



# *Club Camp*

## **2024**

## **HANDBOOK**

THIS CAMP MUST COMPLY WITH THE REGULATIONS OF THE  
MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH AND BE LICENSED BY  
THE LOCAL BOARD OF HEALTH.

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*Copies of entire background check, health care, and discipline policies, and grievance procedures are available upon request.*

# Welcome!

The mission of the Martha's Vineyard Boys & Girls Club is to provide quality programs, education, and services to the Island-wide youth population that will prepare them for healthy and productive lives through professionally developed programs that help to develop self-esteem, leadership skills, personal values, and mutual respect, in fun and safe environments.

Thank you for choosing Club Camp, the Martha's Vineyard Boys & Girls Club's summer camp! This summer will be full of adventures and opportunities for campers to begin and develop lifelong relationships, further their health and life skills, learn to work as a team, support their friends, grow self-confidence, and have fun along the way! Campers will experience various activities in the arts, sports and recreation, STEM, virtual programming and more!

This handbook is designed to inform all staff members, club members, volunteers and parents/guardians of the policies and procedures of Club Camp 2024. It contains the rules and regulations by which the camp will operate, and helpful hints to make everyone's experience more enjoyable. Each staff, club member, volunteer and parent/guardian must review this Handbook as a condition of participating in Club Camp.

## Contact Information

<b>Executive Director</b>	Dhakis Warren
<b>Club Camp Director</b>	Kendall Robinson
<b>Website</b>	<a href="http://www.mvbgclub.org">www.mvbgclub.org</a>
<b>Facebook</b>	<a href="https://www.facebook.com/mvbgclub/">https://www.facebook.com/mvbgclub/</a>
<b>Instagram</b>	@MVBGClub
<b>Phone</b>	508-627-3303
<b>Fax</b>	508-627-3372
<b>Physical Address</b>	44 Robinson Road, Edgartown, MA 02539
<b>Mailing Address</b>	P.O. Box 654, Edgartown, MA 02539

Martha's Vineyard Boys & Girls Club – Tax ID Number: 04-2104167

## **Dates, Tuition, & Registration Checklist**

### **Dates and Tuition**

Club Camp offers 2 individual sessions; Session 1: July 1-23 and Session 2: July 29-August 16. Each session costs \$750.

Payments should be made directly through the online parent portal.

### **Have you finished registering for Club Camp?**

In addition to your completed registration through the parent portal, payment, and your child's immunization/physical records, you must complete the following:

- Handbook acknowledgement form
- Medication authorization form (if applicable)

## **Boys & Girls Clubs of America and the Martha's Vineyard Charter**

The Martha's Vineyard Boys & Girls Club is a chartered member of Boys & Girls Clubs of America. Each local Boys & Girls Club is independently governed and funded, following guidelines and operation standards set by the national organization. Collaboratively, Boys & Girls Clubs serve nearly 4 million youth in over 5 thousand locations across the country and on US military bases worldwide.

### **Unique Characteristics of a Boys and Girls Club**

- Clubs are community-based and building-centered.
- Clubs provide a safe, affordable place for young people during after-school hours and during the summer.
- Clubs are led by caring, paid, and trained Youth Development Professionals.

Here at the Martha's Vineyard Boys & Girls Club, we provide our members with a safe place to spend time during the summer as an alternative to being home alone. Our campers have the chance to play, have fun, laugh, and learn. We provide them with opportunities to build new skills that raise each child's belief that he or she can succeed and receive recognition for personal accomplishments. We foster ongoing relationships with caring adults & connections to new friends in a positive environment reinforcing a sense of belonging, personal accountability, civility, and civic responsibility. We strive to bring generation-changing programs that support a commitment to learning, positive values, healthy habits & high expectations for success as an adult.

### **History of the Martha's Vineyard Boys & Girls Club**

- Established in 1937 as the Edgartown Boys Club in what used to be referred to as the Country Store.
- In 1938, we became a chartered member of the Boys Club of America and moved to School Street in Edgartown.
- In April 1978, we moved to our current location at 44 Robinson Road in Edgartown.
- In 1983, we became the Edgartown Boys & Girls Club.
- In 1985, we became the Martha's Vineyard Boys & Girls Club.
- In May 2019, we executed a purchase and sale agreement of 21 acres for a new campus.

Today, the Martha's Vineyard Boys & Girls Club serves nearly 300 young people throughout the island. We are community-based and building-centered. The Club provides a safe, affordable place for youth during out-of-school hours, including weekends.

## Expectations of Staff

- Staff and volunteers have passed our mandated national and statewide criminal background check.
- Staff are trained in camp policies and procedures, emergency plans, health care policies, concussion awareness, discipline policies, and prevention of abuse and neglect.
- Camp staff will maintain medical logs of all campers and staff complaints and treatments, directed by a licensed physician.
- Staff will not have tobacco products, alcohol, marijuana, or weapons on club property at any time, we are a smoke, vape, alcohol, and drug-free campus.
- Staff will release campers only to their parents or legal guardian at pick-up time from Martha's Vineyard Boys & Girls Club location, per Massachusetts state law.
- Staff will provide a safe and inclusive environment at camp and a fun, interesting program of activities that promote community and self-development.
- Staff are certified in CPR and first aid.

## Expectation of Parents and Guardians

- Parents/guardians will familiarize themselves with information in this handbook, club staff, club policies and routines.
- Parents/guardians will be familiar with registration requirements and submit all paperwork, tuition, and required medical documentation by the stated deadlines.
- Parents/guardians will check for camp schedule updates regularly in order to prepare your camper for activities
- Parents/guardians will drop off their camper in person at 9AM.
- Parents/guardians will pick up their camper in person between 3:30-4:00 PM.
- Parents/guardians will communicate with club staff regarding any change of plans for drop-off and pick-up.
- If asked to come pick up your child due to a disciplinary issue, parents/guardians will arrive within 30 minutes.
- Parents/guardians will pack one back up outfit and send it in with camper on first day of camp. The outfit must be in a sealed and labeled bag and will remain at the club for the duration of Camp. In the event the back-up outfit is used the members' current outfit will be placed in the bag and sent home to be washed and replaced.
- Parents/guardians will never have tobacco products, alcohol, marijuana, or weapons on club property at any time.
- Parents/guardians will help keep the club a safe, **NUT-FREE** space.
- Parents/guardians will have the right to review the staff background check policy, health care policy, discipline policy, and grievance procedures upon request.

## Expectations of Campers

- Campers will respect themselves, fellow club members, staff, volunteers, the facility, and their Island environment.
- Campers will accept consequences for fighting, profanity, bullying, and failure to meet any other expectations set at the beginning of each camp week, including:
  - Verbal warning
  - Time-out, written discipline notice
  - Meeting with parent, written discipline notice
  - Suspension (1-5 days)
  - Expulsion (permanent)
- Campers will leave personal electronics at home, unless authorized to bring a personal device for use during club activities.
- Campers will check in and out of the club at the front desk.
- Campers will never have tobacco products, alcohol, marijuana or weapons on club property at any time.
- Campers will help keep the club a safe **NUT-FREE** space.
- Campers will always stay with their assigned group, unless directed otherwise.
- Campers will keep their speed and volume low while indoors.

## HEALTH AND SAFETY

Safety, health, and wellbeing are top priorities at camp. Expectations, routines, schedules, and preparation are always used to prevent all health and safety issues, but Club Camp has plans in place to handle any health and safety issue that could occur. ***Questions should be directed to Club Camp's Health Care Supervisor (HCS), who is the Club Program Director, Kendall Robinson.*** Camp policies are available to review to all parents and guardians upon request.

### Care of Mildly Ill or Injured Campers

Standing medical orders exist for any injuries and illnesses that may occur at camp. Staff have access to these medical orders when treatment by a doctor is not required. Staff will log all complaints and treatments and notify the parent/guardian at pick-up. If a camper is too ill to stay at camp, a parent/guardian will be notified for an early pick-up. Pick-ups should happen within 30 minutes of that call. Please keep sick campers at home until they have been free of a fever of 100.0° or higher for at least 24 hours, unassisted by ibuprofen (Motrin/Advil). Unvaccinated campers will not be allowed to attend camp if any vaccine-preventable or communicable diseases are present in the community.

### Administration of Medications

If a camper needs to take prescribed or over-the-counter medication regularly during camp hours, the parent/guardian must fill out Authorization to Administer Medication Form upon registration and check in with Club Camp's Health Care Supervisor.

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container.

All over-the-counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.

Medication shall only be administered by a Health Care Supervisor or by a licensed health care professional authorized to administer prescription medications. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

When no longer needed, medications shall be returned to a parent or guardian whenever possible. Staff will make three attempts to contact a parent or guardian to return unneeded medication before properly disposing of them.

### **Emergency Healthcare**

If there is an emergency and a camper needs treatment at the hospital, a parent, guardian, or emergency contact will be called after the camper is stabilized and 911 is called. Every staff member is trained in CPR and first aid, and treatment of diabetic emergencies and anaphylaxis (use of epi-pen). Plans for emergency healthcare procurement are in place for field trips as well.

## **Swimming / The Beach**

In small groups, campers may occasionally visit the 'camp section' of State Beach in Oak Bluffs with MVBGC staff who are CPR, first aid, and lifeguard certified. At a minimum, there will always be 1 lifeguard on duty per 25 swimmers, along with 1 additional staff member per 10 campers.

On your campers' first trip to the beach, a guided swim test will be administered, and they will be classified based on their swimming ability. Non-swimmers will be provided with a life jacket to wear whenever they are in or near the water.

All Campers regardless of categorized swim ability will follow two key safety rules:

- no breath holding activities
- no swimming past your waistline



## What's Going on this Summer?!

Weeks	Dates
Session 1, Week 1	July 1-3
Session 1, Week 2	July 8-12
Session 1, Week 3	July 15-19
Session 1, Week 4	July 22-23
Session 2, Week 1	July 29-August 2
Session 2, Week 2	August 5-9
Session 2, Week 3	August 12-16

Island Collaborations
The Martha's Vineyard Museum
The Yard
The Trustees of Reservations
Mass Audubon's Felix Neck Wildlife Sanctuary
Aquinnah Cultural Center
Sail Martha's Vineyard
Guy Harvey Foundation-Ocean Conservation
Misty Meadows Equine Learning Center
Slough Farm

SUMMER CAMP SCHEDULE (Example)		
9:00 – 9:15		Member Check-In/Dropoff
9:15 – 9:30	Instruction	Morning Welcome – Agenda Review –Morning Movement
9:30 – 10:10	Instructed Activity	Instruction through programming and activities
10:10 – 10:20		Snack Time
10:20 – 11:00	Instructed Activity	Instruction through programming and activities
11:05 – 11:30		LUNCH
11:30 – 12:00	Instruction	ART ROOM – LEARNING CENTER – OUTDOORS – PLAYGROUND
12:00 – 12:30	Instruction	ART ROOM – LEARNING CENTER – OUTDOORS – PLAYGROUND
12:30 – 1:00	Instruction	ART ROOM – LEARNING CENTER – OUTDOORS – PLAYGROUND
1:00 – 1:30	Instruction	ART ROOM – LEARNING CENTER – OUTDOORS – PLAYGROUND
1:30 – 3:00		CAMPER FREE CHOICE
3:00 – 3:30	Instruction	MINDFULNESS/LARGE GROUP ACTIVITY IN GYM
3:30 – 4:00	Small Group Closing	Camper Pickup

## Drop Off

Drop off is at 9 am. Campers must never be unsupervised, and therefore cannot be on Martha's Vineyard Boys & Girls Club property until 9 am. If you wish for your child to be dropped off at a time different than the expected drop-off time, that needs to be discussed with club administration.

Parents/guardians of enrolled campers who do not arrive for camp by 9:30 am will receive a phone call. Parents/guardians are asked to call the office if their camper is not planning to attend camp due to illness or change of plans.

## Snacks and Lunch

Please make sure that all food allergies and dietary restrictions are communicated during camp registration. Healthy snacks and a kid-friendly lunch are available each day and backyard cook outs each Friday. If campers prefer to bring their own snacks and/or lunch, please ensure it is NUT-FREE. Refrigeration for camper lunches is available if necessary. The club is unable to heat lunches for campers.

## Pick up

Pick up is from 3:30 pm to 4 pm. Parents/guardians must enter our front vestibule and check campers out by telling staff the child's name. Consistently late pick-ups will be subject to additional fees and camp suspension may be enforced if a balance remains above \$30.

## Bring to Camp Everyday

Bring a **backpack** every day filled with:

- Reusable water bottle- hydration is very important
- Sunscreen (Spray) - apply sunscreen before camp, and campers will be directed to reapply throughout the day by staff! Sunscreen is only provided at camp if necessary. Staff will not assist with sunscreen lotion, only spray.
- Hat
- Towel
- Bathing Suit (for outdoor waterplay)
- Sneakers – sneakers are the best form of footwear for camp. Campers cannot wear open-toed shoes or sandals in the gym and can lead to injury. Campers must wear shoes at all times.

Please take note that valuables, electronics, trading cards, money, beach toys, and weapons are NOT on this list. Please also remember that any food containing NUTS is NOT allowed at camp.