



Murray Camp Nantucket

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Camp Handbook 2024



www.murraycampnantucket.com



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MURRAY CAMP MISSION STATEMENT

Our goal at Murray Camp is to have our campers eagerly look forward to returning to camp each summer. We believe that all children will benefit from having the opportunity to become enriched in our holistic camp experience. We believe strongly in the many benefits of "fun" and responsibly strive to enrich our campers with experiences that provide just that!

CAMP PHILOSOPHY AND PURPOSE

We believe that children learn and grow best within the context of their family, cultural background, and community, and in a setting that is safe, comfortable, and active. Our environment is inspiring where children can learn, play, and grow while developing self-esteem, social-emotional, cognitive, physical, artistic, and creative development. Children are encouraged to help create their own niche within our camp. Emphasis is placed on the four core values of Murray Camp: Caring, Honesty, Respect, and Responsibility. Staff, children, and parents are expected to model our core values of caring, honesty, respect and responsibility, ensuring that everyone puts their best selves forward every day. Our commitment is to make a difference in the lives of every child and family who choose Murray Camp. Murray Camp's assurance of high quality includes:

- Learning experiences that are engaging and developmentally appropriate
- Focus on social-emotional growth
- Active play and physical fitness combined with nutrition education
- Emphasis on self-confidence, self-esteem, and leadership, while encouraging independence.
- Experienced, well-trained teaching staff
- Warm, positive interactions between staff and children
- Parent involvement

The objective of our Camp

Our camp is committed to serving various families regardless of race, creed, religion, cultural heritage, political beliefs, national origin, family lifestyle, sexual orientation, disability, marital status, or financial ability.

- Provide a loving, caring, enthusiastic, creative, safe atmosphere for all children.
- Provide a safe space where children can play, learn, and develop relationships.
- Develop a proactive behavior management model by providing stimulating program activities and recognizing positive behaviors and choices.
- Provide an effective balance of active and creative activities with time for relaxation.
- Develop a quality out-of-school program with a well-planned curriculum which includes the following components:
 - Active Games and Sports
 - Creative Activities
 - Social Enrichment
 - Nutrition and Fitness

We are committed to nurturing individual differences and the growth of the whole child.



Our philosophy is a developmental one. To meet individual needs and to give equal emphasis to all aspects of development, our program is structured to provide access to materials which help each child develop to his/her highest potential. Opportunities are presented which encourage the child to make decisions and to take responsibility.

Positive peer interaction, cooperation, development of self-respect, self-control, and friendships based on mutual caring and respect are some of our main goals for the development of each child's social competence.

Each child's emotional needs are important to us. Our staff realizes the importance of consistency, security, warmth, and love and try to foster this kind of atmosphere so that each child can develop his/her emotional capabilities. The development of healthy self-esteem, independence, and self-regulation are among our primary emotional goals.

We know that children learn best by exploring their environment, by being exposed to a variety of "hands-on" experiences, and by being allowed to figure out their world through trial and error. Our staff understands their responsibility to set limits, to maintain safety, and to act as role models who generate love, respect, understanding and generosity. Staff communicates to the children their expectations regarding values, acceptable social behaviors, and respect for the environment.

We shall not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, toileting status, marital status, or sexual orientation.

BUILDING CHARACTER...ONE CHILD AT A TIME

We are committed to incorporating character development as the foundation of everything we do. By instilling in our children, the importance of values such as *Caring, Honesty, Respect and Responsibility*, we are providing them with the tools and self-esteem necessary to make healthy decisions in life.

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Children's Rights:

Children are treated with care, respect, and honesty always; enjoy an environment that is safe and free of hazards; and have the opportunity to express their feelings and be heard appropriately whether they are happy, angry, frustrated or excited. No child shall be subjected to any abuse, neglect, or corporal punishment including but not limited to any type of physical hitting inflicted in any manner upon the body, punishments which subject a child to verbal abuse, ridicule or humiliation, denial of rest or bathroom facilities, punishment for soiling, wetting or not using the toilet or any punishment related to eating or not eating food.

Child Guidance:

Exhibiting and teaching respect is the foundation of our Child Guidance Policy. Children are encouraged to show respect for each other and each other's property and the camp facility in the interest of every child's safety and the security of the group.

Murray Camp staff employs positive strategies and tactics that are consistent, age-appropriate, and respect the individuality of every child. These include:

- Establishing predictable daily routines.
- Helping children learn social, communication, and emotional skills in place of challenging behaviors.



- Intervening quickly when children are physically aggressive with one another and teaching them alternatives for conflict resolution.
- Allowing children to help set rules and procedures for interactions with each other so they better understand the why behind policies that are in place.
- Encouraging children to be part of the solution in problem-solving.

If a child displays negative behaviors (throwing toys, hitting children, etc.) a staff member will talk to the child about making better choices. If the child repeats the behavior, the staff member may ask the child to make a different choice, possibly in a different area of the classroom.

The staff will never use any form of physical or verbal abuse, punishment, or humiliation; nor deny a child meal, drinks, outdoor time, or the use of bathroom facilities.

A staff member may supportively hold a child in the rare case of an emergency where a dangerous threat to the child, or others near the child, exists. Staff may hold the child long enough to remove the child from the situation. All staff provide positive and consistent guidance to children based on their individual needs and development.

Restricted Methods of Child Guidance:

- No spanking or other corporal punishment.
- No cruel, unusual, or severe punishment, humiliation, verbal or physical abuse, neglect, abusive treatment.
- No denial of meals or snacks, drink, rest, or bathroom facilities as punishment.
- No force feeding.
- No punishment for soiling, wetting, or not using the toilet or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet or other excessive practices of toileting.
- No punishment related to eating or not eating food.
- No excessive timeouts: time out may not exceed one minute for each year of the child's age and must take place within an educator's view.
- No deprivation of outdoor time.
- No confinement to a chair, or any other piece of equipment for an extended period of time in lieu of supervision.

Staff Responsibilities for Child Guidance:

One of the many roles of the staff is to introduce children to a social environment and to guide them in understanding appropriate behaviors. The following guidelines are used:

- All staff at our camp serve as role models.
- Staff will handle inappropriate behaviors in a calm, clear and consistent manner which is based on the development level of the child.
- All behavior concerns will be logged in a behavior log.
- Parents will be kept informed of their child's behavior and progress.

Children's Responsibility:

Children of all ages are expected to model our core values of caring, honesty, respect and responsibility, ensuring that everyone puts their best selves forward every day. This includes (but is not limited to): understanding the consequences of their actions; sharing; controlling their anger; participating in activities; wearing seatbelts while in our vans (and stay seated during bussing/transportation) and respecting and following our rules and policies.



ENROLLMENT PROCEDURES AND REGISTRATION

Registration and Admission:

Registration can be found on our website, registering through Campdoc.com.

- Children ages 4-14 Years of Age may register for camp.
- 100% completeness of camp doc accounts before the child's first day of camp
- Submit a current physical dated no later than 12 months from enrollment. (Physical must always remain current while the child is enrolled).
- Submit a copy of your child's current immunizations.
- If your child is on an IEP or 504 plan at school, you are welcome to provide a copy of the document (which is optional) as Mary is a licensed Educational Psychologist and Seamus is a licensed Special Education Teacher. They will be happy to support the goals and accommodations to the best of the camp's ability to continue progress in these areas for your child. They will reach out to you to consult with you before your child's first day of camp this summer.
- **If your child has an allergy or chronic illness, camp administration will email you about a convenient time to discuss safety plans.**

Enrollment in our program is open to all; we do not discriminate based on race, color, national origin, marital status, cultural heritage, sexual orientation, religion, political beliefs, or disability.

Included in the Campdoc profile are:

- General Information
- Insurance
- Medications
- Allergies
- Health History
- Physical/Immunization Records
- Authorizations
- Parent Reminder Download
- Food Policy Download

Billing Policies:

Tuition is due in full before confirmation of a child being registered. Tuition is not refundable.

Tuition is \$925. per week which is prorated for July 4th when camp is not in session.

Bonus info.: Camp tuition qualifies as a dependent care tax credit. Please request documentation for your accountant if requested in an email before tax season's arrival.

Termination or Suspension of Service:

Unfortunately, some circumstances necessitate the suspension or termination of program services. If a child behaves in a way that jeopardizes the safety, health, and well-being of him/herself, another child, or a staff member, Murray Camp reserves the right to suspend or terminate program service immediately. Possible reasons for suspension/termination from camp include:

- Inappropriate behavior considered harmful or threatening to your child, staff, or others.
- Inappropriate parent behavior toward a child, staff, or other parent(s)
- Chronic tardiness of parents at pick-up
- Overdue fees

Murray Camp staff might first attempt all appropriate methods of positive child guidance and/or progressive methods of discipline before resorting to suspension or termination. The Directors of Murray Camp may recommend additional supportive services or make a referral for services when deemed appropriate. All



incidents and subsequent actions will be documented in the child's file. If a child is suspended or terminated, the Directors of Murray Camp will provide the parent/guardian with all relevant information, including the circumstances under which a child may return, if applicable. In all cases, the final disciplinary decision is made in consultation with the Co-Directors of Murray Camp.

PROGRAM POLICIES AND PROCEDURES

Hours of Operation (Pick Up & Drop Off Procedures):

Murray Camp will have staggered drop-off and pick-up times at the Delta Fields located at 10 Sun Island Road off Nobadeer Farm Road. It is a location with sports fields, restrooms, etc. that we rent while camp is in session over the summer.

The children meet with their assigned counselor and group. We have our bus and fifteen-passenger vans parked at the Delta Field lot. One age group is usually scheduled to remain at the Delta Fields for their first activity being a sport/field instruction game.

Our base is located at the Children's House Montessori School located at 7 Pheasant Drive. We will be hosting numerous group classes throughout each day at the camp bases. The children, depending on their activity, are in and out of our base throughout the day.

In the event of rain, children will still report to the Delta Fields to be transported to our base and/or their scheduled activity until the weather improves. Pick-up will also remain at the Delta Fields.

Parents/Guardians are requested to remain in their vehicles at drop-off and pick-up times as it allows the drop-off and pick-up transitions to progress without traffic backup, which worked well last summer.

Drop-off and pick-up times are as follows:

Counselors in Training (CITs ages 13-14) 8:15 am drop off and 3:00 pm pick up

Seniors (ages 9-12) 8:30 am drop off and 2:50 pm- 3:00 pm pick up

Starfish (ages 6-8) 8:40 am drop off and 2:40 pm -2:50 pm pick up

Minnows (ages 4-5) 8:50 am drop off and 2:30 pm-2:40 pick up

Families with children in different age groups may drop off and pick up their children at any of these stated times.

Parents of children biking to camp (to &/or from) without a parent/guardian accompanying them are required to send an email to the camp director stating that their child is allowed to bike to & or from camp, independently.

Transportation:

Murray Camp provides children with varying enrichment experiences and curricula throughout the island of Nantucket. Our children will be transported on either our 72-passenger licensed school bus, two 15-passenger vans, or our 5-passenger Jeep Wranglers.

Staff:

Staff are selected carefully based on their experience, education, talents, and interpersonal skills. Staff training is continuous, timely, and comprehensive on topics that include Academic Instruction, Curriculum Development, Bullying Prevention, Awareness of Child Abuse and Neglect, Child Safety and Protection; Family Engagement, and strategies to promote children's social and emotional growth.



Criminal and Sexual (CORI/SORI) background checks are run on all staff and all staff are required to have current certificates in First Aid and CPR.

Curriculum:

Our Summer Camp encourages all children to participate in activities that promote the child's social, emotional, cognitive, physical, artistic, and creative development. The activities are designed to meet the needs for recreation, cultural enrichment, group exploration, social enrichment, physical fitness, and creative expression. All activities are designed to be developmentally appropriate for the children enrolled in the program. Our programs utilize indoor facilities (Montessori Children's House at 7 Pheasant Drive, Nantucket Community Pool, Nantucket Community Ice, Jetties Tennis Courts, Recreation Department fields and playgrounds, Nantucket Historical Association properties, Maria Mitchell properties, Community Farming properties, Local Island beaches, Dreamland Theatre and more lots more). The island truly is our playground! The camp focuses on the development of independence and responsibility in children by encouraging opportunities for decision-making.

Swimming, Sports, Creative Arts, and Education:

Children enrolled in Murray Camp will participate in swimming, sports, creative arts, fitness lessons, historic and educational island outings, sailing, and more. We offer a wide range of activities, games, trips, and events for all the children in our care. Schedules are created and developed by the Camp Directors to best coincide with your child's age and stage of development.

In accordance with Christian's Law, all campers will be swim tested and placed in levels of swimming competency on their first Monday of attending camp each summer. Our Red Cross-certified Water Safety Instructor will work with our lifeguards during swimming assessments in the pool. All our Minnows (ages 4 & 5) are considered non-swimmers, regardless of their swimming ability, without the Water Safety Instructor's approval post his consultation with parents and potentially moving them up a level.

Massachusetts General Law (M.G.L.) c. 111, §127A½ - Christian's Law:

All children participating in swimming programs at municipal and recreational programs or licensed camps, excluding swimming pools, wading pools, and other artificial bodies of water, need to be classified according to their individual swimming ability through a swim test prior to entering the water for the first time. If the child is determined through swim testing to be a non-swimmer or at-risk swimmer, then a properly fitting personal flotation device (PFD) must be provided by the municipal and recreational program or licensed camp. Christian's Law allows a parent or legal guardian to provide their own PFD for their child. Municipal and recreational programs or licensed camps should inform parents that they may choose to do so and, if the parents provide a PFD, it must be clearly identified with the child's name and contact information. Municipal and recreational programs or licensed camps must ensure the child is wearing the PFD during swimming activities and will need to initially and regularly check that the provided PFD is properly sized and fitted Type I, II, or III PFD.

We (Murray Camp) also have children identified as non-swimmers wear a red bracelet when in or near bodies of water and children identified as at-risk swimmers, wear a blue bracelet when in or near bodies of water, which is in addition to a PFD (approved Coast Guard lifejacket) worn when children are not swimming in a pool. Parents are welcome to provide their own PFD (lifejacket) for their child if preferred, clearly labeled with your child's name and contact information. For more information, please review: <https://www.mass.gov/info-details/christians-law>

Pick Up Authorization:



If a child will be picked up by anyone other than a previously designated individual, the program must be notified of the change. A list of designated individuals can be provided by parents in electronic or hard copy form. No child, under any circumstances, will be allowed to leave the premises without permission from an authorized adult. **Unfamiliar authorized adults who pick up are required to show identification.** Authorized individuals must be 18 years of age or older. If staff have a concern that an authorized adult, including a parent/guardian, is under the influence of alcohol or drugs, staff will contact another authorized adult for pick up. Incidents of this type may be reported to the Department of Children and Families (DCF).

Toys from Home/Electronics:

Children may not bring toys, cell. phones, iPods, iPads, or other electronic devices to camp that are not required for disability accommodations. The day's activities are full and engaging, and there are many items for recreational play and learning in our camp settings. We are not responsible for lost or broken items that a child brings from home.

Inclement Weather Policy:

In the event of inclement weather (rain, high winds, etc.), we will make every effort to remain open during our regularly scheduled hours. However, if the safety of our camp community is in question, we may close early and/or cancel camp. We will post closures the morning of, on our website and send out a camp-wide email as well. Camp closure or cancelation due to inclement weather or other safety factors out of our control, will not be refunded.

HEPA Standards (Healthy Eating and Physical Activity):

Murray Camp is expanding its longtime commitment to children and youth by adopting a set of Healthy Eating and Physical Activity standards. The standards we are adopting will build a healthier future for our nation's children by providing healthy environments rich in opportunities for healthy eating and physical activity. Specifically, these standards are:

- Establish a minimum of expected physical activity for children of different ages enrolled in our programs.
- Define food and beverage offerings, including designating water as the primary beverage during snack times and offering supplements of fruits and vegetables included in our snack options.
- Commit to conducting parent education to encourage healthy behaviors at home.

Murray Camp serves food and beverages that promote lifelong health and prevent chronic disease. These include minimally processed foods made with whole grains and heart-healthy fats and oils and without added sugars or Trans fats; fruits and vegetables and beverages made without added sugars. Nutrition education is included in our curriculum for all ages, and we create an environment that encourages children to choose healthy foods. Water is available throughout the day and children have scheduled breaks to consume additional water.

Meals:

We provide each child with a healthy morning snack and ask families to provide a healthy lunch for their child. This is apart from campers in the senior group who have the option to purchase lunch out on Fridays of each week. Water is always available for children throughout the day. Parents are welcome to provide an additional snack from home, but all snacks and food must be **peanut and tree-nut-free**. The camp is unable to refrigerate, or heat children's lunches so please include an ice pack if needed and use a thermos to keep food warm. Children are not allowed to use the vending machines located at the ice-skating rink. We do not allow children or parents to order food and have it delivered.

Children's lunches including snacks are strongly encouraged to be healthy. Please refrain from sending soda, and candy, See the below list of suggested foods.



Pasta	Quesadilla	Pasta salad
Pizza	Vegetables (cut up)	Chicken on salad
Cereal	Fruit	Cheese and crackers
Sandwiches	Yogurt	Cheese sticks
Bagels	Applesauce (no added sugar)	Granola bars
	Hummus	

If your child has food allergies, please notify the Director Murray Camp at the time of enrollment and signify this in the appropriate space on the child’s registration/enrollment packet. We will make every effort to satisfy the special food needs of all children.

PARENT RIGHTS AND RESPONSIBILITIES

Children’s Records:

Information in a child’s record is privileged and confidential, meaning that Murray Camp will not release information contained in the record to anyone not directly related to implementing the program plan for the child without the written consent of the parent/guardian. If a parent/guardian requests access to the child’s record or specific information contained within the file, Murray Camp will provide the requested information within two (2) business days of the initial request. Murray Camp follows the Department of Public Health guidelines governing access to, duplication, and dissemination of such information. Murray Camp also documents to whom and for what reason information in the record was released. This documentation is available to parents/guardians and program staff responsible for record keeping. *Authorized representatives from the MA Department of Public Health and the Department of Children & Families have the right to review all records for regulatory or intervention purposes.*

Special Accommodations:

Murray Camp will consider special accommodation requests to meet the specific needs of a child, including changes or modifications in the child’s participation in regular activities. It is the goal of Murray Camp to work with each family to serve every child; however, if such accommodation creates an undue burden on the camp, the parent/guardian will be notified in writing regarding our inability to serve the child and the reasons for the decision.

Referral Services:

Murray Camp’s connections with various support agencies on the island are linked to information and services regarding social, mental health, educational, and medical services for families. The Directors of Murray Camp maintain this referral information. When needed, we provide parents/guardians with a document detailing the reasons that referral services are being recommended for a child. This will include observations related to the child and the efforts made by Murray Camp to accommodate the child’s needs. Murray Camp requires written parental/guardian consent before a referral is made with an exception made (as legally required) to the Department of Children and Families. The camp maintains a written record of any referrals, including conferences with parents and any results or actions discussed.

Tobacco. Alcohol and Marijuana are always prohibited at camp locations.



Parent Engagement:

Murray Camp encourages parent/guardian participation and feedback. Individual conferences can be arranged by appointment. If you have a specific concern, question, program suggestion, etc., please contact the Directors of Murray Camp at ackmurracamp@gmail.com.

Incident Reports:

If a child exhibits a pattern of negative behavior, staff may ask a parent to sign off on an incident report. The primary purpose of incident reports is designed to be a tool for communication between families and staff. If 3 or more behavioral incident reports have been sent home or the staff feels the child's behavior threatens his/her safety or the safety of others, the Director of Murray Camp may ask the parent/guardian to meet to discuss how to help that child be successful in the program.

Murray Camp reserves the right to suspend or dismiss a child for unsafe and/or threatening behavior with or without advanced notice to the family, depending on the severity of the behavior.

Should a pattern of negative behavior occur, the Director may do any of the following to avoid the child being suspended or terminated from the program:

- Provide an opportunity to meet with the parents to discuss other options other than suspension or termination.
- Offer a list of referrals to parent/guardian for an evaluation, diagnostic or therapeutic services.
- Pursue options for a supportive service to the program.
- Develop a plan for behavioral intervention at home and in the program.

CHILD PROTECTION POLICY

Murray Camp reviews all prospective staff through the Massachusetts Registry of Sex Offenders.

Child Abuse Awareness and Prevention:

Education and awareness are central to our commitment to keeping children safe. The following strategies are consistently adhered to in our camp for the protection of children and camp staff.

- All staff participate in mandatory annual training to help identify the signs of potential child abuse (physical and sexual), between adults and children and among children. Policies are in place to avoid situations where children may become vulnerable.
- Communication is open and honest among staff, parents, and children. Children are encouraged to speak up in any situation where they may feel uncomfortable, regardless of the reason. Parents are encouraged to share behaviors that are out of the ordinary.
- Providing children with affection is important to their emotional and social growth, but there are boundaries and staff recognize every child's need for personal space. Side hugging pats on the back, and high-fives are all acceptable ways for staff to show warmth and encouragement. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding bathroom privileges, confining children in locked rooms, and verbal or emotional abuse.
- Parents may visit, unannounced, any location of the camp including outings' environments in which their child is enrolled.

Reporting Suspected Cases of Child Abuse (Commonly referred to as filing a 51A):

All Murray Camp staff are required under Massachusetts General Laws Chapter 119, Section 51 A, to report incidents of possible neglect or abuse—physical, sexual, and psychological—to the Massachusetts Department of Children and Families (DCF). This is not discretionary. Administration will file a 51A whenever they have reasonable cause to believe that a child has been harmed by anyone, including non-



family members. In the most grievous instances, the matter may be referred directly to the police or consult with the District Attorney. In the event of an accusation or suspicion of child abuse, the following protocol is activated:

1. The staff person will notify the Director of Murray who will review the incident with the reporter and Directors. All pertinent information is collected and assessed.
2. Once all pertinent information is secured, the Directors of Murray Camp will notify the Department of Children and Families (DCF) Protective Services Unit. A written 51A Report must be filed within 48 hours of the incident. If a Murray Camp staff person or other staff has been named in the 51A Report, the Department of Public Health or another appropriate regulatory agency will be notified as well.
3. If a staff person or other staff is implicated, without exception, the individual will be removed from direct care responsibilities immediately and will stay removed until all investigating authorities have completed their review. A positive finding will result in immediate termination. Reinstatement of an accused staff member will occur only after the investigation is complete and allegations are cleared and dismissed to the satisfaction of the Directors of Murray Camp.
4. No Murray Camp administrator or director has the authority to supersede the protocol for reporting.
5. The parents or legal guardians of the child(ren) involved in an alleged incident will be notified by the directions set forth by DCF.
6. Information maintained in the handling of all 51A filings is considered confidential and privileged.

HEALTH CARE POLICY

The following processes safeguard children and staff from spreading communicable illnesses. The protection of every child's health and wellness is a priority; therefore, though some of these restrictions may be inconvenient, they have been proven to be effective in containing the transmission of common childhood ailments. The full health care policy is available upon request. This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the Local Board of Health.

Children should remain home:

If he/she is listless, unusually irritable, complains of aches, pale or flushed. In particular, the child cannot attend programming with any of the following symptoms:

- Earache
- Fever over 100 Degrees
- Sore Throat
- Stomachache
- Diarrhea/Vomiting
- Contagious Rash
- Head Lice
- COVID-19, RSV, Chicken Pox, Whooping Cough, Conjunctivitis, Impetigo.... any condition deemed contagious.

It is the parent/guardian's responsibility to notify us if a child has and/or has been exposed to a communicable condition. Conversely, we will notify all parents if a child in the program has been reported to have a contagious illness. Notices will include information on symptoms and general information on the contagion.

Children may attend programming with:

- Earaches, Strep Throat, Conjunctivitis provided they have been on medication for a full 24 hours.
- Colds, provided they have been fever-free, medication-free, and symptom-free for 24 hours.
- Seasonal allergies and other non-contagious conditions.



Children will be sent home if a child is unable to keep up with the pace of activities due to an illness that is evident or developed during program hours. Parents or an authorized release person will be expected to pick up the child within one hour of being notified.

Preventative Health Procedures:

Described below are the infection control measures to prevent the spread of communicable diseases. We follow exclusion policies for serious illnesses, contagious diseases, and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control, The Department of Public Health. Procedures shall include the notification of all parents by the Department of Public Health's recommendation.

Illness: All children within the camp are continuously exposed to each other's germs. Parents are asked not to send their child to the program if he or she is sick or contagious. If a child becomes ill during camp hours (fever, vomiting, diarrhea, etc.) the parents or emergency contacts will be called immediately to come and pick up the ill child. The child will not be able to return to the program until they are fever and symptom-free for 24 hours.

Handwashing and Personal Hygiene: Transmission of infection in a childcare setting can be dramatically reduced by frequent and proper washing of hands. Staff and children are encouraged to follow the method recommended by the Massachusetts Department of Public Health. Wash your hands with soap and warm running water for 20 seconds and dry for a minimum of 20 seconds under the Dyson air dryers throughout the building. Children are required to wash their hands before eating, and after using the restrooms.

Allergies must be disclosed in advance

Any food, drug, or environmental allergies **must be disclosed** in the Allergies section of a child's registration information on their ccampdoc.com account. This information will be placed on a master list and posted in food preparation and distribution areas. Camp Coordinators will not serve or allow products containing peanuts or tree nuts in its programs as an overall precaution.

Dispensing Medication:

Prescription medication is administered pending a written order from the child's physician and with written prior parent authorization. As part of a child's record, an Individual Health Care Plan (IHCP) must be completed and signed by a child's physician and parent/guardian if the child has a chronic medical condition that requires daily medication.

Murray Camp keeps a written record of the administration of any medication and follows a protocol called the *5 Rights of Medication*: the right child; medication; date, time, and route. Every time a prescription medicine is administered by staff, detailed information on the dosage is logged and kept in the child's file. All medications are stored under proper conditions for sanitation, preservation, security, and safety. Unused medications will be returned to the parent/guardian. Parents will be notified in advance to permit any dispensation of non-prescription medicine to be given to their child except Benadryl in what presents to be an emergency reaction to a food or environmental allergy. All pertinent information regarding the dosage, date, and time will be shared as soon as possible with the parent, recorded, and retained in the child's file.

Other Important Information:

Meningococcal disease & Immunization should be reviewed. Info to review can be viewed at [https:// www.mass.gov/service-details/meningococcal-disease](https://www.mass.gov/service-details/meningococcal-disease)



EMERGENCY PROCEDURES

A child who is seriously injured at the Murray Camp will be transported to the nearest emergency medical facility by ambulance. Parents will be notified immediately. A staff member accompanies the child with emergency forms and stays with the child until the parent/guardian arrives. If a parent/guardian cannot be reached, the emergency contact on file will be notified. If a child is seriously injured while on a field trip, the same protocol is followed. Parent/Guardian receives all written documentation related to the injury within 24 hours.

Emergency Drills, Evacuation Procedure, and Shelter in Place (Montessori School base):

Each room throughout the building has an evacuation route sketch and evacuation bag. As staff and their assigned children exit the building, the lead coordinator will pick up the emergency bag, attendance record, and cell phone and carry them to the meeting place. Each emergency bag contains a camper list, parent contact information, allergy and other health care information, and wipes.

In the case of a needed evacuation from the Children's House Montessori School, we would walk on Bailey Road to Cedar Circle to Larrabee Lane, and across the crosswalk on Surfside Road directly to the Nantucket Elementary School.

Should the island be faced with a natural disaster and either the school's weather alert radio or the town's outdoor warning sirens indicate that we should shelter in place, the above lockdown procedure will take effect. Staff will monitor the weather alert radio to stay informed regarding how long to stay sheltered and any updates or additional information.

In cases of either an emergency evacuation or sheltering in place, parents will be notified by phone and/or email as soon as possible.

Cleaning, Sanitizing and Disinfecting:

Daily cleaning and sanitizing are best practices followed at Murray Camp. In our efforts to ensure children's health and well-being our routine includes the washing, sanitizing, and disinfecting of all surfaces, including floors, toilets, sinks faucets, and tables daily. The disinfectant used is a commercially prepared disinfectant that has been approved by the Environmental Protection Agency (EPA). All cleaning supplies are stored in secured places and out of the reach of children.

Missing Child Procedure (Montessori School/Home Base):

- If a staff person believes a child to be missing, they will immediately inform the Head of Camp/Group Coordinator.
- Whether indoors or outdoors, staff will bring students to an Art Room for a group activity. The Head of Camp/Group Coordinator and all available staff will search the immediate surrounding area where the child was last seen, including all possible hiding places (ex. under tables, behind trees).
- Prompt notification of the police will be made if the child is not found upon the initial search of the premises. The Head of the Camp/Group Coordinator will also make the required notifications to parents and/or caregivers.
- Once the child has been located and returned safely, the Head of Camp/Group Coordinator will investigate the circumstances of the incident and complete an Incident Report. This is to identify any factors that need to be addressed by the camp or communicated to the parents to prevent a recurrence of this type of incident.



Unauthorized or Suspicious Person (Montessori School Base):

Outside the buildings: when an unauthorized or suspicious person is near the facility or on the grounds, the Camp Director/ Group Coordinator will screen the person and then report to the police when warranted. If necessary, the Camp Director /Group Coordinator will implement a “lockdown” of the base where all campers and staff will meet away from windows and exterior doors and lights will be turned off. Counselors will bring emergency bags and the Head of Camp/Group Coordinator will bring medications being stored in the kitchen cabinet. At this point, the door will be closed, and attendance will be taken. Emergency supplies are kept in case they should be needed for a lockdown. These supplies include a first aid kit, blankets, tissues, wipes, latex gloves, hand sanitizer, bottled water, paper cups, snacks, and stories. The camp will remain in lockdown until given the “all-clear” by the Nantucket Police.

Inside the building: A staff member will notify emergency personnel by calling 911. If it is possible to evacuate, we will do so using our evacuation procedure where attendance will be taken. We will then continue to our “safety space” at the Nantucket Elementary School, where attendance will be taken again. If evacuation is not possible, the Director of Camp/Group Coordinator will implement a lockdown/shelter in place (procedure above).

- In either case, parents will be notified as soon as possible via phone and/or email should an evacuation or lockdown occur.

Please do not hesitate to contact Murray Camp Administration for clarity on any of our stated policies &/or information in this booklet.

Sincerely,

Mary Murray Bruno

Educational Psychologist / Camp Director

Chuck Bruno

Secondary School Teacher / Co-camp Director

Seamus Bruno

Special Education Teacher / Co-camp Director

Liam Bruno

Operations & Facilities/ Co-camp Director

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