



Mansfield Parks & Recreation **Summer Camp 2021**

*** Registration opens Monday, March 1 ***

Mansfield Parks & Recreation Department

Six Park Row, Mansfield, MA 02048

Town Hall Phone: 508.851.6458

Fax: 508.261.7425

recreation@mansfieldma.com

www.mansfieldma.com/232/Parks-Recreation

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|-------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Week: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 6/21 | 6/28 | 7/06 | 7/12 | 7/19 | 7/26 | 8/02 | 8/09 | 8/16 |

1. Registration:

You may register by mail or Town Payment Drop Box (located at the corner of Park Row and South Main Street)

2. Required at registration:

- Completed registration form, health form, hand sanitizer waiver, & COVID waiver.
- A 25% minimum deposit of total registration fees per camper, non-refundable.
- All registration fees are due by June 4, non-refundable.
- We accept cash and checks payable to: Town of Mansfield. You may also pay by credit card in the Recreation Office and on the Recreation website, a processing fee will be accessed with all credit card payments.

2. Town Hall Office hours:

Monday/Tuesday/Thursday: 8:00am - 4:00pm, Wednesday: 8:00am - 8:00pm, Friday: 8am – 12:00pm.

3. Maximum enrollment is 20 children per age group, per week. All registrations are on a first come, first served basis.

WELCOME TO MANSFIELD PARKS & RECREATION SUMMER CAMP 2021

We hope your children will enjoy attending the Mansfield Recreation Summer Camp program as we strive to offer your camper a safe, healthy, and positive summer camp experience. A variety of games and activities are offered to encourage adventure, exploration, social growth, free thinking, and community connection. Please read through the following policies and regulations. If you have any questions, please email recreation@mansfieldma.com or call 508.851.6458.

Camp Location:

- Memorial Park
- Rain location- Qualters Middle School

Camper's Ages:

- Campers are ages 5 through 12; child must be five years old as of 6/21/21, or 5 on the first day the child enters camp, grades K- 6.
- Camper/counselor ratio for ages 5 and 6 is 7:1. Camper/counselor ratio for ages 7 through 12 is 10:1.

Camp Hours and Days:

- Campers may be dropped off at camp between 8:00-9:00am and picked up between 3:00-4:00pm.
- Camp begins at 9:00am and ends at 3:00pm. The Camp Staff is at camp from 8:00am to 4:00pm each day. If you expect to be late for pick-up, you must make arrangements for your child to be picked up by 4:00pm.

- If your child is sick or an unexpected vacation arises and he/she will not be attending camp for a day/week, please notify Summer Camp of his/her absence; refunds will not be issued for absences.

REGISTRATION FEE SCHEDULE:

Registration before Friday, June 18:

Resident Summer Camp Fees- \$180.00 per week 1, 2, 4, 5, 6, 7, 8, 9
\$144.00 week 3; prorated for the holiday
Non-Resident Summer Camp Fees- \$190.00 per week 1, 2, 4, 5, 6, 7, 8, 9
\$152.00 week 3; prorated for the holiday

Registration beginning Monday, June 21 and after:

Resident Summer Camp Fees- \$190.00 per week 1, 2, 4, 5, 6, 7, 8, 9
\$152.00 week 3; prorated for the holiday
Non-Resident Summer Camp Fees- \$200.00 per week 1, 2, 4, 5, 6, 7, 8, 9
\$160.00 week 3; prorated for the holiday

*Please contact the Recreation Office
if you have any questions*

REGISTER EARLY TO ENSURE A SPOT!

- All registrations are subject to the availability of weeks.
- Returned checks are subject to a \$25.00 non-refundable service charge. All families with returned checks will be required to pay with cash or money order for the remainder of camp.

Registration Policy

If fees for registrations/activities from previous years are outstanding, you cannot register for Summer Camp 2021 until your account is paid in full.

- If a camper extends their number of weeks, *the registration fee must be paid in full at the time of registration.*
- A registration waiting list will be kept for each age group, for each week, once maximum enrollment has been reached. Campers will be enrolled from the waiting list when, and if, space becomes available.

Morning Check-In:

- Each morning, a parent or guardian must bring the camper into camp to be checked in with the staff. Campers are not permitted to check into camp without their parent or guardian.
- A staff member will be at the check-in table from 8:00-9:00am.
 - Daily Screening:
Campers will be required to check in each morning at the camp entrance with the assigned Assistant Camp Director/Head Counselor. The LIT/CIT Head Counselor will direct the flow of the Camper/Counselor to the available screener. Each camper's parent/guardian must sign to attest that his/her child is free of the following symptoms, fever or feeling feverish, sore throat, new cough (not related to chronic condition), new nasal congestion or new runny nose not related to seasonal allergies), muscle aches, new loss of smell or taste, or shortness of breath; in addition, provide an answer to the question: In the past 14 day, have you had close contact with a person known to be infected with COVID-19.
- After 9:00am the camper must be checked in at the Summer Camp Office.
- Attendance will be taken each day at the opening of camp, 9:00am.
- Once in camp, your child may not leave without your permission and/or our knowledge.
- Campers must stay within camp boundaries and remain in camp until released at check out time at the end of each day.

Refund Policy:

- There are no refunds once registered, no exceptions. If you miss an "in camp" activity, such as the barbecue or pizza, you will not be refunded.

Health Information and Emergency Phone Numbers:

- With each child's registration form, we must have a record of health concerns, emergency phone numbers, as well as emergency contacts, in the event a parent/guardian cannot be reached. Should any of this information change during the summer, it is imperative that you notify the Summer Camp Office.

- Immunization records for each child are due in the Recreation Office before a camper can attend camp. **NO EXCEPTIONS.** Your child(ren) will not be admitted to camp without complete and up to date health forms. Health forms from previous years cannot be accepted, as the form is only valid for one year. The forms may be obtained from your doctor's office and must be signed. The form can be faxed to 508.261.7425 or emailed to recreation@mansfieldma.com.

Sunscreen Policy:

-Our policy is to do everything possible to protect our campers from excessive exposure to the sun while still allowing them to get the most out of our outdoor games and activities. Parents/guardians should apply sunscreen prior to camp drop off and provide labeled spray sunscreen for use during the camp day. Counselors are not permitted to apply sunscreen on a camper, but can assist with spray sunscreens. In advance, parents should discuss the importance of reapplying sunscreen and instructions on how to apply it with their children.

Poor Weather/Rain Event Camp Days:

-Camp will be held on rainy days and will meet inside Quarters Middle School Gym for indoor activities.
Call the Summer Camp Office if you have any questions regarding camp location.
- Pick-up and drop-off will be at QMS if camp moves indoors during the day.

Leaving Camp:

- Only people listed on your registration form will be allowed to pick up your child. Any person picking up your child, if unknown to the Director and/or Counselors will be asked to provide photo identification. Please inform the person picking up your child that an ID will be required. This will help avoid any misunderstanding or embarrassment.
- Check your child out of the Summer Camp Office when dismissing your child out of camp early.
- **Campers will not be allowed to bike or walk to camp. All campers must be checked in by an adult.**

Camp Activities:

- A varied schedule of activities and events will be offered each day; every child will be encouraged to participate.
- Activities include crafts, sports, games, storytelling, picnics, barbecues, etc.

Camp Store:

- The camp store will be open each day. We sell healthy snacks and drinks at lunch time only, once campers have finished his/her lunch. Correct change (\$0.25 to \$1.00 per item) is required. We are committed to promoting active and healthy lifestyles by offering nutritious concession choices to our campers.
-The camp store cannot give out change; no exceptions.

Lunches and Food:

- Lunches cannot be refrigerated; they will be stored out of the sun in your child's backpack. Please pack lunches and snacks appropriately.
- **Mark your child's lunch clearly with his/her first and last name.**
- Campers will have a "snack time" break each morning at approximately 10:15am.
- If your child is sent to camp without a lunch, the Camp Office will provide a sandwich and water for a \$5.00 fee.
- Snack is optional; the Camp Office will not provide snacks to children who do not bring a snack.
- We require the use of reusable water bottles to cut down on the trash in our landfills. Please label it with your camper's name. Fill it with cold water, ice or freeze it before coming to camp to ensure a cold drink on the hot summer camp days.
Campers are not able to refill their water bottles throughout the day. You will be required to send in the drinks your child will require for the entire day.

T-Shirts:

- Each camper will receive one camp t-shirt with his/her registration at the beginning of camp.

Toys and Clothes:

- Closed toe sneakers must be worn every day.
- No high heel sneakers or shoes/sandals are allowed.
- Please label all clothes that your child brings to camp.
- Water pistols and guns are not allowed.
- No TOYS, games, trading cards or electronics from home are allowed at camp or on fieldtrips.
-Cell phones must be kept in a Camper's bag AT ALL TIMES. If a Camper's cell phone is taken out during camp hours, the phone will be held in the office to be returned to the parent/guardian upon pickup at the end of the camp day.
- We are not responsible for lost or stolen articles; we advise campers not to bring any valuable items to camp.

Camp Behavior:

- The rules and regulations established for camp will be strictly enforced without exception. All campers will be made aware of camp behavior expectations and are expected to follow the rules.
- We want camp to be fun and enjoyable for all; we do not allow swearing, teasing, bullying, fighting, name calling, stealing, etc.
- Counselors and Camp Staff will handle discipline problems on an individual basis according to camp policies. A copy of the discipline policy is available at the Summer Camp Office and at the Parks and Recreation Office at the Town Hall.
- Parents will be notified if a camper has lost privileges due to behavior.
- In extreme cases, campers may be asked to leave camp for a day or part of a day; such cases will include meeting with the parent/guardian.

CLAIM CAMP ON YOUR TAXES

Town of Mansfield Tax ID#- 04.6001209

When choosing a day camp for your child, keep in mind the IRS ruling on childcare tax credits. The IRS considers day camp to be childcare when its program offers informal recreational activities. The full cost of such a camp can be included when calculating the tax credit.

However, you cannot include the full cost of the camp if any of the activities are educational. The IRS defines educational "activities" as highly structured learning experiences, such as coaching in a particular sport or classes in the morning and informal recreation in the afternoon, you can claim as day care only the cost of the afternoon hours. If you choose a sports-skill camp, such as a baseball camp, check with your accountant to see if you can claim any of the fees.

As of the 1989 tax year, you must provide the camp's federal identification number when claiming a childcare credit. Also, the qualifying age limit has dropped from 14 to 12. You now can claim childcare expenses only for children 12 and younger. M.W. "Working Mother" May, 1990.

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From the MASS Regulation for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV-105 CMR 430.000:

430.190: General Program Requirements

(C) "This camp must comply with regulations of the MA Dept. of Public Health and be licensed by the local board of health."

(D) "At the time that you apply, you may request copies of background checks, health care and discipline policies as well as procedures for filing grievances."

Summer Camp Newsletter:

You will receive a weekly Summer Camp Newsletter including the camp schedule of activities, special events, camp information, etc. The Summer Camp Newsletter must be signed for activity participation. The weekly newsletter will be emailed each Friday in addition to paper copies available in the Summer Camp Office each week.

Additional/Optional Camp Activities:

(extra fees apply)

Wednesday: BBQ hamburger/hot dog

Friday: Pizza

Field Trips: TBD

**You will be kept informed as to any CAMP updates regarding
State issued regulations and guidelines if there are changes
mandated prior to the start of our Summer Camp season.**

TOWN HALL OFFICE: 508.851.6458
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