

# Hill House Summer Camp

A-Z overview for Parents and Guardians



## Absenteeism

We take attendance daily and ask that you contact us by 9:00am to let us know if your child will not be at camp that day. Call the Firehouse (617-227-5838 x100) or email [info@hillhouseboston.org](mailto:info@hillhouseboston.org).

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, so 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 and events. Keep an eye out for our weekly updates 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 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 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 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

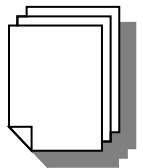
*Suspension/Expulsion:* Campers committing serious offenses including (but not limited to) bullying, fighting, vandalism of Hill House property, injury to another camper or staff, possession of alcohol/drugs or weapons, etc. will be subject to immediate suspension and/or possible expulsion from the camp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

The Camp Director reserves the right to dismiss a camper, without refund, when the camper interferes with the safety of themselves or others, the proper functioning of the group or activity, violations of the camp's principles of conduct or if any pertinent information is not disclosed and brought to Hill House's Admin Team at the time of registration.

## Camper Forms/Requirements

We can't stress enough how important it is to have your child's forms submitted to CampMinder before 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 in CampMinder under Forms & Documents. If you have copies of a physical exam and immunization record from your doctor, those can be uploaded directly into your CampMinder account under Forms & Documents on the right side of the appropriate item.

There will be NO paperwork processed on your child's first day of camp so we can focus our full attention where it belongs- making your child feel welcome and well-adjusted at camp! Therefore, if all 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.

#### **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 of our Senior Staff will send out a text message notification and an email.

##### *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 Hill House Senior Leadership Team and Board of Directors.*

#### **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 they treat all living creatures with respect. We also ask they 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 starting at 8:00am and until 5:30pm for an additional fee at the Firehouse and is available on a first-come/first-served basis. If you join the Extended Day waitlist, we will contact you if a spot becomes available for your camper. Please email [tlea@hillhouseboston.org](mailto:tlea@hillhouseboston.org) to join this waitlist.

#### **Fees/Payment Schedule**

Kiddie Kamp costs \$415 weekly. Day Camp is \$575. Extended Day for Day Camp costs \$710.

Participants may pay for summer camp through their CampMinder accounts which can be accessed via the Hill House website. 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.

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, plus an initial non-refundable deposit of 20%.

Hill House is proud to award scholarships to those who qualify each summer. If you are interested in receiving financial assistance, visit the [scholarship page](#) on the "camp" tab of our website or email [jkelly@hillhouseboston.org](mailto:jkelly@hillhouseboston.org). Camp scholarship applications are due by March 1.

#### **Field Trips – Day Camp and LIT Only**

We have a number of field trips planned for Day Camp throughout the summer. All campers who wish to attend must have a permission slip/waiver signed by their parent/guardian when it is required by the field trip site. Waivers will be distributed 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.

We will always announce our field trip in advance. If you do not wish to have your child attend, please make other arrangements for childcare that day, as all camp 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 a beverage) every day. Extended day children should bring an additional snack for the afternoon. *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 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 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 of our campers to enjoy a healthy experience at camp. To that end, we ask all children come to camp free of illness.



#### *Allergies*

Please make sure you have indicated any food, insects, medication, or any other allergies on your child's health history. If your child has severe allergies, please send them to camp with their Epi-pen, which we will keep on hand.

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

For serious injuries requiring 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 no one can be reached, we will default to the "permission to treat" signed prior to camp by a parent/caregiver. 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 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 be called and are expected to arrange timely pick up should their child(ren) develop a fever/illness at camp (including, but not limited to, vomiting, diarrhea, or unidentified rash). Children may return to camp after they are symptom-free for at least 24 hours. For minor illnesses or headaches, we will call the parents to let them know how their child is feeling and decide together as to whether the child should continue their 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 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 you keep them at home until they are injury-free.

#### *Medications*

Please notify the staff if your child requires medication while at camp. You must speak to a staff member and give the medication directly to the staff at drop-off. All prescribed medication must be sent in its original container with instructions. A form, which can be found on CampMinder, must be filled out by the guardian in order for campers' medication to be present at camp. This includes EpiPens, Inhalers, and Benadryl. 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 June 19<sup>th</sup> in observance of Juneteenth and July 3<sup>rd</sup> in observance of Independence Day. Please plan to make alternative childcare arrangements for those days. Hill House will also be closed to campers on Friday, August 28<sup>th</sup>.

#### **Hours of Operation**

Hill House's administrative hours are from 8:00am – 5:00pm for regular business operations. For any camp concerns out of business hours, please contact Tara Lea at [tlea@hillhouseboston.org](mailto:tlea@hillhouseboston.org) or 617-227-5838 ext 130.

#### **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/Nutella 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, smart watches, toys, and other items are not permitted and will be confiscated; Hill House is not responsible for lost or damaged electronics.** 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 you label all of your child's belongings and clothing with their name in waterproof marker or stickers.



#### **Photos**

We take photos of camp activities and campers that sometimes are published in our newsletters, websites, fundraising materials, or other similar marketing outreach. If you don't want photos of your child used for marketing purposes, you can decline the Media Release form found in your CampMinder account.

#### **Program Evaluation**

We want your child to have a good time at camp, and we want to know if they did! After each week, families will be provided with a general evaluation form. If you wish to share any questions, comments, or suggestions that require a more timely response, please contact Tara Lea at [tlea@hillhouseboston.org](mailto:tlea@hillhouseboston.org).

#### **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 an urban 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 requiring safety gear are provided and campers will not be allowed to participate unless they use them. By submitting your camp application, you are acknowledging you are familiar with the programs offered (either through reading the website, reading our guide, 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 Camp Director.

### **Release of Campers**

You are expected to pick up and sign out your child every day on time. Only those listed as authorized pick-ups 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 update your camper's Authorized Pickup Forms or provide notification in writing to Tara Lea at [tlea@hillhouseboston.org](mailto:tlea@hillhouseboston.org).

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 Camp Director or Senior Staff Member on duty.

### **All parents/guardians must provide a valid photo ID to sign out their camper(s).**

If your camper is age 12+ and a guardian has completed a signed walking waiver, they can dismiss themselves by signing out and walking home at dismissal time at 4PM. Campers with walking waivers are not permitted to dismiss younger siblings, so please plan accordingly.

The complete release policies/procedures were signed by you on the camp application. A copy of this form is available on CampMinder or from Hill House staff.

### **Safe Child Policy**

It is imperative for your child to be picked up 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 5:30pm 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/LIT.

- Session 1: June 15-18 (NO CAMP JUNE 19<sup>th</sup>)
- Session 2: June 22-26
- Session 3: June 29-July 2 (NO CAMP JULY 3<sup>rd</sup>)
- Session 4: July 6-10
- Session 5: July 13-17
- Session 6: July 20-24
- Session 7: July 27-July 31
- Session 8: August 3-7
- Session 9: August 10-14
- Session 10: August 17-21
- Session 11: August 24-27 (NO CAMP FRIDAY) (No Kiddie Kamp or LIT this week)



### **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 friendly counselors. Many of our staff are employed at Hill House year-round. We recruit staff who have 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, by one or more of our Senior Staff.

All hired staff members participate in a week-long 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.

### Stroller policy

Unfortunately, Hill House is unable to provide indoor stroller parking due to limited indoor space. Please make sure your summer drop-off and pickup plans account for no indoor stroller parking during summer camp hours.

### Sunscreen policy

Currently, Hill House uses spray sunscreen to **RE-apply** to our campers after lunch/swimming if they are heading back outside into the sun. We will continue to use this practice until the FDA offers any conclusive findings suggesting 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 Camp Director 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: Day Camp participates in one field trip per week. Transportation is provided by a local bus company and is a privilege. We will go over bus-riding expectations prior to departure. Failure to meet the expectations 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 these times are not flexible.

- Kiddie Kamp
  - Drop-off between 8:30 and 9:00 am
  - Pick-up between 1 and 1:30 pm
- 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 or email [tlea@hillhouseboston.org](mailto:tlea@hillhouseboston.org) to join a waitlist.
- 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.



### 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 Camp Director will contact any families upon any openings made available. Payment for that week will be due immediately upon acceptance to hold the slot.

### Water Activities

Day Camp participates in water activities at the Common and Alford Spray Deck on Tuesday and Wednesday. Kiddie Kamp visits the public Alford Spray Deck on the Esplanade on Wednesdays and Friday.



Day Campers ages 9+ may be able to participate in open swim once per week after they have taken and passed their swim test at the Huntington YMCA. The facility is guarded by certified Lifeguards and certified Water Safety Instructors. Campers who are interested in swimming need to pass a test to swim without a life jacket.

### **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 sun, and wind are all common during the summer in Boston—please dress your child accordingly so 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 or sticker**):

- Backpacks your child can carry with ease on their own and fits their lunch
- Sunscreen—please apply sunscreen BEFORE arriving at camp every morning
- Water bottle (preferably reusable)
- Sneakers (*please, no open-toed shoes or sandals—our program is very active and we do not want your child's feet or ankles to hurt!*)
- Comfortable clothing
- The Firehouse can be cold! It's always a good idea to pack a sweatshirt.
- A complete change of clothes in a labeled plastic bag.
- Bathing suit and towel (*Kiddie Kamp: Wed/Fri ONLY, Day Camp: Tues/Wed*)
- Water shoes (*Kiddie Kamp: Wed/Fri 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.*