



**Information for Parents**  
2022 MSPCA Children’s Summer Camp

**Summer Camp Contact Info**

**fax:** (617) 989-1651  
**email:** [humaneeducaton@mspca.org](mailto:humaneeducaton@mspca.org)  
**phone:** 978-687-7453 x6108  
**social media:** [www.facebook.com/nevinseducation](http://www.facebook.com/nevinseducation)  
**web:** [www.mspca.org/nevinssummercamp](http://www.mspca.org/nevinssummercamp)

**Schedule**

Camp runs from 9am-3pm each day, Monday through Friday.

**Parent Orientation**

Will be held virtually on Thursday, June 16<sup>th</sup> from 6-7pm. An invite will be sent to parent’s electronically. Attendance is not mandatory, but this is a great way for parent’s to meet the staff and ask questions.

Session	Session Dates	Camper Age	
A	June 20th – 24th	Ages 5-8	
B	June 27th – July 1st	Ages 5-8	
C	July 5th – July 8th	Ages 8-10	No camp on Monday July 4th
D	July 11th – July 15th	Ages 9-11	
E	July 18th – July 22nd	Ages 9-11	
F	July 25th – July 29th	Ages 10-12	
G	August 1st – August 5th	Ages 11-13	
H	August 8th – August 12th	Ages 12-14	

**Payment & Paperwork**

Camper Profiles, payment, and immunization records for summer camp are completed during your online registration. **No child will be allowed to attend camp without having a copy of their immunization records on file, which is why you cannot complete your child’s registration without uploading it.**

If you need to send us an updated immunization record after your registration, it should be emailed or faxed. If you would like automatic confirmation that your updated record was received, it should

be emailed. We collect up to 288 camper registration packets over a short time period, and will be unable to automatically confirm receipt of mailed, faxed, or dropped off in person documents in a timely manner. The MSPCA Children's Summer Camp encourages all children who are eligible to receive a COVID-19 vaccination to do so. **If you child is fully vaccinated against COVID-19, we ask that you please provide us with this record as well.**

The camp staff must have all alternate pick up permission in writing (an email is acceptable), please provide this information if you did not do so during your online registration process.

Any camper bringing medication to camp must have a Medical Authorization Form on file. Please contact us if you did not fill out this portion of the online form during your registration process and need to do so. This includes any over the counter medication, such as Tylenol, Benadryl, ect. All medication needs to be in its original packaging.

### **Drop-Off and Pick-Up**

Drop-off is between 8:45-9am and pick-up is promptly at 3pm. Adults providing transportation are instructed to follow the driveway past the barn and park in the main lot before walking their child to the grassy area near the outdoor riding ring at the far left side of the Noble Family Animal Care and Adoption Center. Camp staff will be present to greet and supervise campers during both drop-off and pick-up times.

We ask that parents wait patiently if arriving early for pick-up or drop-off. The camp staff will be outside to greet camp families by 8:45am. Under no circumstances should a child be left unattended on our property. We have a daily sign in/out sheet that all adults providing transportation must sign. If you arrive early to pick up your child, please wait outside and do not enter the camp room, as this interrupts the guest speakers who present from 2-3pm each day, and presents a safety issue for off leash animals who may be in the room. If your child needs to leave early for an appointment, please let us know in advance, and call us at 978-687-7553 x6108 so we can bring them outside to you.

Parents/guardians must provide program staff with written permission if individuals other than themselves will be transporting their children to/from the program. A permission form is included in the Camper Profile. If you did not fill this out at registration, a note or email in writing will suffice. Non parents should be prepared to show a photo id at pick up time if it is their first time picking up.

If a child hasn't arrived by 9:15am, a Counselor will call parents to determine whether they will be attending that day. Please call the Summer Camp staff if you know your child will be late or absent. If a child is not picked up at the end of the day, a Counselor will supervise the child until a parent can be reached. If you are going to be late for pick-up, please call the Summer Camp staff to let them know. We ask that all parents/guardians arrive promptly to pick up their children at 3pm. **Please note that if you are late picking up your child from camp, you will be charged a late fee of \$5 for the first 5 minutes, and \$2 per minute thereafter.**

### **What to Bring to Camp: Clothing & Supplies**

Campers should dress in comfortable clothing that they do not mind getting a little dirty, and comfortable sneakers. We recommend bringing rubber rain boots for cleaning in the chicken coop and horse stalls, a sweatshirt for inside areas (our AC is cranked pretty high), sunscreen, bug repellent, a snack, lunch, a reusable water bottle (we have refilling stations), change of clothing just in case, and foul weather gear (we will go outside for animal care chores in the rain). We have cubbies to store extra belongings throughout the day. Campers are allowed to bring cameras or video recorders, but we are not responsible for lost, stolen, or broken valuables. **If your child arrives at camp wearing improper footwear, such as Crocs, open toed shoes, jelly shoes, or sandals, we will ask you to return with sneakers for the day. This is a hilly farm environment, and it is important that your child wears footwear with good ankle support, that will keep their feet sanitary throughout the day.** We recommend that campers not fully vaccinated against COVID 19 wear a mask at camp when indoors. We recommend a backup mask should their mask become lost or dirty.

### **What Bring to Camp: Food & Beverages**

Your child should have a lunch, drink and snack for camp each day. They should also bring a refillable water bottle each day, as it is hot here in the summer. We have refrigeration available for lunches, but do not have access to microwaves or stoves. We ask that parents help us to reinforce what the children are learning at camp by using as much reusable or recyclable material as possible to pack your child's lunch. We are not a peanut free facility, and we do not have restrictions on the food your child brings to camp. However, please ask your child not to share their food with other campers in case of allergies.

### **What Not to Bring to Camp**

Please do not bring sandals (even if they have covered toes), open toed shoes, Crocs, handheld video game consoles, jewelry or anything valuable that you are concerned about to camp. Cell phones are not allowed at camp. If your child needs to bring a cell phone with them for after camp, please check it in with the camp director in the morning, and it will be returned to them when they leave. If your child's cell phone is doubling as their camera or video recorder, they may use it during camp hours for that purpose only. We are not responsible for lost, stolen, or broken valuables, and recommend leaving any items of value at home. Please do not send your child to camp with money or credit cards. They do not have the ability to make purchases during camp hours.

### **Camp Policies**

Our full MSPCA Children's Summer Camp "Policy Packet" is available on our website at [www.mspca.org/nevinsummercamp](http://www.mspca.org/nevinsummercamp). Included in this packet are our policies on background checks, discipline, fire safety and evacuation, first aid, health records, lost children, storage and administration of medication, suspected abuse and neglect, and other important topics. It also includes our full policies regarding COVID-19.

### **Refunds, Cancellations, Rescheduling, & Late Pick Up Fees**

The Cancellation/Refund Policy is as follows:

- There is a \$25 cancellation fee for camp, regardless of the cancellation reason.
- Cancellations prior to May 1<sup>st</sup> will be refunded minus a \$25 cancellation fee.

- Cancellations least two weeks prior to the start of your session date will be refunded by half, minus the \$25 cancellation fee.
- Cancellations made less than two weeks prior to the start of your child's session are not refundable.
- Cancellations made due to an injury or illness will be refunded in full if a doctor's note is provided indicating your child is not fit for that week of camp.
- Pro-rated refunds will not be given for sick days, early dismissals, or other incomplete attendance.

The Rescheduling Policy is as follows:

- There is a \$25 rescheduling fee for camp, regardless of the rescheduling reason.
- If space allows, we will reschedule your child to another session. We cannot change your child to another session once that session is full, or if that session is not for their age group.
- If we are unable to reschedule your child and you need to cancel, you are subject to the terms of our cancellation policy.

Late Pick Up Fee:

- There is a late fee of \$5 for the first 5 minutes, and \$2 per minute thereafter.
- You are considered late if you arrive more than five minutes past pick up time (pick up is at 3pm). Camp staff will contact parents by phone if they are more than five minutes late for pick up.

Forgotten Lunch Fee:

We do not provide lunches, snacks or beverages for campers. If a camper arrives without food, the camp staff will call the parent to confirm this food was not provided, and give the parent the opportunity to bring the food to camp. We have "emergency" food available for the following fees. By law, we are not allowed to let your child go without lunch.

- There is a \$5 fee for lunch (sandwich, "Lunchable", ect.)
- There is a \$3 fee for snack (per snack)
- There is a \$3 fee for a beverage (bottled water, juice box, soda)
- There is an additional fee of \$3 if your child has special dietary needs (gluten free, peanut free, ect.)