



# Camp Longfellow At The Longfellow Health Club

## Parents' Handbook Summer 2024

Camp Hours: 9:00 am to 4:00 pm  
Extended Day Hours: 8:00 - 9:00 am and 4:00 - 5:00 pm



This Camp Must Comply with Regulations of the Massachusetts Department of Public Health (105 CMR 430), and be licensed by the Natick Board of Health. Information on these regulations can be obtained at (617) 983-6761.

Camp Longfellow, Longfellow Health Club, 203 Oak St, Natick, MA 01760  
508.653.4633 or email: [longfellowkids@gmail.com](mailto:longfellowkids@gmail.com)

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## Building Character at Camp Longfellow

Throughout the summer we work with campers on developing values that will help them in all aspects of life.

- Teamwork
- Problem-Solving
- Friendship
- Respect
- Independence
- Responsibility

## Contacting the Camp

Please call, 508.653.4633. X 217 if you have any questions! We are more than happy to speak with you regarding your children and the program. The camp director will be available throughout the camp day to take phone calls and questions. If your question or concern cannot be answered immediately, please leave a message and the director will return your call. This will enable us to focus our attention on your children and the camp program.

## What to bring to camp every day:

(Items brought to camp should be limited to the following and be placed in a backpack)

1. Sneakers (flip flops/sandals can be brought/worn)
2. Bathing suit/Towel/goggles etc...
3. A healthy, **nut-free** lunch and at least 2 snacks, along with a water-bottle.
4. Weather appropriate clothing (shorts & t-shirt, hat)
5. Waterproof sunscreen is recommended. **Please apply before camp.** We will be happy to assist your child re-apply it throughout the day.
6. If a child arrives without a lunch one will be ordered for them and parent will pay for at pick up.

## Absence

Please make sure you call the camp, 508.653.4633 x 217 by 9:00 a.m. If you know ahead of time that a camper will miss any particular day(s), a note, phone call or email stating the days missed is extremely helpful.

# Transportation

## I. Drop Off:

You may do a "quick drop-off" at the Main Entrance. Camp staff will meet campers here in the morning and assist them into camp. If you would like to talk to a Staff member, park and walk with your camper to the main entrance. Campers may arrive between 8:50 - 9:10 a.m. The Daily Camp meeting begins promptly at 9:15 am. Note: all campers taking part in the extended day hours 8 am - 8:50 am will need to be walked in to camp, and picked up INSIDE at the end of the day between 4:10 pm - 5 pm.

## 9 Tech Circle - entering 3<sup>rd</sup> and 4<sup>th</sup> Grade

9 am and 4 pm drop off and pick up - pull to the right and stop to drop off at the front door and then continue around to the left to exit.

## II. Afternoon Pick Ups:

In the afternoon, at 3:50 pm - 4 pm, if you do not need to get out of your car, or speak with camp staff, you may do a "quick pick-up" at the Main Entrance where our staff will escort your child to you; otherwise, park in the lot and walk over to the pick-up waiting area.

1. Please follow directions from the camp staff as they assist you in the pick-up process. You will not need to get out of your car.
2. If you are late for pick up, your camper will be brought back to the camp office. Please park and sign out your child from the camp office, or call see above.

## III. Transportation Changes:

If a camper is to go home with someone other than the usual pick-up person, the camp must receive a note, or an email, or in the case of an emergency, a phone call, allowing the camp to release the child. **WE CHECK ID.**

## Late Arrival, Early Dismissal Procedure

When a camper arrives after 9:10 a.m., he/she must check-in at the kid's camp room. If you will be going to pick-up your child before the end of the camp day, please send a note or email [longfellowkids@gmail.com](mailto:longfellowkids@gmail.com) prior to 1:00 pm indicating the time of pickup.

## Lost and Found

*To help minimize lost and found, please mark your campers' name on all articles including: backpacks, clothing, swimsuits, towels, water bottles etc. (Permanent markers work great!)* Items that children leave about the camp are collected daily and brought to the Lost & Found. Counselors will help children check these articles on a regular basis.

## Basic Code of Conduct

- ♦ Campers treat others with courtesy and respect.
- ♦ Campers should always stay with their group.
- ♦ Campers follow safety rules and listen to the camp staff.

The Camp Director will contact parents if discipline issues occur. Steps will be taken to work with the camper(s) and families to modify and improve behavior. The Camp Director reserves the right to withdraw any camper whose behavior interferes with the rights and safety of others.

## Camp Staff

All our wonderful Camp Staff are trained in CPR, First Aid, and have also had a Criminal History Check and Sex Offender Check. Camp Staff have been through Staff Orientation and have had experience in caring for children aged 3 - 12 years. All staff are trained in Concussion Awareness. Most of our Staff return to our camp year to year. Many of our staff who work during the school year have also been fingerprinted. All staff on hiring have a written work history and 3 positive references. Parents may review Longfellow's Health Care Policy at any time.

## Notes from the Health Supervisor

General Information:

- ⇒ Children are not accepted at camp unless the proper medical forms precede them.
- ⇒ If your emergency numbers change before or during the camp season, please notify us with the correct information ASAP.
- ⇒ Prior to camp we ask that you screen your children before they come to camp for communicable diseases.
- ⇒ If your child feels sick in the morning, please DO NOT send him/her to camp. Experience has shown that children who feel sick generally feel worse as the day progresses.
- ⇒ The Camp Director will contact parents/guardians regarding first aid, illness and medical issues, which occur at camp, based on her professional discretion.
- ⇒ Please call with any question or concerns: #508.653.4633 x 217.

## Medications:

If a child will need to take medication at camp, you must contact the Camp Director to complete the correct paperwork. All medication administration orders are to be signed by our Camp Health Care Consultant before we administer any medications. This includes inhalers. Medications to be administered must be in the original pharmacy container with the correct name, date and instructions.



## EXAMPLE DAILY ACTIVITY SCHEDULE

### Summer Camp 2024

#### Morning Activities Include:

Swimming  
Outside Play  
Gym Time  
Arts and Crafts

#### Afternoon Activities Include:

Yoga  
Group Challenges  
Team Games  
Arts and Crafts  
Science  
Outside Play

Dance  
Fitness  
Gym Time  
Field trips  
Fun Fridays  
Themed Activities



# Camp Longfellow 2024

## 'All Star' Weekly Craft Themes

Week 1: - Welcome to Summer!

Week 2: - Dinosaur Week!

Week 3: - Ocean Week!

Week 4: - Space Week!

Week 5: - Nature Week!

Week 6: - Animal Week!

Week 7: - Around the World!

Week 8: - Color Mania Week!

Week 9: - Imagination Week!

