

# Hill House Camp 2020

## A-Z overview for Parents and Guardians



### **Absenteeism**

We take attendance daily. If your child will be absent, we ask that you please call us by 9:00 am to let us know that your child will not attend that day. We do a daily check-in with all families of absent children.

If your plans change and you decide not to send your child for an entire week for which you have registered, please let us know immediately, in order that we can offer your child's slot to someone on the waiting list.

### **All-Camp Events**

We have many fun-filled days planned with special themes/events. Keep an eye out for our weekly newsletter to learn more about our events, including Silly Clothes Day in Kiddie Kamp and Dress-Up Day at Day Camp.

### **Behavior Management/Discipline**

Hill House is committed to providing a safe and fun-filled camp experience for all the children who attend, and this is the cornerstone of our approach to discipline and managing challenging behaviors. It is our firm belief that consistent and clear communication with parents is the key to problem solving- we recognize that parents know their child best, and we value the input and strategic advice we receive from you.

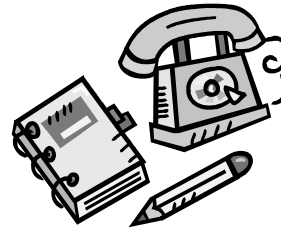
If a child's behavior is in violation of our Camper Code of Conduct, we will immediately address the issue with the child's parent/caregiver and follow up in writing to clarify the appropriate action. Our Parent Feedback Form serves to document the progress and ongoing status of any issues that arise and confirms the parent's participation in this process.

We also understand that sensory, cognitive, physical, and learning differences can present challenges for some children in the camp environment, and we look forward to working with parents to accommodate these challenges as best we can.

### **Camp Contact Information**

Hill House Address:  
127 Mount Vernon Street  
Boston, MA 02108

Hill House Phone: 617.227.5838  
Camp Email Address: [info@hillhouseboston.org](mailto:info@hillhouseboston.org)  
Hill House Website: [www.hillhouseboston.org](http://www.hillhouseboston.org)



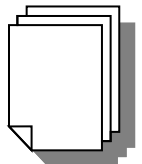
### **Camper Code of Conduct**

*Suspension/Expulsion:* Campers committing serious offenses including (but not limited to) bullying, fighting, vandalism of Hill House property, injury to another camper or staff, possession of alcohol/drugs or weapons, etc. will be subject to immediate suspension and/or possible expulsion from the camp program. Decision will be at the discretion of Hill House management.

### **Camper Forms/Requirements**

We can't stress enough how important it is to have your child's entire packet of registration forms completed by June 1<sup>st</sup>. In order to have time to follow up with questions, inform the staff of allergies, and to have your space secured with registration and payment, we must receive your forms well in advance of your attendance. Forms can be found on our website under the CAMP tab.

There will be NO paperwork processed on your child's first day of camp so that we can focus our full attention where it belongs- making your child feel welcome and well-adjusted here at camp! Therefore, if all of your paperwork is not received by June 1<sup>st</sup>, we will reassess your enrollment status and move on to waitlisted families to fill that slot. Our current refund policy would apply to your payment (find it under "fees/payment schedule" in this document.)



### **Directions to Hill House pick-up and drop-off points:**

#### ***Firehouse at 127 Mount Vernon Street, Boston, MA, 02108***

Hill House is centrally located in Beacon Hill near the intersection of Charles Street and Mount Vernon Street on the flat of the hill. It is between the Esplanade and the Public Garden. The most convenient MBTA stops are the red line Charles/MGH T stop or the red/green line stops at Park Street. There is no long-term parking available directly next to

Hill House. Day Camp will always drop off and pick up from this location. Kiddie Kamp will drop off and pick up at this location on Mondays, Tuesdays and Thursdays.

### ***Teddy Ebersol's Red Sox Fields***

The Teddy Ebersol's Red Sox Fields (more commonly known around Hill House as TERSF) are located in the shadow of Massachusetts Eye & Ear Infirmary along the Esplanade and Storow Drive. Although there are some parking spaces available, a two hour parking limit is strictly enforced: walking your camper to and from Kiddie Kamp on the days that we meet at this area is highly encouraged. There is NOWHERE to store bikes, scooters, strollers, etc. unless you bring a lock to secure it to the Teddy Ebersol's Red Sox Fields fence: our staff is unable to keep an eye on these items during the camp day. Weather permitting, Kiddie Kamp will drop off and pick up at this location on Wednesdays and Fridays. Although the Day Camp uses this area during the week, they will never drop off or pick up at this location.

### **Emergency Closings/Changes**

In the event of extreme weather or national/local emergency where we will need to close the camp either prior to opening for the day or during the program, the following procedures will be followed to notify parents:



#### *Prior to Opening for the Day*

A member our Senior Staff will contact send out a text message notification, an email, post to our Facebook page and Twitter feed as well as update the website's updates & alerts page.

#### *Early Closure*

In the event we need to close the camp early, the same procedure as listed above will be followed, plus, members of the Senior Staff will call all parents/guardians or emergency contacts to arrange the new pick up time.

*All closures/changes will be determined by the Executive Director of Hill House.*



### **Environmental Awareness**

We try to instill a strong sense of respect for the outdoors and our environment at Hill House. We ask that your child please respect Hill House and the properties we frequent by refraining from littering or other behavior that might be destructive to the environment.

We encourage children to explore the plants and animals in our neighborhood but ask that they treat all living creatures with respect. We also ask that do not touch any animals found. Removal of any animal or plant is strictly prohibited.

### **Extended Day Option**

For those families registered in extended care for Day Camp, it is available 8:00 am and until 5:30 pm for an additional fee at the Firehouse and is available on a first-come/first-served basis. The Program Associate will contact you regarding spaces in this option if they become available.

### **Family Participation**

We may invite families to join us for special events during the summer.

We also are planning a Summer Send-Off Picnic on the last day of Kiddie Kamp on Friday, August 21 at the Teddy Ebersol's Red Sox Fields and a Family Visiting Hour at the Firehouse for Day Camp families is TBA.



### **Fees/Payment Schedule**

Kiddie Kamp costs \$315 weekly. Day Camp is \$435. Extended Day for Day Camp costs \$595.

Participants may pay for summer camp through our secure website, [hillhouseboston.org](http://hillhouseboston.org), or at Hill House. All sessions must be paid for in-full seven days prior to the start of the program.

Camp tuition includes a non-refundable 20% deposit per session, per child. Should your summer plans change, please notify us as soon as possible. Timing (see below) impacts our ability to offer you a refund/transfer/credit.

- **By May 1:** 80% (full refund less the non-refundable deposit).
- **By May 30:** 30% (50% refund less the non-refundable deposit).
- **May 31 & onward:** No refunds.

Hill House also offers a payment plan option. This plan includes four payments of 20% due March 1, April 1, May 1 and June 1, 2020 plus an initial deposit of 20%.



Hill House is proud to award scholarships to those who qualify each summer. If you are interested in receiving financial assistance, please request and complete a scholarship application before March 1, 2020.



### **Field Trips – Day Camp**

We have a number of field trips for Day Camp this summer. All campers who wish to attend must have a permission slip signed by their parent/guardian when it is required by the field trip site. Permission slips will be distributed a week in advance of each field trip. Field trips are a privilege, not a right—those children who have not demonstrated acceptable adherence to camp rules during regular day programs may risk not being invited to the field trips.

Thursdays are our all-day, all-camp (Day Camp only) field trips this summer. If you do not wish to have your child attend on either of those days, please make other arrangements for childcare that day, as all our staff also will be attending the field trip.

### **Food**

We do not serve food at Hill House. Please pack your child a nut-free, healthy lunch and snack (including beverage) every day. *We are a nut-free facility, so please do not pack items that contain nuts.*

### **Goals for your Child’s Summer Camp Experience**

Summer camp is a time for your child to explore his/her interests, as well as the outdoors. We strive to make your child’s experience at camp both enriching and enjoyable. By the end of the summer, we hope that your child will have:

- Fostered a better appreciation of the outdoors and what it means to be a responsible steward of the environment.
- Developed a strong sense of teamwork and confidence in their abilities via a variety of sports, games, and friendly competition
- Learned how to channel self-expression in new positive and creative ways
- Continued their quest for knowledge and academic growth through a myriad of experiential learning opportunities
- Made new friends and had a great time!

### **Health Policies**

We want all our campers to enjoy a healthy experience at camp. To that end, we ask that all children come to camp free of illness.



#### *Allergies*

Please make sure you have indicated any food, insect, medication, or any other allergies on your child’s health history. If your child is allergic to insect stings, please send them to camp with their Epi-pen, which we will keep locked up.

#### *Emergency Treatment for Serious Injury/Illness while at Camp*

For serious injuries that require professional medical attention, we will make every effort to contact you while contacting 911. If we cannot reach you, we will try to reach those listed as emergency contacts on your child’s application and release forms. In the event that no one can be reached, we will default to the “permission to treat” release that you signed. Again, every effort will be made to reach you first. In case of serious injury/emergency requiring medical attention, while at Hill House properties, children will be taken to Massachusetts General Hospital at 55 Fruit Street, Boston MA 02114.

#### *First Aid/CPR*

Our staff is certified in First Aid/CPR. Each group and program area have a first aid kit on hand to treat minor injuries. Parents will be notified either in writing or by phone if your child is injured at camp. The camp also has a licensed pediatric physician with whom they consult for any moderate to serious injuries/illnesses.

#### *Health History Review*

A member of the Senior Staff will review all campers’ Health Histories within the first 24 hours of the camper’s first day of attendance to note any allergies, medications, or other noted concerns. Please ensure that you have indicated any health concerns/issues on this form of which you would like the staff to be made aware of.

#### *Illness at Camp*

Parents will need to arrange to pick up their child should they develop a fever/illness (including, but not limited to vomiting, diarrhea, or unidentified rash) while at camp, and will not be able to return until they are symptom-free for at least 24 hours. Parents will be called immediately. For minor illness or headaches, we

will call the parents to let them know how their child is feeling and make a determination with the parent as to whether the child should continue his/her day at camp.

#### *Illness at Home*

Please keep all children with a fever of more than 99 degrees Fahrenheit at home. Children must be fever free for 24 hours before returning to the camp program. Also, any child experiencing vomiting and/or diarrhea must stay home that day and, again, must be free of symptoms for more than 24 hours before returning to the camp program.



#### *Injury at Camp*

On any given day, our campers can be found moving from the Boston Common to the Firehouse, from the Firehouse to TERSF and also to the pool and back again! Our programs require a great deal of physical activity and stamina. Although our staff are trained extensively in active supervision, injuries do sometimes occur and we will contact you to let you know the nature of the injury. If your child is injured either at home or at camp to the extent that they cannot participate in the majority of programs, we ask that you keep them at home until they are injury-free.



#### *Medications*

Please notify the staff that your child requires medication while at camp. You must speak to a staff member and give the medication directly to the staff. All prescribed medication must be sent in its original container with instructions. A form must be filled out by the guardian in order for each medication to be present at camp including Epi-pens, inhalers and Benadryl and this form can be found on CampMinder. All medications will be kept in a locked cabinet or locked refrigerator when not in use. For non-prescription medication, please contact the camp for policies and procedures.

We only will dispense pain reliever medication (i.e., acetaminophen) with your permission and will contact you first unless otherwise specified on the health history form.

#### *Rash*

If your child has a rash, please have it checked out by a physician. Your child will need a doctor's note clearing him/her of any contagious rash before returning to the program.

#### **Holidays and Closures**

Hill House will be closed on Friday, July 3 in observance on Independence Day. Please plan to make alternative childcare arrangements for those days.

#### **Hours of Operation**

The Camp is open from 8:30 am to 1:30 pm, Monday – Friday from June 15 – August 21 for Kiddie Kamp and from 9 am to 4:00 pm for Day Camp from June 15 – August 28. Hill House's administrative hours are from 7:45 am – 5:00 pm for regular business operations.

#### **Licensing**

This camp must comply with the regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

#### **Peanuts and/or Other Nuts**

We are a nut-free camp. Please do not send your child to camp with any peanut or other nut products (this includes peanut butter sandwiches!).



#### **Personal Property**

We are not responsible for your child's belongings. Please do not send valuable items or those that have sentimental value, as they could get lost, damaged, or stolen. Electronic games or equipment, cell phones & mp3 players, toys, and other items are not allowed and will be confiscated. Water guns are also not allowed. Weapons of any kind are strictly prohibited and will be cause for immediate expulsion. Personal sports equipment or camping gear may only be brought to camp under specific instructions for a specialized activity in which a letter or permission slip asked for such, and even then, Hill House is not responsible for those items being lost, stolen, or damaged. Pets or other personally-owned animals are not allowed inside Hill House by campers or family members at any time during any of our programs.

We ask that you label all of your child's belongings and clothing with his/her name in waterproof marker.



#### **Photos**



We take photos of camp activities and campers that sometimes are published in our newsletters, Web sites, fundraising materials, or other similar marketing outreach. If you do not wish your child to be photographed, please indicate such during the registration process. Otherwise, you can contact Hill House and let us know so that we can make note of it.

### **Program Evaluation**

We want your child to have a good time, and we want to know if they did! At the end of the summer, all families will be provided with an evaluation to let us know if we succeeded. If you have any questions, comments, or suggestions prior to the end of camp, please contact the Program Manager or Hill House at [feedback@hillhouseboston.org](mailto:feedback@hillhouseboston.org), as we would love to hear any feedback. We will also send out surveys to give you the option to provide feedback anonymously at the mid- and endpoints of the camp season.

### **Programs Offered/Risks Involved**

We spend countless hours trying to create a fun and safe environment for your child. However, with a variety of different types of physical activities offered in a woodland and riverfront environment, there are inherent risks.

All programs and equipment go through rigorous safety inspections by certified professionals prior to each camp season and throughout the summer. All children participating in programs that require safety gear are provided such, and will not be allowed to participate unless they use them. By signing the application, you are acknowledging that you are familiar with the programs offered (either through reading the website, reading our brochure, and/or speaking with a staff member) and have given permission for your child to participate in such. If you have any questions regarding our programs, safety equipment, or the risks involved, please contact our Program Manager.

### **Release of Campers**

You are expected to pick up and sign out your child every day on time. Only those listed on the Release Form will be allowed to pick up your child. If you know you will need to make other arrangements for someone not listed on the form, please provide a signed written note with your child stating such.

The complete Release policies/procedures were signed by you on the Release/Transportation Agreement. A copy of this form is available on our website or from Hill House staff.

If you plan to pick up your child from camp early, please contact the camp prior to your arrival. All early dismissals must be signed out with the Program Manager or Senior Staff Member on duty.

All parents/guardians must initial the sign-out sheet when picking up their child.

### **Safe Child Policy**

It is imperative that you pick up your child, or arrange to have someone else pick up your child, no later than 1:30 pm for Kiddie Kamp and no later than 4:00 pm for Day Camp at Hill House unless you have registered for Extended Care (Day Camp only). Staff will begin calling all contacts on the Release form for children not picked up within 10 minutes of 5:30 pm and families will be charged \$10 per child for the first ten minutes and \$10 per every 10 minutes per child until a parent/guardian arrives.

If we are unable to reach someone to pick up your child after 30 minutes, we will make arrangements with the local Police Department and DCF to hold your child until a parent/guardian can pick him/her up and a report will be filed.

### **Session Dates**

Our summer season runs for eleven weeks for Day Camp and ten weeks for Kiddie Kamp

- Session 1: June 15 – June 19
- Session 2: June 22 – June 26
- Session 3: June 29 – July 2 (*no camp July 3rd*)
- Session 4: July 6 – July 10
- Session 5: July 13 – July 17
- Session 6: July 20 – July 24
- Session 7: July 27 – July 31
- Session 8: August 3 - August 7
- Session 9: August 10 – August 14
- Session 10: August 17 – August 21
- Session 11: August 24 – August 28 (*\*available to Day Camp ONLY*)



### **Staff Recruitment/Training**

We are an Equal Opportunity Employer. We begin recruiting our summer staff months in advance to ensure we employ the most qualified and friendliest counselors. Many of our staff is employed at Hill House year-round. We recruit staff

that has skills that match the goals/outcomes that we set forth for all children attending camp. All applicants must go through a criminal background check and are checked against the National Sex Offender registry; have at least three references contacted that can verify their character and work-ethic; and are interviewed, in person, by one or more of our Senior Staff.

All hired staff members participate in a week of training prior to the summer season opening. Training includes (but is not limited to) all health, transportation, operations, aquatics, program, and trip policies and procedures; child abuse awareness, diversity awareness, effective discipline and behavior management strategies; emergency procedures; teambuilding activities; First Aid/CPR certification; goals/outcomes for your child's experience; and, of course, how to ensure your child has a safe and enjoyable summer. We will conduct weekly meetings with staff to check in with how their summer is going. We host an all-staff meeting mid-summer for training/evaluative purposes. We conduct written evaluations on all staff twice per summer.

### Sunscreen policy

Currently, Hill House uses spray sunscreen to **RE-apply** to our campers after lunch/swimming when they are heading back outside into the sun. We will continue to use this practice until the FDA offers any conclusive findings that suggest there are any harmful effects. We use spray sunscreens because we feel it is the appropriate way to apply sunscreen to areas of the body where physical contact from a counselor would not be allowed. We will only apply cream formula sunscreen to the face and shoulders of our campers.

If you would like for us to discontinue the use of spray sunscreens on your child(ren), please email the Program Manager immediately and send your child to camp with one of these alternate sunscreen options:

- Sunscreen wipes: These function much like baby wipes, but provide good coverage for little hands to apply themselves.
- Rash-guard/ UV protective clothing and hats: This will likely cover all problematic areas for a child to self-apply.
- Cream formula sunscreen: Your child will apply this themselves if you feel confident that they can safely do so with full sun coverage.

### Transportation and Pick-up/Drop-off Policies & Procedures

Field Trips: When we venture out on Thursdays for field trips, transportation is provided by a local bus company. Transportation is a privilege and your child will be given the bus-riding rules prior to departure. Failure to follow the rules will result in loss of transportation privileges, and possibly suspension and/or expulsion from camp.

Except for during field trips, parents are responsible for transporting children to and from camp. Parents/guardians must walk their children to sign-in in the morning and sign them out again at the end of each day.

Additionally, no camper will be allowed to be transported in personal vehicles of any staff member or the Hill House golf cart under any circumstances.

Drop off and pick-up times for all campers are as follows. Please note that these times are not flexible.

- Kiddie Kamp
  - Drop-off between 8:30 and 9:00 am
  - Pick-up between 1 and 1:30 pm
  - Late pick-ups will be charged \$10 per 10 minutes
- Day Camp
  - Drop-off begins at 9 am
  - Pick-up goes no later than 4 pm
  - If you would like to drop off before 9am or pick-up after 4pm, please enroll in Extended Day
  - Late pick-ups will be charged \$10 per 10 minutes
- Day Camp Extended Day
  - Drop off as early as 8 am
  - Pick-up as late as 5:30 pm
  - Late pick-ups will be charged \$10 per 10 minutes

Parking around the Firehouse is extremely limited. We highly recommend walking or taking the T to camp.

### Visitors

Hill House does not allow visitors during camp hours.

### Volunteers





Volunteers are welcome at the camp to help out. However, all volunteers must have a criminal background check conducted, checked against the National Sex Offender Registry, and participate in a Volunteer Orientation. Please contact the Program Manager for more information.

Those volunteers already in our system must contact the Program Manager to schedule hours.

### Waiting List

Registration is on a first-come, first-served basis. There are a limited number of slots for each age group each week based on staff to camper ratios. Parents can have their children placed on waiting lists for any weeks/age groups that have been filled. The Program & Camp Coordinator will contact any families upon any openings made available. Payment for that week will be due immediately upon acceptance to hold the slot.

### Waterfront Activities

Day Camp swims in the pool at the Clubs at Charles River Park and Kiddie Kamp visits the public Lee Memorial Splash Pool on the Esplanade. The pool is guarded by certified Lifeguards and certified Water Safety Instructors. All campers who participate in our waterfront activities will be tested for aptitude and assigned to a swimming program appropriate for their individual skill set.

All Day Campers will be able to participate in free swim once they have taken their swim test. Campers who fail the swim test will have the option to wear a life vest or go to the above ground Spray Deck.



### Weather

New England weather can be unpredictable. Please check the forecasts daily to determine the appropriate gear with which to send your child to camp that day. Rain, hot summer sun, and windy weather are all common during the summer in Boston—please dress your child accordingly, in order that they can participate in all scheduled activities fully.

### What to Bring/Wear to Camp

Please send your child with the following every day (clearly marked with their name in waterproof marker):

- Backpacks that your child can carry with ease on their own
- Sunscreen—please apply sunscreen BEFORE arriving at camp every morning
- Water bottle (preferably reusable to be environmentally friendly)
- Sneakers (*please, no open-toed shoes, sandals, or jellies—our program is very active and we do not want your child's feet or ankles to hurt!*)
- Comfortable clothing
- A complete change of clothes in a labeled plastic bag.
- Bathing suit and towel (*Kiddie Kamp: Wednesday/Friday ONLY*)
- Water shoes (*Kiddie Kamp: Wednesday/Friday ONLY*)
- Healthy lunch & snack (both nut-free!)



For rainy weather, please send your child to camp with a raincoat and rain boots. For chilly weather, sweatshirts, windbreakers, and long pants are suggested.

*Thank you! We are looking forward to a fun-filled summer.*