
2025 MSPCA at Nevins Farm
Children's Summer Camp Policies

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CORI/SORI BACKGROUND CHECKS

All Summer Camp staff and junior counselors age 15 and over will have CORI/SORI background checks.

CORI/SORI forms will be filled out and sent to the MSPCA's Human Resources Department who will submit them to the Massachusetts Criminal History Systems Board.

Until the Camp Director determines that the requirements of 105 CMR 430.090 sec. f are met, the director will ensure that staff members shall not be employed or volunteer until that background check is completed.

In the event that a background check reveals any information which may render an individual ineligible to act as a Camp counselor, that person will be notified, provided with a copy of the CORI/SORI report, and given the opportunity to dispute the accuracy and relevance of that report in accordance with 803 CMR 6.11. The Camp Director will then review any additional documentation with the individual, make a final decision regarding counselor eligibility, and maintain a record of this process and outcome.

Also we will have a prior work history for the past five years if applicable and three positive references for all staff and counselors.

SUSPECTED ABUSE AND NEGLECT

All staff and junior counselors will immediately report any suspected child abuse or neglect to the Camp Director.

The Camp Director will immediately report suspected abuse or neglect to the Massachusetts Department of Social Services.

The Camp Director will cooperate in all official investigations of abuse and/or neglect alleged to have occurred at the camp, including identifying parents of campers currently or previously enrolled in camp that may have been in contact with the subject of the investigation.

The Camp Director will ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the MA Department of Social Services investigation is completed. The Camp Director shall notify the Board of Health and the Department of Public Health in writing if a 51A report alleging abuse or neglect of a child at Camp is filed.

Under no circumstances shall a camper be left alone with an MSPCA volunteer, staff member or another camper. MSPCA Summer Camp staff and volunteers will abide by the “rule of three” at all times, meaning that there must be at least three people in all situations (such as two campers and one staff member, or two staff members and one camper).

DISCIPLINE

The following are our guidelines for disciplinary action with children enrolled in Summer Camp:

Verbal Aggression – defined as use of abusive, profane, or threatening language or gestures, or disrespectful conduct toward other program participants, Camp staff, MSPCA staff, volunteers or visitors.

- 1st offense – verbal warning
- 2nd offense – repeat verbal warning (record in discipline log)
 - Bring situation to the attention of Head Counselors and Junior Counselors
- Further offenses, as situation warrants:
 - Send home note indicating events that have transpired and action taken to parents/guardians
 - Phone parents/guardians
 - Remove child from Camp

Violent Aggression toward other children

- 1st offense – verbal warning (record in discipline log)
 - Bring situation to the attention of Head Counselors and Junior Counselors
- 2nd offense – written warning sent to parent/guardian
- Further offenses, as situation warrants:
 - Phone parents/guardians
 - Withhold child from certain activities
 - Remove child from Camp

Inappropriate Behavior around Animals

- 1st offense – verbal warning (record in discipline log)
 - Bring situation to the attention of Head Counselors and Junior Counselors
- 2nd offense – written warning sent to parent/guardian
 - Bring situation to the attention of Head Counselors and Junior Counselors

- Further offenses, as situation warrants:
 - Phone parents/guardians
 - Withhold child from certain activities
 - Remove child from Camp

Engaging in Horseplay

- 1st offense – verbal warning
- 2nd offense – repeat verbal warning (record in discipline log)
 - Bring situation to the attention of Head Counselors and Junior Counselors
- Further offenses, as situation warrants:
 - Send home note indicating events that have transpired and action taken to parents/guardians
 - Phone parents/guardians
 - Withhold child from certain activities
 - Remove child from Camp

Violating a Safety Rule or Practice

- 1st offense – verbal warning
- 2nd offense – repeat verbal warning (record in discipline log)
 - Bring situation to the attention of Head Counselors and Junior Counselors
- Further offenses, as situation warrants:
 - Send home note indicating events that have transpired and action taken to parents/guardians
 - Phone parents/guardians
 - Withhold child from certain activities
 - Remove child from Camp

Under **no circumstances** will disciplinary measures include the following:

- corporal punishment, including spanking
- any cruel or severe punishment, humiliation, or verbal abuse
- denial of food or shelter as a form of punishment
- any punishment for soiling or wetting oneself, or not using the toilet.

Any questions regarding disciplinary issues should be addressed to the Camp Director.

EMERGENCY PLANS (DISASTER & FIRE)**EVACUATION PLAN*****In the event of a fire:***

The most appropriate staff person will contact 911 and provide for them all necessary information including name, address, and location of fire, call-back telephone number and any other information the emergency service operator requests. Evacuation notifications will be made by the following

means: cell phone, intercom, fire alarm, two way radio, and the Ring Central App until all staff is reached.

Evacuation from the Training and Education Room in the small animal shelter should be made through either its main entrance on the west side of the building, or the rear door on the north side. Groups should stay together with their designated counselors and walk in an orderly manner out of the shelter across the driveway facing the small animal shelter and wait for further instruction.

Evacuation from the stall area of the barn will be made from the large door on the east side of the barn, the visitor's entrance on the south side or through the carriage shed entrance, depending upon where the group is located. Regardless of which exit is used, the group should stay with their designated counselors, turn west, and walk in an orderly manner down the driveway and to the outside activity area located east of the small animal shelter.

Evacuation from the small animal shelter should be made through the nearest available exit.

Evacuation from the indoor riding ring should be made through the nearest available exit, either by the rear door on the west side of the building, or the front door on the east side. Regardless of which exit is used, the group should stay with their designated counselors, turn east, and walk in an orderly manner down the driveway to the parking lot facing the small animal shelter and wait for further instruction.

All rooms have a detailed fire escape plan with various available routes of egress clearly marked. Groups should stay with designated counselors and walk across the driveway from the small animal shelter.

There will always be at least 1 counselor/10 children as required by the state of MA. The counselor and assigned staff, under no circumstances will leave the children that are under their direct care. One adult in each group shall be responsible for making sure all children have exited and are accounted for, close any doors (if applicable) to contain fire/smoke and notify anyone in the immediate area of danger. That adult will lead the campers out of the building, and assign a head counselor to check for stragglers. If all campers are in the Education Room during the fire evacuation, that person shall be the camp director. If the campers are out in their groups at multiple locations, that person shall be that group's head counselor.

Once the designated destination is reached, the camp director will conduct a roll call to recheck that the number of staff and campers present equals the number of those evacuated and all children will remain in designated area until advised by emergency personnel. See FIRE SAFETY section for information on fire drills.

In the event of a disaster or other emergency:

The most appropriate staff person will contact 911 and provide for them all necessary information including name, address, and location of emergency, call-back telephone number and any other

information the emergency service operator requests. Evacuation notifications will be made by the following means: cell phone, intercom, fire alarm, two way radio, until all staff is reached.

Evacuation from the Training and Education Room in the small animal shelter should be made through either its main entrance on the west side of the building, or the rear door on the north side. Groups should stay together with their designated counselors and walk in an orderly manner out of the shelter across the driveway facing the small animal shelter and wait for further instruction.

Evacuation from the stall area of the barn will be made from the large door on the east side of the barn, the visitor's entrance on the south side or through the carriage shed entrance, depending upon where the group is located. Regardless of which exit is used, the group should stay with their designated counselors, turn west, and walk in an orderly manner down the driveway and to the outside activity area located east of the small animal shelter.

Evacuation from the small animal shelter should be made through the nearest available exit.

Evacuation from the indoor riding ring should be made through the nearest available exit, either by the rear door on the west side of the building, or the front door on the east side. Regardless of which exit is used, the group should stay with their designated counselors, turn east, and walk in an orderly manner down the driveway to the parking lot facing the small animal shelter and wait for further instruction.

All rooms have a detailed fire escape plan with various available routes of egress clearly marked – these plans will also be used for any disaster which requires camp to evacuate. Groups should stay with designated counselors and walk across the driveway from the small animal shelter.

There will always be at least 1 counselor/10 children as required by the state of MA. The counselor and assigned staff, under no circumstances will leave the children that are under their direct care. One adult in each group shall be responsible for making sure all children have exited and are accounted for, close any doors (if applicable), and notify anyone in the immediate area of danger. That adult will lead the campers out of the building, and assign a head counselor to check for stragglers. If all campers are in the Education Room during the fire evacuation, that person shall be the camp director. If the campers are out in their groups at multiple locations, that person shall be that group's head counselor.

Once the designated destination is reached, the camp director will conduct a roll call to recheck that the number of staff and campers present equals the number of those evacuated and all children will remain in designated area until advised by emergency personnel.



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NATURAL DISASTERS

The indoor riding ring will not be in use during times of extreme weather conditions, such as extreme ice, hail, or winds in excess of 35mph. However, if such weather conditions are unforeseen, the staff and program participants will follow the procedures below.

In the event of a tornado or high winds:

All staff and program participants will move in an orderly manner to the wash stall area of the lower barn. This space is against the cement wall that abuts the hillside behind the barn. If staff and participants are in small shelter area or the indoor riding ring and time does not allow them to reach the barn safely, they should gather in the hallway space between the staff break room and the kitchen/ dog food prep area of the small animal shelter, which has no windows. In both areas, children will be instructed to crouch down against the floor and cover the back of head and neck with hands.

If staff and participants are outside or in the indoor riding ring and can reach neither structure safely, children will be instructed to lie flat in the nearest ditch or depression and use hands to cover head.

In the event of flash floods:

All staff and participants will evacuate low-lying areas and go to higher ground north of the barn and small animal shelter. Counselor will make sure to avoid small rivers or streams or any low spots and ensure that children are not walking through flowing water more than ankle deep.

In the event of a thunder storm/lightning:

All staff and participants will shelter in the barn, main camp room, or chicken coop in the event of a thunder storm, until the storm has passed. All children will be brought indoors in the event that they are participating in an outdoor activity at the first sign of a thunderstorm.

In the event of wildfire:

Staff will follow instructions of local officials.

If trapped, children will be instructed to crouch in a pond or river if close and/or to lie flat and cover body with wet clothing or soil. If no water is available, counselor will attempt to seek shelter in a cleared area or among a bed of rocks. Children will be instructed to breathe the air close to the ground and through a wet cloth if available.

In the event authorities would advise evacuation of property, MSPCA and staff vehicles would be used to transport children safely to designated area/temporary shelter as instructed by local authorities.

In all situations, head counselors will carry cell phones to ensure effective communication.

FIRE SAFETY

Both the small animal shelter and the main barn are equipped with a fire suppression system, smoke detectors and lightning protection.

Fire extinguishers are located in areas of the barn, the small animal shelter and the indoor riding ring in accordance with the local fire department. Fire extinguishers are inspected on an annual basis by a local inspection company.

Staff will hold a fire drill on the first day of each 1-week session, between 9:30 -10:00am, for a total of eight drills over the 8 weeks of Camp. The camp director will fill out the Fire Drill Check List provided by the Department of Public Health for each fire drill to ensure the drill was properly completed. The Fire Evacuation Plan for the Training and Education Room will be practiced as stated above, as this is the main Camp area. Evacuation protocol from other buildings on the premises will be reviewed on the first day of Camp, and all available exit routes are clearly marked.

Staff will carry cell phones at all times to ensure effective communication.

LOST CHILD, LATE CHILD, UNREGISTERED CAMPER, UNRECOGNIZED PERSON

In the event of a lost child:

Should a child become lost during the program, the program director will be in charge of coordinating the search. In his/her absence a head counselor will be designated to coordinate the search. Once notified, the search coordinator will obtain all necessary information regarding the lost child including name, age, last place the child was seen and what the child was wearing. All staff will be notified using a combination of intercoms, radio, phones and cell phones and the Ring Central App, using the predetermined signal "CODE BLUE". A counselor will be instructed to move all children to one central location for accurate head count and remain with group until further notified by search coordinator. The search coordinator will assign other counselors/staff to search buildings thoroughly. These buildings include the barn, small animal shelter, chicken coop area, maintenance garage and house located on property. The director will check camp records to determine if the camper was picked up by parents/guardians or made other special arrangements. If not, the director will contact the parents/guardians to determine if the camper was picked up without notifying the camp office.

As recommended by the Methuen Police Department, if child is not found immediately, emergency personnel (911) will be notified. Parents/guardians will be notified. Once emergency personnel arrive, they will take over the coordination of the search. Staff will follow any instruction given by emergency personnel. The search will continue until child is found.

Drop off and pick up

Drop off is between 8:45-9am and pick-up is promptly at 3pm. The drop off and pick up location for the summer camp is at the outdoor riding ring at the far left side of the Noble Family Animal Care and Adoption Center. In the event of inclement weather, pick up and drop off will be in the Education and Training Room located at 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.



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Under no circumstances will a parent be allowed to leave a child unattended on MSPCA property, nor will any child be allowed to leave MSPCA property without a parent or guardian. The Summer Camp Director will contact the parent of any child left unattended on our property by both phone and in writing to remind them that this is not allowed. A second offense will result in the child being dismissed from camp for the remainder of the week. All people providing transportation to and from camp will sign the camp sign in/out sheet. No child will be allowed to attend or leave camp without having been signed in or out. Parents/guardians must provide camp staff with written permission if individuals other than themselves will be transporting their children to/from the program. For pick up only, a Head Counselor will verify that any adult who is not a parent/guardian is on the camper's alternative transportation list. For pick up only, non-parent/guardian transportation will be asked to show a picture id to verify their identity.

In the event that a child is late or does not report to camp:

If a child has not arrived by 9:15am, a Counselor will call the child's parents to determine whether they will be attending that day. If neither parent can be reached, a Counselor will then call the child's emergency contact number(s). Parents are required to provide at least two emergency contact numbers in the event that a parent cannot be reached. The same policy is in effect for any minor volunteer Junior Counselor who is late for their shift and has not arrived by 9:15am. The Summer Camp Director or a Head Counselor may contact a late Junior Counselor directly, however, if the Junior Counselor is a minor and is either late or informs the camp staff they will not be attending that day the camp staff must confirm that a parent/guardian is aware of the absence.

In the event that a camper arrives that is unregistered or has an incomplete registration:

An unregistered camper is defined as a camper whose parent has not registered their child for camp. An incomplete registration is defined as a parent who has submitted some portion(s) of the required paperwork for camp, but has not submitted everything that is required (registration, completed payment, immunization records, camper profile). A camper whose parent registered them for camp, and did not complete their registration with payment and paperwork, and did not communicate with us further will be considered unregistered. Camp staff will show documentation of our repeated attempts to contact them, and their notification of their spot being canceled if requested. Campers whose parents contacted us to say they were canceling their spot are considered unregistered.

If an unregistered camper arrives as camp, the camper may be allowed to register on site if the following conditions are met: 1) There is room in the session and/or having the child attend will not affect our staff to camper ration 2) The parent is able to pay their tuition in full that day 3) The parent completes a camper profile at check in 4) The parent provides a copy of their child's immunization records at check in 5) The registration is approved by the camp director. If these requirements are not met, the camper may not attend camp or be left with the camp staff for any period of time. If an unregistered camper were to be left at the camp without a parent, the camp staff will notify the Methuen Police Department.



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If a camper arrives at camp with an incomplete registration, the camper may attend camp if the following conditions are met: 1) the parent is able to complete the registration at check in time. To be considered complete, the camper must have a completed camper profile, a copy of their immunization records, and have paid the registration fee in full. If any one of these items is missing, the registration is considered incomplete. If these requirements are not met, the camper may not be signed in to camp.

At no time will a child who is unregistered/incomplete registration be signed in to camp. Paperwork that is being emailed or faxed does not count as completed until it is in hand. Camp staff will not accept a phone call from a doctor's office or parent as proof of immunization or consent for anything in the camper profile which requires written authorization. A parent must stay with the camper at all times until the camper can be signed in, and the camper may not enter the camp or participate in camp activities until signed in.

In the event that a parent is late for pick up:

The pick-up time for camp is 3pm. 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 a parent has not arrived for pick up by 3:10 and has not yet contacted the camp, a head counselor will call the parent. In the event that a parent/guardian cannot be reached, a head counselor will then call the child's emergency contact number(s). Under no circumstances will a counselor leave a child unattended due to a late arriving parent, even if the parent's late arrival means that the counselor's shift has ended for the day. ***Due to the fact that a late arrival may result in camp staff accruing overtime, parents will be subject to the following late fee for both camp pick up and after care pick up: \$5 for the first 5 minutes, and \$2 per minute thereafter.***

In the event that of an "unrecognized person" at camp:

If there is an unrecognized child at camp, the child will immediately be removed from the camp, and the camp director will make all attempts to contact that child's parents or guardians to have the child returned home. The shelter director may enlist the help of the MSPCA animal care staff to help locate the child's parents if they may be on site. If the child's parents are unable to be contacted or located, the director shall contact the Methuen Police Department, and have the child turned over to their custody. Under no circumstances will the child be allowed to return to the camp while waiting.

If there is an unrecognized adult at camp, the camp staff shall immediately let that person know that they are trespassing and need leave. The camp staff will immediately notify the camp director of the situation. The camp staff or camp director should make note of the person's car make/model, should that information be needed for the police. If the unrecognized person interacted with any children while at camp, the camp director will notify both the Methuen Police Department, and the Director of the MSPCA at Nevins Farm. The camp director will send a letter to all parents advising them of the situation and how it was handled in the event of an unrecognized adult.

PARENT/GUARDIAN INFORMATION ACCESS

All parents shall receive the MSPCA Summer Camp Policies regarding:

- Care for a mildly ill camper
- Administration of medication policy
- Emergency health care provisions
- Meningococcal Disease and Immunization
- Annual "Parent Information" Memo

These items are available for download on the summer camp website at www.mspca.org/nevinssummercamp, will be emailed to all parents ahead of their child's camp attendance. Parents are informed at the time of their application to the summer camp that they have the right to review background checks, health care and discipline policies, and the procedures for filing a grievance (The MSPCA Children's Summer Camp does not provide parents with the actual background check results for staff, just our policy on how that information is obtained and reviewed).

MEDICAL POLICY

The following individual(s) is/are the Health Care Supervisor(s) for the summer of 2025: Danielle Wordell, and Ella Campbell. The Health Care Supervisor is/are properly trained or instructed, and designated to administer oral or topical medication by the health care consultant. In addition, the Health Care Supervisor has a current CPR and First Aid Certification, and an Epi Pen Administration Certification, through the Red Cross. The Health Care Supervisor(s) have also received training on the symptoms and signs of hypo and hyperglycemia.

The Health Care Supervisors who are designated to administer prescription medications are required to be trained or instructed by the Health Care Consultant to administer oral or topical medications.

The camp staff will document all circumstances in which a camper, Health Care Supervisor, or other employee may administer epinephrine injections. A camper prescribed an epinephrine auto injector for a known allergy or preexisting medical condition may:

- a) self-administer and carry an epinephrine auto injector with him or her at all times for the purposes of self-administration if:
 1. the camper is capable of administration
 2. the health care consultant and campers parent/guardian have given written approval
- b. Receive an epinephrine auto-injection by someone other than the Health Care Consultant or person who may give injections within the scope of their practice (ie. A nurse) if:
 1. the Health Care Consultant and campers parent/guardian have given written approval; and
 2. the Health Care Supervisor or employee has completed a training developed by the camp's health care consultant in accordance with the requirements in 105 CMR 430.160.

The camp staff will document the circumstances in which a camper may self-administer insulin injections. If a diabetic child requires his or her blood sugar be monitored, or requires insulin injections, and the parent or guardian and the camp Health Care Consultant give written approval, the camper, who is capable, may be allowed to self-monitor and/or self-inject himself or herself.

Blood monitoring activities such as insulin pump calibration, ect. And self-injection must take place in the presence of the properly trained Health Care Supervisor who may support the child's process of self-administration.

FIRST AID

Basic first aid shall be administered under the direction of Danielle Wordell, and Ella Campbell, the health supervisors. First aid kits shall be readily available in areas where Camp participants will be, in several locations throughout the barn and small animal shelter. First aid kit supplies will include, but not be limited to sterile gauze pads, non-perfumed soap, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, a mask with a one way valve, tweezers, cold pack, and barrier protection gloves.

The first aid kit will be maintained by the health supervisor. First aid manuals will be kept office area in barn and Training and Education room of small animal shelter.

HEALTH RECORDS

The MSPCA Children's Summer Camp will maintain a health record for each participant and for each staff member who is younger than 18 years old, which shall include the following:

- Name, address, telephone numbers of participants and parents/guardians.
- A written authorization for emergency medical care signed by parents/guardians.
- Name, address and telephone numbers of the participant's health care provider or health maintenance organization.
- Written authorization from parent/guardian to administer medication. (if applicable).
- Certificate of necessary immunizations in compliance with 105 CMR 430.152 (A)
- Copies of injury/illness reports. (if applicable)
- Alternate telephone numbers should parent/guardian not be able to be reached.

The MSPCA Children's Summer Camp will maintain for each staff member who is 18 years of age or older, a health record which shall include the following:

- Name, address, telephone numbers of staff member.
- Name, address, telephone numbers of individual(s) to be contacted in the case of an emergency.
- Name, address, telephone numbers of staff person's health care provider or health maintenance organization.
- Certificate of necessary immunizations
- Copies of injury/illness reports. (if applicable)

Campers and staff with allergies will be identified through health records as stated above and with supplemental information provided on personality profiles. Every effort will be made to protect these individuals while at Camp via the following measures:

- In the event that a session participant has a peanut allergy, a letter will be sent to all parents/guardians in that session in the effort to reduce peanut products brought to Camp. **All parents/guardians in each session are notified in registration packet materials that, due to the presence of various animal feeds on the property, this is not a peanut-free environment.**
- A separate authorization form must be signed by any parent/guardian for any prescription or over-the-counter medications to be brought to Camp.
- Epi-pens and inhalers may be carried on an individual, to be available at all times. (For more information, see the “Storage & Administration of Medication” section in this document.)
- Specific issues or concerns regarding allergies should be brought to the attention of the Camp Director. Parents/guardians are also encouraged to consult their child’s pediatrician.

ILLNESSES

If a participant falls ill, he/she will be evaluated by the health supervisor and necessary action will be taken.

In the event of a mildly ill child, the health supervisor will:

- take child to designated infirmary
- notify parent/guardian if necessary
- record in the medical log

In the event of a more serious illness, the health supervisor will:

- take child to designated infirmary
- ensure that emergency ambulance service and parent/guardian are notified immediately
- ensure that the child is supervised and supervisor assists in keeping child calm until parent/guardian or medical personnel arrive
- ensure that illness is entered into medical log

Parents/guardians will sign a medical treatment authorization prior to the program should their child need emergency medical attention.

In the event that a camper or Camp staff shows symptoms of the H1N1 virus (Swine Flu), there is a 7 day period from the onset of symptoms, with a physician’s consent, before campers and Camp staff can return to Camp. H1N1 virus symptoms include fever combined with cough and/or sore throat.

INFECTION CONTROL

If a child was showing symptoms of a possible communicable illness, i.e. diarrhea, vomiting, coughing, runny eyes and/or nose, the health supervisor will:

- take child to designated infirmary
- contact parent/guardian immediately to have child picked up
- follow-up with parent/guardian as to when child can return to Camp

If a child is diagnosed with any communicable disease by physician, the parents/guardians of all children in the program will be notified via telephone. Health care consultant will be notified and Summer Camp staff will follow his/her guidance, advice and instruction.

No child may return to Camp without written permission from his/her physician.

In the event of blood spills, the health supervisor will ensure the area is thoroughly cleaned with a mixture of bleach and water.

The health supervisor will ensure all children thoroughly wash hands with anti-bacterial soap after outdoor activities, activities which include animal handling and before designated snack and lunch times.

Sunscreen, Bug Spray and Tick Checks:

The MSPCA Children's Summer Camp does not supply sunscreen or insect repellent. We strongly encourage children to wear sunscreen and insect repellent while attending camp. We advise parents apply sunscreen and bug spray prior to the camp day. If you want sunscreen or bug spray to be reapplied to your child during the day, please send it in a labeled bottle with written instructions, and in a plastic bag. Wide brimmed hats, lightweight long sleeved pants or shirts and sunglasses are also great ways to protect your child from the sun and insect bites during the camp day.

Parents will need to fill out a permission slip for sunscreen and insect repellent, and this slip will indicate whether the parent gives permission for the camp staff to help apply the protection, or if the camper is allowed to self-apply. All sunscreen and insect repellent is to be applied outside, under the supervision of camp staff, even if your child is allowed to self-apply.

We do everything in our power to lower the risk of tick bites during camp. Counselors regularly conduct visual tick checks especially after outdoor activities. If a tick has bitten a camper, the camper will be brought to the nurse and the tick will be removed. The area where the tick was found will be circled and the parents will be notified. We recommend that you check your child at home as well.

INJURIES

If a participant is injured, it will be reported immediately to a head counselor. The injury will be evaluated and necessary action taken.

In the event of a minor injury requiring basic first aid, a head counselor, certified in Basic First Aid and CPR, will administer necessary first aid under the direction of the health supervisor. Parent/guardian will be notified. The injury will be recorded in the medical log.

In the event of a more serious injury or emergency health supervisor will:

- Ensure that emergency ambulance services or 911 is called immediately
- Ensure that parents/guardians are notified immediately
- Ensure that injured child is supervised and assigned supervisor assists in keeping child calm until emergency medical personnel arrive
- Fill out injury report including detailed information about type of injury and action taken. (Copy of injury report is included.)
- Ensure that a copy of report is sent to local health department and to the MA Department of Public Health AND the Board of Health.

All precautions will be taken to prevent injury. In the enclosed outside activity area, lawn will be maintained on a regular basis, any exposed holes will be filled, and any areas where children do not have access will be clearly marked with flags and/or signage.

A maintenance staff is on-site and will be notified immediately if any unsafe situation occurs to remedy situation.

Parent/guardian will sign a written medical treatment authorization prior to the program should their child need emergency medical attention.

STORAGE AND ADMINISTRATION OF MEDICATION

Medication prescribed for participants will be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, pharmacist's initials, serial number of prescription, name of patient, name of prescribing practitioner, name of medication, directions for use and precautionary statements.

All over-the-counter medications shall be kept in the original container with original label, which shall include directions for use.

All medications (both prescription and over-the-counter) will be kept in a locked safe designated for medication only; this safe is located in the surgical room of the small animal shelter. If the medication requires refrigeration, it will be stored in the refrigerator located in the surgical room of the small animal shelter. The surgical room has a locked door, and no one besides authorized medical personal can enter the room.

Medications shall only be administered by the health supervisor.* If the health supervisor is not a licensed health care professional, the administration of medications shall be under the professional oversight of the health care consultant. **Medication prescribed for campers brought from home shall only be administered if it is from the original container and there is written permission from the parent/guardian. Parents must give written consent for their child to use “self-administered” medication, including epi pens, inhalers, and diabetes pumps.**

Before administering medication, the health supervisor will:

- verify there is signed authorization to administer medication
- note the camper’s allergies
- check to see there is approval from health consultant
- note that medicine is in original package
- note any potential side effects/adverse reactions
- have camper state his/her name to verify proper medication
- all medical waste will be disposed of in compliance with DHP Medical Waste regulations, in accordance with 105 CMR 430.160(F)

Documentation of all medication administration will be recorded in medical log. Medical log will include name, gender and age of child; name and dosage of medication; route and frequency of medication, date and time of medication given, and signature of health supervisor. Medication log will be kept in safe with medications. The Health Care Supervisor will sign and date the log daily. Whenever possible, medications will be returned to parent/guardian. If medication cannot be returned it shall be destroyed appropriately under supervision of the health care consultant (see Unreturned Medication).

Parents/Guardians will be notified by phone and in writing by email in a timely manner if their child’s medication was not able to be given as instructed (child refused, medication is not available, missed dose, ect.). Missed medication will also be documented as “missed” in the medical log, with the reason for the missed medication, and documentation that a parent was notified.

****The following may be self-administered, with signed permission by the Health Care Consultant and parent/guardian: Epi-pens, inhalers, and materials needed for blood glucose testing. These may also be carried with the camper at all times for quick access in the event of an emergency. Parents must also provide written consent for their child to use these items. In addition, the Health Care Supervisor will have additional training provided for use of these medications, under the direction of the Health Care Consultant.***

UNRETURNED MEDICATION

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be disposed of as follows:

1. Prescription medication shall be properly disposed of in accordance with state and federal laws and such disposal shall be documented in writing in a medication disposal log.



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2. The medication disposal log shall be maintained for at least three years following the date of the last entry.
3. The MSPCA Children's Summer Camp will use the drug drop off kiosk located at the Methuen Police Department for disposal.

DELIVERY OF MEDICATION TO CAMP

Medication can only be brought to camp if it is dropped off by a parent or guardian. All prescription and over the counter medications must be in original pharmacy containers in accordance with most recent guidelines of the US Pharmacopeia (See also Storage and Administration of Medication).

TRAFFIC CONTROL PLAN

Parents and guardians are instructed to be aware of both animals and pedestrians crossing the driveway. If any animals are being led across the driveway, parents/guardians must stop at the top of the driveway and wait until a staff member indicates it is safe to continue. Signage is posted indicating a speed limit of 10mph. Parking is not allowed except marked designated parking areas; please do not park on the grass, in any areas marked as "no parking" or blocking access to either property driveways. Advanced parking accommodations can be made for any person requiring closer parking due to injury or disability.

CELL PHONES, ELECTRONICS AND MONEY FOR CAMPERS

Cell Phones

Cell phones are not encouraged at camp. Although we understand that parents are well-intentioned in providing a cell phone for their child while they are away at camp, there are issues raised in a camp environment which must be considered.

Cell phones do not match with the philosophy of a camp experience, and are a VERY big distraction to the camper program, as they take the campers attention away from the activities in camp. Certainly with the tuition paid, we assume you want your child participating fully in the program activities - and not sitting at the picnic table texting, posting, and playing video games.... That's what we want too!

Cell phones are very attractive to other campers and are easily stolen. They are also easily lost or damaged in the wet, muddy, and dirty camp environment. The camp is not responsible for the theft, loss, damages, or charges to a cell phone brought to camp, regardless of the circumstances.

If a parent needs to contact their child while they are attending camp, we ask that they contact the camp directly at 978-687-7453 x 6108. Any camper who needs to use the phone during the day should notify a staff member and they will be allowed to use the phone in the camp office to do so. Campers will not be denied access to use our phone to contact a parent or guardian for any reason, at any time.



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With the advances in cell phone technology, many phones have access to video and internet content which is simply inappropriate in the youth camp setting. We therefore ask that campers not access any social media channels while they are at camp, and refrain from posting photos and video taken at camp until after camp hours.

Electronics

Due to items being easily stolen or damaged we strongly discourage electronics at camp! While we do not ban campers from bringing iPods (or similar devices with the ability to take pictures) or cameras, to camp, due to the expense of many of these items, we strongly encourage parents to consider the cost of replacement should an item be lost or damaged before permitting your child to bring them to camp. Camp staff does take pictures of the campers throughout the week, and these pictures will be made available to parents once the camp session has been completed. The camp is not responsible for any loss, theft, or damage, regardless of the circumstances.

Radios, CD players, MP3 players, iPods (with music only), handheld game systems, iPads, e-readers, and similar devices are not allowed. Campers are not allowed to access social media during camp (Instagram, Facebook, Twitter, Snap Chat, Tik Tok, ect.), wear headphones, or carry cell phones with the intention of using them for texts, games, phone calls, or accessing social media ect, while at camp. Devices that are used for these purposes will be will be confiscated, and placed in the camp office. Parents are responsible to come to the office to pick-up the device at the end of the camper's session day, and the device will not be allowed to return to camp.

Money

Campers should not bring cash, debit cards, or credit cards, to camp! There is no place to spend it while at camp, as there are no vending machines or shopping opportunities during the camp day. If campers wish to purchase MSPCA merchandise from the Barks and Noble retail in the lobby, they may do so with a parent or guardian at the conclusion of camp. The camp is not responsible for any loss or theft of money or cards brought to camp, regardless of the circumstances.

Cell Phone use for Camp Staff & Volunteers

Camp staff and volunteers are not permitted to use cell phones to access social media, play games, or make personal phone calls/texts during camp hours. Cell phones may be used by the camp staff for the express purpose of contacting other MSPCA employees, by text or by phone, or for communication in the event of an emergency only. Any staff member or volunteer who brings a cell phone to work for personal use must keep their phone in their vehicle, in a locker, or in the camp office. Camp staff and volunteers are not allowed to post pictures of animals not yet cleared for adoption to their social media sites, as per the policy of the MSPCA. At no time during camp hours may camp staff or volunteers access social media. Camp staff and volunteers are not allowed to post pictures of campers to their personal social media sites; posting pictures of campers on social media is allowed by the MSPCA only. Camp staff and volunteers are not allowed to "friend" campers on social media.

TOBACCO, ALCHOL AND RECREATIONAL MARIJUANA

Tobacco

Smoking is not permitted at camp, by either staff or campers, or any person visiting the camp, including parents or guardians at drop off, or pick up. Smoking includes but is not limited to: any form of tobacco, nicotine delivery devices, e-cigarettes, ect. FDA approved cessation products are allowed.

Alcohol and Recreational Marijuana

There is no alcohol allowed at camp under any circumstances. Recreational marijuana is also not allowed at camp, or on the property at any time. Camp staff shall notify the Methuen Police Department if they believe that any parent or guardian is intoxicated when they arrive at or depart camp.

MAINTAINCE OF RECORDS

All records pertaining to camp shall be stored for a period of three years.

COVID POLICIES

These policies are in accordance with the Massachusetts Recreational camps and Programs Health and Safety Standards for reopening, effective May 29, 2021. Please note this is a living document, and is subject to change.

Staffing and Operation:

- The MSPCA Children's Summer Camp will have two Health Care Supervisors on site at all times. For the summer of 2024, the Health Care Supervisors are **Danielle Wordell**, and **Ella Campbell**. All Health Care Supervisors are trained in accordance with 105 CMR 430.000.
- MSPCA Summer Camp Staff will be provided additional staff training in their orientation related to COVID-19. This training will be provided for all levels of staff.
- The MSPCA Children's Summer Camp will provide campers with an orientation at the start of each camp session to review COVID-19 protocols, encourage and educate on reporting of symptoms and not coming to camp if sick, and how to request a replacement mask if needed. The MSPCA will keep replacement masks on hand for any Camp Staff member or camper who needs them.
- All documentation collected for camp (including screening documentation, surveillance and medically necessary COVID-19 testing results, previous positive test results) must be maintained in a confidential manner and recorded in campers/staff health files in accordance with 105 CMR 430.150; 155-156.

- The MSPCA Children's Summer Camp will review medical information supplied by parent's and reach out to parents of high risk children to discuss whether additional protections are necessary, and what supports can be offered to best protect their child.
- The MSPCA Children's Summer Camp has a tested communications system with parents, children at the camp, all staff, facility and/or grounds management, and emergency medical services, in accordance with 105 CMR 430.00. The MSPCA uses a combination of telephones with an intercom system (all of which are marked the numbers for emergency services, and the Health Care Consultant's phone number), Ring Central, cell phones (both personal and a dedicated camp cell phone) and email for communications. The summer camp collects parents' and guardian emails, cell phone, home phone and work phone for the Summer Camp Staff and all campers, so that the staff can reach them at any time.
- The MSPCA Children's Summer Camp encourages its staff to not report to work if they feel sick. The camp has trained additional reserve staff to cover any staff absences. In the event of an outbreak of COVID-19, the summer camp will work in conjunction with, and under the guidance of, the Methuen Health Department, and will only reopen after recommendations of the Methuen Health Department have been met.
- The MSPCA Summer Camp has ensured that our ventilation systems operate properly. When the campers are using an indoor space, the doors, and, if possible, the windows will be open to increase circulation of outdoor air as much as possible, unless doing so creates a hazard.
- The MSPCA Children's Summer Camp encourages all eligible staff and campers to be vaccinated for COVID-19 prior to attending camp. Vaccinated individuals should provide copies of their vaccination record, which will be stored securely in their camp file.

Hygiene and Handwashing:

- The MSPCA Children's Summer Camp will implement proper hand hygiene practices and frequency for both staff and campers. Hands must be washed when necessary, including but not limited to: arrival at camp, before and after meals, after bathroom use, after coughing/sneezing, after touching animals, and after contact with bodily fluids or surfaces that may be contaminated.
- Campers and staff are instructed to go to the nearest handwashing/hand hygiene station upon entry to the summer camp.
- The MSPCA Children's Summer Camp will provide adequate handwashing facilities with soap, water, trash receptacle, and paper towels, and these facilities will be readily accessible to all campers and staff with handwashing instructions posted near every handwashing sink.
- The MSPCA will provide hand sanitizer with at least 60% alcohol, which may be used at times when handwashing is not available.
 - Hand sanitizer will only be used appropriate to the ages of children, and the MSPCA Children's Summer Camp will include hand sanitizer instruction as part of their day one orientation.

- Campers must have written parent/guardian permission to use hand sanitizer.
- Hand sanitizer will be stored securely.
- Hand sanitizer will only be used under the supervision of the summer camp staff.
- The MSPCA Children's Summer Camp does not allow the sharing of drinking containers. If a camper or staff member forgets to bring a refillable water bottle to camp, the MSPCA will provide a disposable cups.

Screening and Monitoring

- As a licensed recreational camp, the MSPCA Children's Summer Camp requires that camp staff conducting COVID-19 screenings must be trained by the camp's Health Care Consultant.
- The MSPCA Children's Summer Camp does not provide transportation for campers. The following is our contingency plan for arranging transportation for a sick camper, in the case that their parent/guardian are unable to pick up their children, and for staff, in case they are unable to transport themselves:
 - In the event of a sick staff member who is unable to transport themselves, if the staff member's emergency contacts cannot be reached, the MSPCA will call for an ambulance to provide transportation to the nearest appropriate medical facility.
 - In the event of a camper who is sick, and whose parent's and emergency contacts cannot be reached, the MSPCA will contact the Methuen Police Department to seek guidance.

Cleaning, Disinfecting and Sanitizing:

- The cleaning and disinfection of shared sports equipment shall be in accordance with CDC guidance.
- The MSPCA Children's Summer Camp complies with applicable OSHA standards (29 CFR 1910) and 105 CMR 480.000 (Minimum Requirement for the Management of Medical and Biological Waste) to ensure proper disposal of regulated medical waste.
- The MSPCA Children's Summer Camp has developed the following plan in accordance with CDC Guidance for camp/program cleaning, disinfecting and sanitizing practices and frequency:
 - The MSPCA Children's Summer Camp will use a 70% alcohol solution for disinfecting shared materials and frequently touched surfaces. (Page 17, part, 8, section A(2) of Massachusetts Child and Youth Serving Programs Reopen Approach minimum requirements for health and safety).
 - Clean surfaces first and use EPA-registered disinfectants and sanitizers for use against COVID-19, as appropriate. Follow the manufacturer's

instructions for application, including contact and dry-times, and proper ventilation. Do not spray chemicals around children.

- 8:15am
 - Distribute fresh sanitation supplies and hand sanitizer to specialists.
 - Check in with Shelter Staff to see if there are any safety issues that need to be addressed/fixed immediately.
- 10:30am, 12:30pm, 2:30pm
 - Disinfect frequently surfaces in bathrooms with 70% alcohol solution and asses general over all conditions
 - Make sure that bathrooms have all the supplies they need (paper towels, hand soap, toilet paper). The maintenance person will mark the date and time and sign off they have checked the bathrooms each time. This documentation will be located in the Camp Director's Office. They will make sure that there is no overflowing trash and that all areas are well maintained and safe.
- 3:30pm
 - Camp Staff will disinfect in camper bases. They will disinfect around cubbies and doors, and any other frequently touched surfaces. They will run the floor machine.
 - The final cleaning in the bathroom will be done. They will also document each day that the bathroom has been cleaned and sanitized and that everything is in good working order.
- - All sanitizing and disinfecting solutions will be properly labeled to identify contents, and are stored in a locked closet in the Training and Education Room. They will not be stored near or around food items.
 - The MSPCA Children's Summer Camp follows CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease.