



**DIScover Summer Camp 2019 Parent Handbook**

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## DANVERS INDOOR SPORTS CONTACT INFORMATION

*Facility Address:*

Danvers Indoor Sports  
150R Andover St.  
Danvers, MA 01923

*Office Phone:*

978-777-7529

*Camp Directors:*

Anthony Carter      [Anthony@danversindoorsports.com](mailto:Anthony@danversindoorsports.com)  
Tim Kuhlberg        [Tim@danversindoorsports.com](mailto:Tim@danversindoorsports.com)

About DIS:

Danvers Indoor Sports is a state-of-the-art indoor sports facility and includes 8 turf fields, 4 basketball courts, concession areas, arcade games, party/event rental space, on-site fitness center, conference room and more! DIS is dedicated to providing clients of all ages a safe environment in which to be active year-round.



*Hello!*

*We are grateful and excited that you have chosen DIScover Summer Camp and think you made the right choice! Our staff is filled with enthusiasm, experience, athleticism and we are looking forward to an amazing summer with our DIScover campers.*

*The two main goals of DIScover Summer Camp are:*

- 1) Provide a safe and fun environment for all children. By training our camp staff and maintaining a pristine facility, we ensure that camper safety is our number one priority.*
- 2) Encourage and foster character-building play. During team building and sport related activities, campers engage and participate in play that builds qualities such as sportsmanship, honesty, respect, integrity, tolerance and inclusion.*

*It is my pleasure to welcome you to DIScover Summer Camp 2019 – let the adventure begin!*

*Sincerely,  
Anthony Carter*

## **STAFF INFORMATION**

All camp staff members are recruited through our Camp Director and follow a qualifying process in order to ensure the safety and development of each child. DIScover Summer Camp is licensed by the Massachusetts Board of Health and the Town of Danvers. All staff employed by the camp meet the requirements set forth by the previously mentioned institutions.

In addition, each staff person and volunteer shall have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well being of the campers. Upon review of both CORI and SORI checks, the Camp Director shall determine whether each staff person's and volunteer's conduct will disqualify that person from employment or service at the camp. Upon further request, parents of campers have the right to know camp policies, procedures in regard to this. ☐

## **CAMPERS**

### **GENERAL**

DIScover Summer Camp is an indoor summer recreational day camp for children ages 5-12; and 13-15 years old. Decisions regarding a camper's attendance will be made by the Camp Director and Danvers Indoor Sports senior management. Please fully fill out all forms in our Camper Forms packet so that our staff can be educated about your camper. This helps us provide the best possible experience for your child!

### **NON-DISCRIMINATION POLICY:**

Danvers Indoor Sports and DIScover Summer Camp does not discriminate on any basis. DIS provides recreation and summer camp opportunities to all people regardless of religion, race, sex, marital status, disability, cultural heritage, political beliefs, national origin or sexual orientation.

### **CHILDREN WITH SPECIAL NEEDS/DIABILITIES:**

Danvers Indoor Sports will request and review information given by the parent related to the child's participation in the program. Identification of specific accommodations required to meet the needs of the child, which would include a change or modification in the child's participation in regular activities, would be reviewed. In addition, identification of any special equipment, materials, ramps or aids will be discussed. If such accommodations will cause undue financial burden on Danvers Indoor Sports, the parent will be notified in writing. Every effort will be made to accommodate each camper. Please inform us of any special circumstances that may influence your child at camp.

## CITs

Our Coach In Training Program (CIT). CIT campers are ages 13 through 15 who are interested in learning about leadership and are ready to take on more responsibility at DIScover Summer Camp. These campers will have daily training with the DIScover Camp Senior Staff through conversations and group challenges focused on leadership, inclusion, communication and teamwork. These training sessions will prepare them to assist the DIScover Coaches in the afternoon of each camp day where they will shadow and assist a Coach. CIT campers will have a 50% discount for the camp week they attend.

## DAILY RULES

### SCHEDULE

Our DIScover Summer Camp staff will lead all games and activities with help from the Camp Director, Assistant Camp Director and CITs (when applicable). Sports and games equipment will be provided and campers should not bring their own ball/equipment.

### CHECK IN / SIGN OUT POLICY

**Drop off:** All campers will be checked in with the Camp Director/Senior Staff in  Building Two. Please park, and enter Building Two through the main entrance of Building Two. This entrance can be found by taking the first right in the rotary if coming from the direction of Mass Trans. This is also the entrance that is straight ahead when entering from Route 114. Please do not drop off your camper at the entrance, our check in policy is in place for the safety of the campers.

**Pickup:** All campers will be picked up with the Camp Director/Senior Staff in Building Two. Please park and come in to sign out your camper. **We will need a physical signature in order to release your camper to you.** See the policy regarding who can pickup in the sections titled "Communications".

### ELECTIVES

We are very excited to announce the new Electives program at camp this year. At the beginning of each week, children will get to choose special activities to participate in based on their interests. These activities will vary from day to day and week to week, but will be led by our DIScover coaches as well as some special guests.

### SAMPLE SCHEDULE

8am – Extended Care begins  
9am – Drop off & Free play  
9:30am – Camp Starts – Welcome Announcements  
9:45am – Warm Up Tag Game  
10am – Sports Game  
10:30am – Snack

11am – Team Building Challenge  
11:30am – Large Group Game  
12pm – Lunch  
12:30pm – Free play  
1pm – Electives  
2pm – Card and Board Games  
2:30pm – Game of the Day  
3pm – Sign Out & Extended Care begins  
4pm – Extended Care ends

## THEME WEEKS

Each week will have a specific theme that the majority of activities will be based around! We encourage campers to wear theme specific clothes on certain days, and we will do our best to communicate on pickup when those days are happening!! Check out the list below for which themes are happening while your camper is at DIScover Summer Camp!

- Pre Week: June 17 - June 21: Too Cool For School
- Week 1: June 24 - June 28: DIS Olympics
- Week 2: July 1-3, 5: Star Spangled Banner (No Camp July 4<sup>th</sup>)
- Week 3: July 8 - July 12: DIS Movie Festival
  - DIScover Football Camp
- Week 4: July 15 - July 19: New England Sports Week
- Week 5: July 22 - July 26: Super Hero Week
- Week 6: July 29 - August 2: Worldwide Safari
- Week 7: August 5 - August 9: Harry Potters House Cup
  - DIScover Football Camp
- Week 8: August 12 - August 16: Cartoon Crazy
  - DIScover Football Bootcamp
- Week 9: August 19 - August 23: Battle for Beantown
- Week 10: August 26 - August 30: Color Wars

## BUDDY POLICY

At DIScover Summer Camp, one of our goals is to provide a safe and fun experience for your child. Campers will be under the supervision of the camp counselors at all times, and are not allowed to leave the group without asking permission from the camp counselor first. In order to ensure that campers are safe when taking bathroom or water breaks, we follow and enforce the buddy policy. Any time that a camper asks a counselor to take a break they **MUST** have a buddy. This procedure will be reiterated throughout the camp week, but please make sure that the camper understands this prior to coming to camp.

## **DISCIPLINE POLICY**

We will operate on a three-step discipline basis. The three steps are as follows: 1. Camper will sit out of game/activity for 10 minutes. At end of 10 minutes, counselor will discuss with camper about what they did and what they will do next time to correct their behavior. 2. Camper will be brought to Director's office and will discuss wrongdoing. Director will issue a final warning to camper. Parent/Guardian will be informed of the situation. 3. Parent/Guardian will be contacted, and camper will be sent home.

At the counselor's and/or Camp Director's discretion, a camper may be disciplined according to these three steps for any misbehavior or insubordination. The three steps can be usurped if attitude/incident is severe and camper has to be sent home immediately.

Corporal punishment, including spanking, is prohibited. No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse. No camper shall be denied food or shelter as a form of punishment. No child shall be punished for soiling, wetting or not using the toilet.

Parents of campers have the right to speak with the Camp Director at any time regarding staff behavior or camper issues.

## **COMMUNICATIONS**

### **GENERAL**

Parent input is very important to us. Please contact the Camp Director at 978-777-7529 (ask for Anthony or email at Anthony@danversindoorsports.com) if you have any concerns or important information. The Camp Director can make arrangements for individual conferences with staff at your request. Please make these requests with the Camp Director and not the individual camp staff. We want ALL children to have an awesome experience at DIScover Summer Camp. We encourage new parents and campers to come to DIS for a tour!

### **COMMUNICATION OF IMPORTANT INFORMATION**

Please fill out the Personal History Form so that camp staff can get a full picture of who your child is before camp even starts! If anything is happening at home that will influence and/or affect the camper's experience and/or disposition at camp, please feel free to discuss it with the Camp Director. All information will be confidential. Our goal for to have a positive, safe and fun experience at camp, and that information will help us achieve our goal.

### **DROP OFF AND PICK UP**

Drop-off and pick-up location will be the main entrance of Building 2. This building is the furthest to the right when pulling into DIS parking lot. Parents or legal guardians MUST check in with supervising Camp Director upon drop off and pick up. **NO CHILD MAY BE PICKED UP DURING OR AT THE END OF CAMP BY ANYONE OTHER THAN HIS/HER PARENT OR THE**



PEOPLE LISTED ON THE CHILD RELEASE FORM UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE BY THE PARENTS, **IN WRITING**, WITH THE CAMP DIRECTOR. THIS IS FOR YOUR CHILD'S SAFETY.

### USE OF PICTURES & VIDEO FOR PUBLICITY

During the camp program, staff members and/or professional photographers will take photos & videos for electronic and print newsletters and general marketing purposes that may include your child/children. Parents/Guardians may refuse any or all use of those photos and videos related to specific campers, provided a written request is received by the Camp Director prior to the start of camp.

### LATE POLICY

It is essential that parents/guardians be on time to pick up campers. If a parent is more than 10 minutes late to pick up their child, they will be billed the extra \$10 for the hour of aftercare. If you will be late to pick up your child, please call the 978-777-7529 to notify the Camp Director. We suggest having all parents establish a back up procedure so that a camper can be picked up consistently on time.

### EXTENDED CARE POLICY

To ensure proper supervision, extended care is contracted time, NOT a drop in center. Extended hours begin at 8am and end at 4pm. These hours are set, no exceptions will be made. We reserve the right to terminate any extended care contract for continued lateness. Registration must be prior to the start of camp. If your extended care procedure needs to be altered or added on, please notify the Camp Director immediately.

Fees for extended care are \$10 per hour. If temporary or "day specific" extended care is needed and the space is available, for example one day or one week, please notify the Camp Director immediately via email or phone.

### ABSENTEEISM

We ask that parents please notify the Camp Director when your child/children are going to be absent or late on a regularly scheduled day. Camp fees are based on preregistration and refunds are not given due to absenteeism.

### SCHEDULE CHANGES, WITHDRAWALS & TERMINATION

As stated on the registration form, no refunds will be made unless a child is withdrawn after June 27, 2019 for medical reasons with doctor's note. All special requests will be considered by the Camp Director who will make the final decision.

## **OTHER COMMUNICATIONS**

Please call Danvers Indoor Sports at 978-777-7529 and ask to speak with the Camp Director if you have any questions, comments or concerns about your child. Please do not ask for the staff working directly with your child. The counselors and other staff will be reached on your behalf. The Director and/or staff that is addressed will respond to written notes or emails as soon as possible.

## **FEEES**

All camp fees are payable by June 2, 2019 unless other arrangements have been made. The camp registration is not complete until the fee is paid, therefore a child may not participate unless the fee is paid.

## **Refunds**

Full refunds will only be given to families that have a medical reason for missing camp as well as a doctors medical note. If the camper misses a day of camp for any other reasons, their accounts will be credited for the day and can be used to participate in any age appropriate programs or leagues within the facility. If needed, contact [anthony@danversindoorsports.com](mailto:anthony@danversindoorsports.com) for prorated days or half day options. Week 2 will automatically be prorated for July 4th holiday

## **WHAT NOT TO BRING**

- **Electronics (IPods, Tablets, Cell Phones etc.)**
- **Gum**
- **Balls from home (Soccer, Basketball etc.)**
- **Trading Cards**
- **Toys from home**

There will be no electronics (cell phones, mp3 players, Ipods, Ipads, tablets etc), or gum allowed at camp. Cell phones for older campers can be off and kept in their backpacks until after camp. There will be no action figures or trading cards. Upon first sight, counselors will ask campers to put them away. Upon second sight, they will be put in the office for the rest of the day.

## **CLOTHING**

What your child wears to camp is extremely important! A camp shirt will be included in the price of camp. Camp shirt must be worn every Friday, unless they are in costume for the Theme Day. Clothing must be appropriate and comfortable for active play and games. **SNEAKERS MUST BE WORN EVERYDAY**, no open toed shoes or shoes that are not safe for active play. Sneakers must be worn on the courts and fields at all times. All clothing and backpack should be labeled with the child's name. DIS is not responsible for any lost or stolen items. Anything that is forgotten or misplaced will be located at the DIScover lost and found located in Building Two's main office or behind Field One in Building One.

## **SUGGESTED DAILY PACKING LIST**

- Backpack
- Packed, non-refrigerated nut-free lunch
- Sneakers
- Water Bottle
- Extra set of clothes at bottom of backpack (tee shirt, shorts, underwear, socks)
- A positive and fun attitude!

## **FOOD & FOOD ALLERGIES**

### **ALLERGIES**

DIScover Summer Camp is a nut free camp. Please do not send any snack or sandwiches that include nuts. This is due to children having severe nut allergies. If your child has any dietary allergies or restrictions, please indicate this on the medical forms.

### **WATER**

Please send your child to camp with a water bottle. We will have water breaks throughout the day and it will be refilled.

### **SNACK**

Please pack at least one snack for your campers. Campers will be encouraged to have their snack before lunch and can also have anything left from their lunch during Card & Board Game time. The concession stand will be open for campers to purchase small snacks and drinks.

## **CONCESSIONS TAB**

Parents and campers will be able to purchase snacks during lunch time from the HalfTime Café. A tab may be started in order to hold money for a camper to use responsibly. Parents/campers may replenish their account with the Camp Director, who will ensure the tab is updated daily.

## **LUNCH**

Please send your child to camp with a bag lunch unless you are otherwise informed. We will be refrigerating lunches, and will have healthy snacks available for purchase. Remember we are a nut-free camp so pack accordingly!

## **LUNCH MENU / PURCHASED MEALS**

Lunch can be purchased for \$6 a meal if pre-ordered via the form provided in the Camper Form Packet. Please return the form with the Camper Form Packet. Payment for the desired meals must be made by June 4. The meal meets the Recommended Dietary Allowances as set by the Public Board of Health.

## **HEALTH CARE**

### **MEDICAL FORMS**

It is important to DIS that all children coming to camp are in good health and are free from contagious or infectious diseases of any kind. Each camper will have to have proof of current immunizations from their physician and fill out a health record form before attending camp. If Medication needs to be administered at camp, an authorization form must be filled out. All necessary forms can be found on our website ([www.danversindoorsports.com/summercamp.html](http://www.danversindoorsports.com/summercamp.html)). All paperwork must be turned into the camp staff before June 2, 2019.

### **PLAN FOR MILDLY ILL CAMPERS**

A child determined to be ill will be brought to the main office of DIS. There, the child's temperature will be taken and symptoms will be assessed by the Health Care Supervisor. The child's parent or legal guardian will be contacted if necessary. Medication such as Advil or Tylenol can be given to the child from its original container with written instructions from his/her prescribing physician and written permission from parent or legal guardian.

## MEDICATION ADMINISTRATION

If your child must receive medication while at DIScover Summer Camp, the following procedure must be met:

1. Medication will only be administered per written order of the child's parents or legal guardian, and will be administered by the Camp Health Care Supervisor.
2. Medication must be passed from parent to camp staff; no child may carry medication.
3. Medication may only be taken from original container.
4. Parents or legal guardians must complete and sign the Medication Authorization Form. This can be found in the Camp Forms Packet at [www.danversindoorsports.com/summercamp.html](http://www.danversindoorsports.com/summercamp.html)
5. Medication must be clearly labeled with child's name, doctor's name and written instructions.
6. Medication will be kept in a locked cabinet in the main office or in a refrigerator in the main office if necessary.
7. Unused medicine will be returned to the parents, but if that is not possible it will be destroyed. A log will be kept of destroyed medication.
8. A medical log will be kept for the camp that reflects all the medication that was given, to whom it was given, who gave it, and how much was given.
9. Non-prescription medication will be administered, from their original container, with written permission from a parent or legal guardian.

This camp will not dispense medication unless the above procedure is met. This is the Massachusetts' Board of Health policy that we must follow with no exceptions.

## PROCEDURE FOR EMERGENCY CARE

If the injury is slight, the Camp Health Care Supervisor will administer first aid to the child. The CHCS will then document the injury or illness in the camp medical log and also fill out the incident report form. The CHCS will be responsible for notifying parents or legal guardians of the injury via phone or in person at pickup.

If an individual requires immediate hospital care, after calling 911, the CHCS will contact the camper's parents/legal guardians immediately that the camper is being taken to the hospital in an ambulance. If parents/legal guardians are not reachable, CHCS will contact those on the emergency medical contact form, followed by a call to the child's doctor. The camper's file, which includes any medical documents/information will be shared with the emergency personnel.

## HEAD LICE

We ask that all parents check their children's heads for evidence of lice before coming to camp begins. We also suggest that parents check their children's heads periodically during the summer to help prevent major outbreaks. The camp has a

“No nit policy”, where any child who has nits (lice eggs) on their head will be sent home from camp.

### **CONTAGIOUS ILLNESS**

If your child shows any signs of a contagious illness, the health care supervisor will contact a parent who will then have two hours to pick the child up. If the parent is unable to pickup the child or we cannot reach the parent, we will contact the other two contacts on the Emergency Contact Form.

If your child is too sick to participate in ANY of our schedule activities, he/she should stay home until they are well enough to participate fully. Included in these parameters are conditions such as diarrhea, vomiting and fever. Any and all contagious diseases and viruses need to be reported immediately so that we can inform all other families about potential exposure. A few examples are: chicken pox, measles, mumps, scarlet fever, whooping cough, or strep throat.

### **RE-ENTERING CAMP FOLLOWING AN ILLNESS**

If a child is absent due to a contagious illness, the child will only be allowed back into the program after the following: they have been on an antibiotic for 24 hours; they have been fever free for 24 hours; and when appropriate, a written note from the child’s physician to the camp. We ask that you use your best judgment and err on the side of caution. If your child is not able to **fully** participate in camp they should not be attending camp.

### **OTHER DISCOVER PROGRAMS**

Please visit [www.danversindoorsports.com](http://www.danversindoorsports.com) and click DIScover Youth Programs to find more information about our Youth Sports Programs, School Vacation Camps, Afterschool Classes, Drop In Days and Special Events! DIScover Youth Programs has offerings for all ages and skill levels. If you have questions, please contact [Anthony@danversindoorsports.com](mailto:Anthony@danversindoorsports.com).

Thank you for investing the time to work through the Parent Handbook. If you have any questions, do not hesitate to contact [Anthony@danversindoorsports.com](mailto:Anthony@danversindoorsports.com).