

# Boating is Fun Camp Parent Handbook

Handbook includes:

- What to wear?
- What to bring?
- Who to call?
- What if it rains?!
- Health & Safety Guide and more

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## Ahoy! Welcome Aboard!

On behalf of the entire staff at Boating is Fun Camp, I would like to thank you for joining us this season. Camp is a great place to make new friends, to learn a new skill, and (most importantly) to have lots of fun!

Youth Boating Day Camps are a great way to spend summer days having fun and making new friends. All our camps strive to teach safe boating in a fun learning environment by instructing and reinforcing boating safety and skills. Our goal is to teach campers both independence and teamwork and to promote self-confidence through sailing and paddle sports. It is high-energy outdoor fun on the water, which includes a lot of transitioning and a variety of activities.

Hands-on experience is the best way to learn to sail, so our emphasis is on learning by doing. Weather permitting, kids will be boating most of the time and should wear shorts, shirts, rubber-soled shoes (no flip flops), and should bring other clothing appropriate for the forecast.

To make sure you and your camper are ready for this summer's activities, please read through our Parent Handbook. Learn what you can expect from camp and how to prepare for this year's sessions.

### **Our Commitment to our Campers and their Families**

We want you to know that at Boating is Fun Camp we are committed to working with you, our campers, and families. If you ever have any questions or concerns, be sure to voice them to the Camp Director at your location either by email, phone, or during drop-off on the first day of camp. Contact information is provided within this handbook.

During each camp day, we are constantly alert and paying close attention to identify any possible issues so that we can proactively solve problems. Still, sometimes campers have concerns that they are not yet ready to discuss with a counselor but may bring up at home. We ask that you please communicate these concerns to our staff so they may take the appropriate steps to ensure a fun and safe experience for each camper all week long. We believe in having open lines of communication!

We also encourage you to let us know how we are doing. Constructive feedback helps us improve our processes and positive comments boost morale.

### **Background**

Boating Is Fun Camp is a traditional recreational day sports camp that provides canoeing, kayaking, and sailing instruction. The sessions are designed to provide children with a basic level of comfort, confidence, and awareness regarding the various vessels. All boating activities occur in and around a safe flatwater environment. Trips off the premise do not occur.

## Camp Organization

All the boating classes are designed to give campers a fun-filled experience while introducing and reinforcing many different types of boating skills. All classes have an 8-1 student/counselor ratio, allowing every camper the chance for personalized instruction and interaction with the counselor. We also have a fully accessible boathouse for those rainy days that, unfortunately, going outside really is not an option. The camp is divided into week-long sessions (Monday-Friday). Each day is split up into two halves, 9-12 and 1-4. For each half, the first hour is on-land instruction or games and the second two hours are typically spent in the boats. Parents can choose either half-day enrollment (morning or afternoon shift), or full-day enrollment. There is also a new Extended Day option, 8-5, which was created with the hope of making it easier for parents to pick up and drop off their kids. The extended day will include more activities and extra time for instruction.

## Mission Statement

Boating is Fun Camp strives to teach safe boating in a fun safe environment by instructing and reinforcing boating safety and skills through the sports of sailing and kayaking.

**We cannot wait for you to join us at camp! See you on the high seas!**

## Preparing for Camp

Getting ready for camp can lead to a lot of questions. Use the following checklist to help prepare yourself and your camper. Want to know more about each item on the list? Read on!

- FORMS:** All forms are completed in my camper's online account by 4:00pm on the Wednesday prior to my camper's week or faxed in and accounted for.
  - My camper's week start date: \_\_\_\_\_
  - The Wednesday prior's date: \_\_\_\_\_
- Forms I completed during registration:**
  - Assessment of Risk
  - Medication Authorization (Only for those campers who need medicine administered at camp: including EPI Pens!)
  - Eligibility Requirements Page 1
  - Eligibility Requirements Page 2
- Forms I either completed during registration or returned to my account later to finish:**
  - Camper Health History
- Forms I printed, filled out, sent to my camper's doctor, and confirmed that the doctor's office faxed in to 888-755-7365 or emailed to 511@submitMyForms.com:**
  - Proof of Physical/Immunization Record
- COMMUNICATION:**
  - I have contacted my Camp Director with any questions or concerns
- LOGISTICS:**
  - I know my camp's address
  - I know drop-off/pick-up traffic plans and protocols
- BAGS PACKED AND READY:**
  - My camper is packed and ready to go!
    - 2 or 3 full water bottles
    - I have a lunch packed (for full day campers)
    - Wearing a swimsuit with quick-drying clothes over
    - Waterproof Sunscreen SPF 15+ already applied
    - Hat
    - Sunglasses
    - Towel
    - Sunscreen in their bag so they can put some more on later
    - Raingear (if it looks like it might rain)
  - We have proper shoes
    - Closed-toe water shoes or sneakers that can get wet and messy (no flip flops!)

## Paperwork

We must have all camper forms reviewed and accounted for before we can allow a camper into camp on Monday morning. If you are unable to fax or complete forms on time, you must provide a hard copy on the Monday morning of your camper's week.

In the instance that not all necessary forms are completed and in the possession of camp staff at the time of drop off on Monday morning, that camper will not be allowed into camp and parents waive their right to any refund for any camp time missed.

### What forms do you need and when do you need them by?

All forms must be completed in a camper's online account by 4:00pm on the Wednesday prior to that camper's week or faxed in and accounted for. (For example, if your camper is starting on Monday, July 12th, then your forms must be in by Wednesday, July 7th, at 4:00pm.)

You will have the ability to complete all of these forms during enrollment:

1. Assessment of Risk
2. Medication Authorization (Only for those campers who need medicine administered at camp: including EPI Pens! This asks your permission to administer the medication at camp if needed.)
3. Camper Health History\*
4. Eligibility Requirements Page 1
5. Eligibility Requirements Page 2
  - \*These forms may be saved and completed after registration.

The following form must be completed **and submitted via fax or email** by 4:00pm on the Wednesday prior to your camper's week.

6. Proof of Physical/Immunization Record

## Where can I find the forms after I have registered?

All forms may be found in your camper's account under the "Forms" tab. From the "Forms" tab within your camper's account you can open a form and look it over, make changes, or fill in missing information. Your Proof of Physical/Immunization Record Form can be found elsewhere from your account. See following sections.

## Tell me more about the Proof of Physical/Immunization Record form!

Campers must have a recent physical (within the past 24 months) stating that they are fit to participate at camp. Immunization records must include the following: Measles, Mumps and Rubella (MMR) Vaccine, Polio Vaccine, Td, Varicella, and Hepatitis B. Laboratory evidence of immunity is acceptable. To provide camp staff with this information you will need to complete and submit (via fax or email) our Proof of Physical/Immunization Record form. Your pediatrician can send us a copy of your child's most recent physical and immunization records and you can upload them to your child's account or your doctor can fax them to us.

## My pediatrician needs the fax number or email to send you the Proof of Physical/Immunization Record form!

Fax number is 888-755-7365 and email address is [511@submitMyForms.com](mailto:511@submitMyForms.com).

**If you have any questions regarding any of the forms simply get in touch with camp staff at [bostoncampinfo@guestservices.com](mailto:bostoncampinfo@guestservices.com) or 617-299-3392 and we will gladly help!**

## Do you have all my camper's forms?

To check and make sure we have received your forms, simply log in to your account. All forms may be found in your camper's account under the 'My Forms' tab. From there you can check its status, open a form and look it over, make changes, or fill in missing information. If all statuses are marked 'Complete' and your Proof of Physical/Immunization Record is listed with an 'Uploaded Document' status, you are all set! **If you do not see your Proof of Physical/Immunization Form listed under your 'My Forms' tab, we do not yet have it in our system.** If you have any questions feel free to reach out to 617-299-3392 or [bostoncampinfo@guestservices.com](mailto:bostoncampinfo@guestservices.com).

## Camp Addresses

### Hopkinton Camp

Located within Hopkinton State Park at the Boating In Boston boathouse, the below address will bring you to Hopkinton State Park main entrance. Directions: <http://boatinginboston.com/hopkinton-state-park>  
286 Cedar Street  
Hopkinton, MA 01748

### Natick Camp

Located within Cochituate State Park at the Boating In Boston boathouse, the below address will bring you to Cochituate State Park main entrance. Directions: <http://boatinginboston.com/natick>  
25 Commonwealth Road (Route 30)  
Natick, MA 01760

### Stoneham Camp

Located at Spot Pond. Directions: <http://boatinginboston.com/spotpond>  
4 Woodland Road  
Stoneham, MA 02180

## Contact Information

You can always call us at 617-299-3392 or email us at [bostoncampinfo@guestservices.com](mailto:bostoncampinfo@guestservices.com)

Location	Director	Email
Hopkinton	Manny Kalamu	<a href="mailto:bostoncampinfo@guestservices.com">bostoncampinfo@guestservices.com</a>
Natick	Abby Lamoureux	<a href="mailto:bostoncampinfo@guestservices.com">bostoncampinfo@guestservices.com</a>
Stoneham	TBD	<a href="mailto:bostoncampinfo@guestservices.com">bostoncampinfo@guestservices.com</a>

## Swimming Ability

### Will my camper be swimming at camp? Does my camper have to be a great swimmer to enjoy camp?

There is no swimming at boating camp, we are too busy boating! However, we are on the water, in boats for most of the day. And there are times when campers and staff may find themselves briefly in the water: during instruction of kayak rescues or sailing capsized recoveries to name a few. US Coast Guard Certified Type III life jackets are always worn when on the docks and on the water by both campers and staff. As we are on and near the water so much, we ask that your camper is comfortable in and around the water.

## Making the Most out of Camp

### Oh no! It is Raining!

Rain does not have to be bad. Sometimes it is a great vacation from the hot summer's heat. During light or moderate rain, some camp activities will be modified, but most will continue as scheduled. Should rain become heavy or be accompanied by high winds and lightning, campers will be kept away from the elements. All our boating sites have an indoor area that campers can go in case of severe weather.

[Camp is NEVER cancelled due to rain.](#) Rainy days allow us to make time for onshore instruction and lots of fun indoor games!

### Dress Appropriately: Like Mom always said, "Pack layers!"

You know the old saying about the elements in New England, "If you don't like the weather, just wait a minute." With that in mind, to keep your camper comfortable please check the weather in advance and make sure he or she is dressed appropriately. In the hot summer's heat, we suggest campers wear hats, sunglasses, sunscreen, and loose, comfortable clothing. In the event of colder weather, campers should wear a sweatshirt, long-sleeves, and pants. Bring a rain jacket for rainy days.

### Don't Forget Proper Footwear!

Campers should all wear shoes that cover their toes and have good traction. Campers should not wear flip flops or crocs. Flip flops are considered unsafe (especially when wet) and increase your camper's chances of injury. An old pair of sneakers that you do not mind getting wet and messy are great but keep in mind, they do not always dry completely overnight. Water shoes or closed-toe sandals dry easily and provide support and are the best option if you have them!

### Bring a Change of Clothes

Bringing a change of clothes is essential for most campers, especially those participating in a full day of activities. Pack a backpack with back up clothing and a towel, and keep in mind the possibility of changing weather patterns.

### Pack Plenty of Water

We suggest at LEAST one 12-ounce bottle of water for the morning session and one 12-ounce bottle of water for the afternoon session. Be sure to pack water according to you camper's needs. Public water is available at locations; however, campers are encouraged to bring a container of water with them during on-water activities.

## Lunch and Snacks

Full-day campers should pack a lunch to enjoy during lunch time. Depending on your camper's needs, be sure to pack plenty of healthy snacks. Outside of lunch, we do not have snack time.

## What to Leave at Home

As you are helping your child pack, please refrain from bring the following items:

- Personal items such as sports equipment and electronics
- Pets
- Medication or other drugs not already noted on the medical forms
- Weapons

# Traffic Plans

## Drop Off

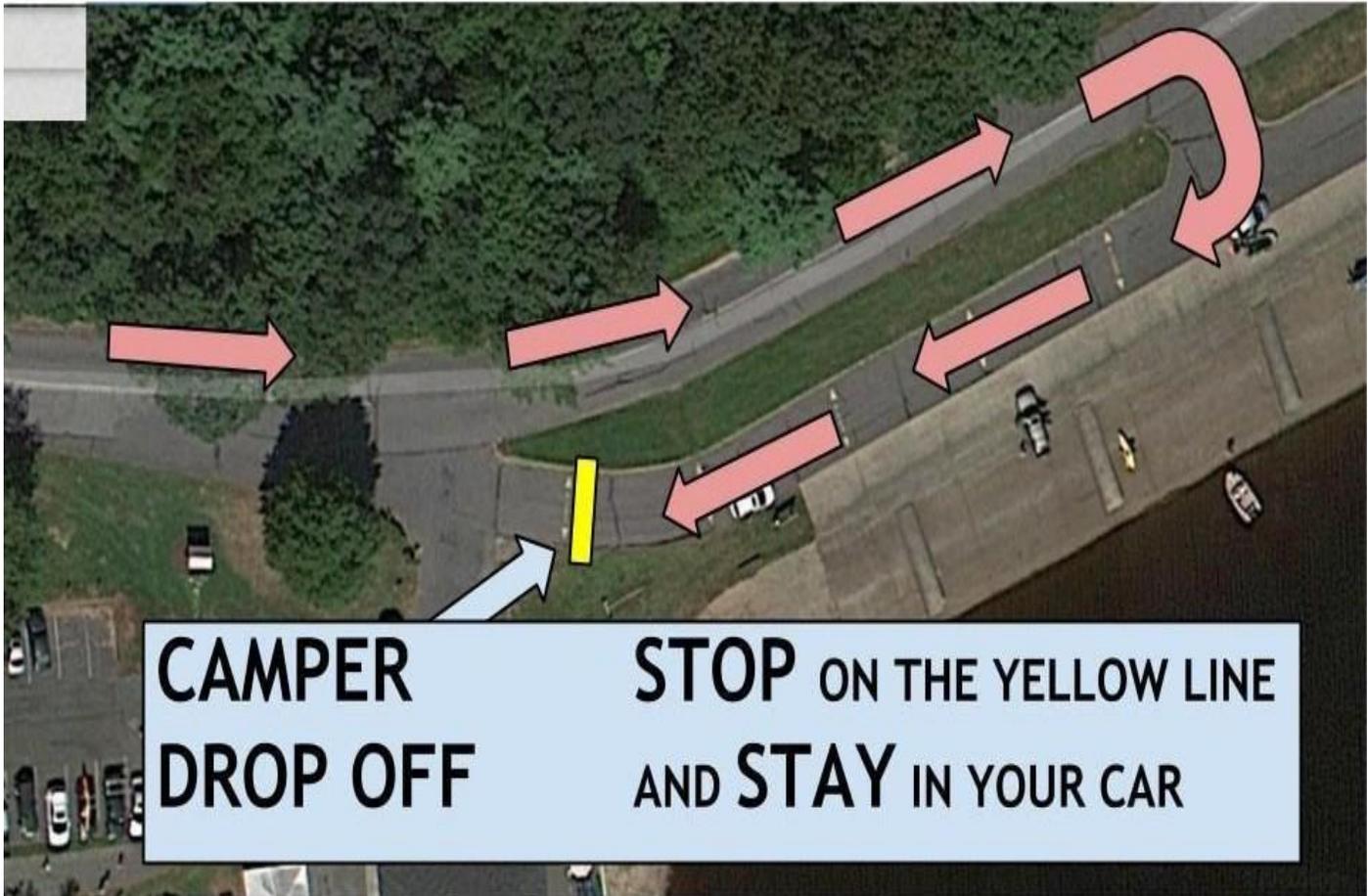
If you have any questions or concerns, please voice them during this time. Sometimes campers have concerns that they are not yet ready to discuss with a counselor but may bring up at home. We ask that you please communicate these concerns to the staff so they may take appropriate action. Also, let us know how we are doing. Constructive feedback helps us improve our processes and positive comments boost morale.

## Pick Up

Campers shall only be released to their parent or an individual designated in writing by the camper’s parent. During pick-up, staff may take a brief minute of your time to explain any changes to the schedule or events worthy of note. If you wish to change who is authorized to pick up your child you can make adjustments before camp by going back into UltraCamp and add authorized pick-up individuals.

<p><b>Hopkinton Camp:</b> <b>Hopkinton State Park</b></p>	<p>The camp shall use the State Park’s predetermined traffic flow. When dropping off campers, parents/guardians must drive past the boathouse towards the bathhouse until they reach the end of the dock. Then, they must take a U-turn and drive down the road closest the docks. Parents may not drop off their camper until they have reached the front of the boathouse again. Camp staff will be awaiting drop off with a checklist of campers for the day and a sign indicating the drop off location. This shall insure safer passenger side vehicle unloading and minimize potential accidents.</p>
<p><b>Natick Camp:</b> <b>Lake Cochituate State Park</b></p>	<p>When dropping off campers, turn <b>right</b> immediately after entering the park. Drive to the end of the parking lot and make a U-turn. On the first day of camp, camp signs and staff will direct parents to the drop-off location. The same route should be used during pick-up. <b>PLEASE NOTE:</b> If you have signed up for extended day and will be dropping your camper off early, please park near the boathouse and bring your child to the boathouse. Our camp directors will be there. The same occurs if you are picking your child up after camp ends.</p>
<p><b>Stoneham Camp</b></p>	<p>Parents are directed to park in the Spot Pond parking lot. The children will assemble by the sign posted that says “Camp Here.”</p>

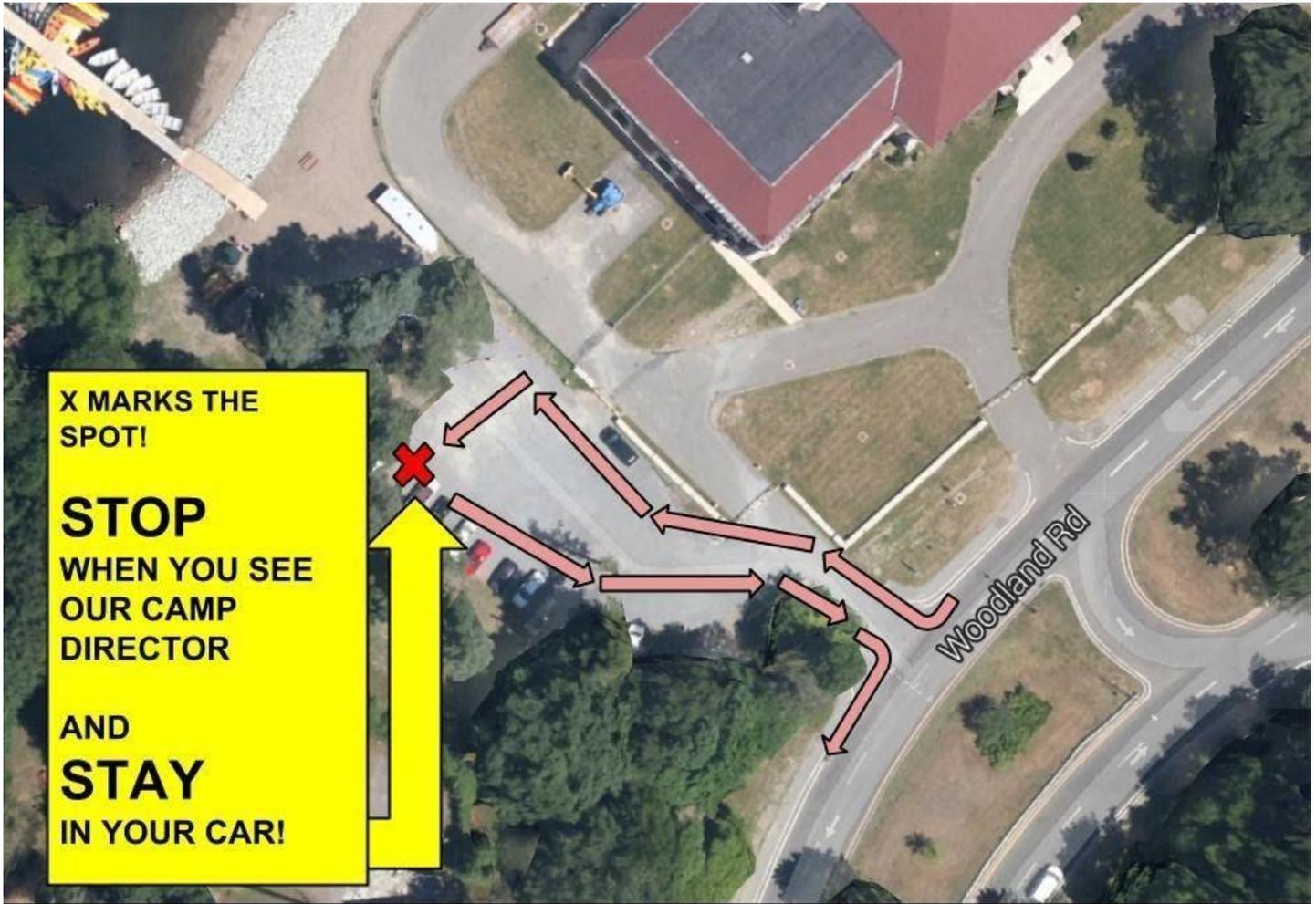
## HOPKINTON TRAFFIC PLAN



## NATICK TRAFFIC PLAN



## SPOT POND TRAFFIC PLAN



## Camp Daily Schedule

7:50-8:00	Camp director arrives
8:00-8:20	Extended day campers arrive; Staff arrives and set-up begins
9:00-9:10	Campers arrive
9:10-11:45	On land instruction and games; on water activities and lessons
11:45-12:00	Boats stored, equipment cleaned up, and lessons are wrapped up; AM campers gather their belongings and prepare for pick up
12:00-12:10	AM camper pick up
12:00-12:20	Lunch and “chill out” time; refrain from games and activities; give campers time to calm down and eat
12:20-12:50	Lunch and games
12:50-1:00	PM camper drop off; lunch clean up; reapply sunblock
1:00-3:45	On land instruction and games; on water activities and lessons
3:45-4:00	Boats stored, equipment cleaned up, and lessons are wrapped up; Campers gather their belongings and prepare for pick up.
4:00-4:15	Camper pick-up
4:00-5:00	Extended day pick-up

## Camper Eligibility Requirements

Boating is Fun Camp requires that all campers:

- Are comfortable in and around the water
- Can understand and communicate effectively with the staff
- Can rotate themselves from a face down position in the water to face up when in a lifejacket
- Physically in good health
- Ready to have fun!

If you find your camper cannot meet some of these requirements, please contact our staff so we can discuss options.

# Health and Safety Guide

## Illness or Injury

If a camper is too ill or injured to participate in activities the camper will be removed from activities and kept under supervision until a parent or guardian is able to pick him or her up. If a camper needs immediate medical attention, he/she will be transported by EMS to the nearest hospital. Following is a list of the nearest hospitals, their addresses and phone numbers:

Hopkinton State Park & Cochituate State Park	MetroWest Medical Center 115 Lincoln St Framingham, MA 01702 508-383-1000
Stoneham	Melrose/Wakefield Hospital 585 Lebanon St. Melrose, MA (781) 979-3000

## Medication

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, description of tablets or capsules, and the number in the container.

All over-the-counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.

Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

## Common First Aid

These are just some of the basic first aid procedures we give our campers. We take their safety very seriously and will alert you when they have some bumps and bruises!

## Insect Bites

If the person does not have severe allergy symptoms:

- Remove the Stinger
  - Scrape the area with a fingernail or use tweezers to remove it.
  - Do not pinch the stinger -- that can inject more venom.
- Control Swelling
  - Ice the area.

- If you were stung on your arm or leg, elevate it.
- Remove any tight-fitting jewelry from the area of the sting. As it swells, rings or bracelets might become hard to get off.
- Treat Symptoms
  - Continue to ice the area
  - You can apply a mixture of baking soda and water or calamine lotion

If the person has severe allergy symptoms call 911.

### Minor Cuts

Take the following steps for minor cuts:

1. Stop the Bleeding
  - a. Apply direct pressure on the area.
2. Clean and Protect
  - a. Clean the area with warm water and gentle soap.
  - b. Put a sterile bandage on the area.
3. Call a parent to come get the camper or if it is serious call 911
  - a. The cut is deep or over a joint
  - b. You cannot get the cut or laceration clean
  - c. The injury is a deep puncture wound
  - d. The cut is from a human or animal bite
  - e. Excessive bleeding

### Dizziness

1. Treat Symptoms
  - a. The person should sit down or lie still.
  - b. If the person gets light-headed when standing up, the person should stand up slowly.
  - c. Avoid sudden changes in position.
  - d. If the person is thirsty, have him or her drink fluids.
  - e. Avoid bright lights.

### Heat Exhaustion

1. Lower Body Temperature
  - a. Get the person out of the heat and into a cool environment.
  - b. If air-conditioning is not available, fan the person.
  - c. Spray the person with a garden hose, get him into a cool shower, apply cool compresses, or give the person a sponge bath
  - d. Rehydrate
  - e. Give cool water if the person is alert.
2. Rest
  - a. Have the person avoid physical activity for the rest of the day.
  - b. Give over the counter acetaminophen if the person has a mild headache.
3. Call a parent or if serious call 911 if
  - a. Symptoms get worse or last more than an hour
  - b. The person is nauseated or vomiting

## Nosebleeds

1. Stop the Bleeding
  - a. Have the person sit up straight and lean forward slightly. Do not have the person lie down or tilt the head backward.
  - b. With thumb and index finger, firmly pinch the nose just below the bone up against the face.
  - c. Apply pressure for 5 minutes. Time yourself with a clock.
  - d. If bleeding continues after 5 minutes, repeat the process.
2. Call a parent or 911 if serious
  - a. Nosebleed does not stop after 10 minutes of home treatment.
  - b. The person is taking blood thinners, such as warfarin (Coumadin) or aspirin, or has a bleeding disorder
  - c. Nosebleed happens after a severe head injury or a blow to the face.

## Sunburn

1. Take the camper out of the sun for the day
2. Call parents if there is any blistering, serious burns, or puss

## Head Injury

Minor head injuries in young children are scary. And although the wounds are usually small, some head injuries need immediate medical care. If there is any head injury the parent must be notified, and an incident report filled out.

Call parent or if serious 911:

- Has neck pain
- Keeps crying
- Needs stitches for a wide-open wound
- Has a big dent in the skull or a lot of swelling
- Vomited several times
- Is not crying but has clear fluid coming from the ear or nose
- Has blurry vision
- Has a bad headache
- Has memory loss
- Fell from a height greater than three feet
- Was struck in the head by an object travelling at a high speed

## Camp Rules

Camp is a place to have lots of fun. To ensure the most fun, campers should follow a few basic rules:

Campers shall be....

- Responsible
- Respectful
- Reasonable

## Child Discipline

On the first day of camp, counselor will review the rules and discipline procedures with campers. The statements, "It's a safety issue," or, "That is not acceptable behavior," are the standard phrases to be used to control inappropriate behavior. Counselors shall use a system of verbal warnings and time-out when disciplining campers. Counselors may by-pass the two-verbal warnings if the camper is displaying behavior that is unsafe to himself and/or others, and it is deemed necessary to call the camper's parent. The following policies shall also be observed as part of the disciplinary code:

- Corporal punishment, including spanking, is prohibited
- No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse
- No camper shall be denied food or shelter as a form of punishment
- Inappropriate disciplinary techniques shall be discussed with, and avoided by, staff and/or counselors
- If a time-off the water is given or if the camper is sent home for inappropriate behavior, an Incident Form shall be kept noting date, time, and campers/staff involved in the incident
- Parents shall be notified in the case of consistent problems with a camper

## Discipline Procedures

First Offense	Verbal Warning and reminded that inappropriate behavior will result in time-off the water
Second Offense	Verbal Warning and reminder that the next show of inappropriate behavior will result in time-off the water
Third Offense	Time-off the water: The camper shall be removed from water sports activities and kept in a cool, quiet area with supervision  Based on the nature of the offenses and the camper's behavior during the time-off the water, the camper may either return to camp activities or the parent/guardian will be notified, and the camper shall remain off the water until their parent or guardian can come to pick him/her up.
Fourth Offense	The camper will be removed from camp activities and will be sent home when their parent/guardian arrives.

## Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another.

At Boating Is Fun Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

## Child Abuse and Neglect

The first responsibility of every staff member is the health and welfare of the campers. Each staffmember is expected to make every precaution to protect the privacy and person of each camper.

## Frequently Asked Questions (FAQs):

### Are instructors qualified?

You can rest assured knowing that all our camp counselors are Red Cross First Aid and CPR certified as well as Red Cross Small Craft Safety certified. Their training is always up to date, and we make sure we have at least 1 lifeguard or instructor assigned to every 8 campers.

### What is the Ratio?

One counselor to 8 campers.

### Do campers have to wear Life jackets?

Yes! All campers and camp staff must always wear Coast Guard approved Type III life jackets when on the water or docks.

### Is there swimming?

There is no swimming. There are times the campers and staff are in the water doing boating instruction or exercises. Life jackets must always be worn. Examples are kayaking rescues, sailing capsized recovery or just learning on a Stand-Up Paddleboard!

### Are the camps inspected by the local board of health?

In one word... Yes! In some more words .... Boston Outdoor Recreation, Inc. camps must comply with regulations of the Massachusetts Department of Public Health (105 CMR 430.000) and are licensed and inspected by the local Board of Health.

### Emergency Contact

An emergency contact must be listed at the time of registration.

## Still Have Questions?

You can always call us at 617-299-3392 or email us at [bostoncampinfo@guestservices.com](mailto:bostoncampinfo@guestservices.com)!

The following will be provided upon request:

- Proof of staff background checks
- Health care and discipline policies
- Procedures for filing grievances

