

# Beaver SUMMER CAMP

## Parent/Caregiver Handbook 2022

**Beaver Summer Camp**  
791 Hammond St.  
Chestnut Hill, MA 02467  
Ph (617) 738-2750  
Fax (617) 738-2790  
[www.BVRcamp.org](http://www.BVRcamp.org)  
[info@bvrcamp.org](mailto:info@bvrcamp.org)



## General Information

*The coronavirus (COVID-19) pandemic is a dynamic situation, which has caused the Camp to change certain aspects of its operations and may cause further changes as the situation unfolds. Some elements of this handbook have been adapted specifically in relation to pandemic-related issues or concerns. Other elements of the handbook reflect our usual operations. All aspects of the Camp's operations, and all aspects of this handbook, are subject to change. Please be alert to ongoing communications from the Camp. In the event the Camp adopts a policy or practice during the year that is inconsistent with some provision of the handbook, that new policy or practice will apply. **Please see the last section of the Parent Handbook for our COVID-19 Response.***

### "THE BEAVER WAY"

At Beaver, we focus on the needs of the individual child as we encourage exploration, build relationships, and challenge campers to develop new skills. We aim to build each camper's self-confidence and respect for others while they make connections and, above all, have fun. It is through play and active encouragement that campers make independent choices about how they want to grow. Our professional and caring staff creates a safe, structured, and stimulating environment that sparks children's excitement about exploring new possibilities. By participating in an experience where fun and learning are in essential partnership, our campers engage their innate enthusiasm and sense of wonder.

### PROGRAM and ACTIVITIES

One of the things that makes Beaver special is the wide variety of programs and activities we offer. General Camp activities include, but aren't limited to:

Swim Instruction	YoZumba	Storytheater
Archery	Little Builders	Design Lab
Art	Videography	Challenge Course
Cooking	Music	Climbing Wall
Ceramics	Gardening	Playground
Circus Arts	Nature	Woodshop
Indoor Tennis	Photography	Basketball
Dance	Pickleball	Backyard Games
Drama	Pedal Karts	Big Blue Blocks
Martial Arts	Outdoor Games	Yoga
Gymnastics	Ga-ga	Special Events
Field Sports	Soccer	
Tot-Stop	Street Hockey	

We encourage children to experiment with and to choose new activities that help them discover their potential.

In general, the older the camper, the more choices they have. With choice, however, comes decision-making. We feel strongly that the act of choosing activities develops a child's sense of responsibility and confidence. So, while counselors and parents/caregivers may actively encourage children to try new activities, the final decision rests with the camper.

Some activities can only safely or productively accommodate a certain number of children at a time. Therefore, children do not always get their first choice of activities. While this may be difficult for some children to

accept, it is our belief that learning to accept disappointment gracefully is an important component of becoming a healthy adolescent. If too many children choose an activity, arrangements will be made for those who didn't get their first choice to get it the next time the activity is offered.

### **Instructional Swimming**

- Swim lessons are conducted by certified Lifeguards and Water Safety Instructors. Children in Middle, Upper, and Senior Camp are tested and placed in swim groups their first week. (To help ensure proper placement, please provide copies of your child's swim cards where applicable.) Lower Campers remain in their camp groups for swim lessons. Our goal for these campers are aligned with those stated in the American Red Cross guidebook:
  - *"The American Red Cross Infant and Pre-School Aquatics Program helps young children (aged 6 months to 5 years) become comfortable in and around the water so they are ready to learn to swim. This program is not designed to teach children to become good swimmers, or even to survive in the water on their own."*

### **CAMP STAFF**

Beaver Summer Camp has hired a team of mature, experienced, and enthusiastic staff who are committed to your child's growth. They are all excellent role models, chosen for their ability to create a warm, caring, and diverse community for kids. Well over half are returning to work at Beaver from previous summers, and all staff participate in a rigorous and thorough pre-camp training process.

We recognize the tremendous effect a good camping experience has on the development of a child and carefully select each staff member for their interest in children and their experience in education. Our dedicated team leads by example as they maintain a safe environment with a healthy balance of fun and challenge.

### **YEAR ROUND ADMINISTRATIVE STAFF**

Director	Sue Leip
Associate Director	Tara Paulauskas, LICSW
Operations Manager	Laurel Sullivan

### **SAFETY**

Nothing is more important to us at Beaver than the safety and security of each and every one of our campers. We have developed a wide range of systems and procedures you can trust. Our staff is fully trained in their implementation through rehearsals and simulations. Paramount among them is effective supervision, and that is what we offer all our campers whether they are in our pool, on our athletic fields, or on a camping trip. Camp parents/caregivers are always welcome to call the Director to discuss our safety policies or a specific safety concern.

### **REGISTRATION POLICIES**

Given the challenges that today's families face in scheduling and committing to their children's camp enrollment, we have created registration policies that offer a reasonable amount of flexibility. We adhere strictly to the following registration policies:

- All applications are processed on a first come, first served basis.
- A deposit of \$200 per session (\$100 per week) is required at the time of registration. This deposit is non-refundable and non-transferable. The deposit will be applied towards your balance once your

registration has been completed for the desired program (If we are unable to accommodate your initial program choice, we will call you before continuing the registration process).

- A 50% non-refundable deposit for all transportation fees is also required at the time of registration.
- Full payment is due by **April 1**.
- For registrations after **April 1**, full payment must accompany registration.

### **Refunds**

- Any monies paid toward the balance of any program (except deposits) are refundable up until **May 1**, provided that the camp Office has been notified in writing of the withdrawal.
- Prior to May 1, balances (except deposits) may be transferred to another program, based on availability, or applied to another immediate family member, again based on availability.
- After May 1, all camp fees are non-refundable.

### **Refunds and COVID-19**

- In these uncertain times, we understand that additional policies are necessary to provide our families with transparency and flexibility. As such, the following policies will be put in place for Summer 2022:
  - Any programming canceled by Beaver Summer Camp before the start of camp (June 27th, 2022) and due to COVID-19 restrictions will result in a full refund, including the deposit.
  - For any child who is diagnosed with COVID-19 we will provide prorated refunds (excepting the deposit). Proper documentation and positive tests confirming the diagnosis will be required for this refund.

### **Wait Lists**

- Once a session has reached its maximum enrollment, we form a wait list for that specific program session.
- There is no cost to remain on a wait list.
- If an opening becomes available, we will promptly contact the next family on our wait list.

### **Registration Changes**

- We make every effort to accommodate changes in camper enrollment. Please contact the Camp Office to inquire about your specific needs.
- All requests for changes must be confirmed in writing by sending a communication to the camp email **info@bvrccamp.org**.
- All changes in enrollment are dependent upon availability.

### **Discounts**

- Campers enrolled for all eight weeks of camp are entitled to a 5% discount off the total cost of selected programs (Extended Day and Transportation not included). This discount is applied by the Camp Office at the time of initial registration.
- Camper families with more than one camper attending six or more weeks of camp are entitled to a 5% sibling discount off the second and any other additional siblings. The sibling discount is applied to the lower-priced tuition. This discount will be applied by our Office after initial registration.

### **Conditions for Participation**

- Beaver Summer Camp strives to offer a group experience and opportunities for learning within the boundaries of safety, well-being and the law. We reserve the right to terminate the participation of any camper, without refund and without formal hearing, whom we believe has violated the conditions for participation or has become a hindrance to the group or goals of the program.

## Special Needs

- Any camper who can manage in a typical school setting should thrive at Beaver Summer Camp. However, because children's safety is paramount, some prospective campers' physical or emotional considerations may require extra support. Please call the Camp Office to discuss your child's specific needs and to find out if Beaver is the appropriate placement. We shall make adequate provisions to assure any special training necessary for camp personnel to protect the safety and health of campers with disabilities.

## OTHER CAMP POLICIES

Camp parents/caregivers have the right to review the Camp's hiring policy, health care policy, and grievance procedures. These policies and procedures are available upon request from the Camp Office.

## LICENSING and ACCREDITATION

Beaver Summer Camp must comply with regulations of the Massachusetts Department of Public Health (105 CMR 430) and be licensed by the Town of Brookline Board of Health. Information on these regulations may be obtained by calling the MA Department of Public Health at 617-983-6761.

- As an American Camp Association (ACA) accredited camp, Beaver chooses to comply with nearly 300 standards ranging from Human Resources to Aquatics and Transportation. This regular, independent safety audit goes well beyond the state regulations that we are required to meet, and helps to assure our families that we maintain the highest of standards. If you ever have any questions about the ACA or their accreditation standards, feel free to ask us or contact ACA New England directly at (508) 647-CAMP or online at [www.acane-camps.org](http://www.acane-camps.org).

## While Your Child is at Camp

### COMMUNICATION

Please call the Camp Office at (617) 738-2750 or email us at [info@bvrcamp.org](mailto:info@bvrcamp.org) if you have a question or concern. We will be happy to speak with you regarding your child or our program and help direct you to the appropriate staff. Keep in mind that our staff's time is spent focusing their attention on your child and the camp program and more than likely will not be in the Camp Office when you call. Please provide your telephone number and a convenient time to return your call.

Camp Address: 791 Hammond St.  
Chestnut Hill, MA 02467  
Office Telephone: (617) 738-2750  
Fax Number: (617) 738-2790  
Email address: [info@bvrcamp.org](mailto:info@bvrcamp.org)  
Web address: [www.BVRCamp.org](http://www.BVRCamp.org)  
Office Hours: Monday - Friday, 8:00 am - 5:00 pm

## ATTENDANCE PROCEDURES

### Attendance

- Attendance is taken at the beginning of each day, and group counselors take frequent head counts throughout the day including during all transitions.

### Absence

- Please make sure to email or call the Camp Office, (617) 738-2750, if your child is going to miss one or more days of camp. If you know in advance that your camper will miss certain days, a note or email indicating that information is helpful.

### Late Arrival

- We respect the fact that summer is a time for more relaxed family schedules. However, we feel that our campers do best when they arrive in time to start their day with the rest of their group. Arriving late at camp can be hurried and confusing, especially for younger children. We encourage everyone to help their camper transition as smoothly as possible by following our 8:30 to 9:00 a.m. drop-off time. If your child does arrive at camp after 9:00 a.m., please take them to the Camp Office to sign them in. This is necessary for us to clearly account for all children once groups have begun their camp day. One of our staff will bring your camper to their group.

### Late Pick-Up

- Please respect our daily pick-up times. If a parent or caregiver is more than fifteen minutes late picking up their child, the child's counselor will bring the child to the Camp Office and they should be picked up there. Repeated lateness will incur an Extended Day charge.

### Early Arrival

- Unless a child is enrolled in our early morning Extended Day program (available from 7:30 a.m. to 8:30 a.m. daily), they may not be dropped off at camp before 8:30 a.m. We do not have staff available to supervise them before camp begins. Extended Day is a weekly program, although daily enrollment can be arranged through the Camp Office with 24 hours notice.

### Early Pick-Up

- If, for any reason, your child is to be picked up early from camp, please provide a note to your child's head counselor in the morning or send an email to [info@bvrcamp.org](mailto:info@bvrcamp.org). Notes should contain the following information:
  - Child's name and parent name
  - Time and date of pick-up
  - Your child's group and division (example: Buccaneers/Middle Camp)
- If your child is in Extended Day or rides the bus, please be sure the note indicates this as well. Notes for the nurse or pool staff should also be given to your child's head counselor. When you arrive to pick up your child, please meet your child in the Camp Office and sign them out. Campers may not leave the grounds without signing out. **Note: We are unable to accommodate early pick-ups after 2:50pm**, the time of the last transition before the last period of the day.

### Pick-Up by Someone Other Than Parent or Guardian

- If a camper is to go home with someone other than the parent or guardian, we must have a Camper Release Authorization Form signed by the parent stating who the alternate caretakers are who can pick up the camper. This form is online and can be found in your myBVR account. Campers will, under no circumstances, be placed in cars with anyone who is not listed on this form unless we receive permission from the parent or guardian in writing.

## VISITING CAMP

We encourage parents/caregivers to visit the camp anytime. However, the following guidelines will ensure your child's safety and security.

- Call ahead to schedule your visit with the appropriate program or division director.

- When you arrive, sign in at the Camp Office and get a guest badge.
- Wear the guest badge at all times while on campus.
- Sign out at the Camp Office when you leave.
- All visitation policies are subject to the COVID-19 guidelines issued by the Commonwealth of Massachusetts or Beaver, and they may be revised at any time.

## CLOTHING and PERSONAL BELONGINGS

To help minimize lost and found, please mark your camper's name on all articles, including clothing, backpacks, towels, swimsuits, etc. While at camp, personal possessions will not be locked. Therefore, we suggest that you do NOT send your child to camp with their most valuable items (even though it may be a favorite). Counselors make every effort to help campers develop a sense of responsibility about their personal items, but personal items can be misplaced. If a belonging is missing, we recommend you immediately notify your camper's counselors. Beaver Summer Camp assumes no responsibility for loss or damage to campers' personal property.

- What to bring:
  - Bathing suit (you may want to send two, one for lessons and one for free swim)
  - Towel
  - Footwear to wear in transit to the pool
  - Hat with a brim
  - Sneakers
  - Rain gear and an extra set of dry clothes in a Ziploc bag
  - Waterproof sunscreen
  - Water bottle

*Don't forget to label all of your camper's belongings!*

- What to leave at home:
  - Cell phones. *We have a strict no camper cell phone policy.*
  - Other digital devices such as iPads, computers, or electronic games
  - Valuables or money (under any circumstances)
  - Sports equipment such as a baseball glove (unless specifically needed on a given day)
  - Explicit T-shirts or other apparel deemed offensive, discriminatory or suggestive
  - Knives of any kind, or other weapons
  - Drugs or alcohol
  - Pets or other animals

## Lost and Found

- At the end of each day, parents/caregivers should check with their campers to ensure that they have all of their belongings. If an item is missing, please first notify your child's counselors, and they can help find the item. We also maintain a central Lost and Found near the Camp Office. We will make every effort to return any items marked with your camper's name directly to them during their time here. At the end of the summer, all unclaimed articles will be donated to a charitable organization.

## LUNCH and SNACK

Beaver provides all campers each day with a variety of well-balanced lunch options and a morning snack. The specific weekly menu is available through our website and in the Camp Office. As a result, there is no need to send food to camp with your child. Campers are specifically prohibited from bringing any nuts or products that contain nuts to camp.

- Here is our [Beaver Summer Camp 2022 Menu](#)

### **Food Allergies and Special Diets**

- We ask that parents/caregivers make Beaver aware of any allergies or special diets. If your camper has a food allergy, please complete a menu indicating to staff what your camper CANNOT eat. Please put a line through the food that your camper cannot eat, and do not mark the menu otherwise. As a resource to all families, we maintain a binder in the Camp Office that lists ingredients for all food products served, in addition to having the ingredients available digitally. Please email completed menus to [info@bvrcamp.org](mailto:info@bvrcamp.org), or deliver to the Camp Office.
- We are happy to have a conversation with parents/caregivers of campers with food allergies prior to the camp season, to discuss their specific concerns and needs.

### **No Nut Policy**

- We are a nut-safe camp. We do not serve any peanut or tree nut products, or any foods that contain hidden nut products.

### **Gluten-Free**

- We do offer gluten-free options each day for snack and lunch.

### **Food From Home**

- Families are able to provide food from home for any camper with a documented dietary restriction or allergy. While we make every effort to ensure that our meals comply with the dietary needs of our community, we welcome families who choose to bring their own food as their safest option. All food from home must conform to our no nut policy, outlined above.
- Beaver Summer Camp does not maintain a kosher certified kitchen, but we do have kosher diet friendly items. We encourage you to reach out to the Camp Office with any questions.
- We ask all parents to refrain from sending any food from home to camp for special events such as birthdays or for campers who may have disinterest in the menu items served at camp. While we know these efforts are always well intentioned, they create an unnecessary risk for our campers with food allergies.

## **BEHAVIOR and DISCIPLINE**

At Beaver, a positive approach to behavior management begins by offering an engaging, developmentally appropriate camp experience. By providing supports that benefit all campers such as adequate structure, clear expectations, good modeling, and positive reinforcement, we strive to create the optimum conditions for campers to fully and appropriately participate in camp activities. We recognize, however, that every child is unique and some require additional supports to be successful. Within the bounds of maintaining a safe camp community, we are committed to making every effort to meet the needs of all campers.

Specifically, Beaver staff are expected to

- Create a constructive, positive, strengths-based atmosphere for children.
- Strive to keep expectations of children developmentally and physically appropriate while keeping in mind the children's dignity and self-respect.
- Establish a group atmosphere that is non-punitive in nature and where comments focus on reinforcing children's appropriate behaviors rather than commenting on negative behaviors.
- Comment on behaviors in constructive ways and suggest appropriate alternative behaviors.

- Encourage children to be responsible for their own behaviors.
- Recognize that each new day brings a fresh start for each camper.

The following camper behaviors are not acceptable and may result in the immediate suspension of a child:

- Endangering the health and safety of children and/or staff members
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity frequently
- Leaving the group without permission
- Stealing or damaging Beaver or personal property

### **Suspension and Dismissal**

- A camper may be temporarily suspended and sent home if, in the opinion of the Camp administration, their actions give rise to a threat of injury to self or others, or cause excessive disruption to the Camp's activities. As a general matter, temporary suspension shall be instituted for a period not to exceed three camp days, during which the Camp administration will be available to meet with the camper's parents/caregivers to discuss the events which gave rise to the suspension and to design a mutually agreeable resolution to the problem.
- A camper may be permanently dismissed from the Camp if, in the opinion of the Director, their actions have demonstrated an inability to abide by the Camp's rules and/or have created a risk of injury to the camper or to other members of the Camp community. The Director may give the parents/caregivers of a camper who has been dismissed from the Camp a written statement outlining the reasons for the action taken and will meet with the parents/caregivers to discuss the situation.

## **HEALTH CARE**

Beaver is extremely attentive to the health needs of our campers. Our Health Office is regularly staffed with two Registered Nurses. Our nursing staff can be contacted through the Camp Office at 617-738-2750.

### **Health History and Physical Forms**

- Health history forms must be on file by April 1, 2022. It is a violation of state regulation to have any campers engaging in activities at camp without the proper health information on file. Please be sure your information is complete and up to date. Please also notify us of any changes in emergency contact information over the course of the summer. All physician's forms must be on file by May 1, 2022.

### **Camper Concerns**

- The camp application form you signed included a request that parents/caregivers notify the Director regarding any significant medical, emotional or behavioral concerns you may have about your child. This approach offers us the opportunity to be of the best assistance to each camper, and to decide on a mutually advantageous strategy for managing any difficulties that might arise. In addition, we ask that during the camp season, parents/caregivers share any new concerns with the Health Office and your child's Head Counselor.

### **Medication**

- State regulations require that all medication must be in the original pharmacy container with the correct name, date and instructions. The Health Office staff will ask you to fill out and sign a special permission form for medication administration.

- *NOTE:* Children are never allowed to keep prescription or over-the-counter medication in their possession (with the exception of properly labeled asthma inhalers that have been approved by the Health Office after discussion with the child's parents/caregivers).

### **Other Forms of Illness**

- The camp sets the guidelines for excluding children from camp due to illness, but we depend on parents/caregivers to be our partners in promoting the health of campers and staff. Some symptoms that would call for a camper to remain at home are clear, such as a fever or an obvious case of chickenpox. Some symptoms are more subjective, however. For the health and well-being of all campers, the Health Office staff may make an assessment that your child is too ill to be at camp. In such cases, they will call to ask you to pick your child up from camp. Please help your child and us by responding promptly if we call you.
- Please keep your child at home if they experience any of the following symptoms within 24 hours of the beginning of a new camp day:
  - Fever of 100 degrees or higher (children should be fever-free and off any fever reducing medication for 24 hours before returning to camp)
  - Recurrent diarrhea, vomiting or significant nausea
  - Flu-like symptoms
  - Sore throat, particularly with swollen glands
  - Cold symptoms such as repeated coughing or sneezing which are likely to spread infection
  - Significant headache or stomach ache
  - Obvious infections such as chicken pox (all lesions should be crusted over before returning to camp)
  - Contagious skin disease such as impetigo
  - Conjunctivitis (must be on antibiotics; see below)
  - Any illness where a child is unable to participate fully in camp activities
- Children placed on antibiotics should be on them for at least 24 hours before returning to camp.
- In order to provide the best possible care for your child, please share any new health concerns that may arise during the summer with the Health Office by sending a note or calling (617) 738-2750.

### **SUN PROTECTION and HYDRATION**

Beaver Summer Camp understands the importance of hydration and keeping campers safe in the sun. Through a team effort that involves parents/caregivers, our staff and campers themselves, we can achieve the best results.

- We ask that you please send your child each day with the following:
  - Sunscreen product (SPF 30 or greater)
  - Water bottle
  - Appropriate dress for the weather each day
  - Labeled hat
- Our staff will do the following for your camper:
  - Make sure there are frequent water breaks
  - Encourage campers to drink water
  - Act as role models, applying sunscreen to themselves and wearing hats

- Please apply sunscreen to your child before coming to camp each day. Our staff will remind campers to reapply sunscreen throughout the day; however, each camper is expected to do so themselves. Staff will assist campers in the Lower Camp program as necessary.

## DAILY ARRIVAL and DEPARTURE

Daily arrival and departure is an important part of your child's camp day. Please help us make the beginning and end of your child's day as safe and organized as the rest of their experience by following the guidelines below. They are designed to provide maximum safety and efficiency.

- Please drive slowly and cautiously, both on our campus and throughout the surrounding neighborhood, taking care to be courteous to our neighbors on Woodland Rd. and Hammond St. Do not park on their lawns, in front of their driveways, or use their driveways to reverse direction.
- Please stay in your car. If you feel it is necessary to help your child transition or to see a member of the staff, you can arrange an appointment, arrive prior to 8:30 a.m. or after 4:15 p.m., and park in a designated area.
- CELL PHONES – Please do not use cell phones while dropping off or picking up campers. It is extremely dangerous.
- If you must park off campus, please do so only on the school side of Woodland Road along the turf field (to your right as you exit the campus)..
- Please obey the traffic signs and the instructions of our staff; they are meant to help you and keep campers safe.
- We provide dashboard cards with your child's name and group name at the **Camper Open House** or on the **first day of your child's camp experience**. Please have your card easily visible in your windshield and use it every day at drop-off and pick up.
- In the event of a hard rain, campers will be escorted to cars. In the event of a thunderstorm, the staff will wait for the storm to pass before escorting campers to cars.

### Engines Off While Waiting

- We ask that families please turn car engines off while waiting in line unless your car line is actively moving. This is an important safety precaution, and by having less idling cars, we can impact our environment less. We ask that everyone join us in the important, environmentally friendly initiative.

### Lower Camp

- Drop-off is between 8:30 a.m. and 8:50 a.m. at the front circle in front of the main building. To avoid excessive congestion, drivers should stay in their cars at morning drop-off. Pick-up for all Lower Campers is at the far end of our parking lot as follows:
  - **Pre-Kindergarten 1 Groups:** 1:45 p.m. pick-up
  - **Pre-Kindergarten 2 Groups:** 1:55 p.m. pick-up
  - **Kindergarten Groups:** 2:00 p.m. pick-up
- Campers with siblings in older Lower Camp groups and/or those who have carpool arrangements with older children will be held over and should be picked up at the later pick-up time.

### Middle Camp

- Middle Camp drop-off is between 8:30 a.m. and 8:55 a.m. and pick-up is between 3:45 p.m. and 4:05 p.m. Middle Campers will be dropped off on the far side of the parking lot along the upper fields. Pick-up locations will depend upon the specific group. Please follow the directions of those staff directing vehicles. Again, please do not get out of your car – your child's counselors will assist your child in and out of the vehicle.

## Upper and Senior Camps

- Upper and Senior Camp drop-off is between 8:30 a.m. and 8:55 a.m. and pick-up is between 3:45 p.m. and 4:05 p.m. Upper and Senior Campers will be dropped off and picked up on the plaza in front of the Athletic Center. Please follow the directions of those staff directing vehicles. Please do not get out of your car – your child’s counselors will assist your child in and out of the vehicle.

## Soccer and Boston Children’s Circus

- ***Please remember that these two programs have different drop-off and pick-up times than the rest of camp.*** Drop-off is between **8:00 a.m. and 8:20 a.m.** and pick-up is between 3:15 p.m. and 3:30 p.m. The location for both is at the bottom of the hill at the far end of the driveway. Contact the Camp Office if you would like to arrange holdovers for siblings.

## All Other Specialty Camps *(Into the Woods, Peak and Paddle, Aqua Adventures, Daytrippers, Extreme Sports, All Sports, Counselors-in-Training, Beaver Off-Broadway, Design with Purpose, Walker’s Woodshop, Studio Art, Building the Band: Let’s Jam)*

- Drop-off (between 8:30 a.m. and 9:00 a.m.) and pick-up (between 3:45 p.m. and 4:05 p.m.) for each of these programs is at the bottom of the hill at the far end of the driveway.

**Special Note:** Buses for off-campus programs cannot be held for late-arriving campers. If a camper does miss their departure, please understand that we cannot accommodate them in a different program for that day.

## BUS TRANSPORTATION

Round trip and one-way bus transportation is available for an additional fee to campers who register in advance through their myBVR accounts. This service is limited and books on a first-come, first-serve basis. We contract with a professional bus company to serve surrounding communities including Brookline, Newton, Chestnut Hill, and Boston. Each of our bus routes utilizes centralized stops that are safe and easy to access.

### Our Buses and Drivers

- Owned, operated, and serviced by a chartered bus company
- All bus drivers are professionals who possess a Massachusetts School Bus CDL and have their driving safety records and backgrounds regularly checked
- All drivers are experienced and mature professionals who drive children year round and are trained to conduct daily, detailed safety inspections of their bus

### Bus Supervision

- All Beaver buses are supervised by Beaver staff members who receive additional training in how to safely manage campers on a school bus

Specific details about bus routes, detailed timing, and camper expectations will be provided to registered families prior to the summer.

## EXTENDED DAY

All campers must be registered in advance for Extended Day. Campers are enrolled by the day or by the week. Campers may be enrolled in Extended Day (if space exists) up until the Thursday prior to the desired week. All programs are staffed by members of the Camp staff who choose to engage in additional work before or after the primary camp day.

- Campers enrolled in the morning Extended Day program may be dropped off as early as 7:30 a.m. in the Front Circle. Please escort your child into the Dining Room and check them in with staff. Campers are provided with a light breakfast if they choose. At 8:30 a.m., staff escort campers to their groups.
- Campers enrolled in the 2:00 p.m.-4:00 p.m. Extended Day Program start with a snack in the Dining Room before heading off to engage in an activity of their choice. These campers are to be picked up at 4:15 p.m. in the Front Circle (with their older siblings if they have them).
- Campers enrolled in the 4:00 p.m.-6:00 p.m. Extended Day Program start with a snack in the Dining Room before heading off to engage in an activity of their choice. These campers may be picked up as late as 6:00 p.m. in the Front Circle. parents/caregivers who arrive after 6:00 p.m. will be given one warning before being charged an additional fee.

## After Camp Ends

### SURVEYS and EVALUATIONS

At the end of the camp season, we will email an online evaluation to all parents/caregivers. Please make sure to use this opportunity to let us know what you think. We take all feedback and suggestions seriously. In fact, each year we enact changes and improvements based on the comments we receive from our parents/caregivers, campers, and staff.

### REGISTRATION FOR 2023

Registration for the summer of 2023 will begin on December 1, 2022.

- Returning camp families will be given the first opportunity to enroll before registration is opened up to all interested families. Please remember that due to the popularity of our program, many sessions do fill by early January.
- Most new campers find their way to Beaver through word of mouth. Your kind words and references are always appreciated. Thank you.

### Important 2022 Dates

December 1, 2021	Registration begins
April 1	Final payments due Final friend requests due
June 8	New Parent/Caregiver Night
June 18– June 25	Staff Training
June 25	Camper Open House for campers and their parents/caregivers <i>11:00-1:00 Lower Camp</i> <i>1:00-3:00 All other programs</i>
June 27 – July 8 <i>Monday, July 4</i>	Session 1 <i>Camp closed</i>
July 11 – July 22	Session 2
July 25 – August 5	Session 3

### **Additional Special Events**

We generally use email during the summer to notify parents/caregivers of upcoming events. We will do our best to notify you of all the fun special days and activities in advance, and you are welcome to contact the Camp Office (617-738-2750) at any time with further questions.

## **COVID-19 and Infectious Disease Protocols**

At Beaver Summer Camp, we pride ourselves in maintaining the highest standards for health and safety, and you can rely on us to implement the most effective and up-to-date practices recommended by the CDC, the State Department of Public Health, and our local Board of Health. These practices are subject to change as our knowledge of infectious diseases, such as COVID-19, evolves or we become aware of any other infectious diseases, and as other circumstances shift. We will update you with any pertinent changes to our protocols. Some of these practices may replace previous policies discussed in the more traditional sections of our Parent Handbook.

### **COVID-19 PREVENTION & RESPONSE**

#### **Pre-screening of Community and Vaccination Status**

- We strongly encourage all staff and campers to test at home before starting camp each Monday of the season. If an individual receives a positive test result from an at-home rapid antigen test, they must report the positive test to the Camp. Negative tests do not need to be reported. We also encourage all staff and parent/caregivers of campers to assess their health each morning and to stay home if they are exhibiting particular symptoms.
  - Below is the full list of symptoms for which caregivers should monitor their children and staff should monitor themselves:
    - Fever of 100 degrees or higher, chills, or shaking chills
    - Difficulty breathing or shortness of breath
    - New loss of taste or smell
    - Muscle aches or body aches
    - Cough (not due to other known cause, such as chronic cough)
    - Sore throat, when in combination with other symptoms
    - Nausea, vomiting, or diarrhea when in combination with other symptoms
    - Headache when in combination with other symptoms
    - Fatigue, when in combination with other symptoms
    - Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
  - If an individual has any COVID-19-like symptoms, they may return to camp *after* improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. (Individuals may consider rapid testing at home when not feeling well.) If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to camp based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis) after symptoms subside.
  - This screening process may evolve as needed and if guidelines from the CDC, the State

Department of Public Health and local Board of Health shift.

- Complete vaccination against COVID-19 (including a vaccine booster) is currently a condition of employment at the Camp. The Camp considers requests for exemption on medical or religious grounds on a case-by-case basis.
- The Camp highly encourages all families to vaccinate their children for ages where the vaccine is under emergency use authorization (5 years-15 years and 11 months).
- When the FDA fully approves a vaccine for children as young as 5, families will have an 8 week grace period to vaccinate eligible campers.
- Parents/caregivers can apply for religious and medical exemptions; conversations about religious exemptions and any necessary forms will be handled through the Camp office.

### **Transportation**

- Numbers on school buses will reflect accordance with state guidelines.
- Windows will remain opened (weather permitting) and buses will be a mask friendly space.

### **Handwashing and Hygiene**

- Frequent handwashing will be encouraged throughout the day, including before and after activities as well as before and after lunch.
- Hand washing stations will be used throughout the campus. This will help meet the demand for frequent hand washing throughout the day.
- Counselors for younger campers will observe handwashing as much as possible.
- In the event that handwashing sinks are not available, hand sanitizer will be available and widely used.

### **Cleanliness of Physical Spaces, Ventilation and Filtration**

- Cleanliness is a priority and all surfaces and restrooms are sanitized daily.
- With installation complete prior to the 2020 school year, Beaver has a state-of-the-art HVAC system. We will continue to follow best practices as they relate to monitoring and testing the system regularly to ensure the healthiest air quality throughout campus.
  - According to Harvard School of Public Health, the target ACH (Air Change per Hour) is at least 5 air changes per hour: 4-5 is Good, 5-6 is Excellent and 6+ is ideal
    - Most classrooms in the Main Building exceed 10 ACH per hour from the filtered air via the new HVAC system alone
    - Classrooms and spaces in R+D and VPAC with portable HEPA filtered air cleaners is 6 or better ACH per hour
    - Gym spaces (including Green Gym) with HEPA filtered air cleaners is 5 or better ACH per hour

### **PPE and Face Masks**

- We are a mask friendly campus, and while masks are not required, staff and campers may choose to wear masks.
- Campers and staff are to bring a minimum of two face masks or face coverings to camp.

### **Food Safety, Lunches, and Snacks**

- Lunch and snacks will be served daily by our staff and contracted Catering and Dining Service Company: Sage Dining Services.
- Campers will eat lunch in one of our 2 designated areas and will be relocated, if needed, when there is severe weather.

### **Staff Communication and Orientation**

- Staff will be trained and oriented on how to support and maintain proper procedures for hand hygiene.
- Staff will learn how to access any cleaning and sanitization supplies as needed.
- Staff will learn what to do when a camper is feeling ill and may need to go to the Health Office.

### **Parent/Caretaker Communication**

- Beaver Summer Camp COVID-19 information for parents/caregivers has been shared on our website, by email to all registered parents/caregivers, and incorporated in the Parent Handbook to inform our families of our protocols and expectations.
- Our New Parent/Caregiver Night will discuss our COVID-19 procedures and protocols.

## **COVID-19 RESPONSE**

### **Feeling Sick at Camp**

- If an individual (staff member or camper) begins to develop symptoms at Camp, the person feeling ill must go to the health office to be assessed by the Health Staff. The Health Staff will further screen and assess.
- The Health Staff will contact the symptomatic camper's parent/caretakers and determine next steps, or advise the symptomatic staff member.

### **Staff Not Feeling Well**

- If a Staff member is not feeling well, they are encouraged to take a test at home before coming to work, monitor symptoms and stay home if needed.

### **Positive Test and Isolation Protocols**

- In the event that a member of the Camp community tests positive for COVID-19, we will advise that community member (or their parent/caregivers) of Camp protocols.
  - Vaccinated OR Unvaccinated individuals who test positive:
    - must remain home (except to get medical care), monitor symptoms, notify the camp, and notify personal close contacts. In order to return to campus, individuals should test negative on day 5 or later and have complete resolution of symptoms and have been fever free for 24 hours. Individuals will remain masked through day 10. (In the event that an individual continues to test positive, they may return to campus on day 11.)

## Exposure

- While the Commonwealth's Department of Public Health and local Board of Health no longer require contact tracing, we will notify parents/caregivers in cases where a member of a group tests positive.
- If exposed to COVID:
  - **Individuals who are asymptomatic should come to camp. NO QUARANTINE is required regardless of vaccination status. Individuals should mask while indoors through day 10. Best practice is to test on days 2 and 5 of last exposure.**
  - **Individuals who are symptomatic should stay home and monitor symptoms. Individuals should mask while indoors through day 10. It is strongly recommended that symptomatic individuals self-test. Return to camp *after* improvement in symptoms, and without fever for at least 24 hours without the use of fever reducing medications.**
- Information about how to access tests will be provided to the Camp community.

## Covid-19 Field Trip Contingencies

- If a camper or staff person becomes symptomatic on the bus/onsite at a field trip:
  - Notify other staff and be sure that all passengers are masked.
  - Give the symptomatic person as much distance as possible on the bus.
  - Contact the Camp Office as soon as possible and discuss the situation with a Health Office staff member.
  - With Camp Leadership assistance, staff will determine whether to return to campus or continue to the destination (If on the bus).
  - If/when the group arrives at the destination, separate the symptomatic individual(s) from the group. Make sure all campers, including those that are symptomatic, have proper supervision at all times.
  - Staff should continue communicating with the Health Office regarding the symptomatic individual's transport from the destination. The Health Office will call the symptomatic camper's parent/caregivers to meet their camper on site and coordinate logistics with the staff on site.
  - If any symptomatic adult or child requires off-site medical treatment at a hospital or emergency medical center, a Beaver Camp staff member must accompany them to the facility and continue to communicate with the Camp Office.
  - Camper health records should always accompany all off-site trips and a copy will be sent by the Camp to the designated medical facility.

## Meningococcal Disease and Camp Attendees: Commonly Asked Questions

### **What is meningococcal disease?**

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease may appear suddenly. Fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash can all be signs of meningococcal disease. Changes in behavior such as confusion, sleepiness, and trouble waking up can also be important symptoms. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes. Less common presentations include pneumonia and arthritis.

### **How is meningococcal disease spread?**

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

### **Who is most at risk for getting meningococcal disease?**

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

### **Are camp attendees at increased risk for meningococcal disease?**

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

### **Is there a vaccine against meningococcal disease?**

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra, Menveo and MenQuadfi) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

### **Should my child or adolescent receive meningococcal vaccine?**

That depends. Meningococcal conjugate vaccine (MenACWY) is routinely recommended at age 11-12 years with a booster at age 16 and is required for school entry for grades 7 and 11. In addition, these vaccines may be recommended for additional children with certain high-risk health conditions, such as those described above.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions may be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

### **How can I protect my child or adolescent from getting meningococcal disease?**

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
3. not share food, drinks or eating utensils with other people, especially if they are ill.
4. contact their healthcare provider immediately if they have symptoms of meningococcal disease.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

*Provided by the Massachusetts Department of Public Health in accordance with M.G.L. c.111, s.219 and 105 CMR 430.157(C).  
Reviewed April 2021 Massachusetts Department of Public Health, Divisions of Epidemiology and Immunization, 305 South Street,  
Jamaica Plain, MA 02130*

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Divisions of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at <https://www.mass.gov/info-details/school-immunizations>.