



**Parent Handbook
2017**

Welcome to Computer Camp!

What to Wear to Camp

There is no regular camp uniform, and dress is casual. Each camper will be issued a Computer Camp t-shirt during the first few days. The BEST camp attire includes:

- ☞ Shorts or pants
- ☞ Light weight t-shirt (*Stomachs and shoulders should be covered.*)
- ☞ Sneakers and socks. *Flip-flops or sandals are NOT allowed.*
- ☞ Sweatshirt or light jacket. The computer rooms are air-conditioned and may be cool, especially after swimming, or outdoor activity.

What to Bring to Camp

- ☞ Bathing suit
- ☞ Large towel (for the pool or to sit on at lunch)
- ☞ Sunscreen
- ☞ Hat for protection from the sun.
- ☞ Bag lunch, except on cookout days (see “Cookouts” section). The Camp provides water, milk or apple juice with lunch. Lunches are not refrigerated. If refrigeration is required please send a lunchbox with an ice pack. Snacks are provided twice daily (see “Snack” section for details).
- ☞ Water bottle filling stations are available. No juice boxes please! Be thoughtful when packaging to reduce, reuse, and recycle. We are trying to be a “Greener Camp.”
- ☞ Tennis racket (rackets are provided for those campers that need them).
- ☞ Water shoes/ aqua socks for going to and from the pool only.
- ☞ Adequate rain gear on rainy days (no umbrellas, please).

It is easiest when all items are transported to and from camp in a bag that your child can carry. The lunchbox itself must have the camper’s full name on it in permanent marker or a nametape.

Leave These Things at Home

- ☞ Toys, dolls and stuffed animals unless requested for a specific activity.
- ☞ Toys, or items, which in any way resemble or might be mistaken for any kind of weapon, including squirt guns.
- ☞ Laptops, iPads, e-readers, tablets, smart watches or any other such devices.
- ☞ Electronic games, PDAs, radios, cameras, smart watches, cell phones and personal listening devices, such as iPods or other mp3 players.
- ☞ Trading cards, playing cards, magic cards, jewelry, or items of value.
- ☞ Money in any form, unless required for a camp-sponsored event.
- ☞ Computer software, flash drives or CDs.
- ☞ Pets.

The Camp assumes no responsibility for loss or damage to camper’s personal property.

Camp Office and Program Operations

The Computer Camp main office is located in room 209 in the classroom building. This room will function as the camp’s program operations center. This building is located across from the Henry Luce Library.

Visitors

Once Computer Camp is in session all parents/guardians must check into the office in classroom 209. No one is allowed to be unaccompanied while camp is in session. The Computer Camp Supervisor must approve all visitors.

Attendance Policies

- ☞ Attendance is taken at the beginning of the day.
- ☞ If your child is going to miss a day, you should inform the Computer Camp Supervisor by email, telephone or note as soon as possible. The Camp will call to verify any absence that is not called in by 9:00am daily.
- ☞ If a camper is to go home with someone other than the usual pick-up person, the Camp must receive a note (paper or email) no later than 12:00pm of that day. If there are any special custodial arrangements in effect, please be sure to inform the Camp in writing before July 1, 2017.
- ☞ If a child who is not registered for the session arrives at camp, a staff member will accompany him/her to the Computer Camp Office and their parent/guardian will be contacted. The child will remain in the office until a legal guardian picks them up in the office.

Camper Arrival and Departure

Campers may be dropped off in front of the academic building, where counselors will be waiting between 8:30am and 8:55am. Please do not drop off your camper unless a Counselor is in attendance at the drop-off spot. Campers are picked up in the same area between 4:05pm and 4:20pm. We ask that parents do NOT park or leave their cars unattended while in the pick-up or drop-off line.

For the safety of all campers and camp staff, absolutely no cell phones may be used in the car drop-off and pick-up line.

DROP-OFF/PICK-UP SPOT: Enter the Brooks School campus through the third and last entrance from Rte 133: the South entrance. Bear left at the first fork, and stay to the right in the parking lot. Drop off or pick up your camper via Computer Camp staff and then continue around the corner through the parking lot to depart campus, exiting back through the South entrance. Please refer to the included map.

Late Arrivals & Early Departures

Late Arrivals

Campers arriving later than 9:00am need to be walked into the classroom building to room 209 and checked in with the Computer Camp staff. A staff member will escort your camper to their assigned activity.

Early Departures

When a camper must leave early, the last early departure is 3:30pm. A note from the guardian is necessary, detailing time of pick-up and who will be picking up the camper. Please come into the classroom building to room 209 to pick-up your camper and sign him/her out—IDs will be checked.

No camper may leave the grounds without following this procedure. Any adult picking up a camper must check-in with the Computer Camp Supervisor or office staff in person and present proper identification.

Changes in Enrollment

All requests for changes to enrollment (including cancellation) must be made in writing and sent to the Summer Programs Office. The Payment and Cancellation/Refund Policy is outlined on the 2017 Registration Form.

Last Day of Camp

The last day of camp, Friday, August 18th, is a full day for the computer camp, however there is no Extended Day program.

Bus Transportation

If you have requested transportation, the Summer Programs Office will contact you concerning specific arrangements several days before your camper's first day of camp. Transportation questions should be directed to the Summer Programs Office.

Transportation Plan for All Campers

It is camp policy to have a Travel Plan on file for each camper. This is to support the safety of your child. Please be sure that this form, [which is available online](#), has been submitted. We will only release campers to individuals whose names we have on file.

Extended Day

Extended Day services are available for all campers for an additional fee. Advanced arrangements must be made. This is important to ensure that we are appropriately staffed.

In case of an emergency we will be able to accommodate your camper in the Extended Day program at the last moment. Please call the Computer Camp office to make the necessary arrangements. Otherwise, the Extended Day service is only for those campers who are registered for the program.

AM Extended Day Program begins at 7:00 AM. Campers should be dropped off at the playground, near the pools. Parents must sign their campers in with the staff member on duty. Staff members will supervise and provide activities for your children. At 8:20 AM staff will walk the campers to their appropriate camps to meet their counselors. In case of rain, AM Extended will take place in the Athletic Center.

PM Extended Day Program begins at 4:10 PM and ends at 6:30 PM. A Computer Camp staff member will walk campers to the Extended PM check-in at the Summer Programs office. The Extended Day Lead will take attendance. Multiple activities including swimming, playground, and casual recreational time with staff will be available. A snack is also provided. If raining, PM Extended will take place in the Athletic Center. Campers must be signed-out at the Summer Programs office (or Athletic Center if raining) by 6:30 PM. Parents must present a picture ID and sign-out their camper with the designated staff member.

Please note that a late fee is charged for late pick-ups.

Requests for changes in the Extended Day Program, or additional services, must be made in writing to the Summer Programs Office. Please note that changes in a camper's daily schedule should be made as far in advance as possible. If you have any questions do not hesitate to call 978-725-6253.

Sunscreen

We urge all parents to apply sunscreen to their camper(s) BEFORE they come to camp. Campers should bring sunscreen for reapplication during the day. A wide brim hat is also very helpful especially for campers with fair skin or sensitivity to the sun.

Medical Administration

State law requires written authorization on file in order to administer any medication to your camper. If your camper needs to receive any medication during the camp day, either prescribed or over-the-counter, a [Medical Administration Consent Form](#) must be completed by the guardian. This form can be downloaded from our website.

Health Services

Please be sure that we have received your camper's health history, immunization record and physician's certificate. We must have these forms on file before the camper may begin to participate in any of the camp's activities.

Gayle Nutile-Pimm, R.N. is the Camp's Health Supervisor. The Health Center is open from 8:30am to 4:30pm. A designated Brooks School staff member certified in First Aid/CPR or a Registered Nurse treats all injuries and illnesses. We will call you if your camper has been seen in the Health Center. All injuries are logged and monitored by the Health Supervisor.

In the event of an emergency we will make every attempt to notify you immediately. When a camper has a fever or vomits they must be picked up from camp immediately. Please do not send your camper to camp if they are complaining of not feeling well. Thank you for your support in helping us to maintain a healthy camp.

If you have any specific questions regarding your camper's health, please feel free to contact the nurse directly at 978-725-3252.

Camp Cookouts & Ice Cream Socials

Camp Cookouts are scheduled for the following **Fridays: July 21st, August 4th & August 18th**

The Camp will provide each camper with a meal of hot dog, roll, chips, water, milk or lemonade, and a dessert. Campers may bring their own regular cold lunch (not to be cooked) if they prefer.

Ice cream socials are scheduled for the following **Thursdays: July 13th, July 27th, and August 10th**

Snacks

All campers are provided with both a morning and afternoon snack during the break period that takes place outside, weather permitting. The snacks are as follows

AM	Camp Mix (Pretzels, Cheerios, Rice Chex Cereal, Goldfish)
PM	Popsicles

Reusable containers are strongly encouraged should a camper choose to bring their own snack. Vending machines on campus are not accessible to campers, and there is no food in the camp store. Campers should not bring money to camp.

At no time will food, drink or gum be allowed in the library or classrooms.

Please note: If your camper has any special dietary restrictions, please be sure to include that information on the medical form or send a note to the camp office so the group counselors may be informed. If your camper requires an arrangement for individualized snacks due to dietary restrictions please contact the Computer Camp Supervisor. We will make provisions to store and provide your snacks to your camper.

Recreation

All campers have a recreation period in the middle of the day. The swimming pool, basketball courts, tennis courts, sports and games field and playground area are available for use. Campers select their recreation activity daily. Red Cross Certified Water Safety Instructors and Life Guards monitor the swimming pool. Swimming will be held on warm rainy days when there is no threat of thunder and lightning. When inside due to weather, campers enjoy activities including board games, extra computer free time and structured physical activities.

Class Composition

The Computer Camp Supervisor is responsible for placing campers in specific classes within the A, B and C groups. Many factors are taken into thoughtful consideration including: age, requests for friends, male/female ratios, length of camper stay and the total number of campers in a class.

Lost Articles

Items that are left at camp are collected daily and taken to the lost and found. At the end of each week counselors will go through the lost and found and return labeled items to their owners. All other items will be brought to the Summer Programs Lost and Found and eventually donated to charity. Parents may check the lost and found area by the Summer Programs Office at any time. We strongly recommend all items brought to camp be labeled with the camper's full name.

Conduct/Bullying

One of the goals of the Brooks School is to provide a safe environment in which campers and staff alike can experience individual growth and development. In order to accomplish this, members of the Brooks School community must adhere to some basic principles of conduct. These principles include, but are not limited to: respecting the rights, needs, and privileges of others, using appropriate language at all times, being courteous to campers and staff alike, being cooperative in all group activities and following the camp's safety rules and guidelines.

Brooks School Summer Programs has a long proven history of providing an intellectually, physically and emotionally safe environment that encourages healthy friendships. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories and new skills.

We address all incidents of perceived bullying seriously. Our staff has been trained to promote and model healthy relationships so that campers will be comfortable alerting us to any problems concerning their camp experience. Every member of the community has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

The Director of Auxiliary Programs reserves the right to dismiss a camper when, in his opinion, this action is in the best interest of the camp. The camp also reserves the right to dismiss a camper if the camper's parent/guardians are not cooperative and/or compliant with the camp's policies and procedures.

Inappropriate Use of Media, Internet, Messaging & Gaming

All campers must clearly understand the ramifications of placing names and personal information such as addresses or phone numbers on the Internet. At the beginning of each session, the Computer Camp Supervisor and instructors will address proper Internet etiquette with each group of campers. This includes never placing, or threatening to place, personal information on the Internet.

Internet/Online gaming of any kind is prohibited at Computer Camp. Campers are encouraged to work on ongoing camp projects or try a new, available technology or educational game during the open activity period. For the safety of the campers use of cell phones, texting, (or any other form of instant messaging), online social networking (such as Facebook, Twitter, Instagram, Snapchat) and/or emailing is not permitted. Campers wishing to contact a parent may request to make a phone call from the Camp office.

Additionally, Brooks School Summer Programs asks staff members not to “friend” campers and to exercise great discretion with regard to social networking. Inappropriate behavior while networking will be subject to disciplinary action and includes:

- ⌘ Any behavior or content that is used to demean, harass, bully, or intimidate another camper, staff member, or camp Community Member.
- ⌘ Offensive, vulgar language
- ⌘ Sexually explicit photos or language
- ⌘ Photos or content that could violate the reputation of the Brooks School camps
- ⌘ Using any Brooks School logos

Please address these issues with your camper before they arrive at Computer Camp.
They are dismissible offenses.

Sharing Information

We recognize that campers and staff develop close trusting relationships with one another at camp and that these relationships are healthy and beneficial to campers and staff alike. We also recognize that campers and staff may like to keep contact after camp. Staff will not exchange contact information (e.g., email address, profile names, cell phone numbers) with campers without the parent/guardian written permission.

Photographs and Camera Use

Brooks School Summer Programs counselor staff may not take any pictures of campers without the written permission from a parent and Director of Auxiliary Programs approval. At no time may these pictures be posted to the Internet or shared with any type of media. Brooks School Summer Programs will be responsible for taking pictures of campers for their marketing efforts as directed by the photo permissions on the application. [A Photo Release Opt Out form](#) can also be found on our website online.

Brooks School Summer Programs is not responsible for any cameras brought to camp. Cameras will be provided to campers for use if assigned to photography or videography classes. Pictures may only be taken under the supervision of staff, with parent permission, and Computer Camp Supervisor approval. We ask that you review their photographs (digital or print) for appropriateness and inform the camp if you discover any images that are inappropriate or that are of concern to you.

Example Daily Schedule Summer 2017

9am	Period--Instructional Classes
10am	Snack Break
10:15am	Period II--Instructional Classes
11:15am	Recreational Period (swim, tennis, playground, sports and games)
12:15pm	Lunch
12:45pm	Period III—Instructional Classes
1:45pm	Snack Break
2pm	Open Activity
2:45pm	Period IV—Instructional Classes
4pm	Campers Depart to Pick Up Locations

Join Us for our Showcase

Every weeklong session of Computer Camp will end with a Design Showcase on Friday. The Showcase will take place in the camp classrooms at a designated time. We invite all parents to come and see what your campers have learned and what projects they have completed in just a short week of Computer Camp. Specific details regarding the Design Showcase will be communicated directly with families.

Contact Information

Parents are always encouraged to contact the Computer Camp Supervisor when they have a question or concern. When you leave a message we will make every effort to return your phone call or email that same day. In case of an emergency, please contact the Summer Programs Office directly, at (978) 725-6253.

Per DEPARTMENT OF PUBLIC HEALTH 105 CMR:430.00, MINIMUM STANDARDS FOR RECREATIONAL CAMPS FOR CHILDREN parents have the right to review background check policy, health care policy, discipline policies and grievance procedures upon request.

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