



# **Camp Harbor View**

## **Summer Camp Family Handbook 2022**

*Camp Harbor View must comply with regulations of the Massachusetts Department of Public Health and be licensed by the Boston Inspectional Services Department's Division of Health Inspections. Under the authority of M.G.L. c. 111 §§ 3 and 127A, the regulations at 105 CMR 430.000: MINIMUM STANDARDS FOR RECREATIONAL CAMPS FOR CHILDREN (State Sanitary Code, Chapter IV) were adopted to insure minimum housing, health, safety, and sanitary protection for children in the care of recreational camps operating in the Commonwealth.*

**CAMP HARBOR VIEW**  
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617.379.5500 | [INFO@CAMPHARBORVIEW.ORG](mailto:INFO@CAMPHARBORVIEW.ORG)

## Table of Contents

Welcome!.....	3
Licensing Information.....	3
Camp Mission Statement .....	3
Camp Goals .....	3
Communication with Camp .....	3
Absence Policy .....	3
Reporting Grievances .....	4
Parent/Guardian Request for Information .....	4
Transportation .....	4
Campus Traffic Plan.....	4
Pick Up and Drop Off Plan .....	4
Pick Up by Someone Other Than Parent/Guardian .....	4
T Riders/Walkers/Bike Riders .....	5
Bus and Ferry Expectations.....	5
Emergency Procedures.....	5
In Case of Camp, Local or National Emergency.....	5
Phone Numbers and Emergency Contacts.....	5
Meals.....	5
Food Allergy Policy .....	6
Behavior Policy .....	6
Medical Procedures .....	7
Health History, Physical Form, Immunizations.....	7
Medications .....	8
Illness and Injury .....	8
Communication from Nurses .....	9
Sunscreen.....	9
Concussions .....	9
Meningococcal Fact Sheet.....	9
At Camp .....	10
What to Leave at Home.....	10

## Welcome!



Welcome to Camp Harbor View! Now that your child is enrolled, please take a few moments to read this Family Handbook. It contains important information that will help make your child's experience an excellent one.

### Licensing Information

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### Camp Mission Statement

Camp Harbor View changes lives and enhances Boston by exposing underserved youth to the possibilities of a future they may have never envisioned. We provide unique experiences that let kids be kids, build confidence, unlock creativity, broaden horizons, and foster skills for successful lives. Our exceptional summer camp experience and year-long programming helps kids to envision new pathways to success by providing life-shaping experiences at a critical time in their lives.

### Camp Goals

Camp Harbor View's goals for campers are aligned with the Achieve-Connect-Thrive (ACT) Framework outlined by Boston After School and Beyond. Our programs are designed to promote the development of these social-emotional skills and to provide campers the opportunities to try new things.

## Communication with Camp

If you have any questions or concerns throughout the summer, please reach out to us via phone or e-mail. Camp staff are available throughout the camp day to take your call and are happy to speak to you regarding your child and the program. For matters that are not urgent or cannot be immediately answered, your call will be returned between 4:15 p.m. and 6:00 p.m. daily so our staff can focus their attention on the campers while camp is in session.

**Camp Office Phone:** (617) 379-5500 | **Camp Office Fax:** (617) 224-5603 | **Camp Office E-Mail:** [info@campharborview.org](mailto:info@campharborview.org)

### Absence Policy

Campers may be absent no more than two (2) days per session. After two days of absence, the camper will be un-enrolled from camp. Some exceptions to this policy may apply, please reach out to the Camp Office via e-mail regarding any absences.

## Reporting Grievances

Should a parent/guardian have a grievance with the camp on any issue regarding the safety and well-being of a camper, a verbal communication should be made immediately to the Executive Director. The grievance will be reviewed by the Executive Director and addressed as appropriate. Follow-up written documentation must be submitted within ten days of the complainant's notification of the incident to the following:

Camp Harbor View Grievances  
Attn: Executive Director  
46 Plympton Street 2<sup>nd</sup> Floor  
Boston, MA 02118  
Telephone: (617) 379-5500  
Email: [lfortenberry@campharborview.org](mailto:lfortenberry@campharborview.org)



If there is a grievance against the Executive Director, verbal communication should be made immediately with the Director of Human Resources, followed up in writing within ten days to the address below. The grievance will be reviewed by the Director of Human Resources. Issues will be addressed in an appropriate and confidential manner.

Camp Harbor View  
Attn: Director of Human Resources  
46 Plympton Street 2<sup>nd</sup> Floor  
Boston, MA 02118  
Telephone: (617) 379-5500  
Email: [dhalderman@campharborview.org](mailto:dhalderman@campharborview.org)



## Parent/Guardian Request for Information

Parents/guardians of enrolled campers may at any time in writing request a complete copy of policies pertaining to health care at camp, background checks, and discipline/positive behavior guidance. Requests must be sent to [info@campharborview.org](mailto:info@campharborview.org).

## Transportation

### Campus Traffic Plan

Camp Harbor View is not accessible by car. No camper may be dropped off or picked up at the Seaport except in emergency cases and with approval from the Executive Director prior to transport. If for any reason a change in drop off or pick up times occur, you will be informed by text from the Camp Harbor View Harbor office. If you have transportation concerns, please contact us via phone at (617) 379-5500 or email us at [info@campharborview.org](mailto:info@campharborview.org).

### Pick Up and Drop Off Plan

All campers must arrive to their bus stop on time to check in with the bus monitor. Busses depart for the Seaport at their designated times, usually between 7:15 am and 7:30 am. Upon arrival to the Seaport, busses will pull up along Seaport Boulevard and campers will walk down the apron to the boat. At dismissal, busses will be called in order and campers will walk down the apron to the busses and board. Busses will depart for the city bus stops where campers will either walk home (ages 12+ with parent/guardian permission) or be picked up by a parent/guardian or other designated adult (under 12). Busses will return at the end of the day between 5:00 pm and 5:30 pm. If conditions such as weather, traffic, or a bus problem cause a delay in drop off or pick up times, you will be informed by text from the Camp Harbor View office.

### Pick Up by Someone Other Than Parent/Guardian

If a camper is to go home with someone other than the parent/guardian, a note or e-mail must be sent to the Camp Office stating who the alternate pick up person is prior to dismissal. These people may also be listed in the online registration system.





### T Riders/Walkers/Bike Riders

Participants who take the T, walk, or ride a bike home from the bus stop must have a waiver on file with the camp office, signed by a parent/guardian. Participants must be 12 years or older to walk/bike/take the T from their bus stop to home. They may not walk/bike/take the T home unless a waiver is on file or notification is given to the camp office during the camp day.

### Bus and Ferry Expectations

Please review these bus rules with your child prior to the season starting. It is imperative for the safety of all the children that we enforce the rules. Any child who is unable to abide by the outlined expectations may no longer be able to

attend camp. We will also review these rules with the Camp Harbor View community on the first day of camp. Thank you for your cooperation.

1. Always remain seated when the bus is in motion; movement on the ferry is only permitted when using the restroom
2. Food is prohibited on the buses; meals will be served at camp or sent home with campers
3. Water bottles are allowed; glass or breakable containers are prohibited, please use the plastic water bottles provided on the first day of camp
4. Chewing gum is prohibited on the buses and ferry
5. Keep head, arms, hands, legs, feet, etc. inside the bus/ferry and be sure to hold on to any personal belongings so they do not fall out of the window/over the side of the ferry
6. Use inside voices when speaking so the driver and captain are not distracted
7. Do not block exit doors with any items or equipment
8. Listen to the bus monitors and all staff
9. Follow all stated expectations and instructions to ensure the safety of all



## Emergency Procedures

### In Case of Camp, Local or National Emergency

You will receive an automated call or text from camp with instructions and information.

### Phone Numbers and Emergency Contacts

Please make sure that we have correct phone numbers on file for the entire time your child is at camp. Although they are infrequent, emergencies do happen. We want to be able to reach you so that you are available for your child.

## Meals

Breakfast, lunch and dinner are provided to all campers daily by our partner, City Fresh. Menus can be found on the Camp Harbor View website.



## Food Allergy Policy

Camp Harbor View recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Peanut allergies are among the most common.

Camp Harbor View is not allergen-free, however all provided meals are nut-free and we operate a nut-free facility.

Parents/guardians of participants with life-threatening allergies must provide us with emergency medications and a written medical treatment protocol for their child for addressing allergy-related events.

Information pertaining to a camper's allergies will be shared with Camp Harbor View staff that work directly with the camper, including nursing staff, but otherwise will be kept as confidential as possible.



## Behavior Policy

Camp Harbor View's rules and agreements are founded on our core values: Fun, Respect, Responsibility, Character, Courage and Community. They are laid out here in much the same manner that we discuss them at camp. To help your children to have the best possible time at Camp Harbor View, we encourage parents/guardians and campers to discuss these behavior agreements in advance of camp.

**Fun:** Our goal at Camp Harbor View is to provide a safe and fun camp environment. We do this by following the expectations set by our core values.

**Respect:** We respect ourselves, each other, the staff and the

environment. Make safe choices and take care of yourself. Treat others as you wish to be treated. You don't have to be best friends with everyone, but you must be kind to each other. Follow staff's directions. Leave the space cleaner than when you found it by cleaning up after yourself.

**Responsibility:** We take responsibility for ourselves and ownership of our actions and their consequences. We are responsible for our belongings and make sure to bring appropriate camp gear for each day.

**Character:** We fully engage in the camp experience, leaving technology off the island or away for the duration of the day. We use appropriate language.

**Courage:** We try new things and do our best at each program area. We take safe risks. Ask for help from a staff if you feel bad or are sick. If you notice that a fellow camper is making unsafe choices, tell a staff.

**Community:** We do not tolerate insults or poor treatment of others based on race, social class, language, gender, sexual orientation, religion, disability or any other difference. We wear our camp uniform with pride. If you have an idea, please share it. Remember that you are a valuable part of our camp.

Most youth thrive in Camp Harbor View's environment of respect and positive communication. Our discipline program is based in respectful communication. When behavior is inappropriate or unsafe, we take the following steps:



1. Discuss the situation, make a verbal agreement defining the desired behavior, and establish any natural consequences as applicable (e.g. sitting out from some pool time for running at the pool).
2. If the problem continues, camper and staff create a written agreement. This may be followed by a call home.
3. If the behavior is still unresolved, the parent/guardian will be contacted and the camper will be sent home.

It is important to note that should the Executive Director and staff feel it is necessary to send a child home for any reason, their parent, guardian, or emergency contact person is obliged to pick the child up immediately at their own expense from the Seaport. We reserve the right to send a camper home without completing steps 1 and 2, as deemed necessary by the Executive Director.

Our model of positive behavior guidance strictly prohibits the following methods of discipline:

- There will be no corporal punishment; staff will not physically discipline campers for any reason
- No camper will be subjected to cruel or severe punishment, humiliation, or verbal abuse
- No camper will be punished for soiling, wetting, or not using the toilet
- Food, water, or shelter will never be withheld as a form of punishment



## Bullying Policy

Bullying is defined as the exclusion, teasing, taunting, gossiping, hitting, or putting down of a person by one or more others. Bullying behavior is intentional, repeated, and demonstrates a real or perceived power imbalance. Bullying can be physical, verbal, or relational/emotional. It can occur in person, or through text messages, social media, or other forms of electronic communication. At Camp Harbor View, all forms of bullying are inexcusable, and we have a firm policy against all types of bullying and camp leadership is committed to addressing all incidents as witnessed by or reported to camp staff.

## Medical Procedures

In accordance with Massachusetts State Regulations, Camp Harbor View has a Health Care Consultant who oversees our health care policies and is available for consultation as needed. As our consultant is not on campus, two registered nurses are present daily from 8:15 am to 4:45 pm. The nurses serve as our Health Care Supervisors. The health center is located in the Administration Building on campus. To speak to the nurses, please contact the camp office. The nurses tend to all the campers' and staff's health care needs, including the administration of medications. They maintain a medical log of all camper and staff health complaints and treatments. Additionally, all camp staff are certified in First Aid and CPR.

Camp Harbor View is committed to the safety of our campers and will take all necessary precautions to mitigate and prevent the spread of COVID-19. These policies and procedures may change throughout the summer to ensure we are in line with the most up to date guidance from the Commonwealth of Massachusetts. Camp Harbor View will promptly communicate all pertinent information to families throughout the summer.

## Health History, Physical Form, Immunizations

All health forms must be on file at the beginning of camp. It is a violation of state regulations to have any camper engage in activities at camp without the proper health information on file. Please be sure your camper's information is complete and up to date. Campers must have a physical within 18 months preceding the last day of camp as well as a Camper Health History to be completed by the parent/guardian. Written records of immunizations must be provided. Immunizations are to be in accordance with the most current recommendations from the CDC. Staff and children under 18 require:

## Grades Kindergarten – 6

Kindergarten requirements apply to all students  $\geq 5$  years.

DTaP	<b>5 doses;</b> 4 doses are acceptable if the 4th dose is given on or after the 4th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP.
Polio	<b>4 doses;</b> 4th dose must be given on or after the 4th birthday and $\geq 6$ months after the previous dose, or a 5th dose is required. 3 doses are acceptable if the 3rd dose is given on or after the 4th birthday and $\geq 6$ months after the previous dose.
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable.
MMR	<b>2 doses;</b> first dose must be given on or after the 1st birthday and the 2nd dose must be given $\geq 28$ days after dose 1; laboratory evidence of immunity acceptable.
Varicella	<b>2 doses;</b> first dose must be given on or after the 1st birthday and 2nd dose must be given $\geq 28$ days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable.

## Grades 7 – 12

In ungraded classrooms, grade 7 requirements apply to all students  $\geq 12$  years.

Tdap	<b>1 dose;</b> and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at $\geq 7$ years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been $\geq 10$ years since Tdap.
Polio	<b>4 doses;</b> 4th dose must be given on or after the 4th birthday and $\geq 6$ months after the previous dose, or a 5th dose is required. 3 doses are acceptable if the 3rd dose is given on or after the 4th birthday and $\geq 6$ months after the previous dose.
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable.
MMR	<b>2 doses;</b> first dose must be given on or after the 1st birthday and the 2nd dose must be given $\geq 28$ days after dose 1; laboratory evidence of immunity acceptable.
MenACWY (formerly MCV4)	<b>Grade 7: 1 dose;</b> MenACWY required <b>Grade 11: 2 doses;</b> 2 <sup>nd</sup> dose MenACWY must be given on or after the 16th birthday and $\geq 8$ weeks after the previous dose. 1 dose is acceptable if it was given on or after the 16 <sup>th</sup> birthday. Meningococcal B vaccine is not required and does not meet this requirement.
Varicella	<b>2 doses;</b> first dose must be given on or after the 1st birthday and 2nd dose must be given $\geq 28$ days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable.

## Medications

We follow the regulations set by the state of Massachusetts. Please remember that campers cannot carry medication at camp, except for asthma inhalers and epi-pens, and our Camp Nurse must know about these. If your child needs any medication during the camp day, you must complete the online Medication Consent Form. This form must be signed by the parent/guardian for the nurse to administer medication. All medications must be in the original pharmacy container with the appropriate label with camper identification information, this includes over the counter medications as well as prescription medications. Please see the document regarding the authorization to administer medication to a camper on the Camp Harbor View website.



## Illness and Injury

Families are asked not to send their child to camp if they are sick or contagious. If a child becomes ill during camp, the child may be required to remain in the nurse's office for the duration of the camp day, and/or a parent/guardian or emergency contact may be called immediately to pick up the child at the Seaport. Campers must be picked up within 90 minutes of contacting the parent/guardian. Campers are asked to be kept at home from camp until they have had a full 24 hours without symptoms.

Campers who do not have up-to-date immunizations for the two accepted reasons according to Massachusetts State Law may be excluded from camp in the event of a communicable disease outbreak.

Please keep your child at home if they experience any of the following symptoms within 24 hours of the beginning of a new camp day:

- Fever of 100 degrees or higher (Children should be fever-free for 24 hours before returning to camp)
- Flu-like symptoms
- Sore throat, particularly with swollen glands
- Cold symptoms such as repeated coughing or sneezing, which are likely to spread infection
- Significant headache, stomachache, or chest pain
- Obvious infections such as chicken pox (all lesions should be crusted over before returning to camp)
- Contagious skin disease such as impetigo
- Contagious illness such as strep throat
- Any illness where a child is unable to participate fully in camp activities

Note: Children placed on antibiotics should be on them for 24 hours before returning to camp.

## Communication from Nurses



Because we remain focused on the health and safety of all campers, we try to limit the time we spend on the phone contacting parents about incidental health needs of campers, such as a stubbed toe or scraped knee. The Camp Nurse will call parents and guardians when the camper requests that we call, when they nurses determine the camper should not return to the group for further medical attention or other health reasons, or if your child requires more care than our Camp Nurse can provide.

## Sunscreen

Please apply sunscreen liberally to your camper before leaving home every morning, even if it looks like rain. Sunscreen application should become a routine for camp. Campers with

a signed sunscreen authorization form will re-apply throughout the day. Waterproof and sweat proof sunscreens work well for a busy camp day. Look for products that screen-out both UVA and UVB rays. Most pediatricians recommend an SPF of 30 or higher. We have found that sunscreen sticks work well for the face, especially around the eyes. Please send your camper with a bottle of sunscreen labeled with their name. Staff do not assist campers with the application of sunscreen. Sunscreen is available at the Nurse's office if a camper forgets theirs.

## Concussions

A concussion is a type of brain injury often caused by a bump, blow or jolt to the head. While concussions can be mild, they can have a serious effect on a young, developing brain. At Camp Harbor View, all campers who sustain a head injury are immediately sent to the Nurse's office where the Camp Nurse will review the signs and symptoms checklist. Upon completion of this checklist, parents may receive a phone call home concerning the injury. Please review the document regarding information on concussions on our website.

## Meningococcal Fact Sheet

As required by 105 CMR 430.157 *Communicable Disease Reporting and Parental Education Requirements*, information regarding meningococcal disease and immunization shall be provided annually to the parent/guardian of each camper in accordance with M.G.L. c. 111 § 219. Please see the document regarding commonly asked questions about meningococcal disease on our website.



## At Camp

On the first day of camp, all campers will be provided a backpack, a water bottle, and three Camp Harbor View t-shirts. Campers should use this or another backpack to bring any needed items to camp, including their water bottle. Campers should also bring sunscreen, insect repellent, a bathing suit, and a towel.

Campers should dress appropriately for the weather. They must wear their Camp Harbor View shirt **every day**. Campers who come to the bus stop without their Camp Harbor View shirt will be turned away from camp that day. Campers should also come to camp wearing comfortable pants or shorts and socks and sneakers. Sneakers are mandatory for safety reasons. Other footwear (crocs and slides) may be permissible at the pool or waterfront. Programming will continue outside regardless of weather so long as it is safe to do so; campers should pack spare clothing and/or rain gear or sweatshirts/long pants if it is cold. All campers should label their belongings with their name.

## What to Leave at Home

Pocket knives, weapons, drugs, and/or alcohol **are not** permitted on camp property. This includes squirt guns and other toy weapons. Violation of this expectation may result in dismissal from the program. Explicit apparel that is offensive, discriminatory, or suggestive is not permitted to be worn.

Camp Harbor View is electronics-free. Campers should leave all electronic devices, including handheld gaming devices and cell phones, at home. Campers are responsible for all items they bring to camp. Camp Harbor View is not responsible for any lost or stolen items.

