



**Summer Camp Handbook**

**Woods, wildlife and wonder...  
The way camp should be.**

## CAMP LION KNOLL MISSION

The Learning Knoll offers a summer day camp because we recognize the unique value of a nature-based programming experience in your child's growth and development.

Established in 1958, Camp Lion Knoll offers campers a diverse natural environment that includes 40 acres of open fields and pine forests around which we base our hands-on curriculum. Our camp facilities include a main building with a kitchen, dining hall, office and attached pavilion, nature trails, a large bathing beach, and a nature station.

Campers will experience a wide range of activities based on a curriculum that grows from the child's sense of self as she/he views the natural environment and its place in the global community. This experience will unfold through cooperative games, nature-based arts and crafts, outdoor adventure, swimming and special events.

The Learning Knoll accepts all families regardless of gender, race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation, veteran's status or marital status.

### GENERAL INFORMATION

#### CAMP DATES:

Camp runs for 8 weeks from June 24-August 16 and will be closed July 4 to observe Independence Day. Campers must be 5 years old and completed Kindergarten to attend.

#### APPLICATION:

Fill out both sides of the registration form completely. Circle the date (s) that you will need. The date(s) that you circle will be considered "**reserved**" only if:

- 1.) Space is available.
- 2.) All paperwork on the checklist is returned (including immunization history and proof of physical).
- 3.) **Payments are made the Friday prior to the week enrolled. Families will receive an invoice for the weeks selected via email from QuickBooks. The Learning Knoll accepts cash, check, and online payments. Please make checks payable to The Learning Knoll.**
- 4.) If your child is not attending on any day, please call to let us know. Payment is **nonrefundable** if your child is sick, or if you choose not to bring him/her.
- 5.) You can drop off the application and required forms to the Girls Club or email [nhurlburt@thelearningknoll.org](mailto:nhurlburt@thelearningknoll.org).

**FEES: (If you are in a subsidized slot, your fees will remain the same during the summer)**

\$250 per week.

\*We are also offering a \$20.00 Sibling Discount per week, per session. Siblings must be attending the same week.

#### TRANSPORTATION:

Due to a change in our camp structure, the campers can no longer have before and after care at the Girls Club. We will offer before and after care at camp. Campers will be required to pick a bus stop within multiple communities unless the parent or guardian is picking up or dropping off at camp. **The final bus schedule will be released before camp.**

#### HEALTH FORMS:

The Massachusetts Department of Public Health requires campers to have an immunization record signed by a physician and proof of a physical within two years on file at The Learning Knoll/Camp Lion Knoll **PRIOR** to their first day of camp. All health forms will be due June 21, 2024 by the end of the work day. **CAMPERS WILL NOT BE ALLOWED TO ATTEND UNTIL THIS HAS BEEN RECEIVED.**

## CAMP POLICIES

All payments for campers must be made the week prior. Failure to make this payment will result in the loss of your child's slot for the upcoming week. Payment is **not refundable** if your child is sick or you choose not to bring her/him.

If you are planning to pick your child up during the camp day, please allow time for your child to return from outside activities. Also, you **must** go to the camp office to inform the Camp Director and sign a release form. We will only **release** your child to the people who are identified on your registration form. **Photo ID will be required for pick-up.**

When a child exhibits behavior that are incompatible with the functioning of our programming, i.e., hurting others or themselves, or an inability to participate in program activities, we begin the steps that could lead to suspension or termination from our program. ***In cases of extremely unsafe behavior, immediate suspension or termination may result.*** The remainder of that week is non-refundable.

Campers are provided with breakfast, lunch, and an afternoon snack. In the past, campers were not permitted to bring food to camp. This year, campers are allowed to bring their own lunch. Camp Lion Knoll has a strict nut free and shellfish free policy and we ask that packed lunches do not include nut-based products (i.e. peanut butter) or shellfish. In addition, we ask that campers do not bring candy or soda as we are required to follow USDA guidelines. Weekly lunch menus will be sent home with the campers and posted on The Learning Knoll website. In the event that your child does not want to eat lunch at camp, they must notify their counselor or another staff member.

**Your child must be completely toilet trained in order to attend camp.**

### CHILD ABUSE AND NEGLECT POLICY

**The Camp Lion Knoll Child Abuse and Neglect Policy is derived from the policy at The Learning Knoll.**

1. All staff are mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to the Department of Children and Families pursuant to M.G.L.c.119, s.51A, or to the program administrator or designee.
2. The Learning Knoll program administrator or designee shall immediately report suspected abuse or neglect to the Department of Children and Families pursuant to M.G.L.c.119, s.51A.
3. The Girls Club program administrator or designee shall notify the Department of Early Education and Care (EEC) immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child *while in the care* of a Girls Club program or during a program-related activity.
4. Staff members who report suspected abuse or neglect will not be subject to criticism, retaliation, discharge or other disciplinary actions associated with the report.

The Learning Knoll and Camp Lion Knoll shall cooperate in all investigations of abuse and neglect. Cooperation includes identifying parents of children currently or previously enrolled in a The Learning Knoll or Camp Lion Knoll program; providing consent for disclosure to the EEC of information from, and allowing the EEC to disclose this information to, any person and/or agency the EEC may specify as necessary to the prompt investigation of allegations and the protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.

The Learning Knoll and Camp Lion Knoll will ensure that any allegedly abusive or neglectful staff member does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the EEC requires. The Girls Club and Camp Lion Knoll further ensures that reports will be kept confidential and the rights of employees will be protected until the matter is resolved.

## CHILD GUIDANCE POLICY

Goal: The goal of the child guidance policy is to support the whole child through the Pyramid Model of social and emotional learning by limiting or eliminating the use of suspension, expulsion, and other exclusionary measures.

Our Program Aims To:

1. Encourage appropriate behavior at all times with positive reinforcement and consistent guidance.
2. Camp Counselors and staff will encourage children to work out grievances through problem solving techniques.
3. Where appropriate and feasible, children shall participate in the establishment of rules, policies and procedures.
4. Redirection and choices are used to promote appropriate behavior.
5. When inappropriate behavior continues and previous steps are ineffective, the child may need to be removed from the situation until s/he is able to rejoin the group.

This could include a quiet area in the classroom or in an emergency situation (i.e., child's safety is at risk, other children or adult's safety is at risk and/or the child is damaging equipment), the child will be moved to a safe area out of the classroom such as the hallway or an office. If needed, a supportive hold may be used and only be sustained long enough to remove the child from an unsafe situation or keep him/her from hurting themselves or others. The child will always be supervised by a teacher or director. The child will break for no more than one minute per year of her/his age or until the child exhibits readiness to return.

Should the behavior continue or escalate and the previous steps are ineffective, the child's parent/guardian may be called to remove the child from the program for the remainder of the day.

6. Behavior modification strategies are worked out with assistance from the parent(s) for each child and with the child's individual needs and development in mind. (Please see referral policy).
7. No child shall be denied food, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food and no child should be left on their quiet time mat for more than 20 minutes without something to do.
8. No child shall be subjected to physical, corporal punishment or physical restraint.

**Examples of physical punishment:** Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.

9. No child shall be subjected to psychological abuse.

**Examples of psychological abuse:** shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, seclusion.

10. No child shall be subjected to coercion.

**Examples of coercion:** Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

11. No child will be confined to any piece of equipment for extended periods of time in lieu of supervision.
12. Failure to comply with this behavior plan will result in immediate dismissal or termination procedures for the teacher.
13. This policy acknowledges that it complies with federal and state civil rights laws.

## **SAMPLE SCHEDULE AT CAMP LION KNOLL**

8:25 Arrive at Camp  
8:55-9:25 Breakfast  
9:25-9:35 Group Meeting  
9:40-10:30 Art & Crafts  
10:40-11:30 Swim  
11:40-12:10 Free Play  
12:10-12:40 ROAR  
12:45-1:15 Lunch  
1:20-2:10 Nature  
2:20-3:10 Swim  
3:20-3:40 Snack  
3:40-3:50 Afternoon Meeting  
4:00 Departure from Camp (If Riding Bus)

### **WHAT TO BRING TO CAMP**

Backpack  
Sunscreen /Bug Spray (labeled)  
**Flip Flops (at bathing beach only)**  
Towel  
Water Bottle (plastic)  
Bathing Suit  
Weather Appropriate Clothing

### **WHAT NOT TO BRING**

Money  
Toys, Pokémon Cards, etc.  
Candy/Gum  
Electronic Devices  
Juice, Energy Drinks, Gatorade etc.

**All clothing and belongings should be labeled with your child's name. The campers are busy and active every day. Provide clothing that allows for campers getting dirty and/or wet. You are welcome to send your child in with extra clothing and/or water shoes or sport sandals (ex. Teva). We are not responsible for lost or damaged items.**

## **CAMP LION KNOLL HEALTH AND EMERGENCY POLICY**

### **EMERGENCY TELEPHONE NUMBERS**

Health Care Consultant: **Stefan Topolski, MD**

111 Bridge St.

Shelburne Falls, MA 01370

(413) 625-6240

Fire Department: 911

Police Department: 911

Ambulance: 911

Poison Prevention Center: 1-800-682-9211

Emergency Facility: Baystate Franklin Medical Center

164 High Street, Greenfield, MA 01301

(413) 773-0211

D.C.F. – Greenfield: 775-5000

D.C.F. – Hot Line (After 5p.m.) 1-800-792-5200

### **PROCEDURES FOR EMERGENCIES AND ILLNESS**

In case of an emergency or illness (such as a seizure, a serious fall or serious cut), qualified staff with first aid will begin the administration of emergency first aid. Staff will take the remaining group to another area. Staff will be alerted to send for assistance from the office staff. The office staff will contact the parent to come and pick the child up or meet the child and accompanying staff at the emergency room of the hospital.

When parents cannot be reached, those listed as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be contacted immediately, a designated staff person will continue to attempt to reach parents. If necessary, a child will be transported by two designated staff members (or by ambulance) and the child's file will be taken including permission forms.

Each group has their own first aid kits that are with them at all times. There is also a first aid kit in the main dining hall and office. Disposable gloves will be used for the clean-up of blood spills.

### **PLAN FOR MILDLY ILL CHILDREN**

Children who are mildly ill may remain at camp if they are not contagious and they can participate in the daily program.

If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the camp staff, the child's parents will be contacted to pick up the child. The child may rest in a quiet area until the parent arrives to take the child home.

### **PLAN FOR ADMINISTRATION OF MEDICATION**

PRESCRIPTION MEDICATION must be brought to camp in its original container and include the child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician. The parent must also fill out the AUTHORIZATION FOR MEDICATION FORM before the medication can be administered.

NON-PRESCRIPTION MEDICATION will be given only with written consent of the child's parent or guardian. The camp will accept a signed statement from the parent listing the medication(s), the dosage and criteria for its administration. This statement will be valid for one year. Again, the parent will need

to fill out an AUTHORIZATION FOR MEDICATION FORM which allows the Camp to administer the medication in accordance with the written order of the physician.

When written permission is given on an as needed basis, the Camp will make every effort to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently.

### **INJURY PREVENTION PLAN**

An injury report for any incident which requires first aid or emergency care, will be maintained in the child's file. Only staff who have been trained will administer first aid no matter how minor the injury. The Leyden Board of Health will be notified if a child needs medical attention as a result of an injury that occurred at the program.

### **PLAN FOR INFECTION CONTROL**

The camp shall ensure that staff and children wash their hands with liquid soap and running water, using friction. Hands shall be dried with individual or disposable towels. Staff and children will wash their hands at least at the following times:

- a. before eating or handling food;
- b. after toileting;
- c. after coming into contact with body fluids and discharges;
- d. after handling animals and their equipment;
- e. after cleaning

#### **At least daily, these items will be washed:**

- a. toilets and toilet seats;
- b. sinks and sink faucets;
- c. drinking fountains;
- d. smooth surface non-porous floors;
- e. mops used for cleaning

**A DISINFECTANT SOLUTION** will be a solution consisting of 1 teaspoon of bleach per quart of water, which shall be prepared daily.

**A MORE DETAILED HEALTH CARE POLICY CAN BE LOCATED IN THE OFFICE. PLEASE ASK FOR ONE IF YOU ARE INTERESTED.**

### **EMERGENCY RESPONSE AND EVACUATION PLAN**

Camp Lion Knoll has a response plan in place in the event of an emergency. Campers and staff will be evacuated to The Learning Knoll (Greenfield) or Greenfield Community College depending on our directive. Plans are on file at Camp Lion Knoll should you wish to read the specific plans. In the event of a power outage or water outage, camp will need to be dismissed early.

*Parents can request copies of background check, health care and discipline policies as well as procedures for filing grievances.*

## USDA Summer Food Service Program

Campers are provided with breakfast, lunch and snack daily. It is homemade on site and we provide healthy meals and snacks. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

**This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health and is an equal opportunity provider.**

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Camp Address:

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Camp Lion Knoll

\*\*\*\*\* Mailing Address:

77 Oak Hill Road

**The Learning Knoll Inc.**

Leyden, MA 01301

35 Pierce Street

Phone Number: (413) 772-6486

Greenfield, MA 01301

Phone Number: (413) 774-7407

***THANK YOU FOR TAKING THE TIME TO BECOME FAMILIAR WITH OUR POLICIES. WE LOOK FORWARD TO A HAPPY AND SAFE SUMMER FOR ALL.***

**Camp Lion Knoll is licensed by the Leyden Board of Health.**

**The Learning Knoll is licensed by the Department of Early Education and Care (EEC).**