



Welcome to Northampton Parks and Recreation's

TEEN EXPEDITIONS 2026

Camp is a place where friends are made, memories are created, and dreams take flight



Northampton Parks and Recreation



TEEN EXPEDITIONS

Summer 2026

Dear Teen Expeditions Program Parents and Guardians,

Welcome, and thank you for enrolling in the Northampton Parks & Recreation Department's summer camp! This packet includes important information about the Teen Expeditions program, along with departmental policies and procedures. Please review it carefully and share the relevant details with your teen.

The mission of the Northampton Parks & Recreation Department is to promote health and overall well-being for individuals and the community. We strive to provide a safe, engaging environment where your child can grow, have fun, and create lasting memories through age-appropriate activities.

Our programs are led by experienced staff, including individuals with degrees in education or related fields, as well as qualified college and high school students. All staff complete two mandatory days of training tailored to the program and age group they serve. Supervisors and Recreation Leaders are certified in CPR, First Aid, and EpiPen administration. All summer day camps fully comply with State Health Department codes and licensed day camp inspections.

If you have any questions or concerns during the summer, please contact the Northampton Parks & Recreation Department at (413) 587-1040 or email recreation@northamptonma.gov. Your feedback is always appreciated. We're glad to have you with us this summer—please keep this handbook for reference. It is also available on our website at www.northamptonma.gov/recreation.

Sincerely,
Northampton Parks & Recreation Department



We look forward to a fun and active summer of 2026!

Sincerely,

Heidi Gutekenst
Recreation Supervisor

Shelby Michna
Assistant Director

Ann-Marie Moggio
Director

Registration Policies

SUMMER CAMP PAYMENTS

- a. A non-refundable \$25 deposit per session is due at the time of registration. **On-line registration requires full payment, to pay a deposit only, a paper copy of our registration form, with payment, must be submitted to the office. [This form is available on the camp page on our website.](#)*
- b. All balances are due **May 29, 2026**
- c. Registering for a session AFTER May 29 must be full payment.



REFUND POLICY

- Refund requests must be made in writing to the Parks & Recreation Department and must be submitted by **May 29th**.
Email request to recreation@northamptonma.gov
Or Mail to Northampton Parks and Recreation, 100A Bridge Rd., Florence, MA 01062
Or Submit to office M-F 8:30-4:30, there is an outside drop box for after hours. We are located on the same property as JFK Middle School, on the right side of the school.
- **There will be NO REFUNDS after MAY 29, 2026**
Our refund policy is strictly enforced to allow completion of camp preparations ranging from staff hiring, camper groupings, field trip planning and entry tickets, to supply purchasing.
- There is a non-refundable \$25 fee per session.
- There is a \$10 processing fee for all refunds.
- Credit card refunds will be applied to your credit card. If you paid with cash or check you will receive a refund check from the City of Northampton, please allow 2-4 weeks for processing.



Once you have completed reading this packet, if you have any other questions, comments or concerns, please feel free to contact us at the Parks & Recreation Department office, Monday through Friday, 8:30am - 4:30pm

Northampton Parks & Recreation Department 100A Bridge Rd., Florence, MA 01062

Office Staff

Director: Ann-Marie Moggio
Assistant Director: Shelby Michna
Recreation Supervisor: Heidi Gutekenst
Recreation Supervisor: Brooke Fairman
Aquatics Supervisor: Jim Miller
Accounting Clerk: Liz Young
Principal Clerk: Sandra Gross

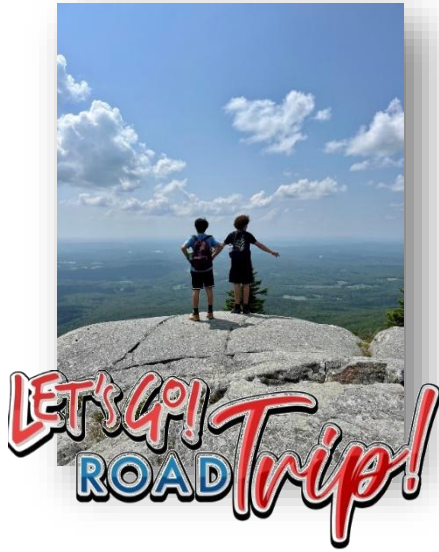
Contact

Office Hours: Monday-Friday, 8:30a.m. - 4:30p.m.
Phone: (413)587-1040
Fax: (413)587-1045
Email: recreation@northamptonma.gov
Website: <https://northamptonma.gov/Parks-Recreation>
Cancellations and changes: Check our website and click on "[cancellations/changes](#)"

Program Description

Teen Expeditions

Teen Expeditions is a full day program held Monday through Friday, 8:30am - 4:30pm for young adults entering grades 7 – 9. The program is offered in seven, one-week sessions that **starts and ends at JFK Middle School**. Each day the program goes on an “expedition” via bus or our mini-bus. Participants will be introduced and exposed to a variety of outdoor recreational opportunities, which are designed to cultivate an appreciation for the outdoors and recreation. Each week’s activities and special events are created around the weekly themes (see below). A teen can sign up for one week, several weeks or the whole summer.



****You will receive a detailed daily calendar before each session begins****

Calendars can be found on-line at [weekly-calendars](#)

*** Schedule is subject to change***


The program begins and ends at JFK Middle School however, the program does not stay on location. A bus or a mini bus trip will be taken daily, weather permitting. The Parks & Recreation Department has a 14 passenger mini bus and we also use a Smith Vocational School mini bus to visit local attractions. A school bus will be used for the trips that are not in the local area. A detailed daily agenda for each session will be e-mailed to each participant prior to the first day of the program. Field trips are included in the cost of the session, (some field trips, children can bring extra money). Some of our bus trips will require early departure. We will inform you of these dates and departure times. **calendars are available on-line*

Session Dates

Weekly Themes

Highlights

| | <i>Session Dates</i> | <i>Weekly Themes</i> | <i>Highlights</i> |
|-----------|-------------------------------------|----------------------|--|
| Session 1 | June 23 – June 26 (No camp 6/22) | Next Chapter | Lake Compounce, Power Ridge Park |
| Session 2 | June 29 – July 2 (No camp 7/3) | Stars and Stripes | Interskate 91, Sonny’s Place |
| Session 3 | July 7 – July 11 | Ascent | Movement Terrain, Storrs Adventure Park, Notch |
| Session 4 | July 14 – July 18 | No Limits | Brownstone , Erving State Park |
| Session 5 | July 21 – July 25 | Venture Out! | Woosox, Jiminy Peak |
| Session 6 | July 28 – Aug 1 | Tidal Rush | Ocean Beach, Berkshire East |
| Session 7 | Aug 4– Aug 8 | Cryptic Camp | All In Adventures, Brownstone |



This is a semi-strenuous program. Children participating should know how to ride a bike and be able to ride up to 4 miles in a day. They should be able to walk 2 miles in a day. These activities will not happen daily, but teens should be able to do them when scheduled.

Inclement Weather (Rainy Days, Pop-up Thunderstorms)



If it rains or rain is forecast, we will assess safety and decide whether to continue planned activities. If conditions are safe, activities will proceed. Many of our adventures are outside the Northampton area where it may not be raining. Our rain site is the **gym at Smith Vocational High School**, (entrance across from the football field).

For weather and location updates visit www.northamptonma.gov/recreation and click on [Cancellations](#)

What to Bring Each Day



- Please send your child dressed in comfortable clothing with socks and sneakers. Sandals and flip-flops are not appropriate for hiking.



- A comfortable daypack is required to carry the following items:
- A non-refrigerated, healthy lunch with plenty of snacks and a freezer pack to keep food cool



- At least two one-liter water bottles
- A hat



- Spray sunscreen (SPF 25 or higher) and bug spray (both required)
 - *Staff will apply spray sunscreen only; lotion sunscreen will not be applied*



- A raincoat (programs run rain or shine whenever possible)



- A sweatshirt or extra layer, as temperatures may be cooler in the woods or at higher elevations

- A bathing suit, towel, and reusable bag for wet items (most days)

- A bike (mountain or road), in good working condition, when scheduled



- A bike helmet (required for all biking activities)

- A sense of adventure, a positive attitude, and readiness to have fun!

PACK SMART!


Your camper will be responsible for their own bag and may be carrying it most of the day

What Not to Bring



Electronic devices of any sort are discouraged. This includes, but is not limited to, cell phones, hand held video games, tablets, etc. We are a phone free program! The Parks & Recreation Department is not responsible for damaged, lost, or stolen items.

Immunization & Physical Records

 The Parks and Recreation department works with [CampDoc](#), an electronic health record system used by camps. Each camper will have their own profile and this is where you will upload your child's immunization and physical records (dated within 15 months). CampDoc is where you will also provide any relevant and necessary medical information (allergies, inhalers, medication, EpiPen, etc.). Once you have registered for a session of camp you will receive an email to complete your CampDoc profile. Your child's CampDoc profile must be 100% complete before they can attend camp. **Profiles must be complete by May 29th.**

[MA State Board of Health](#) requires Immunization & Physical Records to be on file for each camper – there are no exceptions to this policy.



Storage and Administration of Medication

• Medical Conditions

Northampton Parks & Recreation Department encourages all medications to be given at home. **If your child must have medicine during camp hours, parents must complete the required portions in CampDoc.** This has to be approved by the Camp's Health Care Consultant. Medication will only be administered by the Health Care Supervisor(s) designated by the HCC and authorized to administer prescription medications. **You must provide medication authorization orders AND emergency action plans** which you can get from your child's Doctor. This needs to be done two weeks before camp begins to allow time for these documents to be reviewed and approved.

• Prescribed medications

All prescribed medications must be in their original pharmacy containers, clearly labeled with the prescription number, fill date, medication name, and directions for use. Over-the-counter medications must also remain in their original, labeled containers. Your child's counselor will carry and administer all medications. Please be sure to inform us if your child has asthma, bee allergies, or any other medical conditions or allergies.



• Epi-Pen

All program Supervisors and Recreation Leaders are certified in administering an epi-pen. **If your child has a severe allergy and requires carrying an epi-pen, please provide the appropriate information in CampDoc. You must provide medication authorization orders AND emergency action plans which you can get from your child's Doctor.** *Address your child's allergy with our counselor on the first day of camp.*



• Special Arrangements

If there are any specific medical concerns we should know about your child (medical problems, allergies, etc.), please submit this information when completing your child's electronic health record in CampDoc



The Northampton Parks & Recreation Department requires that any camper who requires any type of medication to be given at camp MUST provide medication authorization orders AND emergency action plans for allergies and diabetes. You can get these from your child's Doctor

Policies

Parents have the right to review background check procedures, health care and discipline policies upon request.

Meningococcal disease

Meningococcal disease can refer to any illness caused by the type of bacteria called Neisseria meningitides, also known as [meningococcus](#). These illnesses are often severe and can be deadly. They are infections of the lining of the brain and spinal cord and bloodstream infections. Meningococcal vaccination is recommended for all adolescents. Call your primary care physician and follow the recommended immunization schedule to ensure that your camper get the meningococcal vaccines.

Drop Off/Sign-Out Procedure

Drop-off in the morning is at 8:30am at JFK Middle School, outside in the back of the building by the basketball and tennis courts. (Drop off on a few days may be a bit earlier for destinations that are further away). ****Pick-up/sign out is daily between 4:15 – 4:30pm, unless otherwise noted on the daily schedule. At the end of every day staff will have sign out sheets. It is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. If your child plans on walking/riding to and from TEX, staff must receive a note giving them permission.**

**8:30 DROP OFF AT JFK
4:15-4:30 PICK UP AT JFK
Unless otherwise noted on the
schedule! This can vary depending on
the day trip.**



Under no circumstance should children be dropped off and left outside at JFK Middle School in the early morning before the program time begins as there is no supervision. This could result in dangerous situations when lightning storms or severe weather occurs and the child is outside with no shelter to go to.



****At pick up, we do our best to stay on schedule but at times there are unexpected delays due to traffic. We appreciate your patience when this happens. Camp staff stays in touch with the office with an ETA**

Walkers/Bikers

As you read previously, it is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. If your child plans on walking/biking to and from the Teen Expeditions program, then you must provide the staff with a signed note giving them permission. That will serve as signing out at the end of the day.



Parents should have a backup plan for walkers/bikers on rainy days. If your children are walking/biking home then they need to leave the site of the program. Once they leave they are not the

responsibility of the program. Children cannot leave their program until 4:15pm.

Authorized Individuals for Pick-up There needs to be authorization for people, other than parents, to pick up your child(ren) from their programs. This can be noted in your health profile in CampDocs. If someone other than the people listed will be picking up your child then you must send a written note the morning of stating the person that is allowed to pick up your child.



Late/Early Fee



A supervision fee will be imposed for any child who is picked up late or dropped off too early. A ten minute grace period will be extended. **Following this time a fee will be assessed.** First time offenders will be warned and the fee will be assessed only for repeated incidents. The fee will be \$5.00 for every ten minutes of waiting time. The fee must be paid within 48 hours of the incident. Failure to do so will result in the suspension of the participant until paid. We understand sometimes incidents such as traffic, etc. occur. Please try to call the office to let them know if you are late. (The Parks & Rec office closes at 4:30pm). You can try our JFK pool office after 4:30pm, 587-1046. **Chronic lateness may result in suspension from programs. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call or contact has been received.**

Safety

CORI & SORI Background Checks

Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks are done on all City Parks & Recreation Department staff members and volunteers that work and volunteer at our summer programs.

Emergency Procedures – Major incidents

In the event of an emergency, serious injury or illness parents will be contacted immediately. If we cannot reach you through the numbers that you listed on your registration then we will then try to call the person you listed as your emergency contact person. **IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM as a contact!** We hope never to have to call an ambulance, but all such fees will be your responsibility. We will always try to contact you and have you pick up your child.



It is your responsibility to always have someone available that we can reach during camp hours!

Crossing Streets

We always use extreme caution when having participants cross the streets. A staff member will stand in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the participants across the street while the other staff follows the last child.

Reporting Abuse & Neglect

All children who attend the NPRD Summer Camps shall be protected from abuse and neglect. All staff that work at the summer programs at the Northampton Parks & Recreation Department are trained by the District Attorney's office. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Recreation Supervisor right away. As law requires, all suspected cases of abuse or neglect will then be reported to the Department of Children & Families immediately. Summer Camp staff is mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the [Department Children & Families](#). The Northampton Parks & Recreation Department will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the summer programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.





Absences and Tardiness

Please call the Northampton Parks & Recreation Department at (413)587-1040 or email recreation@northamptonma.gov to inform us if your child will be absent from their program. The Parks & Recreation Office opens at 8:30am., and there is voicemail. The office will inform camp staff at your child's summer program.

Field Trip Departures

The Teen Expeditions summer program will go on a trip each day. The bus or mini bus will typically leave JFK Middle School by 8:45am in the morning or **sometimes earlier (this will be noted on the calendar)**. It is your responsibility to get your child to their program on time; **buses will not wait for tardy participants.**



**Don't be late!!
We will not wait!**

Behavior & Discipline Policy

Behavior Contract



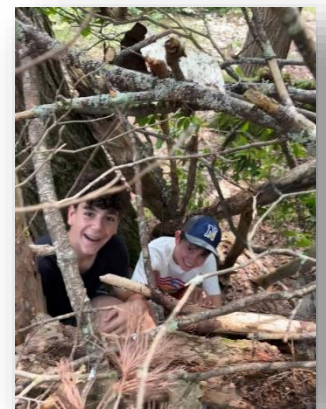
All program participants are expected to behave appropriately. If behavior becomes a problem, a behavior contract will be issued for children who are continually disruptive. This includes using foul language, not keeping hands to themselves, not listening, distracting other participants, wandering away from activities without permission from staff and other actions that are taking away from the program on a constant basis.

The contract will list the goals that the child is going to work on as well as the plan to accomplish a more positive experience for the child. Failure to follow this contract may result in a one-day suspension or further discipline from the Parks & Recreation Department's summer camps with further consequences possible. If child has to be removed from the program no refund will be given.

Suspension/ Termination/Removal from Program

The Parks & Recreation Department reserves the right of remove any participant from the Program for any of the following reasons:

- Three incident reports on file or two incident reports filed per session.
- A child brings harm to another child or staff person resulting in injury.
- Unpaid camp fees for a session.
- Failure to follow the programs rules on a consistent basis.
- Consistent late pick-ups or early drops-offs.
- The Parks & Recreation Department may determine other issues not listed that could result in suspension or termination from the program.



Communication

Parent Communication

Please make sure that you discuss any questions, comments, concerns, or suggestions you may have about our program or your child with the on-site summer program director. If, after speaking with him/her, you still have concerns, please contact the Parks & Recreation Department at 587-1040 to speak with the Recreation Supervisor or send us an email at recreation@northamptonma.gov. We are here to meet the needs of each family. Please let us know of anything that we can do to make you and your child's experience one that they will remember fondly forever.



TEEN EXPEDITIONS (TEEN EX)

FREQUENTLY ASKED QUESTIONS

What is TEEN EX?

Teen Expeditions is a full day program held Monday through Friday, 8:30am - 4:30pm, most days the program goes on an “expedition” via bus. Participants will be introduced and exposed to a variety of outdoor recreational opportunities, which are designed to cultivate an appreciation for the outdoors and recreation.

What age is TEEN EX for?

TEEN EX is for children entering grades 7-9

How long has NPRD been running summer camps?

We have run our day camps for over 40 years!

What do the children do at TEEN EX?

Camp Directors create weekly calendars around a weekly theme such as “Outdoor Adventures”, “Life’s a Beach” and “Dream Week”. The campers will be off to an adventure every day – lakes, Mountain coasters, beaches, alpine slides, climbing walls, hikes, swimming and bike riding. **Please note, this is a semi-strenuous program. Children participating should know how to ride a bike and be able to ride up to 4 miles in a day. They should be able to walk 2 miles in a day. These activities will not happen daily, but teens should be able to do them when scheduled**

Our weekly calendars are created by summer camp staff once they have started working for the summer. You will receive one by email, or you can go on-line to our website and under [TEEN EX you will find a link to the calendars.](#) We keep the campers busy and on the move and having loads of fun! We hope to create memories that your child will remember for years to come

Why are some weeks shorter?

Some weeks will be shorter due to a holiday or an adjustment to the school calendar. If there is a make-up snow day and school ends later, since our camp

begins immediately after school ends, we need to adjust our days. Prices are prorated to reflect this.

Why does camp end in early August?

Most of our camp counselors are college students and they begin returning to their colleges and universities early to mid-August.

Do I need to pay extra for field trips?

No. Field trip costs are included in the registration fee. Some field trips children can bring extra money.

Is TEEN EX licensed as a recreational camp for children?

Yes – in MA all recreational camps must be inspected and licensed by the local board of health. In order to be licensed, camps must meet all regulatory standards established by the MA Sept of Public Health. The regulations establish minimum health, safety, sanitary, and housing standards to protect the well-being of children in the care of a recreational camp in MA.

Are there inspections of the camps?

Yes, the Northampton Health Department inspects the camps to ensure that they are an appropriate environment to protect the health, safety, and well-being of the campers.

Where is TEEN EX located?

TEEN EX starts and ends at [JFK Middle School.](#)

Most days the program goes on an “expedition” via bus.

Do the Campers cross streets?

Yes, we always use extreme caution when having participants cross the streets. A staff member will stand in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the participants across the street.

Where is drop off and pick up?

Drop-off and pick up is at [JFK Middle School](#), outside, in the back of the building by the basketball and tennis courts.

What time is drop off?

Drop-off in the morning is at 8:30 am. **Note: Under no circumstance should children be dropped off and left outside at JFK Middle School in the early morning before the program time begins as there is no supervision. This could result in dangerous situations when lightning storms or severe weather occurs and the child is outside with no shelter to go to.**

What time do the buses leave?

The field trips leave from JFK Middle School by 8:45 am. Bus schedules are carefully planned, the bus will not wait for tardy participants. You are responsible for getting your camper to the bus on time! **Note: Drop off on a few days may be a bit earlier for destinations that are further away. The calendar will state this so you will know when this applies.**

What time is pick up?

Pick up is between 4:15 – 4:30 pm unless otherwise noted on the calendar. **We do our best to stay on schedule but at times there are unexpected delays due to traffic. We appreciate your patience when this happens. Camp staff stays in touch with the office with an ETA**

How do I pick up my camper?

The campers will be available for pick up at JFK Middle School, in the back of the building by the basketball and tennis courts. This is the same location that you dropped them off at. At the end of every day staff will have sign out sheets. It is mandatory that someone signs for each participant so we have a record of attendance and are assured that all participants make it home safely.

What if someone else will be picking up my camper?

There needs to be authorization for people, other than parents, to pick up child(ren). This can be noted in your health profile in CAMPDOC. If someone other than the people listed will be picking up your child then you must send a written note the morning of stating the person that is allowed to pick up your child. If at drop off you know your camper will be picked up by someone else, please notify the staff then.

What if the bus is late returning from a field trip?

Every effort is made to be back for the 4:00-4:30 pm pick up time. However, at times the bus runs into unexpected traffic. We ask that parents stay patient and flexible during these occurrences.

What if I am early at drop off?

Under no circumstance should children be dropped off and left outside at JFK Middle School in the early morning before the program time begins as there is no supervision. This could result in dangerous situations when lightning storms or severe weather occurs.

What if I will be late for pick up?

We understand sometimes incidents such as traffic, etc. occur. Please call the office at 413-587-1040 to let us know you will be late. However, please note, the office closes at 4:30. A supervision fee will be imposed for any child who is picked up late. A ten minute grace period will be extended. **Following this time a fee will be assessed.** First time offenders will be warned and the fee will be assessed only for repeated incidents. The fee will be \$5.00 for every ten minutes of waiting time. The fee must be paid within 48 hours of the incident. Failure to do so will result in the suspension of the participant until paid. **Chronic lateness may result in suspension from programs. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call or contact has been received.**

What if my child will be absent?

Please contact the office at 413-587-1040 or email to recreation@northamptonma.gov to report that your child will be absent. Or let camp staff know the day before, that your child will not be attending the next day.

Can my child Walk or Bike to camp?

Yes, if your child plans on walking/biking to and from TEEN EX **then you must provide the staff with a signed note giving them permission.** That will serve as signing out at the end of the day. **Parents should have a backup plan for walkers/bikers on rainy and stormy days!** Your camper must leave the site of the program. Once they leave, they are not the responsibility of the program. Children who are walking or biking cannot leave their program until 4:15 pm, unless a parent puts in writing an earlier dismissal time.

What happens after I register?

When you register you will receive an email with a receipt and a parent packet which is full of important information, please be sure to read it in its entirety. Contact our office if you find you need clarification on any policies or have questions or concerns. You will also receive a weekly calendar, however, they are not complete until our summer staff begins working for the summer so if you register before these are complete, you will receive this later by email. These are posted on our website as soon as they are ready. You can find them on the TEEN EX page under WEEKLY CALENDARS.

You will also receive an email with an invitation to CAMPDOC, the online camp management and electronic health record system that we are using. You will need to set up an account, each child will have their own profile. Your record must be 100% complete before your camper can attend camp. You will need to upload immunization records and a physical that was completed within 15 months. This is a requirement of the MA State Board of Health, there are no exception to this rule.

Do I need to do anything after I register?

Yes, you will need to complete your child's CAMPDOC profile which includes uploading a recent physical (within 15 months) and their immunization record. Children's profiles must be 100% complete before they are allowed to attend camp. This is a requirement of the MA State Board of Health, there are no exception to this rule. If your child has a severe allergy and requires carrying an epi-pen, or requires medication that needs to be given at camp, you must also submit additional medication authorization orders AND emergency action plans that you can get from your Doctor's Office

Also, you should review your parent packet. Once you have finished reading it please contact our office with any questions, concerns, or need for clarification. Call us at 413-587-1040 or email us at recreation@northamptonma.gov.

What is CAMPDOC?

CAMPDOC is an ONLINE CAMP MANAGEMENT and ELECTRONIC HEALTH RECORD SYSTEM that we have been using for several years. This is where you will upload your camper's immunization and physical records (within 15 months) This is also where you will provide any relevant and necessary medical information (allergies, inhalers, medication, EpiPen, etc.). This is also where you will list emergency contacts and make note if that person has permission to pick up your camper.

Why do I need to submit health records?

MA State Board of Health **requires** physical and immunization records for all campers. They will accept a physical dated up to 15 months.

What should I do if my child requires an EPI-PEN or medication?

All program Supervisors and Recreation Leaders are certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, you must provide the appropriate information in CAMPDOC. You **MUST** provide medication authorization orders AND emergency action plans

from their Doctor. Please also address your child's allergy to your child's counselor on the first day of camp.

Any camper who requires any type of medication to be given at camp **MUST** provide medication authorization orders AND emergency action plans from their Doctor. Please also address this with your child's counselor on the first day of camp.

Where can I get the medication authorization order and emergency action plans?

These are available from your Doctor.

Can staff administer medication to my camper?

We encourage all medications to be given at home. If your child must have medicine during camp hours, parents must complete the required portions in CAMPDOC as well as submit medication authorization orders AND emergency action plans from the Doctor. This has to be approved by the Camp's Health Care Consultant (HCC). Medication will only be administered by the Health Care Supervisor(s) designated by the HCC and authorized to administer prescription medications. All medication prescribed for participants shall be kept in original containers bearing the pharmacy label. Over the counter medications for the participant shall be kept in the original containers. Your child's counselor should carry your child's medications.

What if my child feels ill at camp?

If a child reports they are not feeling well, the staff will take the following steps: ask the child how long they have not felt well, if they feel like they are going to be sick, if they would like to stay at camp, or would like to go home. If the child would like to go home, we will call the parent and make arrangements for pickup. If we cannot reach you through the numbers that you listed, we will then call the person you listed as your emergency contact person. **IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM AS A CONTACT!! It is your responsibility to always**

have someone available that we can reach during camp hours.

If the child would like to stay at camp, we will check in with the child each half hour to see how they feel. Staff will keep the child isolated from the other children, until they are feeling better or are picked up by a parent. A child must be picked up by a parent if they have a fever, severe headache, anything unresolvable, a blow to the head, bleeding that doesn't stop with standard first aid, deep wounds, nausea or vomiting, or any condition that the staff doesn't feel comfortable handling; or where a child expresses a need to be with the parent.

What if my camper experiences an emergency incident?

In the event of an emergency, serious injury or illness parents will be contacted immediately. If we cannot reach you through the numbers that you listed at the time of registration, we will call the person you listed as your emergency contact person. **IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM AS A CONTACT!** We hope never to have to call an ambulance, but all such fees will be your responsibility. We will always try to contact you and have you pick up your child. **This is YOUR RESPONSIBILITY, to have someone *always* available.**

What if your staff suspects abuse or neglect with a camper?

Summer Program staff are mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the Department of Children & Families (DCF). All children who attend the Northampton Parks & Recreation Summer Programs shall be protected from abuse and neglect. All staff are trained by the District Attorney's office. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Recreation Supervisor right away. As law requires, all suspected

cases of abuse or neglect will then be reported to the [Department of Children & Families \(DCF\)](#).

For guidance on abuse prevention and counseling contact the Department of Social Services Child-at-Risk Hotline (800) 792-5200 Open 24 hours to report child abuse and neglect.

What happens on a rainy day?

If it is raining in the morning or if it is predicted for the afternoon then we will assess the situation and the days planned activity. If we can remain safe, we will continue with our planned activities. Many of our adventures will be taking us out of the Northampton area where it may not be raining. If we decide to use our rain site, it will be [Smith Vocational High School](#), in the gym. The entrance is across from the football field entrance. Visit our website at www.northamptonma.gov/recreation and [click on cancellations for weather](#) updates and updates where we will meet, or where pick up will be.

If it is a rainy day, how do know if I should drop off or pick up at JFK or Smith Vocational?

Visit our website at www.northamptonma.gov/recreation and click on cancellations for weather updates and updates where we will meet, or where pick up will be.

How should my child dress each day?

Your camper should dress in comfortable clothes and shoes appropriate for activities such as biking, hiking, etc. Flip Flops are NOT FOR HIKING! Your child should have a rain jacket, we will usually go on our field trips, rain or shine!

What should my child bring each day?

- A daypack. Your child is responsible for this bag and may be wearing it throughout the day, please keep this in mind while preparing the bag.
- Comfortable clothing and **socks and sneakers**. Shoes should be appropriate for activities such as hiking, biking, etc. Flip flops are NOT appropriate for hiking and biking!
- Non-refrigerated Healthy Lunch with plenty of

snacks and a freezer pack to keep it cool!

- At least 2, one-liter capacity water bottles.
 - Hat, 25 SPF (or better) **spray** sun screen, and bug **spray** (a definite must). Our staff will not apply **lotion** sunscreen but will apply **sprays**.
 - A rain coat (we will always try to go rain or shine).
 - Sweatshirt/Extra Layer - the temperature may be cooler in the woods or on top of a mountain.
- Prepare for weather changes!**
- A bathing suit, towel, and a reusable bag for wet gear (most days).
 - When needed, a bike (mountain or road) in good condition.
 - A bike helmet **will be mandatory** when we bike.

Please label these items with your child's name. Every effort will be made to return the item to your camper! The parks and Recreation Dept. is not responsible for lost or stolen items.

What should my child NOT bring each day?

- Electronic devices of any sort. This includes, but is not limited to, cell phones, hand held video games, tablets, etc.
- Personal toys or anything that you do not want to lose or share with other campers!
- The parks and recreation dept. is not responsible for lost or stolen items.

Where is Lost and Found?

Please put your child's name on each item, every effort will be made to return it to your camper and/or contact you. We hold lost and found at the office, please feel free to stop in or call us. We are on the same property as JFK Middle School, on the right hand side. Our phone number is 413-587-1040. Once camp is over, a date will be set for all unclaimed lost and found to be donated. The Camp Director will be sending emails regarding this. The parks and recreation dept. is not responsible for lost or stolen items.

Are cell phones allowed at camp?

No, electronic devices of all kinds are not allowed at camp. Your camper can be reached at all time through the Northampton Parks and Recreation staff. Call the Parks and Recreation Dept. at 413-587-1040, we can reach camp staff on phones and/or get to Look Park, JFK and Musante Beach within minutes, if necessary

Will staff apply Sunscreen?

Our staff will not apply **lotion** sunscreen. Please apply sunscreen to your child each morning and our staff will remind the kids to reapply during the day. It is recommended to send your child with **spray sunscreen** that is at least 25 SPF. We will encourage sunscreen use and we will assist kids with **spray sunscreen** only.

Should my child wear/bring mosquito/tick repellents?

Yes. Campers will be hiking in woods and visiting beaches at State Parks. You may want to apply bug repellent before your child's arrival to camp. You can send **SPRAY** bug repellents with your camper and staff will apply it. Staff will not apply **lotion** bug repellent.

Do I need to provide lunch or snack?

Yes, please provide your child with a lunch as well as several snacks. Lunches will not be refrigerated so please provide an ice pack with their lunch, if needed. Don't forget the refillable water bottle! Please send **TWO** one-liter capacity water bottles. We will encourage the campers throughout the day to drink water.

Note: Look Park and some state parks are **CARRY IN/CARRY OUT** facilities. This means that there are no trash or waste containers. Please keep this in mind while you pack your child a lunch.

Will the campers be indoors or outdoors?

TEEN EX spends much of their time outdoors. It is important to **provide them with refillable water bottles spray sunscreen and spray bug repellent**. Camp staff is well aware of the impact of too much

sun on a child! They will make sure the campers spend time in the shade and they will remind them to drink water. Field trips are at both inside and outside locations! Your weekly calendar will tell you where the kids are going that day and what they should bring so your camper can be prepared.

What is your staff like?

We seek to hire caring, responsible, and positive leaders. We set high expectations for our staff to be the best role-models and to nurture an inclusive environment. Our wonderful staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school.

Are staff members trained?

Yes, our staff is required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor positions are certified in CPR, Epi-Pen administration and First Aid.

What is your staff to camper ratio?

We maintain a minimum 1:10 counselor to participant.

Are there criminal record background checks on staff?

Yes, Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks are done on all City Parks & Recreation Department staff members.

What happens on my campers first day?

Parents and campers will be greeted by our staff at drop off, this is a good time to ask questions or share any concerns you may have regarding your camper. Weekly calendars created by camp staff will tell you what your child will be doing each day so that they can come prepared for that day's activities. You will either receive these calendars with your registration, or later by email. They are also available on our

website on the [TEEN EX page](#).

If my child left something behind, what should I do?

Please label items with your child's name, we will make every effort to return it to your camper, or contact you via email to let you know we have it. We hold lost and found at the office, please feel free to stop in or call us. We are on the same property as JFK Middle School, on the right hand side. Our phone number is 413-587-1040. **The Parks & Recreation Department is not responsible for lost or stolen items.** Once camp is over, a date will be set for all unclaimed lost and found to be donated. The Camp Director will be sending emails regarding this.

Are there behavior rules and guidelines?

Yes, at our camps the safety and well-being of all campers and staff are our top priorities. We strive to foster a respectful, safe, and healthy environment. There are certain behaviors that are strictly unacceptable and not tolerated. Campers engaging in these behaviors may face immediate suspension or permanent expulsion from the program. Behaviors include: Physical violence, Verbal abuse, Bullying and Harassment, Foul language, Theft or Vandalism, Substance Abuse, Sexual Misconduct, Endangering Others, and Disregard for Camp Rules.

What are camper behavior expectations?

- Respect all participants, staff, equipment, and facilities.
- Participate in activities.
- Follow and be attentive to directions of staff.
- Stay with staff members and the group at all times.

What if my camper does not follow behavior rules?

Rules and regulations are in place to ensure everyone's well-being. Any camper who violates these core guidelines will face consequences. A meeting between the parents, site staff, and Camp Director may be needed. If concerning behavior persists and doesn't fall within camp rules and regulations, campers may be removed from the program. Lines of communication should be open between parents and staff to help eliminate negative behaviors. If your child has a specific plan, please inform staff so we can support the effort.

How will TEX encourage good behavior?

Staff members will promote and encourage children to be respectful towards others. They will engage in activities that help create a positive environment that brings out the best in each child's character.

What if I have questions or need clarification on a policy?

We are here to meet the needs of each family. Please let us know of anything that we can do to make you and your child's experience one that they will remember fondly forever! Please make sure that you discuss any questions, concerns, or suggestions you may have about our program or your camper with the on-site summer program Director. If, after speaking with him/her, you still have concerns, please contact the Parks & Recreation Department at (413)587-1040 to speak with the Recreation Supervisor.

Once you have completed reading this packet, if you have any other questions, comments or concerns, please feel free to contact us at the Parks & Recreation Department office, Monday through Friday, 8:30am - 4:30pm.