

2023



Parent/Camper Handbook

Summer Camp Hours

Full Day Kinder Camp & Sports & Swim Camp – 9am - 4pm

Half Day Kinder Camp & Sports & Swim Camp – 9am - 1pm

CIT Program – 9am - 4pm

Westboro Tennis & Swim Club Summer Camp

35 Chauncy Street * Westborough, MA 01581

(508)366-1222 * wtsc.com

Camp Information

Camp Director – Betsy Feeley Johnsen

Assistant Camp Director/CIT

Coordinator – Ellen Priest

Phone – (508)366-1222 ext.32

Direct Line – (774)399-6513

Web site – wtsc.com

Email – bjohnsen@wtsc.com

Camp Dates 2023

Session 1 – June 19-June 23

Session 2 - June 26-June 30

***Session 3 – July 3- July 7**

Session 4 – July 10-July 14

Session 5 – July 17-July 21

Session 6 – July 24-July 28

Session 7 – July 31- August 4

Session 8 – August 7-August 11

Post Camp – August 14-August 18

****No Camp Tuesday, July 4th***

Extended Day Services

Morning Care – 7:30-8:30am

Afternoon Care – 4:15-6:00pm

- Supervised play
- You can select the days you need per week .
- Registration prior to camp session attending required and based on availability.
- Please use extended day sign up form to register.
- Additional fees apply.

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Westboro Tennis & Swim Club

Summer Camp 2023

Introduction

Welcome to Westboro Tennis & Swim Club Summer Camp 2023! We are planning another fun-filled summer. A few things will look different this summer due to the COVID pandemic, but we will still offer lots of fun and exciting activities and adventures for all our campers!

This handbook will serve as a reference guide providing camp families with important information regarding camp policies and procedures.

Each session will follow a theme for arts & crafts, group games, fun Friday activities and more! Below is a list of tentative themes. All themes are subject to change.

Weekly Themes 2023

<i>Session</i>	<i>Theme</i>
<i>1</i>	<i>Welcome to Summer!</i>
<i>2</i>	<i>Surfs Up!</i>
<i>3</i>	<i>Party in the USA</i>
<i>4</i>	<i>Color Wars</i>
<i>5</i>	<i>Shark Week</i>
<i>6</i>	<i>It's a Bugs Life</i>
<i>7</i>	<i>Boston Sports Teams</i>
<i>8</i>	<i>To Infinity and Beyond!</i>

Philosophy & Expectations

Our Goals

Our goal is to always provide a safe, fun and well-rounded experience that is filled with loads of happy memories that your camper will cherish forever. We will work with campers on developing values that will help them in all aspects of life. Our camp experience emphasizes: **TEAMWORK, RESPECT, KINDNESS, RESPONSIBILITY, and FRIENDSHIP.**

Code of Conduct

1. Campers treat others with courtesy and respect.
2. Campers must ALWAYS remain with their assigned group.

Campers must follow safety rules and always listen to the camp staff. It is our expectation that all campers, CIT's and staff are to be respected and treated with fairness and a caring attitude. EVERYBODY is entitled to a pleasant and harmonious camp environment. The Camp Director will contact parents/guardians if discipline issues occur. Five steps will be taken to work with the camper and their family to modify and improve behavior at camp.

1. Verbal warning
2. Time-out/away from an activity
3. Loss of choice time
4. Meet with the Camp Director
5. Meet with parents and Camp Director

The Camp Director reserves the right to withdraw any campers whose behavior interferes with the rights and safety of others.

Activity Participation

Our camp counselors provide fun, engaging activities, therefore it is expected that all campers will actively participate. Campers will be asked to try each activity. If a parent wishes to excuse a camper from an activity, it should be in writing to the Camp Director.

Weather

Camp runs rain or shine! The Camp Director reserves the right to alter the camp schedule or camp activities depending on the weather of the day. Every effort will be made to maintain the established camp schedule. Camper's safety is the top priority. There will be no refunds, make-ups or tuition adjustments due to inclement weather.

Mandatory Forms

All campers must have a Camper Registration/Medical-Emergency Form on file along with an updated physical exam and immunization record before they attend camp. All forms must be received ***PRIOR*** to the first day of camp. **CHILDREN WILL NOT BE ABLE ATTEND UNTIL ALL MANDATORY FORMS ARE RECEIVED.**

Attendance

- Absences – If your camper is going to be absent from camp, please email the Camp Director directly or call the club and leave a message.
- Late Arrivals- Campers arriving after 9:00 a.m. should go directly to the front desk of the main club. The front desk will notify the Camp Director to bring the camper to his/her group.
- Early Pick-up –If you need to pick up your camper before dismissal, please email the camp director. The email should include the campers first and last name and time of dismissal. When you arrive at the club, please go directly to the front desk of the main club and your camper will meet you there.

Lunch & Snacks

At this time we do not provide lunch and snacks at camp. All campers will bring lunch and snacks (1 snack for ½ day and 2 snacks for full day) All campers should come with a full water bottle. Water will be available as needed to refill water bottles.

Full day and ½ day campers will have a lunch time as part of their camp day.

Lunch

Please send your camper with a lunch in an insulated lunch box. Lunch should be ready to eat. **We are not able to heat up any camper's food.** Please make sure to send in proper utensils if needed.

Snack

Please send in a ready to eat snack. Campers will have a morning snack and an afternoon snack for full day campers.

Our camp is not a peanut/nut free environment, however, if a child has a peanut/nut allergy we will take every precaution possible to keep that child safe. At each lunchtime, there will be a "nut free" table available.

ALL DIETARY ALLERGIES OR PROBLEMS MUST BE INDICATED ON THE CAMPERS MEDICAL FORM

Medical Notes

General Information

- All Campers must have an up to date physical and immunization record (administered within 12 months of the start of camp) submitted before the first day of camp in order to attend.
- If your emergency numbers or contacts change before or during the camp session, please notify the Camp Director.
- Prior to camp, we ask that you screen your child for communicable diseases such as head lice, and COVID.
- The Camp Director will notify parents/guardians regarding first aid, illness, or medical issue that occurs while at camp.
- **Special Needs:** parents should advise the Camp Director of any special needs or situations which may affect a child's camp behavior or enjoyment. Such as, but not limited to, allergies, medical conditions, divorce/separation, birth of a sibling, death in the family, learning challenges, etc...

All Campers must have on file a Registration/Medical Emergency Form prior to the start of Camp.

Mildly Ill Camper

Any camper who is not feeling well enough to participate in camp activities will be given some quiet time in the Upper Lounge of the main lobby. Campers will be allowed to rest for 1 hour. At the end of that hour if they are still not well enough to return to their camp group, parents will be called to pick the camper up.

Medication

- Medications must be administered by the Camp Director (health supervisor.) The medication **MUST** be in the original pharmacy container with the correct name, date and instructions.
- All medications must be given directly to the Camp Director with the completed **Medication Authorization Form.**
- All medications will be kept in a locked box in the Camp Directors office.
- Do not send over the counter medications unless it is part of protocol prescribed by a physician.
- The Health Care Consultant will sign a list of medications that will be allowed to be administered at camp.
- The Camp Director (health supervisor) will keep appropriate and correct record keeping regarding medications given and or self-administered at camp.

- If a camper is capable of self-medicating using a prescribed Epi-pen or inhaler and the parent/guardian and health care consultant give written approval, the camper may carry these devices with him/her at all times in order to self-administer when necessary. If a diabetic campers requires his/her blood sugar to be monitored, or requires insulin injections and the parent/guardian and the health care consultant give written approval, the camper, who is capable, may be allowed to self monitor and/or inject him/her self. Blood monitoring activities and self injection must take place in the presence of the Camp Director (health supervisor.)

Special Information from the Department Of Public Health

Every year the Department of Public Health sends the camp “Fact Sheets” to help us with issues that may impact our camp population. This year specific diseases are worth a note. We have received information from the Massachusetts Department of Public Health. Below is a list of the disease as well as a web site where you can learn more information. If you have any questions, please contact the Camp Director.

West Nile Virus (WNV) – www.westnile.stste.pa.us or www.cdc.gov/ncidod/arbor/westnile/index.htm

Eastern Equine Encephalitis (EEE) & Lyme disease

For more information about EEE or Lyme disease please contact your doctor or the Division of Epidemiology and Immunization at (617) 983-6800.

Questions Before You Come to Camp

Communication with Camp

Westboro Tennis & Swim Club Summer Camp : phone number (508)366-1222

Camp Director: Betsy Feeley Johnsen (508)366-1222 ext. 32 or direct line (774)399-6513

Email: bjohnsen@wtsc.com

Please contact the Front Desk with any absences, late arrivals, or early dismissals. If you have any questions or concerns that the Front Desk staff cannot answer during camp hours, please leave a detailed voicemail for the Camp Director. All calls will be returned as soon as possible or during the call back hours of 4:30-5:30 p.m. You can also email the Camp Director as well. This procedure enables us to keep our full focus and attention on the campers and our program.

What to Bring to Camp

Items brought to camp should be limited to the following items.

ALL ITEMS MUST BE LABELED WITH THE CAMPERS FIRST AND LAST NAME

*****Please do not over pack your child's back pack. They will be required to carry their own bag to and from activities.***

1. **Sneakers/closed toe shoes with a back.** No open toe shoes, sandals, flip flops, dress shoes, boots, etc...
2. **2 Bathing suits** (**wear one to camp and bring 1**) (Half day campers only need 1 suit)
3. **Beach Towel** – Towels will not be provided.
4. **Weather appropriate clothing.** (Sweatshirts, raincoats etc...)
5. **Sunscreen-** water and sweat proof is recommended. A preliminary application must be done at home prior to arriving at camp. Counselors will assist throughout the day to reapply as needed. Sunscreen must be provided by the camper.
6. **Insect repellent** – if needed. (Aerosol cans are prohibited.)
7. **Tennis Racquet** *loaner racquets are available for campers who do not own their own racquet.
8. **Water bottle.** Campers will have the opportunity to refill as needed.
9. **Lunch & Snacks-** Campers will need to provide their own lunch. Both full day & half day campers have a lunch time. All lunches must be “ready to eat.” We are not allowed to heat up lunches. Please make sure to pack a cooler pack in the lunch to keep the lunch fresh. Please pack 2 snacks for full day camp and 1 snack for ½ day camp.

Optional – extra towels, change of clothes, swim goggles, and a hat.

What to Leave at Home

- Candy and gum
- Any kind of weapon, including knives and squirt guns
- ***Any electronic device such as, iPods, iPads, cell phones, gameboys, etc... Campers will not be allowed to use cell phones for any reason during camp.***
- Items of great personal value.
- Explicit t-shirts or other clothing apparel that is deemed offensive.

Personal Possessions/Lost & Found

To help minimize lost items please label everything that you send to camp. Also, please only send the items that are needed. An excess of things make for a very heavy back pack as well as more things to misplace! We will keep a Lost & Found bin on the basketball court. Please contact the Camp Director if you are missing anything. We will do our best to track it down!

Swim & Tennis Lessons

Swimming Instruction:

Each camper will be provided with a daily Red Cross Swim lesson, taught by the WTSC aquatics staff. Campers will be grouped by age/level. Campers will work toward mastering skills needed to achieve the completion of the specific level they are placed in. Swim levels will be determined by an evaluation done by the instructor on the first day of camp.

Tennis Instruction:

Campers will participate in a ½ hour group tennis lesson each day with a member of the WTSC tennis staff. These lessons are an introduction to the sport of tennis and the campers will be taught some basic tennis skills.

CIT (Counselor in Training Program)

Our CIT program is a fantastic way for older campers to transition into more responsibility. It is ideal for the adolescent who would like to prepare for eventual summer employment as a camp counselor. This program provides both hands on and “classroom” experiences. Progression through the program is done on an individual basis with the CIT and the CIT coordinator.

Drop off & Pick up Procedures

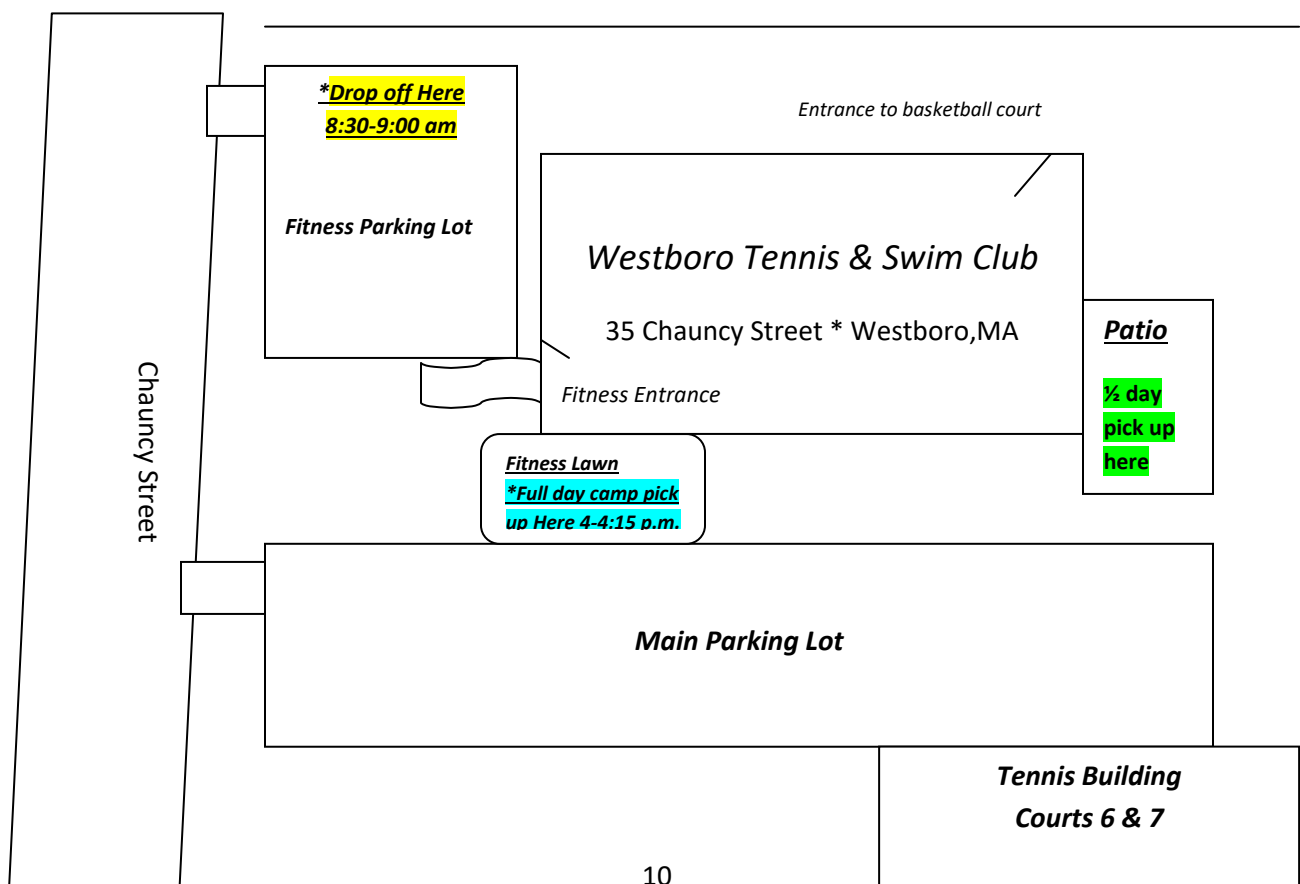
Drop off begins at 8:30 a.m. and continues until 9:00 a.m.

**if you arrive after 9:00 a.m. campers must be brought to the front desk and a counselor will come to bring them to their group. Pick up will be from 4:00-4:15 p.m.*

All campers should be dropped off and picked up in the manner listed below with the exception of extended morning and extended afternoon care.

- Parents /guardians will need to park in one of the club parking lots and walk their camper to the fitness parking lot. Counselors will greet campers and bring your camper(s) into the basketball court.
- Counselors will check the camper(s) in with the Camp Director.
- Half Day Campers will be picked up on the Patio at the main entrance of the club. Please park in the main lot and walk to pick up your child(ren).
- Full Day pick up will be outside of the fitness center on the Fitness Lawn. Please park in any of the club parking lots and walk over to the lawn.
- Please sign your child out with the Camp Director.

****Extended morning drop off will be in the upper lounge of the main club and afternoon extended day pick up will be at Kids Club- across the street at 30 Oak street**



Sample Schedules

Kinder Camp ½ Day

<i>Time</i>	<i>Activity</i>	<i>Location</i>
9:00	Arrival check in	Basketball Court
9:15	Snack	Basketball Court
9:30	Prepare for swim	Pool
9:45	Swim lesson	Pool
10:15	Change out of suit	Pool Locker Rooms
10:30	Group games/Music movement	Fitness Lawn or Pool Playground
11:15	Lunch	Tennis Building or Tent
12:00	Arts & Crafts	Tennis Building
12:30	Tennis lesson	Tennis Bubble
1:00	Dismissal	Patio outside main entrance

Kinder Camp Full Day

<i>Time</i>	<i>Activity</i>	<i>Location</i>
9:00	Arrival check in	Basketball Court
9:15	Snack	Basketball Court
9:30	Prepare for swim	Pool
9:45	Swim lesson	Pool
10:15	Change out of suit	Pool Locker Rooms
10:30	Group games/Music movement	Fitness Lawn or Pool Playground
11:15	Lunch	Tennis Building or Tent
12:00	Arts & Crafts	Tennis Building
12:30	Tennis lesson	Tennis Bubble
1:00	Free play	Pool Playground/Kids Club
1:45	Free swim	Pool
2:15	Change out of suit	Pool
2:30	Story/Music/Movement Weekly theme related	Kids Club
2:45	Snack	Kids Club
3:00	G.Y.M ~ various fitness activities such as yoga, nutritional snack, zumba etc...	Fitness Center /Group X Studio
3:45	Prepare for Pick up	
4:00	Dismissal	Fitness Lawn

Sports & Swim ½ Day

<i>Time</i>	<i>Activity</i>	<i>Location</i>
9:00	Arrival check in	Basketball Court
9:15	Snack	Basketball Court
9:30	Group games related to weekly theme	Basketball Court or Fitness Lawn
10:30	Prepare for swim	Pool
10:45	Swim lesson	Pool
11:15	Change out of suit	Pool Locker rooms
11:30	Lunch	Tennis Building or Tent
12:00	Tennis	Tennis Bubble
12:30	Group games	Fitness Lawn or Basketball Court
1:00	Dismissal	Patio outside main entrance

Sports & Swim Full Day

<i>Time</i>	<i>Activity</i>	<i>Location</i>
9:00	Arrival check in	Basketball Court
9:15	Snack	Basketball Court
9:30	Group games related to weekly theme	Basketball Court or Fitness Lawn
10:30	Prepare for swim	Pool
10:45	Swim lesson	Pool
11:15	Change out of suit	Pool Locker Rooms
11:30	Lunch	Tennis Building or Tent
12:00	Tennis	Tennis Bubble
12:30	Group games	Fitness Lawn or Basketball Court
1:00	Prepare for swim	Pool
1:15	Free Swim	Pool
1:45	Change out of suit	Pool Locker Rooms
2:00	Group games	Fitness Lawn or Basketball Court
2:30	G.Y.M ~ various fitness activities such as yoga, nutritional snacks, zumba etc...	Fitness Center/Group X Studio
3:00	Snack	
3:15	F.O.C.O.S. (Focus On Creativity or Sports) Campers choose an activity that they will focus on for the week. Campers can choose from ball sports, stick sports, arts & crafts, dance and STEM	
3:50	Prepare for pick up	
4:00	Dismissal	Fitness Lawn

Staff

All camp staff consists of a group of young men and women who are committed to providing a fun and safe camp environment for each camper. Each camp staff member is carefully chosen for enthusiasm, leadership skills, past working experiences working with children and their dedication to the personal development of each camper. Our staff realizes the importance of being both leaders and role models for the campers.

Every camp staff member goes through an intensive on-site pre-camp training that includes CPR and First Aid certification. All WTSC employees receive a thorough background check, including CORI & SORI prior to employment. The child to staff ration for children 6 and under is 1 staff member for every 5 campers. For campers 7 and up the ratio is 1 staff member for every 10 campers. These standard ratios are set by the Department of Public Health in the Commonwealth of Massachusetts.

WTSC will provide, upon request, information regarding counselor background checks, health care and discipline policies , as well as policies for filing grievances.

Westboro Tennis & swim Club Summer Camps are licensed by the Westboro Board of Health and must comply with the State of Massachusetts regulations for day camps, MA chapter 105CMR430.000

