

# Lesley Ellis School Summer Camp Family Handbook

## *Summer 2025*

Welcome to Lesley Ellis School Summer Camp. We are so excited to have your family join us this summer. Our goal is to provide a fun, safe, and enriching environment for children of all ages. This Family Handbook provides important information about our camp program, policies, and procedures to ensure a smooth and enjoyable experience for both campers and their families. Please take some time to read through it and feel free to contact us if you have any questions.

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### 1. Camp Philosophy & Mission

At Lesley Ellis School Summer Camp, our mission is to create a safe, supportive, and fun environment where children can learn, grow, and build lasting memories. We believe in fostering a sense of independence, self-confidence, and respect for others through a variety of creative and outdoor activities. Our camp program is designed to encourage teamwork, creativity, and positive social interactions while providing opportunities for children to explore new interests and develop skills.

### 2. General Camp Information

#### **Camp Dates**

June 16th 2025 to August 8th 2025

#### **Camp Hours:**

*Full Day Program: 8:00 AM - 4:00 PM*

*Half Day Program: 8:00 AM - 12:00 PM*

*Late Afternoon Fun: 4:00 PM - 5:30 PM*

*Specialty Camps: 9:00 AM - 3:00 PM*

*Specialty Camp Late Afternoon Fun: 3:00 PM - 5:30 PM*

#### **Location**

34 Winter Street, Arlington Ma. 02474

#### **Ages**

2.9 years to 8th grade

#### **Camp Website**

|<https://lesleyellis.org/summer-program-2023/>

#### **Phone Number**

|781-641-5987

## Email

summer@lesleyellis.org

### 3. Registration & Fees

- **Registration:** Registration is available online at <https://lesleyellis.org/summer-program-2023/>
- Please ensure you register your child according to their age group.
- **Payment:**
- A \$100 non-refundable deposit is due for each session at the time of registration.
- You may select to pay in full at the time of registration or select to pay the non-refundable deposit and the balance by May 1. If you select the May 1 option, your credit card will automatically be charged on May 1 for the summer balance.
- Registration submitted after May 1 must pay in full at the time of registration.
- Payment in full is required for all registrations by May 1. We reserve the right to withdraw your child from our registration if full payment is not received by May 1 and no refunds will be given after May 1.
- Any requests to transfer registration from one session to another will be made at the discretion of the Summer Program Director and will incur a change fee of \$25. Registration transfers may not be made from child to child.
- We accept Major Credit cards and e-checks.
- **Refund Policy:**
- The \$100 per session deposit is due at the time of registration and is non-refundable.
- All cancellations made prior to May 1 will receive a refund for any balance paid less the deposit for each session canceled. A written notice of cancellation must be received prior to May 1. Changes in schedule due to the extension of your child's school year due to snow days will be made at the discretion of the Summer Program Director. Consideration for this extension must be received by May 1.

We reserve the right to change times or locations, substitute instructors, or change scheduled activities. If a program is canceled due to low enrollment you will be notified and payment will be refunded.

### 4. Health & Safety Policies

**Health Forms:** All campers must submit a completed health form prior to the start of camp. This includes emergency contact information, medical history, allergies, and any special needs.

**Medications:** If your child requires medication during camp, please submit a Medication Authorization Form along with the medication in its original packaging. This can be given to the camp nurse at the start of the week.

**Illness Policy:** If your child is sick or showing symptoms of illness, please keep them home. Children must be symptom-free for 24 hours before returning to camp

**COVID-19 Guidelines:** We follow the latest local and state health guidelines related to COVID-19. Masks, social distancing, or other health protocols may be required depending on the situation.

**First Aid:** Camp staff are trained in basic first aid and CPR. In the event of a serious injury, parents will be notified immediately.

**Emergency Contacts:** Please ensure your emergency contact information is up-to-date in case of illness or injury.

## 5. Daily Schedule & Activities

Each day at camp is filled with a variety of activities that promote physical, emotional, and social development. Some activities may include:

- **Arts & Crafts**
- **Sports & Games**
- **Swimming (if applicable)**
- **Nature Walks & Outdoor Exploration**
- **STEM Activities**
- **Group Challenges & Team Building**

Campers will have time for free play, snack, and lunch as well. The specific schedule may vary based on age group.

## 6. Camp Groups & Age Divisions

We divide campers into age-appropriate groups to ensure a fun and engaging experience. The groups are as follows:

- **Young Adventurers:** Entering PS and PK
- **Junior Discovers:** Entering TK and K
- **Pathfinders :** Entering Grades 1 and 2
- **Senior Explorers:** Entering Grades 3 and 4
- **Pioneers:** Entering Grades 5 and 6
- **Trailblazers:** Entering Grades 7 and 8

Each group has a specific set of activities, but all groups will enjoy camp-wide events and special activities. Group sizes are kept small to ensure that every child gets the attention they need.

## 7. Drop-Off & Pick-Up Procedures

### Drop-Off

- Please arrive between 8:00 AM and 9:00 AM..
- All campers must be signed in by a parent or guardian at the designated drop-off location.
- Staff will assist younger children with getting settled in.

### Pick-Up

- Campers must be picked up between 3:00 and 4:00 PM for full-day or 12:00 PM for half-day campers.
- If you need someone else to pick up your child, please let us know in advance.
- Late pick-up will incur a fee of \$10 for every 10 minutes after the scheduled pick-up time.
- Three or more late pick ups may result in a child not being able to take part in Late Afternoon Fun.

### Note

*You must provide a valid photo ID when picking up your child if it is someone other than the authorized pickup person listed on the registration form.*

## 8. What to Bring

### For All Campers

- Backpack with labeled items
- Water bottle
- Sunscreen (labeled)
- Hat and sunglasses
- Comfortable clothing & closed-toe shoes
- A swimsuit and towel
- Snacks and lunch
- ***Please note we are a nut free Camp.***

### For Young Adventurers and Junior Discoverers

- Extra set of clothes
- Diapers/pull-ups and wipes (if applicable)
- Nap/rest items

## 9. Electronic Games and Cell Phones

In order to ensure that your child has a rewarding and fun experience while in our Summer Camp we ask that all electronics be kept at home. If your child

needs to have a cell phone to contact you after the program, it should be in silent mode during Summer Camp hours and only used after hours. We cannot be responsible for the loss of, or damage to, any devices.

## 10. Buddy Requests

We will try to accommodate each request for a child to be in a group with their friends. However, our main goal is to create a well balanced group experience for everyone. Please indicate on your registration form if your child would like to be placed with friends. While we try to honor these requests, we do not make guarantees.

## 11. Behavior Expectations & Code of Conduct Requests

We expect all campers to demonstrate respect, kindness, and good sportsmanship. In order to maintain a safe and positive environment, we have the following expectations:

- Respect the rights and beliefs of others.
- Show respect to others and treat them as they would like to be treated and try to be a friend to all.
- Show respect to staff and cooperate fully with their instructions.
- Communicate in an appropriate manner, which means not using foul language or gestures, harsh words or tone of voice.
- Use appropriate conduct. Please understand that horseplay, unwelcome teasing, or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other Summer Program friends or staff. Understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Be fully responsible for actions and understand that irresponsible behavior will result in disciplinary action or dismissal from the Summer Camp.
- If a child's behavior is repeatedly unacceptable (physically or verbally) towards others, or if the child's actions pose a threat to the safety of others or him/ herself, you will be called and asked to come pick up your child.

If a child is unable to adhere to the above expectations, staff will utilize a series of responses to the behavior including, speaking with the child and head counselor, speaking with the child, head counselor and administrator, and finally speaking with the child, head counselor, administrator, and guardians.

If the child is unable to respond with these steps, we reserve the right to ask a child to be picked up for the day. If the behaviors continue, we reserve the right to ask your child to leave the program.

## **12. Special Events & Field Trips**

Throughout the summer, we will have special events such as theme days, talent shows, and field trips. Information about field trips will be sent home in advance, and written permission will be required for all off-site activities. Counselors will have weekly permission slips that should be signed on Monday morning drop off.

## **13. Swimming**

Pathfinders and Senior Explorers have swimming twice a week. We travel by bus to the Beede Center in Concord, an indoor swimming facility. There is a one foot splash pool as well as a 4 foot pool. Counselors are in the pool with a ratio of 1 counselor to 3 swimmers. The Beede Center provides a full life guard staff. All swimmers are welcome to wear a personal flotation device. Christian's Law, MGL c.111 127A1/2, effective October 16, 2012, requires all camps to conduct swim tests at the first swimming session, provide properly fitted personal floatation devices (PFDs) for those deemed to be non-swimmers or at-risk swimmers, and allow caregivers to provide their own PFD for their child if they choose. We will conduct a swim test at the pool on the first day your child goes to the pool.. Should the result be that your child is deemed to be a non-swimmer or an at-risk swimmer, we will provide a properly fitted personal floatation device (PFD) or you may choose to send a PFD to camp with your child, and we will ensure the use of it at all swimming venues. This is for the safety and well-being of all campers, and the PFD must be worn by campers who are at-risk or non-swimmers at these locations.

## **14. Communication with Families**

We believe in maintaining open lines of communication with our families. If you have any questions or concerns, please do not hesitate to contact us. We will also send weekly newsletters with updates on activities, special events, and upcoming important dates. You may also follow us on Social Media.

## **15. Camp Staff**

All of our staff are carefully selected and trained to provide a safe and fun experience for your child. Our counselors are teachers or future educators, who have gone through the interview process, had background checks, completed staff training, and are certified in CPR and First Aid. Many of our staff return for multiple seasons. The counseling staff is comprised of Senior Counselors, Junior Counselors, CIT's, and Jr. CIT's. We also hire specialists for group activities. All staff continue to undergo training throughout the summer.

## 16. Emergency Procedures

In the event of an emergency, we follow strict protocols to ensure the safety of all campers. Parents will be notified immediately if there is an emergency involving their child. For non-urgent concerns, our staff is available to address any questions or issues you may have.

## 17. Frequently Asked Questions (FAQ)

### **What happens if it rains?**

If weather conditions do not permit outdoor activities, we will move inside and provide alternative activities such as arts and crafts, games, or gym time.

### **Can I visit my child during camp?**

For the safety of all campers, we ask that visitors refrain from coming to camp unless prior arrangements have been made.

### **Can I sign up for more weeks?**

Yes, provided there is space in your child's age group. Please contact the camp office if you would like additional information.

### **Can my child attend camp if they are not yet 2.9 years old?**

Children must be 2.9 by the first day of the session they are registered for.

## 17. Contact Information

For any questions, concerns, or emergencies, please contact us at:

- **Phone:** 781-641-5987
- **Email:** [summer@lesleyellis.org](mailto:summer@lesleyellis.org)

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We look forward to an exciting and memorable summer at The Lesley Ellis School Summer Camp. Thank you for entrusting us with your child's care and development. See you at camp!