	Arrive at Camp
8:55-9:25	Breakfast
9:25-9:35	Group Meeting
9:40-10:30	Art & Crafts
10:40-11:30	Swim
11:40-12:10	Free Play
12:10-12:40	ROAR
12:45-1:15	Lunch
1:20-2:10	Nature/Outdoor Adventure
2:20-3:10	Swim
3:20-3:40	Snack
3:40-3:50	Afternoon Meeting
4:30	Departure from Camp (If Riding Bus)

## WHAT TO BRING TO CAMP

Backpack  
Bathing Suit  
Towel  
Water Bottle (plastic)  
Weather Appropriate Clothing  
Sunscreen /Bug Spray (labeled with camper's name)  
**Flip Flops (at bathing beach only)**

## WHAT NOT TO BRING

Toys/games/cards from home  
Money  
Extra Food/Candy/Gum  
iPods/Handheld Electronics/Cell Phones  
Juice, Energy Drinks, Gatorade etc.

All clothing and belongings should be labeled with your child's name. The campers are busy and active every day. Provide clothing that allows for campers getting dirty and/or wet. You are welcome to send your child in with extra clothing and/or water shoes or sport sandals (ex. Teva). **We are not responsible for lost or damaged items.**

# CAMP LION KNOLL HEALTH AND EMERGENCY POLICY

## EMERGENCY TELEPHONE NUMBERS

Health Care Consultant: **Stefan Topolski, MD**  
111 Bridge St.  
Shelburne Falls, MA 01370  
(413) 625-6240

Fire Department: 911  
Police Department: 911  
Ambulance: 911  
Poison Prevention Center: 1-800-682-9211  
Emergency Facility: Baystate Franklin Medical Center  
164 High Street, Greenfield, MA 01301  
(413) 773-0211

D.C.F. – Greenfield: 775-5000  
D.C.F. – Hot Line (After 5p.m.) 1-800-792-5200

## PROCEDURES FOR EMERGENCIES AND ILLNESS

In case of an emergency or illness (such as a seizure, a serious fall or serious cut), qualified staff with first aid will begin the administration of emergency first aid. Staff will take the remaining group to another area. Staff will be alerted to send for assistance from the office staff. The office staff will contact the parent to come and pick the child up or meet the child and accompanying staff at the emergency room of the hospital.

When parents cannot be reached, those listed as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be contacted immediately, a designated staff person will continue to attempt to reach parents. If necessary, a child will be transported by two designated staff members (or by ambulance) and the child's file will be taken including permission forms.

Each group has their own first aid kits that are with them at all times. There is also a first aid kit in the main dining hall and office. Disposable gloves will be used for the clean-up of blood spills.

## PLAN FOR MILDLY ILL CHILDREN

Children who are mildly ill may remain at camp if they are not contagious and they can participate in the daily program.

If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the camp staff, the child's parents will be contacted to pick up the child. The child may rest in a quiet area until the parent arrives to take the child home.

## PLAN FOR ADMINISTRATION OF MEDICATION

PRESCRIPTION MEDICATION must be brought to camp 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. This prescription label will be accepted as the written authorization of the physician. The parent must also fill out the AUTHORIZATION FOR MEDICATION FORM before the medication can be administered.

NON-PRESCRIPTION MEDICATION will be given only with written consent of the child's parent or guardian. The camp will accept a signed statement from the parent listing the medication(s), the dosage and criteria for its administration. This statement will be valid for one year. Again, the parent will need to fill out an AUTHORIZATION FOR MEDICATION FORM which allows the Camp to administer the medication in accordance with the written order of the physician. When written permission is given on an as needed basis, the Camp will make every effort to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently.

## INJURY PREVENTION PLAN

An injury report for any incident which requires first aid or emergency care, will be maintained in the child's file. Only staff who have been trained will administer first aid no matter how minor the injury. The Leyden Board of Health will be notified if a child needs medical attention as a result of an injury that occurred at the program.

## PLAN FOR INFECTION CONTROL

The camp shall ensure that staff and children wash their hands with liquid soap and running water, using friction. Hands shall be dried with individual or disposable towels. Staff and children will wash their hands at least at the following times:

- a. before eating or handling food;
- b. after toileting;
- c. after coming into contact with body fluids and discharges;
- d. after handling animals and their equipment;
- e. after cleaning

**At least daily, these items will be washed:**

- a. toilets and toilet seats;
- b. sinks and sink faucets;
- c. drinking fountains;
- d. smooth surface non-porous floors;
- e. mops used for cleaning

**A DISINFECTANT SOLUTION** will be a solution consisting of 1 teaspoon of bleach per quart of water, which shall be prepared daily.

**A MORE DETAILED HEALTH CARE POLICY CAN BE LOCATED IN THE OFFICE. PLEASE ASK FOR ONE IF YOU ARE INTERESTED.**

**EMERGENCY RESPONSE AND EVACUATION PLAN**

Camp Lion Knoll has a response plan in place in the event of an emergency. In case of an accident at Vermont Yankee Nuclear Power Station, a specific plan and procedure are in place. Campers and staff will be evacuated to the Girls Club or Greenfield Community College depending on our directive. Plans are on file at Camp Lion Knoll should you wish to read the specific plans.

*Parents can request copies of background check, health care and discipline policies as well as procedures for filing grievances.*

**THANK YOU FOR TAKING THE TIME TO BECOME FAMILIAR WITH OUR POLICIES. WE LOOK FORWARD TO A HAPPY AND SAFE SUMMER FOR ALL.**

**Camp Lion Knoll is licensed by the Leyden Board of Health.**

**The Girls Club of Greenfield is licensed by the Department of Early Education and Care (EEC).**

**USDA Summer Food Service Program**

Campers are provided with breakfast, lunch and snack daily. It is homemade on site and we provide healthy meals and snacks. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

**This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.**

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<p style="text-align: center;">Mailing Address:</p> <p><b>Girls Club of Greenfield, Inc.</b>  35 Pierce Street  Greenfield, MA 01301  Phone Number: (413) 774-7407</p>	<p style="text-align: center;">Camp Address:</p> <p>Camp Lion Knoll  77 Oak Hill Road  Leyden, MA 01301  Phone Number: (413) 772-6486</p>
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