



**Information for Parents**  
2024 MSPCA Children’s Summer Camp

**Summer Camp Contact Info**

**fax:** (617) 989-1651  
**email:** [humaneeducation@mspca.org](mailto:humaneeducation@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 Wednesday, June 12<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 17 <sup>th</sup> – 21 <sup>st</sup>	Ages 6-7	
B	June 24 <sup>th</sup> – 28 <sup>th</sup>	Ages 6-7	
C	July 1 <sup>st</sup> – 5 <sup>th</sup>	Ages 8-9	No camp on Tuesday July 4th
D	July 8 <sup>th</sup> – 12 <sup>th</sup>	Ages 8-9	
E	July 15 <sup>th</sup> – 19 <sup>th</sup>	Ages 10-11	
F	July 22 <sup>nd</sup> – 26 <sup>th</sup>	Ages 10-11	
G	July 29 <sup>th</sup> – August 2 <sup>nd</sup>	Ages 11-12	No Counselor In Training Spots
H	August 5 <sup>th</sup> – 9 <sup>th</sup>	Ages 12-14	No Counselor In Training Spots

**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 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**

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

Your child should have a lunch, drink and snack for camp each day. We have many campers that attempt to consume their entire lunch at snack time, so we suggest labeling their snacks for them. 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 allowed at camp, for the purpose of your child taking pictures or videos of the animals. **Campers are not allowed to use cell phones while at camp for playing video games, accessing social media/the internet, or texting with friends. If your child's cell phone is a distraction for them or other campers, we will ask you to either leave it at home, or check it into the camp office for the day.** 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/nevinssummercamp](http://www.mspca.org/nevinssummercamp). 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.

### **What will my child be doing at the MSPCA Summer Camp?**

All campers work alongside the barn and adoption center staff, participating in the care of our animals; activities include mucking horse stalls, cleaning rabbit cages, feeding cats, walking dogs, and socializing (petting and playing with!) the many creatures at the MSPCA at Nevins Farm. In addition to the experience providing care to a variety of animals on site, campers also learn about important animal welfare topics in daily discussions, and meet a variety of animal care professionals who participate as guest speakers. And just like any fun summer camp experience, our campers make crafts, sing songs, and play games!

### **What happens at camp in the event of inclement weather?**

In the event of inclement weather, your child should still expect to spend some time outdoors. While they will not be going outside during a thunderstorm, or be outside for an excessive amount of time in extreme heat, we do want them to learn that animals need care, even when the weather is not the greatest! Activities that normally would have the campers outside will be adjusted/modified for the day. Parents should also keep in mind that campers walk from building to building during the course of the camp day, so wearing or packing clothing for the days weather is very important!

### **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 June 1<sup>st</sup> will be refunded minus a \$25 cancellation fee.
- Cancellations on or after June 1<sup>st</sup>, and at least two weeks prior to the start of your session date will be refunded by half.
- 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 (switching sessions) 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. If you are unable to bring food to your child, and the staff needs to purchase a lunch for your child, you will be responsible for reimbursing the cost of that lunch. We will need you to provide permission in writing (an email is fine) that we can feed your child the purchased lunch

### **Counselor In Training (CIT) Campers:**

All above information (what to bring, pick up/drop off, ect.) is relevant to our CIT Campers.

- CIT's will receive one "uniform" shirt, and one tye dye shirt for each week they are registered.

They should wear their uniform shirt or tie dye to camp each day, so that they are easily identifiable. In the event they cannot wear their shirt, they should try to wear something in a close matching color. CIT's should do their best to adhere to the MSPCA dress code for staff/volunteers, and wear clothing that is appropriate in a work environment.

- CIT's are TRAINING to be future MSPCA Summer Camp Staff members, but they are campers and not staff. At drop off or pick up time, CIT's will be assisting our staff with the younger campers, but parents should direct any questions or concerns they have about the camp to our Director, Head Counselors, or (if it is an easy question) our Junior Counselors.
- CIT's should be dropped off between 8:45-9am in the morning. They have the OPTION to stay until 3:30 if they would like to assist the camp staff with end of day clean up. Please note that if they would like to stay but have a younger sibling in the same session that their younger sibling would still need to be picked up at 3pm with the other campers.
- We are excited to be able to pilot the CIT program for 14 year olds this year, and welcome feedback from parents and CIT's after their session so we can make the program even better in the future!

**MSPCA Children's Summer Camp complies with all the regulations imposed by the Massachusetts Department of Public Health, and is licensed and inspected by the Methuen Board of Health. Parents have the right to request and review the following: background check, and camp policies and procedures.**

Thank you for choosing to send your child to the MSPCA Children's Summer Camp! We are looking forward to having your child in camp with us this summer!