



## **DAY CAMP PARENT & CAMPER GUIDE**

**Dear Day Camp Parents & Campers:** We are very excited by the success of our One-Week Camp Haiastan Day Camp Program now entering its fourth season in 2009! We welcome both returning day campers and new day campers to an even more fun and Armenian culture filled 2009 Day Camp. Please remember that Day Camp is only for campers whose ages are 5, 6 or 7 on the starting date of the session.

- The primary Day Camp program area is in the “Picnic Grounds” adjacent to Tzamour Hall in the upper camp area. A large walled tent is erected for sun and inclement weather protection and Tzamour Hall bathrooms are for the exclusive use of the Day Camp. We are prepared to accommodate more than one “section” of Day Campers during the week with separate tents and staff for each section. A Day Camp section can accommodate a maximum of 25 campers and must have a minimum of 12 campers.
- Day Camp is under the direction of it’s own qualified Day Camp “Baron”. We have been honored to have Mrs. Nevert Mikaelian as our Day Camp Director the past two seasons. Nevert is a Massachusetts State certified elementary special education teacher with 11 years of experience with the Natick, MA school system, and is a member of our Board of Directors. Because of its location at the picnic grounds, Day Camp is not affected by, and does not conflict with overnight camp, which is in progress in the lower camp. Typical Day Camp activities consist of daily Armenian cultural activities encompassing arts and crafts, song, dance, music, history and stories. In addition Day Camp includes traditional active group games, nature and outdoor education adventure, ROPES Challenge course and swimming.
- Day campers will experience the lower camp environment through planned experiences of a daily hot lunch in the Dining Hall with overnight campers, exclusive activities at lower camp play areas and pond shoreline, exclusive activities at the ROPES Course, and exclusive daily swimming lessons in the camp pool.

We ask that you read and understand these guidelines and review them with your camper prior to the first day of attendance. Thank you for being a part of this exciting chapter in the life of Camp Haiastan.

*Board of Directors & Staff, Camp Haiastan*

### **Why Camp Haiastan Day Camp?**

Over the past three fantastic seasons of Camp Haiastan Day Camp we have all experienced the evolution of some really great reasons to enroll your camper in Camp Haiastan Day Camp. We are sure that the legacy of three generations of thousands of campers being associated with Camp Haiastan over the past 58 years that make up thousands of alumni is one of the best reasons, but here are some other good reasons for parents and their campers to think about and discuss:

- To begin to learn to make life-long Armenian camp friends by attending Day Camp and playing with other Armenian kids from far and near.
- To learn about our Armenian heritage through lessons and activities designed to teach about our history, culture, customs, song and dance.
- To learn new skills from fun and unique outdoor activities like swimming lessons, ROPES challenge course, group games and nature and outdoor education.



- To experience the fun of creating arts and crafts projects with your own hands that you can take home with you.
- And finally, to experience some of the wonders and magic of Camp Haiastan so that one day you too will be ready to experience what thousands of Armenian kids have enjoyed for 58 years, overnight camping at Camp Haiastan!

### **Personal Readiness For Day Camp:**

If your child meets the minimum age requirement (5 years of age through 7 years of age), can dress, feed, clean him or herself and has mastered the bathroom, then your child is probably ready for Day Camp. In some cases being away from Mom and Dad for the entire day for five days in a row is the biggest hurdle for your child to overcome. With parent participation this is more often than not minimized. We rely first on establishing the trust of parents in our organization, and then we rely on parents to communicate that relationship of trust between them and us to their campers through frequent discussions with them in the time leading up to Day Camp.

Often kids themselves are the best judges of when they are ready for Day Camp. When they show spontaneous interest in Day Camp, that's a clue that the time is probably right. Sometimes, kids' interest in Day Camp is sparked by a friend or relative who has attended Day Camp. You can bet that will influence your child more than just about anything else.

### **Talk It Over & Practice:**

Sit down with your child and discuss Day Camp and the new experiences to be found there, i.e. playing with other kids, some of whom are in new and unfamiliar surroundings. If you want your child to go to Day Camp for his or her own sake, it's almost sure to be a success! Help build confidence in your future camper by together trying out in advance in the backyard or neighborhood park some of the experiences that your prospective camper will meet later at Day Camp, such as hiking, games, swimming, arts & crafts, Armenian songs, music and children's stories to name a few. Even practice packing things needed for a week of Day Camp!

### **Homesickness:**

If you feel assured about your child going to Day Camp, there should be no need for worry. The Day Camp staff is well prepared to handle homesickness. We have always taken the well being of our campers, your children very seriously. After all, giving your children over to the care of other people is perhaps the greatest act of trust you as a parent can engage in. We aim to do everything we humanly can to earn and keep that trust. When children come to Camp Haiastan Day Camp they and you are making a leap of faith, temporarily transferring their primary care from you as their parents to us even if it is only for a day at a time.

This is one of the growth producing, yet challenging aspects of Day Camp. As children learn to trust other caring adults, they grow and learn to solve some of their own challenges. We believe this emerging independence is one of the greatest benefits of Day Camp. It is one way your child develops greater resilience. We agree to tell you immediately if your child is experiencing a challenge in their adjustment to Day Camp. You can help by talking with your child before they leave for Day Camp, telling them that there is always someone here that they can trust and reach out to, whether it be the Day Camp Director or Nurse or Day Camp staff to name a few. One of our goals for the creation of Day Camp is building familiarization with Camp Haiastan so that both you and your camper will successfully make the transition from Day Camp to overnight camp with the least amount of anxiety about being apart from each other for a week or two.



### **Enrollment, Deposits, Fees & Forms:**

Enrollments are due in our office by May 15, 2009; after that date a \$50 Late Enrollment Fee will be charged and the application may be wait-listed. Applications without at least one-half or full payment will not be processed. One-Week Day Camp is limited to 25 campers per section (please read Day Camp Enrollment Policies on the DAY CAMP ENROLLMENT APPLICATION FORM). We must have a minimum of 12 campers enrolled to open a new section after the first section. To improve your chances of securing enrollment, please apply early. Applications are processed daily on a first come basis. For most families the following 2-step enrollment process is helpful (the 2-step process is not mandatory):

**STEP ONE** To enroll, submit by mail a completed DAY CAMP ENROLLMENT APPLICATION FORM signed by a parent (a recent 2"x2" photo of your camper is required) along with a minimum of ½ deposit (\$175) or full payment (\$350). In addition complete and submit originals of the following forms at this time:

- LEGAL INFORMATION FORM (signed by parent)
- PARENT PAYMENT WORKSHEET FORM (tells us how to properly credit payments to your account)
- CREDIT CARD AUTHORIZATION FORM (only if you plan to make payments with your credit card)

**STEP TWO** You must submit not later than June 22, 2009:

- The balance of all fees and Camp Store deposit (recommended \$10.00 see Camp Store).
- HEALTH HISTORY FORM (signed by parent – ANOTHER 2"x2" RECENT PHOTO IS REQUIRED)
- CONFIDENTIAL INFORMATION FORM
- MEDICATION AUTHORIZATION FORM (only if your camper will bring medications, prescription or over-the-counter of any kind and will take these medications under the supervision of our Nurse)

**Required original forms and all payments must be submitted not later than June 22, 2009 (2 weeks prior to Day Camp) otherwise a \$25 Service Fee will be charged before your camper is allowed to register on the first day of Day Camp. Faxed forms cannot be accepted.**

### **Health Forms:**

In order to attend, every camper must have a HEALTH HISTORY FORM completed, signed by a parent and submitted no later than June 22, 2009 with a recent 2"x2" photo of your camper attached. Information documented on the HEALTH HISTORY FORM must be current for 2009. Health information about your camper that is required includes but is not limited to allergy history, medications routinely taken, dietary restrictions, general health history, physical/emotional/mental health history, physician contact information, and immunization record (you may need to obtain this from your child's pediatrician). It is important that you provide complete information regarding recent illnesses and current and recent medications that may require our attention while your camper is at camp. ***These forms and the information contained in them are kept in strict confidence by the camp administration, however they are absolutely mandatory for us to be able to offer the highest level of health and medical attention to your child. Administrative staff who can review these forms: Executive Director, Day Camp Director, Camp Nurse and our Licensed School Social Worker.***

Under no circumstances will campers be admitted without proof of Massachusetts's immunization requirements. Because your camper will attend camp in Massachusetts, the following immunizations are required regardless of what is required in your state or country of residence:

- MMR (Measles, Mumps, Rubella)
- Polio
- DTP (Diphtheria, Tetanus, Pertussis)
- Hepatitis B



Also, it is required that you submit a completed and signed CONFIDENTIAL INFORMATION FORM with the HEALTH HISTORY FORM. Our in-residence Registered Nurse will review these forms and discuss them in confidence with you and your child at Check-In when you arrive the first day of Day Camp.

**ORIGINALS OF ALL COMPLETED HEALTH FORMS WITH A RECENT 2"x2" CAMPER PHOTO ATTACHED ARE DUE NO LATER THAN JUNE 22, 2009 (2 WEEKS PRIOR TO DAY CAMP) IN ORDER TO BE REGISTERED & ADMITTED.**

#### **Camper's Taking Medication While At Day Camp:**

Massachusetts's regulations require all medications (prescribed and over-the-counter) to be turned over to our Camp Nurse at Check-In and kept locked in the Health Center and administered only by the Camp Nurse according to the instructions outlined on the MEDICATION AUTHORIZATION FORM. No medication of any kind is to be left with campers or their counselors. Prescription medications must be in closed containers labeled with camper's name, med identification, dosage and prescribing physician's name and contact information. Over-the-counter medications must be in original manufacturer's container with label intact. AVOIDANCE OF MEDICATION CONFUSION IS ANOTHER IMPORTANT REASON WHY A RECENT 2"x2" PHOTO MUST BE ATTACHED TO THE HEALTH HISTORY FORM.

#### **Health, Safety & Sanitation Information:**

Every precaution is taken to assure the health and safety of our campers. We maintain a Health Center managed by a licensed Nurse who resides at Camp Haiastan and is on duty at all times. Our own Consulting Physician (required by State law) has written Standing Orders (required by State law) for our Registered Nurse and Health Center and is on call 24 hours. The nearest hospital is the Milford Regional Medical Center in nearby Milford (less than 10 miles distance from camp) that maintains a 24-hour emergency and triage center. Camp Haiastan is located within the legal jurisdiction of the Town of Franklin, Massachusetts that maintains fulltime 24-hour Police, Fire and Emergency Response departments (911).

A certified Water Safety Instructor supervises our aquatic programs at our swimming pool. Certified Lifeguards are on duty during all swimming pool activities.

An independent laboratory checks our well water quality, and our water system is supervised by a Public Water System Administrator, both our lab and our PWSA are licensed by the State of Massachusetts.

A ServSafe certified Food Service Administrator supervises our food service. Food is prepared in a facility inspected and passed by the Town of Franklin Health Department.

A licensed operator treats buildings and grounds regularly for mosquitoes, rodents, pests and poison oak.

Camp Haiastan is inspected annually by the Town of Franklin Health Department, which is a representative of the State of Massachusetts. This extensive inspection includes:

- State Criminal and Sexual Offender Background checks and/or local police department arrest record of all employees and volunteers.
- Evidence of required suitability, certification and licensure of key administrative staff.
- Evidence of valid licensing to operate a children's summer camp, food service establishment, health center, swimming pool and Public Water System.



- Inspection of required documents, forms and procedures for the enrolling of campers, and the hiring of staff.
- Inspection of all buildings, grounds and facilities to include but limited to: Food Service, Health Center, swimming pool and pond, wells and water system, camper and staff living quarters, bathrooms, shower rooms, and activity and program facilities.

Each summer, Camp Haiastan employs and supervises staff assigned to scheduled maintenance duties daily, 7 days each week. Daily maintenance is an important and necessary function at Camp Haiastan at all common facilities and areas of the camp including the Day Camp facilities.

### **Camp Hours & Daily Policies:**

Camp Haiastan Day Camp begins promptly at 9:30 a.m. and ends at 3:30 p.m. each day Monday through Friday (except First Day Check-In – see below, or unless otherwise scheduled). Please have your camper here 15 minutes early and be here 15 minutes early for camper pick-up. Campers are to be dropped off and picked up at the Tzamour Hall circle drive. Speed limit on campgrounds is 5 MPH – PLEASE DRIVE RESPONSIBLY. Parking is in the adjacent parking lot only. Parents are kindly requested to exit the campgrounds immediately after dropping off and picking up their campers, and to not enter the campgrounds more than 20 minutes prior to pick-up time. By law and for Health Department and liability reasons, the Lower Residential Camp is off limits to all Day Camp parents or drivers of Day Campers.

### **First Day Check-In On Monday July 6, 2009:**

Day Camp parents and campers arriving on the first day Monday July 6, 2009 must check in at the Main Camp Office near the entrance gate NOT BEFORE 8:30 A.M., AND NOT AFTER 9:30 A.M. – A REPRESENTATIVE OF THE CAMP ADMINISTRATION WILL BE PRESENT AND EXPLAIN AND DIRECT THE REGISTRATION AND CHECK-IN PROCEDURE. You will save time and a \$25 Service Fee by having ORIGINALS of all required forms along with full payment of camp fee and Camp Store deposit (optional) in the Camp Office NOT LATER THAN JUNE 22, 2009 (2 WEEKS PRIOR TO YOUR CAMPER'S FIRST DAY). Please do not proceed to the Tzamour Hall Day Camp area until you have checked in, you will be issued a pass after you complete Check-In.

Be prepared for the following at Check-In:

- Forms: In order to register your camper for admission into Day Camp, all required forms must be on file at the Camp Office in ORIGINAL form. Faxed forms are not acceptable.
- Express Check-In: Your camper's name will appear on this posted list if ORIGINALS of all forms and all payments are on file in the Camp Office (2 weeks in advance) - you and your camper may proceed to the Camp Nurse adjacent to the Camp Office for a confidential brief meeting to review all health related forms. This is mandatory by Massachusetts law for all parents and campers. Following, you will be issued a pass for the Day Camp area – YOUR CAMPER IS NOW REGISTERED AND ADMITTED TO DAY CAMP.
- Non-Express Check-In: If your camper's name does not appear on the Express Check-In List, you must meet first with the Executive Director at the Camp Office on a first-come-first serve basis. ORIGINALS of required forms and delinquent payments including a \$25.00 Service Fee must be filed at this time. Then you may proceed to the Camp Nurse adjacent to the Camp Office with your camper for a brief confidential meeting to review all health related forms. This is mandatory by Massachusetts law for all parents and campers. Following, you will be issued a pass for the Day Camp area – YOUR CAMPER IS NOW REGISTERED AND ADMITTED TO DAY CAMP.



**ON THE FIRST DAY OF DAY CAMP, DO NOT PROCEED TO THE DAY CAMP DROP-OFF AREA UNTIL YOU HAVE CHECKED IN AT THE MAIN CAMP OFFICE AT THE ENTRANCE.**

### **Day Camp Rules:**

In order for campers to derive the most from the many experiences Day Camp offers, we ask our parents and campers to cooperate with us by observing these rules:

- Please observe the 5 MPH speed limit while driving on campgrounds, IT'S FOR THE SAFETY AND PROTECTION OF EVERYONE, EXPECIALLY OUR CHILDREN.
- There is no need for your child to bring money or valuables to camp. Electronic items including iPods and cell phones cannot be used and should not be brought to Day Camp. We will not be responsible for the loss of belongings as campers are encouraged to be independent and care for their personal items.
- Guests are not welcome at Day Camp at any time for any reason UNLESS INVITED FOR AN OPEN-HOUSE ACTIVITY. Health laws and liability limitations dictate this policy.
- We ask all campers to take pride in their camp environment and surroundings.
- Campers are expected to stay with their groups, attend all activities and be respectful of counselors, leaders and supervisors. Camp Haiastan reserves the right to dismiss, at its sole discretion, any camper for unacceptable behavior, and no refunds of fees will be made.

### **Rainy Days:**

Camp Haiastan Day Camp will provide a camp program on rainy days in our Day Camp Tent and other buildings. Campers may move from one area to another to participate in their scheduled activities. Raincoats and rain jackets should be stored at camp for use in inclement weather for the week. Please be sure that your camper has a raincoat at camp.

### **Lunch & Snacks:**

Our Day Campers will join with our resident campers for lunch daily in the main camp Dining Hall at the lower camp. An individual certified with a ServeSafe Certificate supervises our food service. Our camp menu is available to parents prior to camp and typical menu selections are available to view online at <http://camphaiastan.org/parents/typical-menu/>. Parents are welcome to substitute a bag lunch from home for their camper if desired at any time. Please clearly state on the CONFIDENTIAL INFORMATION FORM if your child has any specific food allergies. Parents are permitted to send snacks for Morning and Afternoon Snack-Time. Our Morning Snack consists of items such as graham crackers, cookies or pretzels. Our Afternoon Snack consists of items such as ice cream or icecicles. Camp Haiastan Day Camp will provide a birthday cake and recognition for campers celebrating a birthday while at camp.

### **Swimming Pool & Swimming Lessons:**

- Day Campers are scheduled daily for an exclusive activity period at the swimming pool (weather permitting).
- Our main pool area is a consistent 3-foot depth with easy in and out steps to accommodate Day Campers.
- We have an exclusive and appropriate changing area for Day Campers before and after swimming activities.
- All Day Campers are swim tested during the first few days of camp and are placed appropriately for swim lessons and pool activities accordingly.



- Our Certified Lifeguards and Day Camp staff are trained to teach swimming lessons to non-swimmers as well as to beginners. Camp Haiastan adheres to swimming pool guidelines set forth by the Red Cross and YMCA.
- Please assist us by encouraging your camper to participate in the swimming program.
- Please cooperate with us by excusing your child from the swimming program for medical reasons only and notify the Day Camp Director.

### **In Case of Emergency or Illness:**

In the event of a medical emergency that cannot be treated at camp, our Day Camp Director and Registered Nurse will contact you immediately. A child with a temperature of 100 degrees or higher, vomiting, suffering from diarrhea or any other illness symptom will have their parents contacted and requested to pick up their child. As well, do not bring your child to camp with these or any other symptoms of illness. We seek the counsel of parents whenever a camper is ill, abnormally homesick, or whenever something extraordinary occurs; please do not be alarmed if you receive a call from us. Be sure to indicate on the ENROLLMENT APPLICATION FORM, CONFIDENTIAL INFORMATION FORM, and HEALTH HISTORY FORM how we may reach you. You must provide an emergency contact person and telephone number. Should you feel the need to contact the camp administration in the event of a home emergency please call in this order (please, emergency calls only):

1. Roy Callan, Executive Director: 508 520-1312 office; 508 277-0157 cell
2. Nevart Mikaelian, Day Camp Director: 781 775-6142 cell
3. Camp Nurse: 508 541-2451
4. Overnight Camp Office: 508 528-0505

### **What To Bring To Day Camp:**

Campers will be provided with a storage area to store all clothing and personal items. All clothing and personal equipment must be labeled with the camper's name. Camp Haiastan is not responsible for lost items.

CAMPERS ARE ASKED TO BRING A BATHING SUIT AND TOWEL TO CAMP EACH DAY. These items will be brought home at the end of each camp day. We suggest you send the following list of items below to be left at camp. Please note if a raincoat, long pants or jacket is worn home, it should be sent back the following day.

### **ITEMS TO BE BROUGHT ON THE FIRST DAY AND LEFT AT DAY CAMP FOR THE WEEK:**

- A complete change of clothing, including underwear.
- Extra bathing suit and towel.
- A pair of long pants.
- A sweatshirt or light jacket.
- A poncho or raincoat with a hood.
- A pair of gym shoes.
- A hat.
- Labeled sunscreen & insect repellent with DEET (we also provide).

### **Every Day For Day Camp:**

Apply sunscreen to your child in the morning before camp. We will reapply at your request after afternoon swimming. Gym-type shoes are required footwear. Children should not wear sandals, flip-flops, or any open-toe shoe that does not provide complete foot protection.

**Camp Store:**

A camp store is maintained to provide Day Campers with limited refreshments, snacks and Camp Haiastan souvenirs. ALTHOUGH OPTIONAL, Parents can deposit money in their camper's Camp Store Accounts in the following manner:

- Included with Enrollment Application Form along with camp fees (SEE PARENT PAYMENT WORKSHEET FORM), but designated for Camp Store Account. We recommend \$10.00 per camper.
- Prior to your camper arriving at camp by mailed check or credit cards - see CREDIT CARD AUTHORIZATION FORM).
- At Check-In upon arrival at the Main Camp Office the first day of camp.
- At the conclusion of your Day Camp, we encourage that any unused Camp Store deposit be donated to our Camper Financial Aid Fund (see item on Enrollment Application Form), otherwise unspent deposit is refunded to parents upon departure at the end of the week. Parents will receive a due bill should campers purchase beyond their deposit. Under no circumstances should money be left with your camper or their counselor.

**\*\*\*HAVE A GREAT TIME AT CAMP HAIASTAN DAY CAMP!\*\*\***