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## **CAMP STOW 2024**

**Camp Stow is committed to serve the needs of parents and children by offering a quality program which, offer a rich blend of activities. To provide the ideal outdoor environment and a unique opportunity for children to learn valuable skills and make new friends through programs that are challenging, educational, and fun.**

Welcome! On behalf of the Stow Recreation Department and the Assebet Valley Boys & Girls Club, we are pleased to have you join us this summer.

Our staff at Camp Stow will work hard to install in children’s values such as Caring, Honesty and Respect. Our camp staff will be experienced in working with children and providing a safe environment for all. Each counselor will be carefully chosen from area colleges and high schools. Our senior staff is comprised of teachers and recreational professionals.

We hope that throughout the camp season you will support your child in our program by showing an active interest in your child’s camp activities. Through your support and interest, we can combine our efforts to make Camp Stow a fun and rewarding experience for children.

Please be aware if Nashoba Board of Health closes our swimming beach for any reason campers will not be able to go in the water. We will continue to have camp and other activities will be added in place of swimming. No refunds will be given if the beach is closed during your child’s week of camp. This is a rare occurrence but does happen on occasion. Parents will be notified if the beach is closed during your child’s week of camp.

We look forward to serving you and your family this camp season. If you have any questions or concerns, please call me at 978-637-2984 or 978-855-2298.

Sincerely,  
Laura Greenough  
Stow Recreation Director  
[Recreation@stow-ma.gov](mailto:Recreation@stow-ma.gov)

# Summer 2024

## THEME WEEKS:

Session I: Welcome Back!	June 24-28
Session II: Stars & Stripes	July 1-3
Session III: Movie Magic	July 8-12
Session IV: Fear Factor	July 15-19
Session V: Flipping Out	July 22-26
Session VI: Water Wars	July 29-Aug. 2
Session VII: Mad Science	Aug. 5-9
Session VIII: Fantastic Finale	Aug. 12-16

Basic fee \$275 full/day and \$182 half/day. Session II, only 3 days. Full/day \$165, half/day \$109.

Camp hours are Monday-Friday 9:00 to 4:00 p.m. Full Day and 9:00 to 1:00 p.m. Half Day.

Early drop off available from 8-9am. The cost for early drop off is \$37 per week. Late pick up also available from 4-6pm. The cost for late pick up is \$65 per week. Sign up for both pre and post camp the cost is \$92 per week.

Minimum of 5 camper needed to hold pre or post camp.

### Camp Payment policy:

Camp fees must be paid **two week prior** to the session your child is attending. If your child will not be attending camp you must give us a two-week written notice. We need to know of any cancellations so we can give the reservation to another child. Unless we receive a two week written notice of cancellation you will be responsible for payment of the entire session. If your child is attending camp for the whole summer or multiple weeks you may make weekly payments. Questions about your account? Contact Laura Greenough, at 978-637-2984.

### Camp Refund Policy:

Once a camp session has begun, refunds will not be made for any reason except in the case of extended illness or accident (missing camp 5 or more consecutive days) which will require documentation of illness from a physician.

### Rainy Days:

We are outside rain or shine, except in the event of severe weather such as thunderstorms or heavy downpours. It is a good idea to send a change of clothes to camp with your child along with a raincoat and grubby sneakers to play outside in. Mud Soccer, Tug-O-War, and Puddle Splashing are just some of the ways we enjoy mother nature's bath! You may also want to label clothing items with your camper's name. "Lost and Found" is a popular place to find wayward clothing. It is also important that sneakers be worn to camp each day so that your child may participate in and enjoy all daily activities. **This summer we will need to close Camp on severe weather days. No refunds will be issued for days missed due to severe weather.**

### Sun and Bugs:

There is an abundance of both of these at camp. Please protect your child by applying sunscreen and bug spray before coming to camp. If you wish to pack some extra for the afternoon, please label them and we will see that they are applied again.

## **Emergency Procedures Camp Stow 2024**

### **Camp Attendance Policy:**

Parents are expected to call camp the morning of camp if their camper is home sick or will not be attending camp. If they know prior to camp they may write a note or call camp. If a note or phone call does not come into camp, the director will call parent or emergency number to verify attendance. Parents picking campers up early must come to the camp office and sign their child out.

Campers will only be released from camp in the custody of his/her legal parents or guardian unless written permission is granted to another individual by the legal parent or guardian and approved by the Camp Stow Director. **Stow Recreation Department policy requires a photo ID for release of children.**

### **Visits:**

**All visitors are required to check in at the camp office upon arrival.** This is to ensure the safety of all campers.

**Unrecognized persons:** Given the fact that our summer camp is held at our town beach and that our campers are often in public places that do not restrict visitation by residents or non-residents while camps are in progress, unrecognized persons are abundant and expected. While we are not able to restrict unrecognized persons from the area our campers are in, we are able to restrict people who are acting in an unusual and/or unsafe manner around the campers. When an unrecognized person is observed acting unexpectedly or suspiciously (i.e. taking pictures of the campers, engaging the campers in conversation, soliciting, etc.) the following protocol is followed:

- Staff will make note of the person's location, description, and the suspicious activity they are undertaking.
- Staff will report the person, their location, description, and activity to the camp director. The director will contact 911 and ask police to approach the person, report that they have been the subject of a complaint and inquire about their suspicious activities. They will make the person aware that they are interrupting camp activities and endangering the children. At the discretion of the police, the person will be asked to move to another location or to leave the area.
- The unrecognized person's description and a summary of the situation will be shared with all Camp staff members and recorded in a logbook.

### **Camper Information Packet:**

Each camper must provide records of their most recent physical exam and immunizations dated within the past 18 months. Please bring all forms on the first day of each session. Please hand in forms to the Camp Director on the first day of each session. **If you do not have these forms your child will not be allowed to stay per order of the Stow Board of Health Regulations.**

### **Medications:**

Any medicine to be administered at camp must be noted on the medical information form, and the order signed by a Parent/Guardian for over the counter medicines and by the physician for all prescription medicines. The medicine must be delivered to the camp office by an adult, in the original container with pharmacy label with correct dosage and times attached. The nurse or Camp Director will administer.

### **Plan for care of mildly ill camper:**

Mildly ill camper will be brought to the infirmary area and parent/guardian will be contacted. Parent and Camp Director will determine appropriateness of camper remaining at camp for the rest of the day. If the Camp Director feels the camper is unlikely to participate for the remainder of the day she will encourage parent/guardian to pick up their child. A cot will be available for camper to rest until they feel better or are picked up.

### **Procedures for identifying and protecting children with allergies and/or other emergency medical information:**

All campers must have a completed emergency medical form on file, which includes: Allergies, Any current chronic illness, Any current medications and Immunizations.

All children with asthma are encouraged to have an extra inhaler in the director's office in addition to the inhaler they carry with them.

Any child with an anaphylactic allergy must bring an epi-pen to camp.

**All campers must be toilet trained and diaper free.**

### **Waterfront:**

All campers are expected to partake in swim lessons every day unless they have written permission from home. Campers are constantly supervised during all swim times by certified Lifeguards and camp counselors.

Swim tests are given on the first day of camp each session to determine your child's swim level. Your child will then take part in instructional swim lesson and free swim based on his or her abilities within marked boundaries for each level.

Camp Stow participates in the buddy system as an additional safety precaution on the waterfront. The counselors will assign your child with a child of similar swim ability in that group. They are to alert the nearest staff person should the other child need assistance. The lifeguards also clear the water every fifteen minutes so that the counselors can double-check the buddies.

### **Lost Swimmer Plan:**

1. A detailed description is given to the Lifeguard.
2. The lifeguard will use an air horn and fire off a short blast signaling to the other lifeguards that we have a lost swimmer.
3. The lifeguard will then give a description of the lost swimmer over the walkie-talkie. The Beach checker will immediately call 911 and give a description of the child to the police.
4. The other guards will immediately clear the water and begin a search of the water.
5. All campers must report back to their counselor so that a head count can be taken. Once all campers have been accounted for the counselor will report that to the Camp Director.
6. The Camp Director will check the Restrooms, trailer, and playground area for the lost swimmer.
7. Once the swimmer is found the lifeguard will fire off a long blast signaling that the swimmer has been found.

8. A report will be filled out and given to the Camp Director by the lifeguard who initiated the search.

### **Lost Camper Plan:**

1. Upon notification of a missing camper, the camp director will get a detailed description and give it to the counselors and lifeguards.
2. All campers must report back to their counselor so that a head count can be taken. Once all campers have been accounted for the counselor will report that to the Camp Director.
3. The Camp Director will check the Restrooms, trailer, and playground area for the lost camper.
4. If camper has not been found at this point the lost swimmer plan will activate.
5. The Beach checker will immediately call 911 and give a description of the child to the police.
6. The lifeguard will use an air horn and fire off a short blast signaling to the other lifeguards that we have a lost swimmer.
7. The guards will immediately clear the water and begin a search of the water.
8. Once the camper is found the director will fire off a long blast signaling that the camper has been found and the director will fill out an incident report.

### **Fire and Emergency Plan:**

Three long whistles/horns will blown in case of a fire, fire drill, or other emergency. Instructors, Head Counselors, Assistant Counselors will have campers exit activities and buildings quietly and calmly. They will lead the the groups to the middle of the soccer field where they will take attendance and listen for further instructions. Fire drills will take place at least once during each session.

### **Child Abuse & Neglect Prevention Policies and Procedures:**

**Abuse** means the non-accidental commission of any act by a caretaker upon a child under age 18 which causes or creates a substantial risk of physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth or any sexual contact between a caretaker and a child under the care of that individual. Abuse is not dependent upon location.

**Neglect** means failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location.

**Mandated Reporters** are defined at M.G.L. c. 119, § 51A and include: any physician; medical intern; hospital personnel engaged in the examination, care or treatment of persons; medical examiner; psychologist; emergency medical technician; dentist; nurse; chiropractor; podiatrist; osteopath; public or private school teacher; educational administrator; guidance or family counselor; day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the Commonwealth or licensed pursuant to the provisions of M.G.L. c. 28A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs; probation officer; clerk/magistrate of the district

courts; parole officer, social worker; foster parent; firefighter; or police officer, office for children licenser, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of M.G.L. c. 112, § 165, drug and alcoholism counselor, psychiatrist, and clinical social worker.

All staff of Camp Stow will follow these guidelines to protect campers from abuse and neglect.

1. All staff shall immediately report any suspected child abuse or neglect. The report shall be made either to the Massachusetts Department of Children and Families or its successor, or to the camp director.
2. The camp director shall immediately report suspected abuse or neglect to the Massachusetts Department of Children and Families, or its successor.
3. The camp director shall notify in writing the Department and the Board of Health if a report is filed pursuant to M.G.L. c. 119, § 51A alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program-related activity. The report filed pursuant to M.G.L. c. 119, § 51A itself shall not be forwarded to the Department or Board of Health.

**(C)** The operator shall cooperate in all official investigations of abuse or neglect, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.

**(D)** The operator shall ensure an allegedly abusive or neglectful staff person shall not have any unsupervised contact with campers until the Massachusetts Department of Children and Families investigation is completed.

### **Christian's Law**

All LICENSED summer camps are governed by Christian's Law, Massachusetts General Law c.111, s 127A1/2. At Camp Stow, ALL children that participate in swimming lesson, free swim and trips that included swimming will be required to take a swim test to determine participant's ability. Our certified lifeguards will perform and document whether a child is a swimmer or non-swimmer each Monday of a new camp week. If a child is determined to be a non-swimmer or at-risk swimmer, they will be fitted with a Level 1, 2, Parents can also provide a Type 1, 2, or 3 PFD that MUST be USCG approved, properly fitted, and in serviceable condition. If a child doesn't want to take the swim test, they will automatically be considered a non-swimmer. A camper can ask to retake the swim test each week if they feel they have improved. If parents do not want their child participating in swim activities, we will need a written note from a parent stating they do not want their child participating in swim activities. All PFD are stored in our storage shed and our inspected by our Camp Director weekly.

### **Field Trips:**

Please be advised that when campers are scheduled to attend field trips, the following guidelines must be followed:

Campers must be on time for camp. Counselors often review expectations and assign seating and groups to campers prior to departure. Buses departing for field trips will not be held for campers. Almost all field trips are scheduled within a strict timeline. Buses will leave the camp at their scheduled time and will not be held for campers. Campers cannot be dropped off at or picked up from any field trip. To ensure the safety of all campers and to allow counselors the opportunity to

maintain accurate accounting of campers in groups, we will not allow parents or guardians to bring or pick up a camper off-site. Camp t-shirts must be worn on field trip days. This assists counselors with keeping track of campers when traveling to a large facility. One T-shirt is provided to each camper free of charge for this purpose. If a camper comes to camp without their 2024 camp T-shirt for one of the field trips, a T-shirt will be provided for that day. Campers are strongly discouraged from bringing electronic devices, phones, and money on field trips. We are not responsible for lost or stolen personal items. In some cases, secure lockers are provided at destinations but when they are not provided items will be left on the bus or will be taken with the camper and they will have to carry their items during the trip.

### **Code of conduct for Staff and Volunteers**

To protect program participants, staff, and volunteers, the Stow Recreation Department prohibits employees and volunteers to be alone with a single child where he or she cannot be readily observed by others. As staff supervise children, they should position themselves in such a way that other staff can see them.

Staff shall never leave a child unsupervised.

Staff shall not abuse children in any way, including:

1. Physical Abuse- Striking, spanking, shaking, slapping...
2. Verbal Abuse- Humiliating, degrading, threatening...
3. Sexual Abuse- Touching, or speaking inappropriately
4. Mental Abuse- Shaming, withholding kindness, being cruel...
5. Neglect- Withholding food, water, or basic care.

**No type of abuse will be tolerated and will result in immediate dismissal if substantiated.**

Staff must use positive techniques of guidance including redirection, positive reinforcement and encouragement rather than competition, comparison, criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

Staff are not to be alone with children they meet in Stow Recreation programs outside of the Camp. This includes babysitting, sleepovers, driving or riding in vehicles and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to the approval of the Stow Recreation administration.

Under no circumstances shall a staff release children to anyone other than the authorized parent/guardian or authorized adult as granted by the parent.

**Any suspected neglect or abuse from a staff member, the staff member will be removed from work during the investigation and that the camp will cooperate with the investigation.**

If an emergency arises, please call the numbers below:

**Camp Stow:** 978-562-5873      **Camp Stow Director:** Lydia Hogan, 978-944-9497

**Laura Greenough, Stow Rec. Director:** 978-855-2298

If a parent must be notified because of sickness, medical emergency, or behavior problems, the camp director will make every attempt to contact the parent or guardian at home or work, followed by the emergency contacts as provided by parents. If these individuals cannot be reached, the camp director shall act promptly in a manner that is appropriate to the situation and in the best interests of the child. It is very important that the camp be informed immediately of any changes in phone numbers and emergency contacts.

### **Discipline Policy:**

- It is the responsibility of the counselors to handle situations with the campers in a positive manner. If a child comes to you with a complaint or problem, you are expected to handle it yourself professionally. Listen to what the child says, and if you are unsure of what to do or cannot handle the situation, bring it to the attention of the Camp Director. The Camp Director will then deal with the situation. For major incidents, an incident report form must be filled out.
- Camp Stow endorses fair and age-appropriate camp rules, which ensure a safe and orderly environment. Camp staff, parents and guardians working together, can teach respect for others, the necessity for group rules and the need for peaceful resolution of differences.
- There will be no bullying at camp stow.  
Examples of bullying include but are not limited to:
  - An imbalance of power
  - The victim (target) is exposed repeatedly to negative actions.
  - Offensive name calling (verbal and written)
  - Aggressive personal contact
  - Threats (verbal and written)
  - Intimidating body language
  - Damage, destruction, and theft of property
  - Invading personal space
  - Intentional/continual noise making.
  - Intentional exclusion

### **Discipline Procedures:**

When a child's behavior departs from the camp's standards of acceptable behavior, any of the following may take place as determined by Camp Director and Stow Recreation Director.

1. Conference with the child and staff member
2. Loss of program privileges
3. Removal from group
4. Parents notified.
5. Loss of field trip/special event privileges

### **Suspension from camp:**

Suspension length can vary from 1 day to permanent suspension and is at the discretion of the Camp Director and the Stow Recreation Director.

**An incident report needs to be completed for any physical or inappropriate verbal contact either between 2 campers or between a staff member and a camper.**

**GRIEVANCES:** Should there be a disagreement over the interpretation of camp policies, or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the Camp Director or the Recreation Director.



**Prohibitions:**

1. Corporal punishment, including spanking, is prohibited.
2. No camper shall be subject to cruel or severe punishment, humiliation, or verbal abuse.
3. No camper shall be denied food or shelter as a form of punishment.
4. No child should be punished for soiling, wetting, or not using the toilet.

**What to Bring:**

Children should wear appropriate summer clothes and sneakers (no sandals, please!) On rainy days they should bring a raincoat and hat, a sweatshirt or jacket for cold days. A swimsuit and towel are required each day. Each camper should have a bag or backpack in which to carry their lunch, towel, and a one-piece bathing suit. A lost and found area will be kept in the camp office. Please mark all clothing with the child’s name, especially towels and swimsuits! Any unclaimed lost and founds will be donated to Goodwill after September 1<sup>st</sup>.

Camper **should not** bring expensive clothes, large sums of money, sports or hunting equipment, radios, Ipods, video games, cell phones, or pets to Camp Stow. **The Stow Recreation Department will not be responsible for items lost, stolen, or damaged while on camp property, van, or bus.**

**Lunch:**

Each camper should bring a large, wholesome lunch to camp that is carefully wrapped and placed in a strong lunchbox. Please mark your camper’s name on all lunches. Water is always plentiful and available to campers throughout the day. You may wish to send extra snacks as well. Please keep in mind that food cannot be heated. If a child does not have a lunch, parents will be called to bring a lunch for them. The ice cream truck will be at camp each Friday, parents should send three dollars with their child if they want them to have ice cream.

**Photography of campers:**

Each year we take several photographs and videotapes throughout the summer. We use these images for our publications to promote our programs in the surrounding communities. Below is a photo release form. Please return this form with your final payment or medical forms.

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**Photo Consent for Camp Stow**

Dear Parents,

Each year we take several photographs and videotapes throughout the summer. We use these images for our publications to promote our programs in the surrounding communities.

Please sign and return this form to the camp.

Sincerely,  
 Laura Greenough  
 Stow Recreation Director

\_\_\_\_\_ I, \_\_\_\_\_ give permission to Camp Stow to use my child’s image in promotional materials. I understand that these images may include but are not limited to video recordings.

\_\_\_\_\_ I do not wish my child to be photographed.

Child(ren) name(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_ date \_\_\_\_\_

(Please return to camp with your medical forms)

## Frequently Asked Questions Camp Stow 2024

Question	Answer
<b>Registration Info</b>	
<b>When and where do I Register?</b>	You can Register by going to our on-line registration at <a href="http://www.stow-ma.gov">www.stow-ma.gov</a> or by mailing in your registration forms to: 509 Great Road, Stow, MA 01775.
<b>My Child is enrolled in other Stow Rec. Programs, why do I still have to fill out paperwork for camp?</b>	We create folders for each program, and they cannot be interchanged. We also need medical forms for camp participants.
<b>Financial</b>	
<b>What is the Refund Policy?</b>	A two week written notice is required for refunds. Once a camp session has begun, refunds will not be made for any reason except in the case of extended illness or accident (missing camp 5 or more consecutive days) which will require documentation of illness from a physician.
<b>When are payments due?</b>	A deposit of \$50 per session is due at time of registration. Final payment is due 2 weeks prior to session.
<b>Is Financial Aid available, and how do I apply?</b>	Yes, we offer a limited number of scholarships. To apply, please fill out the scholarship application form which, can be found on-line at <a href="http://www.stow-ma.gov">www.stow-ma.gov</a> and send to Laura Greenough at 509 Great Road, Stow, MA. 01775. Applications will be accepted until the end of May. All Application are kept confidential.
<b>What if I'm late picking up my child from camp?</b>	Parents are charged a late fee of \$1.00/minute late fee for all late pick-ups.
<b>Medical</b>	
<b>What if my child needs to take medicine at camp?</b>	The medicine must be delivered to the camp office by an adult, in the original container with pharmacy label with correct dosage and times attached. The nurse or Camp Director will administer.
<b>My child had a physical last year, do they need another one this year?</b>	A current physical must be submitted by the first day of camp.
<b>Food</b>	
<b>Lunch-Does Camp Stow provide lunches for children?</b>	<b>No.</b> Campers need to bring lunch from home. Campers <u>should not</u> bring any lunches that need to be <u>heated or refrigerated</u> .
<b>Does camp provide snacks for the children?</b>	No. It is strongly recommended that campers bring snacks such as apples and other nutritious items from home.
<b>What about water and other beverages?</b>	Water will be provided for campers. We <u>do not</u> provide other types of beverages.

<b>What is your policy regarding Peanuts and other Nut Allergies?</b>	We recognize this allergy among children but cannot provide a nut-free eating area. We encourage parents to educate their children about their allergy and communicate any concerns to the camp administration.
<b>Other Important Info</b>	
<b>What about rainy days?</b>	Camp is open rain or shine. Unless there is a thunderstorm or other potentially hazardous weather, we will still operate our program outside. This summer due to Covid-19 we will need to close Camp on severe weather days. No refunds will be issued for days missed due to severe weather.
<b>Who is able to pick up my child from camp?</b>	Parents must complete an emergency contact form at the time of registration. Only persons listed on this form may pick up from camp.
<b>What if I forgot to list someone on my child's contact list?</b>	We can only release to persons on this list. You will need to come into the office and add them in person. No exceptions.
<b>What does my Boys &amp; Girls Club membership include?</b>	Your Boys & Girls Club membership allows you to attend the Club's After School Programming for free! For more information on the Club's programs, please log onto <a href="http://www.bgcav.org">www.bgcav.org</a>
<b>How does Camp Stow screen its employees to make sure my child is safe?</b>	Camp Stow is licensed by the Stow Board of Health. The Massachusetts Department of Public Health requires camps to comply with 105 CMR 430.090
<b>What is 105 CMR 430.090?</b>	At a minimum the operator shall require for each camping session, the following with regards to each staff person: <ul style="list-style-type: none"> <li>A. Prior work history for previous places of employment.</li> <li>B. Three positive reference checks from individuals not related to the staff person.</li> <li>C. Self-reporting of any felony convictions.</li> <li>D. Obtain criminal offender record information and juvenile reports (CORI/Juvenile report) from the Massachusetts Criminal History Systems Board (CHSB).</li> <li>E. Sex offender registry information (SORI) check from the Massachusetts Sex Offenders Registry Board (SORB).</li> </ul>
<b>Will the staff go through any training prior to camp?</b>	Yes, it is our policy to have the staff attend a mandatory training session prior to camp. All staff members will be first aid and CPR certified. All of our lifeguards are certified and go through training sessions prior to camp and throughout the summer. Our Archery Instructor is also certified.

We are looking forward to enjoying a wonderful summer with your camper and meeting you. If there are any questions, please feel free to call me at 978-637-2984 or 978-855-2298. You can also reach me by e-mail at [Recreation@stow-ma.gov](mailto:Recreation@stow-ma.gov).

Laura Greenough  
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