



Parent Handbook

2019

Sheriff Nicholas Cocchi

Hampden County Sheriff's Office
Sheriff Nicholas Cocchi

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The Parent Handbook is intended to be a resource for the parents and guardians of the campers attending the Youth Leadership Academy Summer Camp (YLA). It contains important policies, safety information, emergency procedures and also acts as a resource.

The Youth Leadership Academy complies with the regulations and the Massachusetts Department of Public Health and is licensed by the Springfield Board of Health.

Summer Camp Information

Registration Requirements

Every camper must submit their most recent physical exam record as well as a Certificate of Immunizations within the last 18 months. This documentation must be received before registering for the Youth Leadership Academy.

Camp Ages

Ages: 7- 12 Years Old

Summer Camp Weeks

- Week 1- July 8- 12, 2019
- Week 2- July 15- 19, 2019
- Week 3- July 22- 26, 2019
- Week 4- July 29- August 2, 2019

Summer Camp Hours

Pre Camp-	7:30 AM- 5:30 PM
Camp Activities-	9:00 AM- 3:30 PM
Post Camp-	3:00 PM- 5:30 PM

STAFF

Our staff are committed to the success of the Youth Leadership Academy Summer Camp program. Skilled staff and group leaders are chosen for their maturity, leadership, personalities and experience. They represent positive role models for children and are trained in accordance with the philosophy and objectives of the mission of Sheriff Cocchi's Youth Leadership Academy Summer Camp.

All YLA staff participate in mandatory trainings and attain their certifications for CPR/ AED and First Aid.

Recommended your child brings to camp each day:

Please label all items with your child's name.

- Bag
- Lunch / Snack if preferred
- Change of clothes
- Sunscreen with name on bottle
- Water Bottle
- Towel
- Swimsuit

We encourage all children with specific food allergies and/or diets to bring their own lunch.

Breakfast & Lunch

Breakfast and lunch will be provided for all campers unless children would like to bring their own. Breakfast begins at **7:30 AM** and stops serving at **8:30 AM**. Lunch will also be provided during the hours of 11:30 AM- 12:30 PM. Campers are welcome to bring their own lunches in paper lunch bags or soft containers. They will be collected at the beginning of the day and refrigerated until lunch time. Drinks should be in plastic containers, no glass. We encourage all children with specific food allergies and/or diets to bring their own lunch.

Parents/Guardians please make sure your child is at camp no later than 9:00 a.m. to start the daily activities.

Drop Off and Pick Up

The Youth Leadership Academy Summer Camp places the greatest importance on creating the most secure environment possible for our campers. To maintain such an environment, the drop-off and pick-up procedures are strictly enforced. We ask that all Parents/Guardians or any authorized person listed come with their photo ID's every day.

- Parents/Guardians must sign children in and out each day.
- All authorized persons (including parents) on the pick-up list must present a photo ID at pick-up. **PHOTO IDENTIFICATION WILL BE REQUIRED IN ORDER FOR A CAMPER TO BE RELEASED.** Please have your ID ready. We will ask for it.
- The Camp structured activities start promptly at **9 am**.

Field Trips

All campers will attend scheduled field trips held each week. Campers that do not attend our field trips or do not arrive on time will not be able to attend camp that day. All staff and children will be leaving the building on these scheduled days, as there will be no supervision left at the camp at the Brookings School. Please make sure your child is here by 9 am. All campers must wear their camp T-shirt on field trip days!

Rules on the bus:

- No eating or drinking
- No standing, climbing, or changing seats
- No hanging out the window (including hands)
- Violation of rules and regulations may result in disciplinary action up and to include dismissal

Medical Information

Injuries

If a child is to become injured the following steps will be taken:

1. First Aid will be administered by the Health Care Supervisor and/ or a qualified staff member.
2. An injury report will be completed and provided to the YLA Office.
3. If the injury is serious, the Camp Director will be notified immediately and the child will be brought to the hospital to seek treatment with a staff member. A staff member will bring the child's emergency and medical information with them.
4. The Camp Director will notify the Parent/Guardian of any first aid that was performed. A copy of the injury report will be given to the Parent/Guardian and a copy will be put in the child's file.
5. The Health Care Supervisor will record the injury in the injury log.
6. The Camp Director will notify Board of Health if the injury required emergency medical care.

Healthy Children

Your child's health and safety is of major importance to the YLA staff. Please advise the staff at time of check-in of any special health problems that the staff may need to be aware of as care-takers of your child. In consideration of the other children and staff, we ask that you not bring your child to the YLA with any of the following:

1. Fever of **100** degrees or higher. Children must be free of fever for **24** hours before joining us at the Youth Leadership Academy
2. Vomiting at least once in the last **24** hours
3. Diarrhea occurring at least once in the last **24** hours
4. Draining Rash
5. Eye discharge or "pink eye"
6. Symptoms of measles, chicken pox, strep throat, or other contagious childhood diseases
7. Green nasal discharge
8. Lice or nits



Sunscreen

We suggest that the parent/ guardians apply sunscreen with a solar protection factor of 25 or greater and lip balm. If you would like your child to reapply sunscreen while at camp please have your child bring it with them, with their name written on the bottle and they can reapply on their skin. The sunscreen that is brought from home can only be used on your child.

Medical Information

Medical information for your child must be submitted at the time of registration. There are (3) three pieces of medical information needed:

1. A statement from a physician or health care professional that says that your child received a physical exam within the past year.
2. Evidence that your child has been immunized as recommended by the Department of Public Health.
3. Children who are prescribed medication to be administered during camp hours are required to complete an Authorization to Administer Medication to a Camper form. Children who need an Epi-Pen are required to have a twin pack prescription in its original box and label to be left at camp.

Medical Administration

The Department of Public Health (DPH) has regulations requiring staff to have a policy regarding the administration of medication to children in care. The YLA Health Care Supervisor is required to take medication administration trainings. The following guidelines are common to all programs that are licensed by DPH.

Prescription Medication

- Prescription medication must be brought to the program in its original container bearing the pharmacy label and include 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) and if tablets or capsules, the number in the container. The original pharmacy label will be accepted as the written authorization of the physician. All prescription medication will be secured in the Camp Health Care Supervisor's Office.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must fill out the Authorization to Administer Medication to a Camper Form.

Non-Prescription Medications

- The program needs written parental authorization to administer oral non-prescription medication.
- In case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization; however, it must be reviewed annually.
- The Medical Supervisor will make every attempt to contact the parent prior to child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care for the child.

All Medications

- The first dose must be administered by the Parent/Guardian at home in case of an allergic reaction.

- All medications must be given to the Medical Supervisor directly by the Parent/Guardian.
- All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of the reach of children.
- The Medical Supervisor will be responsible for the administration of medication. In his/her absence, there will be another qualified staff member to dispense medication.

Behavioral Management Policy

The focus of the Youth Leadership Academy Summer Camp is to provide each child a reasonable degree of conformity to assist him/her to develop self-control, self-direction, self-esteem and a conscious guide to his/her actions. In order to accomplish this, the Academy will employ three basic principles:

1. **Rules:** Standards of acceptable conduct and modifying undesirable behavior.
2. **Consistency:** Providing the children with the rules of the CLUB and particular program areas, and supplying staff that reinforce those rules fairly and regularly.
3. **Rewards:** Reinforce desirable behaviors.

The following policies will be adhered to at all times.

1. Staff will use discussion, explanation and reasoning to help children understand what is acceptable and non-acceptable behavior.
2. Staff will emphasize the educational rather than the punitive benefits of acting in the approved and appropriate manner.
3. Any child acting in a disruptive manner will be talked to by the staff member and reminded of the rules and acceptable behavior. Disciplinary action such as time outs will be employed if necessary.
4. Any child who persists in acting in a disruptive manner will be reported to the Camp Director who will follow through by:
 - A. Speaking to the particular child to determine the reasons for their actions and if actions can be corrected by the child.
 - B. If disruption persists, the Camp Director will notify the parent/guardian to schedule an appointment to discuss and try to correct the disruptive behavior.
 - C. The group leader supervising the particular child will note behavior problems. An Parent/ Guardian form will be written describing the extent of the incident, the date and time, and any actions taken to correct the behavior.
 - D. A copy of the Parent/ Guardian form will be given to camper's parent/guardian and the original will be filed in the office.



Clothes



Please remember this is a recreational program. Children must dress for play. Pants or shorts and sneakers and socks are required to play in the gym and outdoors. Since children will be active most days please have them wear or bring sneakers and socks every day. Please be aware that children will often participate in art projects at the YLA. Although most of the products the YLA uses are washable and smocks will be provided, as art can be messy. For this reason, the YLA staff asks that children wear clothes that can get messy.

Toys

Children are discouraged from bringing hand held electronic games, ipods, ipads, tablets, radios, toys, jewelry, cell phones, excessive money or trading cards to camp. These items are easily misplaced, stolen, or broken so please inform your child(ren) that these items should be left at home. The camp staff are not responsible for lost, damaged, or stolen items.

Other Important Camp Information

Code of Conduct: At the Youth Leadership Academy we promote healthy lifestyles, character and leadership. We hope everyone who enters our program is a partner in our mission. We ask that if a concern, conflict or misunderstanding arises that you are mindful of the children in our building. We are happy to find an appropriate area to address any concerns. Any outburst in earshot of our members and families and any verbal abuse toward anyone including our staff will not be tolerated and will jeopardize your child's camp opportunity.

Suspected Drug Use/Abuse: The YLA also reserves the right to make sure our members are safe when they leave the building. We will not release a child to anyone we suspect is under the influence of any kind of drug or alcohol. The YLA staff will assist in finding a safe way home for the child if needed.

Withdrawals:

If you decide to withdraw your child from any registered program, please contact Camp Director Sal Demaio at (413) 519-0625

Space and Waiting List:

Space is on a first come, first serve basis. A waiting list will be created once the program reaches its maximum enrollment. If space should become available, the names on the waiting list will be called for interest in the order that they were received.

Incomplete Registration Packets:

The YLA cannot guarantee enrollment if registration packets are incomplete or missing and documentation (i.e. missing signatures, medication forms, immunization records, etc.)

For More Information contact:

Camp Director Salvatore DeMaio
Hampden County Sheriff's Office
627 Randall Road, Ludlow, MA 01056
(413) 519-0625
www.hcsdma.org