



Parent Handbook

2023

Sheriff Nicholas Cocchi

Hampden County Sheriff's Office
Sheriff Nicholas Cocchi

The Parent Handbook is intended to be a resource for the parents and guardians of the campers attending the Youth Leadership Academy Summer Camp (YLA). It contains important policies, safety information, emergency procedures and also acts as a resource.

Table of Contents

Table of Contents

- Summer Camp Information 3
 - Registration Requirements 3
 - Camp Ages 3
 - Summer Camp Weeks 3
 - Summer Camp Hours 3
 - Breakfast & Lunch 4
 - Drop Off and Pick Up 4
 - Daily Sanitation 5
 - Field Trips 5
- Medical Information 5
 - Injuries 5
 - Healthy Children 5
 - Sunscreen 6
 - Medical Information 7
 - Medical Administration 7
 - Prescription Medication 7
 - Non-Prescription Medications 7
 - All Medications 8
- Behavioral Management Policy 8
- Clothes 9
- Toys 9
 - Other Important Camp Information 10

The Youth Leadership Academy (YLA) complies with the Massachusetts Department of Public Health (DPH) regulations, including any and all COVID-19 restrictions pertaining to travel or quarantine requirements due to COVID-19. The YLA is licensed by the Springfield Board of Health.

Summer Camp Information

Registration Requirements

All campers must submit their most recent physical exam record as well as a Certificate of Immunizations within the last 18 months along with their application. This documentation must be received at the time of registration for the Youth Leadership Academy.

Camp Ages

Ages: 6- 12 Years Old

Summer Camp Weeks

- Week 1- June 26- June 30, 2023
- Week 2- July 3- 7, 2023 (Closed July 4)
- Week 3- July 10- 14, 2023
- Week 4- July 17- 21, 2023
- Week 5- July 24- 28, 2023
- Week 6- July 31- August 4, 2023

Summer Camp Hours

Camp Drop Off-	7:30 AM- 8:30 AM
Camp Activities-	8:30 AM- 3:30 PM
Camp Pick Up-	3:30 PM- 5:00 PM

YLA STAFF

Our staff is committed to the success of the Youth Leadership Academy Summer Camp program. Skilled staff and group leaders are chosen for their maturity, leadership, personalities and experience. They represent positive role models for children and are trained in accordance with the philosophy and objectives of the mission of Sheriff Cocchi's Youth Leadership Academy Summer Camp.

All YLA staff participates in mandatory trainings and attains their certifications for CPR/ AED and First Aid.

Recommended items your child should bring to camp each day:

Please label all items with your child's name.

- Bag
- Lunch/ Snack if preferred
- Change of clothes
- Sunscreen with name on bottle
- Water Bottle
- Towel
- Swimsuit

We encourage all children with specific food allergies and/or diets to bring their own lunch.

Breakfast & Lunch

Breakfast and lunch will be provided for all campers unless children would like to bring their own. Breakfast begins at **8:00 AM** and stops serving at **8:30 AM**. Lunch will also be provided during the hours of **11:30 AM to 12:30 PM**. Campers are welcome to bring their own lunches in paper lunch bags or soft containers. They will be collected at the beginning of the day and refrigerated until lunch time. Drinks should be in plastic containers, no glass. We encourage all children with specific food allergies and/or diets to bring their own lunch.

Parents/Guardians please make sure your child is at camp no later than 8:30 a.m. to start the daily activities.

Drop Off and Pick Up

The Youth Leadership Academy Summer Camp places the greatest importance on creating the most secure environment possible for our campers. **Parents will not be allowed beyond the designated pick-up and drop-off location. Any special drop-off or pick-up times outside of the regular scheduled hours must be coordinated with the Camp Director.** We ask that all Parents/Guardians or any authorized person listed come every day with their photo ID's.

- Parents/Guardians must sign children in and out each day.
- **Parents/Guardians must drop off their children between 7:30 AM and 8:30 AM every day and must pick up their children between 3:30 PM to 5:00 PM every day.**
- All authorized people (including parents) on the pick-up list must present a photo ID at pick-up. **PHOTO IDENTIFICATION WILL BE REQUIRED IN ORDER FOR A CAMPER TO BE RELEASED.** Please have your ID ready. We will ask for it.
- Parents/ guardians must be prepared to pick up their child at any time in the case the child gets sick or the YLA needs to close for any reason. Parents/ guardians must have a plan to pick up their child within 45 minutes of being called. Failure to make contact with a parent/ guardian or emergency contact may result in possible dismissal from the camp and may involve DCF involvement.

Daily Sanitation

Cleaning and sanitizing procedures will be implemented. Cleaning and sanitation will take place before and after each group utilizes each space.

Campers and staff who enter the YLA will be able to use hand sanitizer before entering the YLA.

Built in monitored hand washing for campers will be implemented during all necessary times throughout the day.

Field Trips

All campers will attend scheduled field trips held each week. Campers that do not attend our field trips or do not arrive on time will not be able to attend camp that day. All staff and children will be leaving the building on these scheduled days, as there will be no supervision left at the camp at the Brightwood Elementary School. Please make sure your child at camp by 9 am. All campers must wear their camp T-shirt on field trip days!

Medical Information

Injuries

If a child is to become injured the following steps will be taken:

1. First Aid will be administered by the Health Care Supervisor and/ or a qualified staff member.
2. An injury report will be completed and provided to the YLA Office.
3. If the injury is serious, the Camp Director will be notified immediately and the child will be brought to the hospital to seek treatment with a staff member. A staff member will bring the child's emergency and medical information with them.
4. The Camp Director will notify the Parent/Guardian of any first aid that was performed. A copy of the injury report will be given to the Parent/Guardian and a copy will be put in the child's file.
5. The Health Care Supervisor will record the injury in the injury log.
6. The Camp Director will notify Board of Health if the injury required emergency medical care.

Healthy Children

Your child's health and safety is of major importance to the YLA staff. Please advise the staff at time of check-in of any special health problems that the staff may need to be aware of as care-takers of your child. Upon arrival, campers will go through a brief medical screening. Please self-screen your child before coming to camp to check for any signs of illness. If your child is sick do not bring the child to camp as he/ she will not be admitted. Campers will be monitored regularly throughout the day for symptoms of illness. If a child is feeling ill the child will be mandated to wear a mask to

protect others from potential infection and will be brought to a designated safe place and the camper's parents/guardian will be called to pick up their child. Campers who exhibit symptoms will be advised to seek medical treatment through their primary care provider. Campers may be unable to return to camp until further advisement is given on a case by case basis. Children who have any of the following symptoms will not be admitted to camp:

- Fever of **100** degrees or higher.
- Cough
- Sore Throat
- Difficulty breathing
- Vomiting at least once in the last **24** hours
- Gastrointestinal pain (diarrhea, nausea, vomiting)
- Unexplained Rash
- Fatigue
- Headache
- New loss of smell or taste
- Muscle aches
- Eye discharge or "pink eye"
- Symptoms of measles, chicken pox, strep throat, or other contagious childhood diseases
- Green nasal discharge
- Any other signs of COVID-19



- If a child have COVID like symptoms they will be sent home and allowed to return to their program or school if they test negative, or they have been fever free for 24 hours without the use of fever reducing medication and their symptoms have resolved, or if a medical professional makes an alternative diagnosis. A negative test is strongly recommended for return if the latter two conditions are met.
- Masks are not required at the YLA but any individuals who wishes to continue to mask are supported in that choice
- The Springfield Board of Health and the Massachusetts Department of Public Health Community Sanitation Program will be notified with any confirmed cases of COVID-19.

Sunscreen

We suggest that the parent/ guardians apply sunscreen with a solar protection factor of 25 or greater and lip balm. If you would like your child to reapply sunscreen while at camp please have your child bring it with them, with their name written on the bottle and they can reapply on their skin. The sunscreen that is brought from home can only be used on your child.

Medical Information

Medical information for your child must be submitted at the time of registration. There are (3) three pieces of medical information needed:

- 1) A statement from a physician or health care professional that says your child received a physical exam within the past year.
- 2) Evidence that your child has been immunized as recommended by the Department of Public Health.
- 3) Children who are prescribed medication to be administered during camp hours are required to complete an Authorization to Administer Medication to a Camper Form. Children who need an Epi-Pen are required to have a twin pack prescription in its original box and label to be left at camp.

Medical Administration

The Department of Public Health (DPH) has regulations requiring staff to have a policy regarding the administration of medication to children in care. The YLA Health Care Supervisor is required to take medication administration trainings. The following guidelines are common to all programs that are licensed by DPH.

Prescription Medication

- Prescription medication must be brought to the program in its original container bearing the pharmacy label and include the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements (if any) and if tablets or capsules, the number in the container. The original pharmacy label will be accepted as the written authorization of the physician. All prescription medication will be secured in the Camp Health Care Supervisor's Office.
- The program will not administer any medication contrary to the directions on the label unless authorized by written order of the child's physician.
- The parent must fill out the Authorization to Administer Medication to a Camper Form.
- Due to COVID-19 restrictions, nebulizers are prohibited as it can increase the risk of COVID-19 being aerosolized.

Non-Prescription Medications

- The program needs written parental authorization to administer oral non-prescription medication.
- In case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization; however, it must be reviewed annually.

- The Medical Supervisor will make every attempt to contact the parent prior to child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care for the child.

All Medications

- The first dose must be administered by the Parent/Guardian at home in case of an allergic reaction.
- All medications must be given to the Medical Supervisor directly by the Parent/Guardian.
- All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of the reach of children.
- The Medical Supervisor will be responsible for the administration of medication. In his/her absence, there will be another qualified staff member to dispense medication.

Behavioral Management Policy

The focus of the Youth Leadership Academy Summer Camp is to provide each child a reasonable degree of conformity to assist him/her to develop self-control, self-direction, self-esteem and a conscious guide to his/her actions. In order to accomplish this, the Academy will employ three basic principles:

1. **Rules:** Standards of acceptable conduct and modifying undesirable behavior.
2. **Consistency:** Providing the children with the rules of the CLUB and particular program areas, and supplying staff that reinforce those rules fairly and regularly.
3. **Rewards:** Reinforce desirable behaviors.

The following policies will be adhered to at all times.

1. Staff will use discussion, explanation and reasoning to help children understand what the acceptable and non-acceptable behavior is.
2. Staff will emphasize the educational rather than the punitive benefits of acting in the approved and appropriate manner.
3. Any child acting in a disruptive manner will be talked to by the staff member and reminded of the rules and acceptable behavior. Disciplinary action such as time outs will be employed if necessary.
4. Any child who persists in acting in a disruptive manner will be reported to the Camp Director who will follow through by:



- a. Verbal redirection by staff. Staff will use discussion, explanation and reasoning to help the child understand what acceptable and non-acceptable behavior is. Staff will emphasize the educational rather than the punitive benefits of acting in the approved and appropriate manner.
- b. Removal from activity/loss of preferred activity and verbal or written notice to parent/guardian describing the extent of the incident, the date and time, and any actions taken to correct the behavior.
- c. Required meeting with parent/ guardian continued behavioral issues. Camper may not be allowed to participate in the next field trip if one is planned.
- d. Suspension from the YLA Summer Camp for the remainder of the camp day, week, or summer.

Clothes

Please remember this is a recreational program. Children must dress for play. Pants or shorts and sneakers and socks are required to play in the gym and outdoors. Since children will be active most days please have them wear or bring sneakers and socks every day. Please be aware that children will often participate in art projects at the YLA. Although most of the products the YLA uses are washable and smocks will be provided, as art can be messy. For this reason, the YLA staff asks that children wear clothes that can get messy.

Toys

Please do not allow your child to bring any items from home not recommended by the YLA. This includes all toys, hand-held electronic games, iPod, iPad, tablets, radios, toys, jewelry, cell phones, money or trading cards to camp. These items are easily misplaced, stolen, or broken so please inform your child(ren) that these items should be left at home. Campers' belongings will be kept in a locker and will not be mixed in with other campers' belongings. The camp staff is not responsible for lost, damaged, or stolen items.

Other Important Camp Information

Code of Conduct: At the Youth Leadership Academy we promote healthy lifestyles, character and leadership. We hope everyone who enters our program is a partner in our mission. We ask that if a concern, conflict or misunderstanding arises that you are mindful of the children in our building. We are happy to find an appropriate area to address any concerns. Any outburst in earshot of our members and families and any verbal abuse toward anyone including our staff will not be tolerated and will jeopardize your child's camp opportunity.

Suspected Drug Use/Abuse: The YLA reserves the right to make sure our members are safe when they leave the building. We will not release a child to anyone whom we suspect is under the influence of any kind of drug and/or alcoholic substance. The YLA staff will assist in finding a safe way home for the child, if needed.

Withdrawals:

If you decide to withdraw your child from any registered program, please contact Camp Director Sal DeMaio at (413) 519-0625.

Space and Waiting List:

Space is on a first come, first serve basis. A waiting list will be created once the program reaches its maximum enrollment. If space should come available, the names on the waiting list will be called for interest in the order that they were received.

Incomplete Registration Packets:

The YLA cannot guarantee enrollment if registration packets are incomplete or missing any required documentation (i.e. missing signatures, medication forms, immunization records, etc.).

For More Information contact:

Camp Director Sal DeMaio
Hampden County Sheriff's Office
627 Randall Road, Ludlow, MA 01056
(413) 519-0625
Email: salvatore.demaio@SDH.state.ma.us
www.hcsdma.org