

## **Parent Information**

### **Rolling Acres Outdoor Summer Camp**

#### **Staff Information**

Camp Administrator (certified)- Doreen Bashista, 1-413-695-5452- CPR/AED certified, MA licensed teacher

Co- camp administrator & Co-Health Supervisor (certified)- Logan 1-413-582-0340- Emergency First Responder certified

Co-Health Supervisors- Patrisha Nulph 1-413-537-8163

#### **Procedures for the background review of staff (105 CMR 430.090)**

(1) Prior work history, including name, address and phone number of a contact person at each place of employment for the previous five years, and

(2) Three positive reference checks from individuals not related to the staff person including, but not limited to, previous employers or school administrators. Returning staff persons may use references on record with the camp from the preceding year to satisfy the requirements of 105 CMR 430.090(C)(2). However, if there is a gap in employment with the camp for at least one camp season, new references shall be required. These references will be verified by the operator of the camp prior to the opening of camp.

(3) Inquiry by the operator into each staff person's prior criminal history. Such inquiry shall include, at a minimum, self-reporting of any felony conviction and a criminal history inquiry as indicated:

(a) The operator shall obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board for all prospective staff. International staff entering the country pursuant to a visa and who have not previously been in the United States are exempt;

(b) In accordance with M.G.L. c. 6, § 172G, operators shall obtain a CORI/Juvenile Report from the Massachusetts Criminal History Systems Board for all prospective staff.

(c) For prospective staff whose permanent residence is not Massachusetts (out of state and international), the operator, where practicable, shall also obtain from the applicant's state criminal information system, local chief of police, or other local authority with access to relevant information, a criminal record check or its recognized equivalent.

(d) If there is no interruption in the staff person's employment by the camp/organization from the time of the initial background check, no new criminal or sex offender history is required for each camping season. This applies only to permanent employees of the same camp/organization. Any break in employment service requires a new criminal history and sex offender inquiry for the staff person.

(4) Prior work or volunteer history, including name, address and phone number of a contact

person at each place of employment or volunteer service for the previous five years.

(5) A sex offender registry information check from the Massachusetts Sex Offenders Registry Board.

(6) In accordance with M.G.L. c. 6, § 172G, operators shall obtain a CORI/Juvenile Report

from the Massachusetts Criminal History Systems Board.

(7)The operator shall maintain written documentation verifying the background and

character of each staff person and volunteer for three years, or as required by M.G.L. c. 149, § 52C, if applicable.

(8) No person shall be employed or allowed to volunteer at a recreational camp for children until such time as the operator is in receipt of, reviews and makes a determination with regard to all background information required pursuant to 105 CMR 430.090(C) and (D).

### **Procedures for Reporting Suspected Child Abuse and Neglect (105 CMR 430.093)**

When you suspect that a child is being abused or neglected, you should immediately inform the Camp Administrator and telephone the DCF Area Office serving the child's residence and ask for the Protective Screening Unit. You will find a directory of the DCF Area Offices at the end of this Guide. Offices are staffed between 9 am and 5 pm weekdays.

#### **Holyoke Area Office**

261 High St.  
Holyoke, MA 01040  
(413) 493-2600

To make a report at any other time, including after 5 p.m. and on weekends and holidays, please call the Child-At-Risk Hotline at 1-800-792-5200.

As a mandated reporter you are also required by law to mail or fax a written report to the Department within 48 hours after making the oral report. The form for filing this report can be obtained from your local DCF Area Office or from the DCF website: [www.mass.gov/dcf](http://www.mass.gov/dcf).

Your report should include:

- Your name, address and telephone number;
- All identifying information you have about the child and parent or other caretaker, if known;
- The nature and extent of the suspected abuse and/or neglect, including any evidence or knowledge of prior injury, abuse, maltreatment, or neglect;
- The identity of the person you believe is responsible for the abuse or neglect;
- The circumstances under which you first became aware of the child's injuries, abuse, maltreatment or neglect;
- The operator will also notify the local Board of Health when file is reported to DCF.

#### **430.191: Requirements for Discipline**

(A) Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

(B) Prohibitions.

- (1) Corporal punishment, including spanking, is prohibited;
- (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
- (3) No camper shall be denied food or shelter as a form of punishment;
- (4) No child shall be punished for soiling, wetting or not using the toilet.

All staff members should use positive reinforcement when dealing with children's behaviors.

Discipline should be appropriate and relevant to the negative behavior. A simple time out after three reminders. If behavior is out of control, parents will be called.

### **Fire Evacuation Plan (105 CMR 430.210(A))**

Safety Drills will be conducted with the first 48 hours of each camping session and periodically thereafter. A log with drill dates and times will be recorded.

In the event of a fire on the premises, staff will account for all the campers and meet at the appropriate location depending on the location of the fire. Considering that the location of the camp is outside, if further evacuation is needed we will be directed by the fire department.

### **Disaster Plan (105 CMR 430.210 (B))**

#### **Inclement Weather Plan**

In the event of **inclement weather** we will host our summer camp at 65 Pleasant Street Southamton, MA 01073.

We will decide the evening before camp by 8:00 pm so you know where you can drop off and pick up your children.

#### **Emergency Evacuation Plan**

In the event of a **natural disaster** where we must evacuate the premises at 53 Pleasant Street Southamton, MA, we will seek **emergency shelter at the William E. Norris School** 34 Pomeroy Meadow Road Southamton, MA. **OR**

If there is no time to get to the William E. Norris School we will seek **emergency shelter at 65 Pleasant Street** Southamton, MA.

We will contact families of our exact location unless cell phone service is unavailable.

### **Lost Camper Plan (105 CMR 430.210 (C))**

In the event of a lost camper, the camp administrator will be notified immediately. The staff will immediately use the megaphone system to notify all staff and to search for the lost camper. Police and parents will be contacted.

If the parent comes to pick up a camper and the camper is lost, the camp administrator will speak to the parent and will immediately use the megaphone system to notify all staff and to search for the lost camper. Police will be contacted.

**Lost swimmer plan (105 CMR 430.210 (C))**

Not applicable

**Traffic control plan (105 CMR 430.210 (D))**

Traffic enters and exits through the driveway off Pleasant Street, continues through existing farm buildings to the summer camp area located approximately ¼ mile down driveway. This driveway is suitable for two way traffic.

**Day Camp contingency plan (105 CMR 430.211)**

Day camp operators shall set forth procedures to be followed in dealing with the following contingencies:

(A) Children who are registered and on the camp roll but fail to arrive for a given day's activities.

(B) Children who fail to arrive at the point of pickup following a given day's activities.

(C) Children who appear at camp without having registered and without prior notification.

**Rolling Acres Outdoor Summer Camp staff will:**

(A) Parents/guardian will be notified within the first hour of camp for children who are registered and on the camp roll but fail to arrive for a given day's activities.

(B) Parents/guardian will be notified immediately for children who fail to arrive at the point of pickup following a given day's activities.

(C) Upon arriving camp administrator will speak to any parent/guardian who bring children to camp without having registered and without prior notification.

(D) If an unregistered camper arrives, the operator will require the unregistered camper to fill out all forms required along with all medical forms including immunization records prior to allowing unregistered camper to attend camp.

**Primitive, Trip or Travel Camps**

Not applicable

**Current certificate of occupancy from local building inspector (105 CMR 430.451)**

Completed.

**Written statement of compliance from the local fire department (105 CMR 430.215)**

Completed

**If applying for initial license after January 1, 2000 – lab analysis of private water supply (if applicable) (105 CMR 430.300, .303)**

Lab analysis is complete and meets all requirements.

**Emergency Health Care Provision**

If a camper requires emergency health care the Health Care Supervisor will immediately call 911, attend to the ill camper and contact a parent immediately.

**All parents/legal guardians can request a copy of our policies:** for discipline, health care, grievances, CORI/SORI checks and staff background policies

**\*Attached please find a copy of our Standing Medical Orders from our Health Care Consultant. This document states our policies for mildly ill campers.**

**"This camp must comply with regulations of the MDPH & be licensed by the LBOH"**

## Suggestions for parents

### What to bring:

- Lunch with (ice pack if necessary)
- 2+ snacks (ice pack if necessary)
- 3+ drinks (some water is recommended)
- extra clothes (we will be playing water games and getting quite wet)
- towel
- sneakers (we will be going for nature walks on a daily basis)

**\*\* Please apply **bug spray** & **suntan lotion** prior to sending your child to camp. \*\***