



WELCOME TO

CAMP NDA

2016

INFORMATION PACKET AND GUIDELINES

Please review this packet and share the important information with your
child!



CAMP NDA

HEALTH POLICIES AND EMERGENCY INFORMATION-SUMMER 2015

- Local emergency numbers will be posted in the main office and placed in all staff cell phones
- All staff will carry their cell phones and a walkie talkie on their persons at all times for emergency use
- All session directors, staff, and student staff have been trained in first aid and CPR under the American Heart Association Heart Savers certification program.

http://www.heart.org/HEARTORG/CPRAndECC/CorporateTraining/HeartsaverCourses/Heartsaver-Courses_UCM_001295_SubHomePage.jsp

Hospital used for emergency services

Lowell General Hospital

Main Number (978) 937-6000

295 Varnum Ave., Lowell, MA 01854

Tyngsboro Fire Department



LOCAL AMBULANCE SERVICE



10 Jean Ave
Chelmsford, MA 01824

TYNGSBORO POLICE DEPARTMENT



Call us: 1-(978) 649-7504



Child Illness and injury Policy

* For the safety of all campers and staff, we ask that you keep your child home for the day if they:

1. Do not feel well enough to fully participate in the activities of the program
2. Have/ or have had a fever in the last 24 hours
3. Have shown signs of head lice and have not completed a treatment to remove all signs of head lice

If your child falls ill during the camp day the staff will...

1. Bring the child to the office to rest and be out of the elements
2. Evaluate the child's health
 - a. Do they have a fever
 - b. Are they overheating
 - c. Can they continue with the camp activities for the day?
3. After the child has rested and been evaluated, a decision will be made to...
 - a. either contact the parent for pick-up,
 - b. contact the parent to inform them of their child's status,
 - c. All staff involved will record the interaction in the health log and discuss at pick-up.

If there is a medical emergency involving your child, the staff will...

1. Evaluate the scene and determine if 911 is needed.
2. If 911 is needed, the staff will contact 911 for assistance while another staff contacts the guardian as soon as it is safe to do so.
3. If 911 is not needed, but the child needs to be seen by a physician, the child's guardian will be contacted for pick up.
4. If first aid is needed, such as control of bleeding or immobilization, the staff will use their knowledge of first aid to make the child safe and comfortable until the guardian or EMS arrives.
5. After the incident has been properly tended to, documentation will be made by all staff involved.

If your child needs mild first aid while at camp, the staff will...

1. Evaluate your child's needs.
2. Perform basic first aid needs such as applying a Band-Aid, or applying ice to the area of injury
3. Document all injuries in the medical log
4. Inform guardian of any first aid services at pick up or via phone after first aid is administered

If your child required any form of medication during the program day...

1. Medication needs to be brought to the director in the original container, labeled, and with a note authorizing consent for the director to administer such medication.
2. All medication will be kept in the office under the supervision of the director
3. All medications administered will be logged in the medical log book.

If your child has allergies ...

1. You must provide all pertinent information about your child's allergies
2. You must submit an allergy action plan to keep on file
3. You must provide any medication necessary for your child in case of an allergic reaction (epi-pen, Benadryl etc.)
4. You must meet with the director at drop off on the first day of camp to make sure they are fully aware of your child's needs

If your child has a physical, medical, or behavioral condition...

1. Please make sure an action plan is in place for your child
2. Please inform the director prior to the day of camp
3. Meet with the director the first morning of camp to ensure all concerns are addressed.
4. Provide ANY pertinent information that will help make your child's camp experience the most rewarding and safest.

If a medical emergency takes place on an off campus activity...

1. Staff will assess the scene and secure safety for all campers.
2. Staff will contact 911 via cell phone and request assistance.
3. Once the situation is stable, staff will contact the guardians of all campers involved.
4. Any camper who needs to be transported will be brought to the local hospital for evaluation and treatment.
5. All staff involved will log the incident in the medical log.

*If an "outbreak" or infectious situation occurs at camp, all families attending a session that may have been exposed will be contacted via email as soon as the camp is informed of the situation. If the situation warrants monitoring, Camp NDA will keep the families informed of any upcoming procedures and protocols to ensure the well-being of all campers and their families.



INFORMATION ABOUT OUR FIRST AID EQUIPMENT

- 1.** The camp main office will have a fully stocked basic first aid kit located on the desk.
- 2.** Each staff will carry a mini first aid kit on their persons to include gauze, band aids, and gloves.
- 3.** Reusable ice packs will be located in the basement level of the main building for use.
- 4.** Emergency ice packs will be located with the first aid kit in the office.
- 5.** All prescribes epi-pens and inhalers will be located in the Camp office unless other arrangements have been made with the camper, their family, and the director.
- 6.** All off campus activities will carry a fully stocked basic first aid kit with them . The director will hold onto this kit. All staff will carry the mini kits.
- 7.** A first aid kit will be located at the “shed” at the track.
- 8.** An AED will be on site in the main building.
- 9.** The director will be in charge of maintaining and restocking the first aid kits on a nightly basis.
- 10.** The office will carry family friendly bug spray for community use, unless the guardian explicitly states their child cannot use the on-site spray.
- 11.** The office will carry family friendly sun screen for community use, unless the guardian explicitly states their child cannot use the onsite sunscreen.
- 12.** Staff will only apply sunscreen, please make sure your child is able to rub in their sunscreen independently.
- 13.** All staff will be trained in assisting with first aid needs, choking situations, and CPR.
- 14.** The director of the session will maintain and administer any medication needed for an individual camper.
- 15.** Any spills of bodily fluid will be cleaned and disposed of properly by the trained maintenance staff of The Academy.
- 16.** If you have any further questions, please contact the Camp director at enrichment@ndatyngsboro.org, or speak with the session director in person.
- 17.** The Health Supervisor participating in off-site adventures will carry an emergency backpack that will include a first aid kit, emergency contacts for campers, emergency cell phone, and any medication of campers, bug spray, sunscreen, a nut free snack, and an epi pen.



Camp NDA Discipline Policy

“All Campers and staff shall not have their dignity or emotional/physical integrity damaged by the actions of fellow staff and campers. We treat each other with compassion, empathy, and respect at all times!”

1. Any camper who physically or emotionally harms another camper or staff will be removed from the situation.
2. All campers will have the right to thoroughly explain their point of view without predetermined judgement by staff.
3. If a camper has acted in a way deemed inappropriate during an activity, the camper may be asked to discontinue participating in said activity.
4. If a child feels emotionally or physically threatened, they should bring it to the attention of staff.
5. If a child receives any disciplinary action for their behavior, the incident will be recorded in the behavior log.
6. If an incident is recorded in the behavior log, a guardian of the camper must be notified either by phone or in person at pick up.
7. If a camper is physically violent to another camper or staff, they will be placed in the office and a guardian will be called to pick the child up for the day. The director will then discuss any further discipline with the guardian face to face.
8. No camper shall be subject to crude punishment or humiliation.
9. Corporal punishment is prohibited.
10. No camper shall be denied food or shelter as punishment.
11. The session director has all rights to adjust a camper’s consequence based on an individual situation and the severity of the incident.



DISASTER PLAN

In case of fire or other any other unsafe situation within the building...

1. If staff suspects a fire or unsafe situation within the building, they will pull the nearest fire alarm to ensure the evacuation procedure begins.
2. If a camper suspects a fire or an unsafe situation in the building, they should report directly to a staff member, if no staff is found and it is an emergency, the camper is to pull the fire alarm to alert the staff and campers to evacuate.
3. All campers located in the main building will follow the designated evacuation procedure discussed the first day of camp.
4. Any classroom or other general room being used by campers will have fire escape plans posted for referral.
5. All campers are to go out the nearest exit and meet the group at one of the 3 designated areas.
 - a. The rear basketball court
 - b. The St. Julie statue at the front corner of the building
 - c. The side playground.
6. Any camper outside the building at the time of an alarm will report directly to one of the 3 designated areas. If the camper is not near the main building (woods or fields), the director will walkie talkie the group to ensure all are accounted for at roll call.
7. The staff will then do roll call and use the walkie talkie system to ensure all campers are accounted for.
8. Once the OK is given by the fire department or other officials, the campers may return to their activities.

In case of hazardous weather conditions (sudden downpour, lightning, high winds)...

*The session director is in charge of maintaining up to date information on any possible change in weather patterns during the course of a camp day. If severe weather is possible, it is up to the session director to communicate appropriate directions to all staff via walkie talkie.

1. If severe weather is imminent, all campers will be brought inside the main building as soon as the staff becomes aware of the upcoming weather.
2. Campers within the building will remain on the lower level away from all windows and doors during severe weather.
3. Campers will remain in the main building until the severe weather is gone and staff is able to do a safety check outside.
4. Campers located on the fields or in the woods should begin heading back to the main building as soon as any sign of severe weather approaches. (darkening clouds, distant thunder, sudden change in wind pattern)
5. Campers who are stuck in the fields or the woods during sudden severe weather should "hunker down" with the staff in the safest spot possible under the weather clears enough to make way back to the main building.

6. Any camper and staff that becomes unable to return during severe weather will radio the director immediately when a concern arises.
7. Any off site trips will be carefully monitored for severe weather. If severe weather is predicted on a trip day, it is the decision of the session director and camp director as to whether or not the trip takes place on the designated day.
8. Any off site trips that run into severe weather will take shelter at the nearest and safest structure available. Staff and directors will be informed of the variety of options based off the specific trips.
9. Any camper located in a boat, canoe, kayak or any other watercraft, as well as any camper participating in waterfront activities, should report directly to the main building if severe weather occurs. Most important, get off and away from the water. Leave all watercrafts at the waterfront and return to the main building.

In case of wild fire/ brush fire...

1. Any staff or camper who smells smoke or sees signs of an outdoor fire should report it to the director via walkie talkie immediately.
2. All campers and staff should report to the main building and wait for further instruction.

*** For the safety of all campers participating in off-site adventures, the transportation will remain parked on site whenever possible. The Health Supervisor will also carry the contact information of the driver in case of any emergency situation.



CAMPER SAFETY AND LOST CAMPER PROTOCOL

- To ensure the safety of all out campers, the camper MUST sign in every morning and be signed out by an adult in the afternoon.
- “head Counts” will be done regularly by all camp staff to ensure that all campers are safe and accounted for.
- Every time a group transitions from one area to another, the campers will line up for head count.
- When leaving the property of Camp NDA, a head count will be done on the bus when departing, along with roll call, as well as repeating this procedure on the way back to Camp NDA.
- Staff WILL NOT leave a child unattended during the camp day or after hours.
- If a camper does not show on a particular morning, a call will be placed to the guardian to make sure they are aware the child has not arrived.
- If a child is not present or does not return to the pick-up location at the end of the day, the lost camper protocol will be followed.
- New and previously registered campers will have to complete all paperwork, make payment, and produce a copy of immunizations and a recent physical in order to be signed into the program.

If a camper is not present at head count or count is off on site...

- Staff will have the group sit on the ground in a row and recount.
- If the count is still off, the staff will call roll call.
- Once the missing child is identified, the staff will announce over the radio the child they are looking for.
- Once a missing child announcement is made, all campers will go directly to their staff and sit in a line for roll call.
- Staff will complete a head count and roll call.
- All campers will remain seated until the lost child has been found or they have been told to relocate by staff.
- While roll call and head counts are being completed, CIT staff will sweep the common areas such as bathrooms etc.
- If the child still remains missing, the director will call the Tyngsboro Police Department and inform them of the situation while another designated staff person contacts the guardian to ensure they were not picked up without signing out.
- Once authorities are called, the camp will follow the direction of the authorities.

In a camper is missing on an off-site trip...

- Staff will notify the director via walkie talkie or cell phone immediately.
- All groups will report to the designated meeting site for roll call.
- The director will inform the venue that a child is missing.
- The staff and director will follow the protocol the venue has in place to recover a lost child.

DAILY ACTIVITY OPTIONS ON SITE AT CAMP NDA

Though each session has its own focus and theme, all camps will have an opportunity to use many of the same facilities throughout the summer. Below is a list of the different facilities and opportunities your child will have.

- 2 playgrounds located on the property
- Tennis courts
- Indoor and outdoor basketball courts
- Soccer field
- ¼ mile track
- Softball/baseball fields
- Beanbag theatre
- Cafeteria space
- Waterfront on Upton Pond and Flint Pond
- Nature trails
- Indoor plumbing and facilities
- Water Fountains to refill bottles
- A variety of sports equipment
- Craft opportunities
- Board games
- Card games
- Coloring and free draw
- Jump ropes/ Hula Hoops
- Kickball
- Frisbees
- Group activities as well as free play time
- First aid, AED, bug spray and sun screen when needed (please label a bottle and put in your child's backpack daily)
- Trained staff with First Aid and CPR certifications, many being teachers.



WHAT TO EXPECT AT CAMP NDA

- Upon arrival, please sign your child in at the side door next to the playground.
- Your child will have the opportunity to put their belongings inside where it stays cool
- The children will have free play while they wait for all campers to arrive.
- Once all campers have arrived, the sessions will begin according to their designated schedule.
- Each child has a place to go if they feel overheated and need a break.
- Each camper will have a minimum of 45min of “down time” for lunch and a break from the heat and sun
- Each camper will have an opportunity to participate in many fun activities throughout the day.
- Each session will function out of the extended day office. Please refer to this office when calling the Camp. If it is after 1pm, please use our off hours emergency line. Please copy the emergency number down when you drop off the first day.
- EDP phone number is 978-649-7611 ext. 335, or have the main office radio a staff member for assistance.
- Camp NDA cell phone number is 978-337-6086 (emergency line)

Please....

- Be aware that your child needs to be signed in a drop off and out at pick up by a guardian.
- If someone other than the legal guardian is picking your child up, a note from the guardian giving consent needs to be brought in and placed on file.
- Children will only be allowed to be signed out by a guardian or someone listed in a note of consent on file.
- Drop off and pick up will be located at the side door of the main building, across from the colorful playground.
- Pack a lunch, plenty of water, bug spray, and sunscreen for your child daily.
- Sneakers should be worn, sandals can be packed.
- Be sure to sign in and sign out each day. This is important for your child’s safety.
- Call if you are running late or there is a change in pick up. [978-649-7611](tel:978-649-7611)
- Email by 9:30 if your child is not attending for the day. You can email enrichment@ndatyngsboro.org
- Be aware that no child will be able to attend any of our sessions unless all medical forms are submitted and account is paid in full.
- Inform the staff if you have any personal concerns or your child shares any personal concerns with you that relate to camp.

DROP OFF/ PICK UP REMINDER.... Unless otherwise noted, all drop offs are to be at the side door of the main building. Children should be signed in at drop off. Pickup will be at the same location. Please be aware a guardian MUST sign the child out. If someone other than a guardian is picking up, a note of consent needs to be sent in and placed on file before the pic up can occur. Thank you for understanding!



CAMP HANDBOOK RECOGNITION SLIP

PLEASE SIGN AND RETURN ON THE FIRST DAY OF CAMP

I have read the camp NDA information packet and guidelines. I understand the policies in place and will fully support staff decisions that directly relate to the policies discussed in the packet.

Name (print) _____

Relationship to child _____

Child's Name _____

Sessions attending _____

Sign _____

Date _____

Any other important information about your child? (allergies etc)

**The Academy of Notre Dame reserves the rights to use a camper's picture or video in advertising, publications, and official Camp NDA and Academy of Notre Dame social media sites, as well as the official school website. Any parent or guardian who does not wish for their child's picture or video to be used must inform the camp director in writing the first day of camp and provide a picture of the child for identification purposes.